## Health and Safety Checklist

(Placement Centre to complete with student on first work day)

Placement Address:  City: Postal Code:  City: Postal Code:  Website:  Contact Name:  Title:  Phone number: Email:  COMPLETE DURING ORIENTATION  Completer Burgers and Joint Health and Safety Committee representative (JHSC) or Safety Representative Worker/supervisor rights and responsibilities Safe work procedures and operation of equipment Use of Personal Protective Equipment (PPE)  Identification of restricted or prohibited areas, tools, equipment and machinery Hazards in the workplace that may affect the student, how they're controlled and how to deal with them What to do and who to see if the student has a safety concern What to do and who to see if the student has a safety concern What to do when there is a fire or other emergency (e.g., evacuation procedures) Location of the first aid supplies, equipment, facilities: Names of staff responsible for first aid How to record first aid treatment Procedures for reporting accidents and injuries Workplace Harasment Violence prevention Workplace Harasment Violence prevention Working in isolation Smoking/Drinking/Substance abuse	PLACEMENT CENTRE INFORMATION					
City:       Province:       Postal Code:         Website:	Name of Placement Centre:					
Website: Contact Name: Title: Phone number: COMPLETE DURING ORIENTATION Name of immediate supervisor and Joint Health and Safety Committee representative (JHSC) or Safety Representative Worker/supervisor rights and responsibilities Safe work procedures and operation of equipment Use of Personal Protective Equipment (PPE) Identification of restricted or prohibited areas, tools, equipment and machinery Hazards in the workplace that may affect the student, how they're controlled and how to deal with them What to do and who to see if the student has a safety concern What to do and who to see if the student has a safety concern What to do when there is a fire or other emergency (e.g., evacuation procedures) Location of the first aid supplies, equipment, facilities: Names of staff responsible for first aid How to record first aid treatment Procedures for reporting accidents and injuries Workplace Hazardous Materials Information System (WHMIS) Workplace Harassment • Workplace Harassment • Vorkplace Prevention • Workplace Harassment • Vorkplace Intersional of the first procedures on: • Workplace Harassment • Vorkplace Harassment • Vorkplace Harassment • Vorkplace Intersional of the important information • Working in isolation • Smoking/Drinking/Substance abuse Location of other important information	Placement Address:					
Contact Name: Title: Phone number: Email: COMPLETE DURING ORIENTATION COMPLETE DURING COMPLETI	City:	Province:		Postal Code:		
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Phone number: Email:   COMPLETE DURING ORIENTATION   Name of immediate supervisor and Joint Health and Safety Committee representative (JHSC) or Safety   Representative   Worker/supervisor rights and responsibilities   Safe work procedures and operation of equipment   Use of Personal Protective Equipment (PPE)   Identification of restricted or prohibited areas, tools, equipment and machinery   Hazards in the workplace that may affect the student, how they're controlled and how to deal with them   What to do and who to see if the student has a safety concern   What to do when there is a fire or other emergency (e.g., evacuation procedures)   Location of the first aid supplies, equipment, facilities:   Names of staff responsible for first aid   How to record first aid treatment   Procedures for reporting accidents and injuries   Workplace Hazardous Materials Information System (WHMIS)   Workplace policies and procedures on:   • Workplace Itarassment   • Violence prevention   • Working in isolation   • Smoking/Drinking/Substance abuse   Location of other important information	Contact Name:					
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Name of immediate supervisor and Joint Health and Safety Committee representative (JHSC) or Safety         Representative         Worker/supervisor rights and responsibilities         Safe work procedures and operation of equipment         Use of Personal Protective Equipment (PPE)         Identification of restricted or prohibited areas, tools, equipment and machinery         Hazards in the workplace that may affect the student, how they're controlled and how to deal with them         What to do and who to see if the student has a safety concern         What to do when there is a fire or other emergency (e.g., evacuation procedures)         Location of the first aid supplies, equipment, facilities:         Names of staff responsible for first aid         How to record first aid treatment         Procedures for reporting accidents and injuries         Workplace Hazardous Materials Information System (WHMIS)         Workplace provention         • Workplace provention         • Violence prevention         • Working in isolation         • Smoking/Drinking/Substance abuse         Location of other important information	Phone number:	Email:				
Representative	COMPLETE DURING ORIENTATION			$\checkmark$		
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What to do and who to see if the student has a safety concern          What to do when there is a fire or other emergency (e.g., evacuation procedures)          Location of fire exits and fire extinguishers          Location of the first aid supplies, equipment, facilities:          Names of staff responsible for first aid          How to record first aid treatment          Procedures for reporting accidents and injuries          Workplace Hazardous Materials Information System (WHMIS)          Workplace policies and procedures on:          Violence prevention          Working in isolation          Smoking/Drinking/Substance abuse          Location of other important information	Identification of restricted or prohibited areas, tools, equipment and machinery					
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How to record first aid treatment       Image: Control of the procedures and injuries         Procedures for reporting accidents and injuries       Image: Control of the procedures and procedures on:         Workplace policies and procedures on:       Image: Control of the procedures on:         Workplace Harassment       Image: Control of the procedures on:         Working in isolation       Image: Control of the procedures on:	Location of the first aid supplies, equipment, facilities:					
Procedures for reporting accidents and injuries Workplace Hazardous Materials Information System (WHMIS) Workplace policies and procedures on:  Workplace Harassment Violence prevention Working in isolation Smoking/Drinking/Substance abuse Location of other important information	Names of staff responsible for first aid					
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Workplace policies and procedures on:       Workplace Harassment         Workplace Harassment       Violence prevention         Violence prevention       Working in isolation         Smoking/Drinking/Substance abuse       Location of other important information	Procedures for reporting accidents and injuries					
<ul> <li>Workplace Harassment</li> <li>Violence prevention</li> <li>Working in isolation</li> <li>Smoking/Drinking/Substance abuse</li> <li>Location of other important information</li> </ul>	Workplace Hazardous Materials Information System (WHMIS)					
<ul> <li>Violence prevention</li> <li>Working in isolation</li> <li>Smoking/Drinking/Substance abuse</li> <li>Location of other important information</li> </ul>	Workplace policies and procedures on:					
Working in isolation     Smoking/Drinking/Substance abuse Location of other important information						
Smoking/Drinking/Substance abuse Location of other important information						
Location of other important information	-					
Materials Safety Data Sheet (MSDS)	Location of other important information					
Joint Health & Safety Committee Minutes						
Important telephone numbers	Important telephone numbers	Important telephone numbers				

Please complete this Safety Orientation Checklist during the student's health and safety orientation, and return a completed copy to: York University, Faculty of Liberal Arts & Professional Studies, 4700 Keele Street, S900 Ross Building South, Toronto, Ontario M3J 1P3 Attn: Karlene Davis, Experiential Education Program Coordinator or by email to kkdavis@yorku.ca and eelaps@yorku.ca. Telephone Number: 416-736-2100 x70878

> liberal arts & YORK professional studies

## I have completed the Safety Orientation with my Practicum Centre and/or Placement Supervisor.

STUDENT INFORMATION	
Student Name:	Student Number:
Student Signature	Date
Supervisor Signature	Date
Course Code:	