

1	Are we already doing this? If so how?	Additional Resources: People, Documents, Organizations	Next Steps
Conduct Staff/ Student Workplace Safety and Health Awareness in Preparation for Work Placements  • Understand workers rights and responsibilities • Young Worker Readiness Certificate Course • Supervising teacher training (site assessments, hazard recognition, etc.) • SAFE Workers of Tomorrow resources and presentations • SAFE Work Manitoba resources • Manitoba Education and Training resources • Manitoba School Boards Association resources			

2	Are we already doing this? If so how?	Additional Resources: People, Documents, Organizations	Next Steps
Conduct a Work Placement Assessment to Ensure a Safe and Healthy Work Placement  • Student job description, tasks, and expectations checklists • Safety training checklists • SAFE Work Manitoba Bulletin 255: Safety and Health Orientation (mandatory) • Follow-up visits and communication • Personal protective equipment (PPE) requirements • Competent supervision			

3	Are we already doing this? If so how?	Additional Resources: People, Documents, Organizations	Next Steps
Prepare Documentation, Forms, and Applications • Employer, parent/guardian, student contact information form • Workers Compensation registration • High School Apprenticeship Program (HSAP) Agreement • Incident forms • Agreement forms signed by student, supervising teacher, employer, and parent/guardian			

4	Are we already doing this? If so how?	Additional Resources: People, Documents, Organizations	Next Steps
Develop a Communication System  • Understand what to do in an emergency • Contact information sheets • Develop a process to report unsafe work • Emergency or incident protocol • Workplace Safety and Health committee • Communication protocol between school, student, and employer			

5	Are we already doing this? If so how?	Additional Resources: People, Documents, Organizations	Next Steps
Develop Incident Processes • Reporting a near miss • Reporting an incident (Manitoba Education and Training, Workplace Safety and Health, etc.) • Workers Compensation process • Employer processes versus school processes (measurable outcomes)			

6	Are we already doing this? If so how?	Additional Resources: People, Documents, Organizations	Next Steps
Develop an Evaluation Process • Outcome-based/ integrated learning • Experiential learning outcomes • Employer exit interview • Student reflection • Teacher assessment			