

Course Related Work Placement

Safety and Health – Resource Guide

Introduction

Course-related work experience is an important component of delivering relevant educational programs, providing high-quality learning for students and creating business relationships and partnerships. Students gain employable job market skills by merging academic knowledge with job ready experience and make valuable links with the business and industrial community.

Work experience placements introduce occupational hazards of which students must be aware and prepared for, so far as is reasonably practicable, for each given situation.

The Manitoba Workplace Safety and Health Act, W210, places a general duty on the College to do whatever is reasonably practicable to ensure students will not be exposed to risk to their health or safety in the course of work placement activities.

Although the student / host employer dynamic cannot be controlled by the College, it can be somewhat positively affected through planning, cooperation and communication. Good business practices and professionalism need to be applied when selecting and preparing host employers and students for work placement partnerships. Student safety and health is paramount and key to forming solid long-term positive relationship with host employers and should be a focus of the work placement coordinator.

The College does not have a statutory right to enter another employer's premises; furthermore College staff may not possess sufficient information to make a valid assessment of the risks which might arise in the course of the placement. The ability to assess the risks is therefore limited to enquiring into the host employers' general safety awareness with the aim of ensuring College arranged placements are made only with reputable companies who take safety and health seriously.

References

The Workplace Safety and Health Act (C.C.S.M. c. W210)

- Manitoba Workplace Safety and Health Regulation (217/2006)

The Workers Compensation Act (C.C.S.M. c. w200)

- Declaration of Workers in Government Employment Regulation (545/88R)
- Declaration of Workers in Government Employment Orders Regulation Amendment (113/2005)

Cooperative Education Policy A6, Red River College

Worksite Placement Safe Work Bulletin, Manitoba Labour and Immigration – Workplace Safety and Health Division

Types of Course-Related Work Experience

Any person actively enrolled in a Red River College course who engages in course-related work placement as part of the program requirements is deemed to be a student for which the College has varying degrees of control and responsibility. The varying degrees of control and responsibility are shared with a host employer when engaged in the work experience term. A work placement or Cooperative Education “coordinator” is the College representative who carries out the duty of control and responsibility on behalf of the College for the duration of the work experience or cooperative education work-term.

In all work experience situations the student pays the College a tuition fee and the College in turn provides the student with assessment and academic recognition for the period along with relevant course-related training. Course related work experience is commonly referred but not limited to the following titles:

- 1. Work Experience or Industry Training** students are placed with a host employer for a period of time to gain course-related work experience. Although the employer does not remunerate students, the students do receive academic recognition for the work term.
- 2. Practicum or Clinical Placements** is a structured form of work experience where the student on practicum/clinical placement is not paid by the host employer and the student receives academic credit for the work term.
- 3. Internship** is a structured program whereby students are remunerated while gaining work experience outside the mainstream “entry positions” and are supported with cooperative interests of the employer’s senior management.
- 4. Cooperative Education** differs from other work experience situations in that students apply for available positions with host employers’ recruitment opportunities, are contacted for interviews and selected by the employer. Cooperative Education students enter into an employment relationship with the host employer and are remunerated for their work.

Safety and Health Responsibility

Host employers that accept students bear the greatest responsibility for ensuring the students' safety and health at their workplace. They are required to ensure that students:

- Receive a workplace safety orientation, including: location of emergency exits, building evacuation procedures, first aid kits, eyewash and deluge shower equipment as well as a review of emergency/injury response plans, injury reporting procedures and general workplace rules.
- Receive task specific training, location of safe work procedures and job hazard information including hazardous material hazards and controls.
- Are provided with appropriate tools and personal protective equipment to perform their job in a safe manner.
- Receive competent and appropriate direct supervision.
- Understand the work they are assigned to perform as well as the work they are not to perform. For example operating equipment, company vehicles or client vehicles.
- Do not operate powered lift equipment (forklifts and power jacks) unless certified by the host employer. Certificates are not transferable between employers. Each employer must train the student employees on their specific equipment, hazards and safe operating procedures before the student employee is allowed to operate that equipment.

College departments/programs are responsible for ensuring that students receive sufficient general occupational safety and health information and training in preparation for the work experience component of the course. They are required to ensure that student workers:

- Are generally prepared for the work placement.
- Receive a general safety and health orientation so that they can identify common hazards at the workplace they will be sent to. As an example, students being sent to perform demolition work should be able to identify mould and asbestos prior to attending the job site.
- Are aware that they should receive a workplace orientation and job specific training (including safe work procedures) from the host employer they are being placed with.
- Are aware of their responsibility to follow the workplace safety and health rules and safe work procedures at each job site and for each job task.
- Understand that employers are legally bound to provide appropriate training and information on potential associated hazards/risks before they perform tasks.
- Need to understand the work they are directed to perform; their right to ask questions about the work they are assigned to do; and their right to refuse work they believe is unsafe or for which they have not been appropriately trained.
- Are capable of performing the job tasks anticipated for the placement. For instance, a student with lifting restrictions due to a medical condition should not be asked to move or lift heavy items.

