

# Student Work Placement

## Guide for assessing workplace health and safety

This document is a guide to assessing the occupational health and safety conditions at potential student work placement locations. It is intended to be used by school placement coordinators during phone conversations with employers and/or during site visits. The goal of the process is to confirm that students have job placements where they can learn in a safe and healthy work environment.

This is not meant to be a comprehensive guide to regulatory compliance. Rather, it's intended to help guide your conversations with employers about health and safety. These conversations should give you an idea of the health and safety culture at potential placement locations, but use your judgment and discretion in evaluating the safety of the workplace. Discussion points are included later in this guide to

provide more information about how to assess the workplace environment.

In addition to having these conversations, you must obtain a **clearance letter**, available through [worksafebc.com](https://worksafebc.com), to determine if the employer is registered and in good standing with WorkSafeBC. You should also confirm with employers that they have WorkSafeBC coverage for employees and are not independent operators with personal optional protection coverage only. This information should be confirmed with the employer directly as a clearance letter will not identify the distinction. If the employer is not registered with WorkSafeBC, or if they have personal optional protection coverage only, the placement should be declined as students will not be eligible for compensation if they are injured.

### Student work placement health and safety assessment

<b>Employer name:</b>	
<b>Employer location:</b>	
<b>Number of employees:</b>	
<b>Main activity at workplace:</b>	
<b>Work duties of the student:</b>	
<b>Personal protective equipment the student is required to provide:</b>	

**What are the hazards in your workplace?**

**How are hazards in your workplace controlled or managed?**

**Describe your workplace health and safety program.**

**What safety training will the student receive and how will it be conducted?**

**How will the student be supervised? Who will the student report safety concerns to?**

**What is the process if someone is injured at work?**

## Site visit

If you are able to arrange a site visit, assess the following health and safety conditions during your visit. This is not a comprehensive or prescriptive list, as considerations will vary by type of workplace, but is provided to give you some guidance on what to look for.

Condition	Y	N	N/A
The worksite is free of clutter and debris that could be a tripping or slipping hazard.			
Equipment appears to be intact (e.g., guards are present on machinery) and well-maintained.			
Safety signs are posted (lockout procedures, safe work procedures, eye wash stations, first aid facilities, emergency exits, etc.).			
Floor openings and open sides of stairs are guarded.			
Chemicals and other hazardous materials are stored securely.			
Workers are using personal protective equipment (hard hats, eye protection, hearing protection, high-visibility apparel, respirators, gloves, etc.).			
The workplace is free of posters or other materials that could be considered racist, sexist, or discriminatory.			
The workplace has a bullying and harassment policy that is communicated to the employees.			

<b>Assessment conducted by:</b>	
<b>Date of assessment:</b>	

## Discussion points

The following is a guide to the assessment questions and the responses you should hear during your conversations with the employer. Note the completeness of the employer's responses, as a lack of a comprehensive answer may indicate missing elements of a safety program or some other problem or deficiency.

The answers provided here for each question include both regulatory requirements and best practices.

Discussion points	
<b>What are the hazards in your workplace?</b>	
Regulatory requirements	Best practices
<ul style="list-style-type: none"> <li>The employer is aware of all hazards of the workplace, including physical, chemical, biological, ergonomic, and psychological hazards (e.g., stress, harassment, violence).</li> </ul>	<ul style="list-style-type: none"> <li>The employer conducts research to identify common hazards across the industry, and maintains connections with industry health and safety organizations as applicable.</li> </ul>
<b>How are hazards in your workplace controlled or managed?</b>	
Regulatory requirements	Best practices
<ul style="list-style-type: none"> <li>The employer corrects unsafe conditions without delay.</li> <li>The employers provides personal protective clothing specific to the job tasks. (Note that workers are required to provide some equipment themselves, including footwear and hard hats.)</li> </ul>	<ul style="list-style-type: none"> <li>The employer focuses on eliminating the hazard or using administrative or engineering methods of controlling the hazard.</li> </ul>
<b>Describe your workplace health and safety program.</b>	
Regulatory requirements	Best practices
<ul style="list-style-type: none"> <li>The workplace has an occupational health and safety program (formal or informal).</li> <li>If the workplace has 20 or more employees, it has a joint health and safety committee. If a workplace has 10 to 19 workers, it has a worker health and safety representative.</li> <li>Safety procedures are available for all equipment and work processes.</li> <li>Hazards are identified and risks are controlled effectively and quickly.</li> <li>The workplace is inspected on a regular basis to identify hazards and prevent unsafe conditions.</li> </ul>	<ul style="list-style-type: none"> <li>Safety is considered as important as production.</li> <li>Management is proactive about safety rather than reactive.</li> <li>Managers and supervisors encourage workers to make suggestions and talk about safety.</li> <li>Management models good safety practices.</li> <li>Safety is planned and workers are involved in the planning.</li> </ul>

