

Placement Safety Assignment

Total: ____/40

Complete the following questions in sentence form. State the question and then the answer in the order below. (questions not answered will receive zero)

Part One: Placement Information:

a) Company Information:

- what is the name of the company where you are placed?
- state the company's mailing address and phone number
- name the owner/president of the company
- 6 - how many people does it employ?
- how long have they been in business?
- what is the primary focus of their business?

b) Employee Information:

- what job readiness skills does the company look for when hiring?
- 3 - identify the different occupations at your placement.
- does the company provide any assistance for employees or customers with special needs? Eg ramps

c) Workplace Quality / Training:

- 1 - what type of workplace orientation did you receive on the first day (eg. tour, computer training etc.)?

d) Supervisor Information

- what is your supervisor's name and job title?
- what post secondary education did he receive or what positions did he hold before his present position.
- 4 - who were you assigned to work with this week?
- are you comfortable working with this person?

e) Student Job Information

- what type of activities did you help with?
- 3 - describe the technology and equipment that you were able to use this week.
- did you receive training on that equipment?

f) General Impressions:

- what do you think that you will learn from this placement that will be of benefit to you in the future?
- what was the best thing that happened to you at your placement this week?
- 4 - what was the most uncomfortable experience that you had this week?
- in what specific ways could you improve your performance next week?

Part Two: Health and Safety

a) Training:

- what type of health and safety training did you receive?
- 2 - is there anything else that you would like to know about health and safety or are you concerned about anything

b) Documents:

- where are the Occupational Health and Safety Act and Workers' Compensation Board Poster posted in your workplace?
- 2 - where are the Material Safety Data Sheets kept?

c) Health and Safety Rules

- 1 - list 5 health and safety rule used at our placement

d) Personal Protective Equipment:

- list the personal protective equipment you must , or should, wear at work?
- 2 - does the equipment that you are required to wear seem adequate and in good condition?

e) Potential Hazards

- list equipment that has moving parts and is plugged in. (Also include photocopiers etc)
- are there guards on all moving parts of machinery in your workplace?
- 5 - what ergonomic stresses might occur in your workplace (eg. standing, repetitive motion)? - identify any hazardous substances at your workplace? (Ask your supervisor)
- who else works in your work area

f) First Aid

- where are the first aid supplies kept at your workplace?
- 2 - who is trained in first aid that should be contacted in case of an accident

g) Emergency Procedure:

- in the event of a fire, are there any emergency procedures in place at your co-op placement? - where are the fire extinguishers near your work area?
- 3 - In case of fire, where should you exit the building?

h) Overall Impression of Safety

- have you seen anything that would cause you to question the safety of your workplace?
- 2 - what do you plan to do to ensure that your placement is a safe one?