Work Placement Coordinator

The College representative who is coordinating the cooperative education or work placement component on behalf of the student must conduct some type of safety assessment of the host employer. This can be accomplished in a number of ways with varying degrees of effort, experience or safety and health assessment expertise. A reasonable and practicable effort must be made to determine the safety culture of the host employer being considered for the work placement.

Periodic site visits or contact with students during their work term are highly recommended where possible. Even the briefest discussions with the student employees and their supervisors should cover safety and health.

Issues or concerns that are raised regarding the safety and health of the student must be resolved as soon as possible. Students should trust that their coordinator is looking out for the student's best interest and someone that the student can turn to when they are unsure or feel their safety and health may be jeopardized.

Host Employer Safety and Health Assessment

Checklists are provided to assist coordinators with a general assessment of safety and health requirements and can be customized by the work experience or cooperative education coordinator. Selection of the appropriate checklist and ensuring it is completed for each host employer that accepts a student employee is required to suit the work experience situation. Many of the items contained on the checklists are either required by safety and health law or industry best practices. A review of an employer's standing with respect to Manitoba Workers Compensation Board can also be made by providing Corporate Legal and Insurance Services with a WCB Voluntary Disclosure Form (page 10) that is duly authorized by the prospective employer. Based on information collected, the coordinator must make a judgment call as to whether the host employer is generally a safe partner to fulfill the student's work experience component.

Checklists will remain valid for the duration of the accompanying Work Experience Agreement.

Following are the steps recommended when assessing the safety and health culture of the host employer and proposed worksite:

1. Initial contact – conversation should impress upon the host employer that safety and health of the student is paramount.
2. Discuss the student's course-related training, capabilities, limitations, suggested duties and prohibited duties.
3. Determine if the host employment site is a suitable match for the required work experience and meets the needs of the program.

4. Schedule a site visit, if possible, to meet the host employer representative and student employee supervisor. Ask questions related to the work experience that the student will gain and how safety and health is managed in a general context.
5. If a partnership with the host employer seems appropriate, proceed with drafting the required written Agreement through Corporate Legal and Insurance Services.
6. Select the appropriate safety and health checklist for employer to complete, sign and attach to the Agreement.
7. Also include a student orientation checklist for the employer, which is to be completed on the first day of the student's work experience term, if possible, by the host employer and returned to coordinator by the end of the first week of the work experience term.
8. For cooperative education situations, provide the student with a "Student Directed Safety and Health Checklist for the job interview. It should be completed and signed by the student and returned to the coordinator. It should be the student's responsibility to complete an orientation checklist when related training is provided.

It is intended that when a host employer is selected to form a partnership in the work experience activity, that the safety and health checklists survive the term of the partnership unless changes occur. It is incumbent on the coordinator to ask pertinent questions to determine if a change has occurred.

Environmental Health and Safety Services will assist departments and Work Placement Coordinators with assessments upon request and will list and maintain approved host employers on the EHSS staff share site for reference at:

<http://staffshare.rrc.mb.ca/EHSS/Shared%20Documents/Forms/AllItems.aspx>

Attachments:

1. Host Employer Safety & Health Checklist
2. Student Orientation Checklist
3. Student Directed Safety & Health Checklist (Coop Ed Student Guide)
4. Workers Compensation Board Coverage Form Letter (unsigned copy)
5. WCB Voluntary Disclosure Form

Host Employer Safety and Health Checklist

Employer Name: _____

Placement Occupation: _____

Address: _____

Telephone No.: _____

Work Location (if different): _____

Worksite Telephone No.: _____

Email Address: _____

Supervisor Name & No.: _____

Please answer the following questions:

Yes No

	Yes	No
1. Does the host employer have a written safety and health program in place that complies with Manitoba or applicable Workplace Safety and Health Legislation?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will safety & health rights and responsibilities be communicated to student employees?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will student employee receive the following training?	<input type="checkbox"/>	<input type="checkbox"/>
• Safety Orientation	<input type="checkbox"/>	<input type="checkbox"/>
• On-going training when introduced to new tasks	<input type="checkbox"/>	<input type="checkbox"/>
• Use and maintenance of personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency Procedures (e.g. fire emergency, chemical spill)	<input type="checkbox"/>	<input type="checkbox"/>
4. Are safety inspections completed in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a procedure for reporting a hazard in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are written safe work procedures (SWP) available to student employees?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the company have a Safety and Health Committee (>20 full time employees) or Representative (10-19 full time employees)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there a procedure in place to investigate and resolve dangerous occurrences or work refusals in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will all injuries or incidents involving student employees be reported to the appropriate Red River College (RRC) contact?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the company registered and in good standing with the provincial Workers' Compensation Board?	<input type="checkbox"/>	<input type="checkbox"/>

Indicate the level of direct supervision that the student employees will receive.

What duties will student employees not be permitted to conduct?

Write additional comments with respect to the student employees' safety at the back of this form.

