

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

Safety Check List for Construction Jobs	Yes	No	N/A	School Comments
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1. Fire Extinguishers in truck				
a. Are there fire extinguishers present?				
b. Are they the proper type (multipurpose/ABC rated)?				
c. Are they readily accessible?				
d. Were the extinguishers inspected during the past year?				

2. Truck Evaluation				
a. Ladder racks				
b. Bins/Stock shelves secured?				
c. Safety barrier between equipment and passengers?				
d. Safety sticker up to date?				
e. Seat belts present?				

3. First Aid/Fire Blanket present in truck				
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 on the job? 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 cell phone at the job site?				
f. Is there an emergency procedure protocol for staff and for students? Are injury prevention classes for and students held regularly?				
g. Is there a staff member trained in CPR/First Aid?				

4. 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)?				

5. Work Area				
a. Is the work area clean and orderly?				
b. Condition of electrical cords				

6. Ladders/Staging			
a. Do ladders/staging appear to be in good condition?			
b. Do ladders have safety feet/staging has lock wheels?			
c. Are non-metal ladders used when there is a possibility of electric shock?			

7. Safety Plan			
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 staff have safe work habits?			
e. Do staff and students know what to do in emergencies?			

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