

Thank you, for your commitment in facilitating a work placement for our student. The University of Regina understands that the health and safety of all students, faculty and staff is vital to achieving our academic and research mission. Therefore, we would appreciate your response to the following questions pertaining to your organization's health and safety program.

Student Work Placement Health & Safety Checklist

Student Name: _____

Work Placement Organization: _____

Address: _____

Contact for your organization's Health and Safety Program:

Name: _____

Position: _____

Contact Information: (telephone): _____ (email): _____

(check as appropriate)

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Do you have a written health & safety policy? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have an occupational health & safety committee, or occupational health and safety representative? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you ensure health & safety related training is provided for students working in your undertaking, including use of vehicles, plant, hazardous products, and equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is your organization registered with your Province's applicable Workers' Compensation Board? | <input type="checkbox"/> | <input type="checkbox"/> |

Risk Assessment

- | | | |
|--|--------------------------|--------------------------|
| 5. Have you carried out risk assessments of your work practices to identify possible risks? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are risk assessments regularly reviewed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are the mitigation measures identified during risk assessments implemented and monitored? | <input type="checkbox"/> | <input type="checkbox"/> |

Incidents

- | | | |
|--|--------------------------|--------------------------|
| 8. Is there a formal procedure for reporting and recording incidents and near misses? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are emergency procedures (e.g. fire, evacuation) developed and training provided for students working in your undertaking? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will you report to the university all recorded incidents involving Co-operative placement students? (You can report all incidents to U of R Health and Safety by calling 306-337-2370) | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Will you report to the university any sickness involving Co-operative 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) | <input type="checkbox"/> | <input type="checkbox"/> |

Signature: _____ Date: _____

Position: _____

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