







Safety Preparation for Student Work Experience

Safety Plan Framework

The **Safety Plan Framework** supports safety planning for student work experience/placements. It outlines items to consider when preparing a safety plan for school division work experience opportunities. For additional resources, refer to the links below or to the SAFE Work Manitoba website found at <https://www.safemanitoba.com/youngworkers/Pages/default.aspx>.

Conduct Staff/ Student Workplace Safety and Health Awareness in Preparation for Work Placements	Conduct a Work Placement Assessment to Ensure a Safe and Healthy Work Placement	Prepare Documentation, Forms, and Applications	Develop a Communication System	Develop Incident Processes	Develop an Evaluation Process
 <ul style="list-style-type: none"> • 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 	 <ul style="list-style-type: none"> • 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 	 <ul style="list-style-type: none"> • 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 	 <ul style="list-style-type: none"> • 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 	 <ul style="list-style-type: none"> • 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) 	 <ul style="list-style-type: none"> • Outcome-based/ integrated learning • Experiential learning outcomes • Employer exit interview • Student reflection • Teacher assessment

Workplace safety and health awareness should start before entering into the work placement.