Date: _____

Name of Host Employer Representative

Signature

Please return this completed form to the Red River College work experience coordinator.

RRC Use Project # (if applicable): _____

Student Orientation Checklist
Work Experience/Cooperative Education

Name of Student: _____

Host Employer Name: _____

Telephone No.: _____

Student Work Location: _____

Department: _____

Supervisor: _____

Supervisor Telephone No.: _____

Email Address: _____

It is strongly recommended that the following items be included in your orientation training for new student employees when they start their work experience with your organization, preferably on the first day or as soon as possible thereafter. Please log by date the items below when they occur and return to the RRC coordinator by the end of the first week of work experience. This list is not exhaustive and other topics may be covered during the orientation, which you should also note in the space provided below.

Topic Covered	Date	Initial
Introductions to co-workers and key individuals (supervisor, safety rep.).		
Safety policy reviewed or provided.		
Review safety and health issues or hazards specific to the company, worksite or duties.		
Emergency procedures (i.e. fire emergency, spill response procedures, etc.).		
Location of First Aid Kits and/or nursing station.		
First aid arrangements (including names of the First Aiders).		
Equipment and tool safety. Operator certificates required for forklift.		
Location of Fire Extinguishers.		
Accident reporting procedures (to whom and where), all student injuries must be reported to RRC.		
Any specific safety and health rules or regulations.		
Instructions on safe handling / use / storage of chemicals (WHMIS) list:		
Material handling procedures (i.e. lifting, carts, etc.).		
Personal Protective Equipment or clothing requirements as provided by employer.		
Instruction on equipment participant will be using (list equipment):		
Other items for which training was given (list):		

Name / Signature

Date

Student Directed Safety and Health Checklist

Host Employer Name: _____

Address: _____

Work Location (if different): _____

Telephone No.: _____

Student Name: _____

Email Address: _____

Please answer the following questions:

Yes No

1. Does the company have a written safety and health program that complies with the Manitoba or applicable Workplace Safety and Health Legislation?		
2. Will safety and health rights and responsibilities be communicated to student employees?		
3. Will student employees receive the following training?		
• Safety Orientation		
• On-going training when introduced to new tasks		
• Use and maintenance of personal protective equipment (PPE)		
• Emergency Procedures (e.g. fire emergency, chemical spill)		
4. Are safety inspections routinely completed in the workplace?		
5. Is there a procedure for reporting a hazard in the workplace?		
6. Does the company have a Safety and Health Committee (>20 full time employees) or Representative (10-19 full time employees)?		
7. Are written safe work procedures (SWP) available to student employees?		
8. Is there a procedure in place to investigate and resolve dangerous occurrences or work refusals in the workplace?		
9. Will all injuries or incidents involving student employees be reported to the appropriate Red River College (RRC) contact?		
10. Is the company registered and in good standing with the provincial Workers' Compensation Board?		

What is the level of direct supervision that student employees receive?

What duties, if any, are student employees not permitted to conduct?

Record additional comments with respect to student employees' safety at the back of this form.

Name of person completing this checklist

Signature

WCB Coverage of RRC Students on Course Related Work Experience

To Whom It May Concern:

According to The Workers Compensation Act (C.C.S.M.c. W200), Regulation 545/88R: Schedule 1, (Section 1), 2(e);

Persons who are enrolled as students at a college in a course offered by that institution, and who, as part of that course, perform work for another person or company engaged in any trade, business, industry or occupation but are not employed by that person, while performing that work for that other person, regardless of whether employees of that person are entitled to benefits under The Workers Compensation Act as workers of the applicable college.

Please be advised that students described under the above will be covered by Red River College under the following conditions:

- a) The workplace for which the student performs work agrees to assign a supervisor knowledgeable in the trade who will ensure, so far as is reasonably practicable, that the student will comply with all applicable Safety and Health related Acts and Regulations while at work;
- b) In the event of injury or illness, the work experience supervisor must ensure the student receives appropriate medical treatment at the nearest medical facility by a qualified medical practitioner. The work experience supervisor and/or college program coordinator must report incident as soon as possible to:

Donna Grieve
Red River College
C514A - 2055 Notre Dame Avenue
dgrieve@rrc.ca
204 632-2593 (Office) or 204 801-3014 (Cell)
204 633-4203 (Fax)

Corporate Legal & Insurance Services will be responsible for Workers Compensation Board reporting on behalf of the College.

If there are any further inquiries or information required regarding the above, please do not hesitate to contact Donna Grieve at 632-2593.

Sincerely,

Donna Grieve, CRM
Corporate Legal & Insurance Services
Red River College



Voluntary Disclosure Form

Authorization to Release Information

I, _____ *name* _____, representing _____ *company* _____ hereby authorize Red River College to access information relating to WCB claim history of the above mentioned company, particularly assessment rates, injury data, cost data and injury demographics. I understand that any information released will be held in strictest confidence, that it will be viewed only by those involved in the work experience placement activities, and that any information collected will be used solely for the purpose it is intended.

Signature

Date