

Student Work/Practicum Placement Health & Safety Checklist

The University of Regina maintains its commitment to the health and safety of our students, faculty and staff and is vital to achieving our academic and research mission.

Please provide your responses to the questions below regarding your organization's health and safety program.

Student Name:

Work/Practicum Placement Organization:

Address:

Placement Organization Contact information

Name:

Position:

Phone:

Email:

(check appropriate box)

	Yes	No
1. Do you have a written health & safety policy?	☐	☐
2. Do you have an occupational health & safety committee, or occupational health and safety representative?	☐	☐
3. Will you ensure health & safety related training is provided for the students working in your organization? (including use of vehicles, personal protective equipment, hazardous products, and equipment)	☐	☐
4. Is your organization registered with your province's applicable Workers' Compensation Board?	☐	☐
Risk Assessment		
5. Have you carried out risk assessments of your work practices to identify possible hazards?	☐	☐
6. Are hazard assessments reviewed on a regular basis?	☐	☐
7. Are mitigation measures identified during risk assessments implemented and monitored?	☐	☐
Incidents		
8. Is there a formal procedure for reporting and recording incidents and near misses?	☐	☐
9. Are emergency procedures (e.g. fire, evacuation) developed and training provided for our students working in your organization?	☐	☐
10. Will you report to the University of Regina, all incidents involving Work/Practicum Placement students? You can report all incidents to U of R Health and Safety by emailing health.safety@uregina.ca. University of Regina Incident Reports must be completed within 24 hours of incident and may found on our website here https://www.uregina.ca/hr/hs/report-safety-concern/incident-report.html	☐	☐
11. Will you report to the University of Regina any sickness involving Work/Practicum-Placement students, which may be attributable to their work/learning activities with your undertaking? (You can report any sickness to U of R Health and Safety by emailing health.safety@uregina.ca)	☐	☐
Signature:	Date:	
Position Title:		

Thank you for completing the above checklist. Please return to:

**Human Resources
Health and Safety**

3737 Wascana Parkway Ad Hum Building, Rm 435
 Regina, SK, Canada S4S 0A2
 E-mail: health.safety@uregina.ca