

SAFETY ORIENTATION CHECKLIST
(Practicum Centre to complete with student on their first work day)

STUDENT INFORMATION

Name:

Student Number:

PRACTICUM CENTRE INFORMATION

Name of Practicum Centre:

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: <ul style="list-style-type: none"> • 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"> • Workplace Harassment • Violence prevention • Working in isolation • Smoking/Drinking/Substance abuse 	
Location of other important information <ul style="list-style-type: none"> • Materials Safety Data Sheet (MSDS) • Joint Health & Safety Committee Minutes • Instructions for safe operation of each piece of equipment (if applicable) • Important telephone numbers 	

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

York University
School of Social Work
4700 Keele Street
S880 Ross Building South
Toronto, Ontario M3J 1P3
Attn: Esther Ng, Field Education Program Assistant
Email: estherng@yorku.ca
Phone number: 416-736-2100 ext. 20662

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

Student Signature

Date

Field Instructor Signature

Date