# Student Work Placement Health & Safety Checklist

Regina believes that the health and safety of all students, faculty and staff is vital to achieving our academic and research mission. We therefore would appreciate your response to the following questions pertaining to your organization’s health and safety program.

<table>
<thead>
<tr>
<th>Student Name:</th>
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<tbody>
<tr>
<td>Work Placement Organization:</td>
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<td>Address:</td>
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**Contact for your organization’s health and safety program:**

| Name: |  |
| Position: |  |
| Contact Information: | (telephone): | (email): |

(check as appropriate)

1. Do you have a written health & safety policy?  
   - Yes  
   - No

2. Do you have an occupational health & safety committee, or occupational health and safety representative?  
   - Yes  
   - No

3. Will you ensure health & safety related training is provided for the students working in your undertaking, including use of vehicles, plant, hazardous products, and equipment?  
   - Yes  
   - No

4. Is your organization registered with your Province’s applicable Workers’ Compensation Board?  
   - Yes  
   - No

**Risk Assessment**

5. Have you carried out risk assessments of your work practices to identify possible hazards?  
   - Yes  
   - No

6. Are hazard assessments regularly reviewed?  
   - Yes  
   - No

7. Are the mitigation measures identified during risk assessments implemented and monitored?  
   - Yes  
   - No

**Incidents**

8. Is there a formal procedure for reporting and recording incidents and near misses?  
   - Yes  
   - No

9. Are emergency procedures (e.g. fire, evacuation) developed and training provided for our students working in your undertaking?  
   - Yes  
   - No

10. Will you report to the university all incidents involving Work-Placement students? (You can report all incidents to U of R Health and Safety by calling 306-337-2370)  
    - Yes  
    - No

11. Will you report to the university any sickness involving Work-Placement students, which may be attributable to their work with your undertaking? (You can report all incidents to U of R Health and Safety by calling 306-337-2370)  
    - Yes  
    - No

Signature: ___________________________ Date: ___________________________

Position: ___________________________

*Thank you for completing the checklist. Please return it to:*  
HUMAN RESOURCES  
Health, Safety & Wellness  
Ad Hum Building, Rm 435  
3737 Wascana Parkway  
Regina, SK, Canada S4S 0A2  
E-mail: health.safety@uregina.ca