

# COOPERATIVE EDUCATION PROGRAM

## Worksite Placement & Safety Visitation Checklist

Old Colony Regional Vocational Technical High School

**476 North Avenue, Rochester, MA 02770**

**Telephone (508) 763-8011**

**FAX (508) 763-9821**

Employer: \_\_\_\_\_ Worksite Supervisor: \_\_\_\_\_

Company Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Does the employer agree to a CORI (Criminal Offender Registry Information) check for the student learner's supervisor? Form received?  Yes

Was the employer given a child Labor Law regulations packet?  Yes

Were the student's current skills and educational needs reviewed with the employer?  Yes

Was the employer advised of the responsibility to provide worker's compensation insurance binder?  Yes

Were student evaluation forms reviewed with the employer?  Yes

Was the Co-Op calendar reviewed with the employer?  Yes

***This worksite is recommended for Co-Op employment placement?***  Yes  No

Site visit completed by: \_\_\_\_\_

*Please print (Name & Title)*

*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

<b>FACILITY ITEMS</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>School Comments</b>
<b>1. Doors</b>				
a. Are there an adequate number of exits?				
b. Is there proper signage?				
c. Is there an unobstructed and clear way to the doors/exits?				
d. Are the exits in operable condition and unlocked?				
e. Are the doors periodically inspected?				
f. Are door/exit handles accessible by all students?				
<b>2. Eyewash/Deluge Stations</b>				
a. Are there appropriate washing facilities available where students are exposed to corrosive materials, flying chips or dust?				
b. Are the stations properly maintained?				
c. Are the facilities accessible within 10 seconds for students.				
<b>3. Fire Extinguishers</b>				
a. Are the fire extinguishers the proper type (multipurpose/ABC rated)?				
b. Are the fire extinguishers mounted in a readily accessible/visible location?				
c. Were the extinguishers inspected during the past year? (See inspection tag)				
<b>4. First Aid/Fire Blanket</b>				
a. Is there a first aid box in an accessible location?				
b. Are supplies for the first aid box adequate for the type of potential injuries in the shop? Do they include items to assist in delivering CPR?				
c. Are all the items in the first aid box sterile?				
d. Is there a fire blanket readily available? Is it in good shape?				
e. Is there a telephone?				
f. Are emergency telephone numbers posted next to the telephone?				
g. Is there an emergency procedure protocol for staff and for students? Are injury prevention classes for and students held regularly?				
h. Is there an injury surveillance system in place where injuries are reviewed and prevention strategies are initiated?				
i. Is there a staff member trained in CPR/First Aid?				
<b>5. Heating</b>				
a. Are all heat-dispersing units appropriately covered, maintained, and free from obstruction and flammable materials?				
b. Is the heat in the shop adequate?				
<b>6. Lights</b>				
a. Is the lighting suitable for the work being done?				
b. Is their protective covering for the light bulbs (i.e. bulb guards)?				

7. Flammable Items (if applicable)			
a. Are flammable items kept on the premises?			
b. Are all flammable liquids (oil, paint, gasoline, etc.) sealed in fireproof containers away from possible igniting surfaces?			
c. Are flammable items stored in a flame-retardant cabinet that meets National Fire Prevention Standards (NFPS)?			
d. Are waste receptacles provided and are they emptied regularly?			
f. Is there a contract to dispose of hazardous materials?			
g. Is there an appropriate approval posted for storing hazardous waste oil and other wastes?			
h. Are all flammables labeled and dated appropriately?			
i. Are the quantities of flammables that are stored reasonable?			
j. Do they have the appropriate Material Safety Data Sheets (MSDS) on file?			

8. Machinery and Tools (if applicable)			
a. Are safety guards in place and in good condition?			
b. Are the machinery and tools properly maintained?			
c. Is there adequate space between machines for working safely?			
d. Is the working space delineated and clear of obstructions? (Note: OSHA standards)			
e. Are all hand tools and other equipment regularly inspected (e.g., bench grinder -- cracks, inconsistencies)?			
f. Are there working magnetic restarts in place for saws (e.g., planner saw, table saw)?			

9. Ventilation			
a. Do all ducts terminate outside the building?			
b. Does tailpipe exhaust exit outside the building?			
c. Do welding areas have fans venting outside?			
d. Is the system sufficient when the shop is at full capacity?			
e. Are there excess visible dust and extreme odors?			
f. Are the vent hoods clean and unobstructed?			

10. Work Area			
a. Is the work area clean and orderly?			
b. Is there a secured tool crib for shop supplies?			
c. Are cleaning products stored away from food products?			
d. Are floors clean and dry?			
e. Are signs posted for cleaning hands if required by occupation?			
f. Are hazard signs properly posted?			
g. Are exit lanes clearly marked?			
h. Is there an adequate hot water supply for sanitation purposes?			

<b>11. Ladders</b>			
a. Do ladders appear to be in good condition?			
b. Do ladders have safety feet?			
c. Are non-metal ladders used when there is a possibility of electric shock?			

<b>12. Electrical Devices/Power Shut-offs</b>			
a. Are there an adequate number of outlets and switches?			
b. Are all outlets, switches & covers in good condition?			
c. Are all outlets and GFCI tested periodically?			
d. Are outlets properly grounded?			
e. Is there a master power switch that is easily accessible?			
f. Are GFCIs used near sources of water?			
g. Are there working emergency equipment shut-offs?			
h. Are the emergency shut-offs inspected regularly?			
i. Are emergency shut-offs accessible to students?			

<b>13. Fire Drills/Water Sprinklers/Personal Safety Precautions</b>			
a. Are fire drill instructions posted?			
b. Do alarms work properly?			
c. Are fire drills practiced frequently?			
d. Are there water sprinklers & are they in appropriate locations?			
e. Are all sprinklers kept clean and unobstructed?			
f. Are sprinklers inspected yearly?			
g. Are students provided and using proper protective attire?			
h. Are respirators, where applicable, provided for protection to students?			

<b>17. Safety Plan</b>			
a. Is there a health and safety plan?			
b. Is there a safety plan for the use and operation of equipment and is it part of the curriculum?			
c. Are the staff and students trained in safety procedures?			
d. Do faculty and students have safe work habits?			
e. Do staff and students know what to do in emergencies?			

**Safety Checklist completed with the assistance of: authorized representative of worksite.**

**Please Print** Company Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Title \_\_\_\_\_

**Signature** of worksite representative \_\_\_\_\_ Date \_\_\_\_\_

Site visit completed by: \_\_\_\_\_ Date \_\_\_\_\_

**Please print (Name & Title)**

**Date**

Site approved for employment of student: \_\_\_\_\_

*Site Evaluator Signature*

*Date*