

Field Placement Student



Student Name: _____

Start Date of Placement: _____

End Date of Placement: _____

Supervisor Name: _____

STUDENT HEALTH & SAFETY ORIENTATION

Learning Services and the Supervisor (Principal or Vice Principal) of the co-op student will jointly complete this checklist to ensure Occupational Health & Safety requirements are met before work begins.

This documentation will be retained by the WCDSB to confirm training has been completed by the student.

Health & Safety Training on the WCDSB website:

1. Overview of Health & Safety Process and Procedures Presentation
<https://www.wcdsb.ca/programs/coop-placement/index.html>

Click **Step 1**

[Overview of Health & Safety Process & Procedures Presentation](#)

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Training includes:

- Ministry of Labour Awareness Training
- General Emergency Procedures
- Briefing on top hazards
- WHMIS - briefing on top hazards

2. Occupational Health & Safety Presentation:
<https://www.wcdsb.ca/programs/coop-placement/index.html>

Click **Step 2**

[Occupational Health & Safety Act Presentation](#)

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Includes:

- Violence & prevention policy and program
- WHMIS Training

3. Click **Step 3**
[WHMIS Video \(WMV File\)](#):

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4. Click **Step 4**
[Slips Trips & Falls Video \(WMV File\)](#)

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Please take the bottom portion of this checklist to the school or location site you will be attending for your co-op placement to be completed jointly with the site supervisor/Principal or VP or designate:

- 5. Site Tour (emergency procedures) ☐
- 6. General and site specific safety rules ☐
- 7. Who to contact in an emergency ☐
- 8. First Aid Stations ☐

Student Name (please print)

Student Signature

Date

Supervisor/Principal or Vice-Principal Name (please print)

Supervisor/Principal or Vice-Principal Signature

*When completed, forward to the Human Resource Services, Shirley Whittaker
by scanning a copy via email @ Shirley.Whittaker@wcdsb.ca*