

## Health and Safety Checklist

PRACTICUM CENTRE INFORMATION		
Name of Practicum Centre:		
Address:		
City:	Province:	Postal Code:
Website:		
Contact Name:		
Title:		
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 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: <ul style="list-style-type: none"> <li>• Workplace Harassment</li> <li>• Violence prevention</li> <li>• Working in isolation</li> <li>• Smoking/Drinking/Substance abuse</li> </ul>	
Location of other important information <ul style="list-style-type: none"> <li>• Materials Safety Data Sheet (MSDS)</li> <li>• Joint Health &amp; Safety Committee Minutes</li> <li>• Instructions for safe operation of each piece of equipment (if applicable)</li> <li>• Important telephone numbers</li> </ul>	

Please complete this Safety Orientation Checklist during the student's health and safety orientation, and return a completed copy to:

York University Faculty of Education 4700 Keele Street, Winters 108, Toronto, Ontario M3J 1P3

Attn: Practicum Facilitator

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

STUDENT INFORMATION	
Name:	Student Number:
Signature	Date