What safety training will the student receive and how will it be conducted?	
Regulatory requirements	Best practices
<ul style="list-style-type: none"> <li>• The employer provides training and orientation specific to the workplace before the student starts work.</li> <li>• Training topics should include but are not limited to:               <ul style="list-style-type: none"> <li>- Health and safety information specific to the worksite and job tasks</li> <li>- Rights and responsibilities</li> <li>- Who to ask when questions arise about safety or their job task</li> <li>- The location of first aid facilities</li> </ul> </li> <li>• Workers are told that they have a right to refuse unsafe work.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety training is extensive and covers a wide variety of topics.</li> <li>• Training approaches take into account the learning needs of young workers (e.g., incorporating technology and hands-on learning).</li> <li>• If workers have literacy, language, or other challenges, the training takes this into consideration.</li> </ul>
How will the student be supervised? Who will the student report safety concerns to?	
Regulatory requirements	Best practices
<ul style="list-style-type: none"> <li>• Workers know who their direct supervisors are.</li> <li>• Workers report safety concerns to their supervisors.</li> </ul>	<ul style="list-style-type: none"> <li>• Employers and supervisors are open to hearing any safety concerns workers have.</li> <li>• The workplace has a mentoring or similar program where the student shadows an experienced worker who works with the student initially and is available for questions.</li> </ul>
What is the process if someone is injured at work?	
Regulatory requirements	Best practices
<ul style="list-style-type: none"> <li>• All injuries are reported and procedures are in place to respond to injuries.</li> <li>• The workplace has first aid attendants, procedures, and equipment required for the size and type of operation.</li> </ul>	<ul style="list-style-type: none"> <li>• The employer has a system for supporting and staying in contact with injured workers while they are off work.</li> <li>• The employer has a recover-at-work program in place so that workers can stay on the job as they recover (where appropriate).</li> </ul>

### If you have concerns:

- Discuss your concerns with the employer contact.
- Call the WorkSafeBC prevention information line for advice or help with workplace health and safety issues. In the Lower Mainland, call 604.276.3100 or toll-free 1.888.621.7233 (1.888.621.SAFE), Monday to Friday 8:05 a.m. to 4:30 p.m.
- If you are still concerned about the health and safety conditions of a potential placement, decline the placement.

## Resources available on worksafebc.com

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### For educators:

[Hidden Hazards in the Workplace: An Educator's Guide](#)

### For students:

[Listen to Your Gut \(website\)](#)

[Getting a job? Ask Questions About Safety](#)

[Hidden Hazards in the Workplace: A Young Worker's Guide](#)

### For employers:

[What I Know Now \(website\)](#)

[Support for Employers: Training and Orientation for Young and New Workers](#)

[Tools for Training Young and New Workers](#)

### For parents:

[This Could Happen to Your Child](#)

### Regulatory requirements:

The *Workers Compensation Act* and the *Occupational Health and Safety Regulation* are available online. In particular, the following sections are of note:

- [Workers Compensation Act sections 115 to 124 — General Duties of Employers, Workers and Others](#)
- [Occupational Health and Safety Regulation, sections 3.1 to 3.3 — Occupational Health and Safety Programs](#)
- [Occupational Health and Safety Regulation, sections 3.22 to 3.25 — Young or New Workers](#)

More resources are available at [worksafebc.com/youngworkers](https://www.worksafebc.com/youngworkers).

