

## Health and Safety Checklist

### PRACTICUM CENTRE INFORMATION

Name of Practicum Centre:

Address:

City:

Province:

Postal Code:

Website:

Contact Name:

Title:

Phone number:

Email:

**\*We're aware that students may be working remotely and that not all the points below will apply. Please fill out the checklist as best as possible given the circumstances.**

### COMPLETE DURING ORIENTATION

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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 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:

- Workplace Harassment
- Violence prevention
- Working in isolation
- Smoking/Drinking/Substance abuse

Location of other important information

- Safety Data Sheet (SDS)
- Joint Health & Safety Committee Minutes
- Instructions for safe operation of each piece of equipment (if applicable)
- Important telephone numbers

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

### STUDENT INFORMATION

Name:

Student Number:

Signature

Date