## Workplace Safety Review for Internship Sites and Summer Jobs

[Step 1.] Review Child Labor Laws to determine if the job or internship placement is appropriate for the intern’s age.

[Step 2.] Review the job description and make a site visit to view the physical worksite to determine what training, guidelines and coaching will be provided to promote safe work practices. Determine whether the worksite has met NIOSH standards for basic workplace safety, through the organization’s own workplace health and safety program or an independent review.

[Step 3.] Through the Work-Based Learning Plan and through internship orientation, review safe work practices with the intern. Note that skills like teamwork, communication, critical thinking, problem solving and time management contribute to workplace safety.

[1.] What workplace safety issues should be addressed in training and in a worksite review?

[ ] Food / Food service [ ] Office [ ] Art studio [ ] Medical/science lab [ ] Retail

[ ] Ladders, step ladders, high shelving, working at heights

[ ] Computer equipment / Electronic equipment [ ] Electrical safety

[ ] Chemicals [ ] Paints [ ] Fertilizers [ ] Plants [ ] Dust [ ] Soil [ ] Animals [ ] Trash or recycling

[ ] Hot sun/weather [ ] Using tools/equipment [ ] Personal protective equipment (gloves, goggles)

[ ] Working with the public [ ] Working with children [ ] Working with patients (healthcare)

[ ] Directing sports activities [ ] Directing arts & crafts activities [ ] Directing classroom activities

[2.] How will workplace safety information will be provided to the intern? Check all that apply.

[ ] Safety guidelines from the organization/company (Specify format: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

[ ] Safety Booklet (Safety Checklist and Safe Work Habits)

[ ] Through the Employability Skills highlighted on the Work-Based Learning Plan

[ ] Through industry-specific safety skills highlighted on the Work-Based Learning Plan

[3.] Will the intern be working in a group? Alone with a supervisor? Independently? Alone with members of the public, patients, children, or clients/customers? Who provides supervision and oversight of safe work practices?

[4.] Does the organization have a Workplace Health and Safety Program? Does the Workplace Health and Safety Program insure basic safety compliance, such as inspection of doors and exits, fire safety, chemical safety / right-to-know, emergency policies, sexual harassment policies? Is safety information posted in the workplace? In cases of smaller or informal work settings, who will perform a basic safety review of the work setting?