

## ASSIGNMENT #1 – HEALTH AND SAFETY CHECKLIST

**Purpose:** *Health and Safety on the job is of the utmost importance. Therefore, before commencing work, you must review the health and safety regulations of the workplace with your supervisor.*

**Required:**

- *Read the following health and safety material with your supervisor.*
- *Complete the “First Day Checklist”.*
- *Sign the document.*

**Date Due:** *Before you start your second day of co-op!*

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There are three **Types of Health and Safety Training:**

1. **General workplace safety information and/or training** alerts you to basic safety concerns and procedures in your workplace. For instance:
  - company safety rules
  - emergency procedures
  - first aid locations and procedures
2. **Specific Safety Training** teaches you how to do your job safely and how to use any machines your job requires. For instance:
  - procedures – how to do the job
  - how to use protective guards and safety features
  - lockout procedures
3. **WHMIS Training:** If your job involves working with or near hazardous chemicals, your employer will also have to provide you with a special type of training called WHMIS.

**Personal Protective Equipment (PPE):**

Your employer must ensure you have the protective equipment your job requires, and your supervisor must make sure you use it and that you use it properly. Using your protective equipment is not an option. The law and your company safety rules require it. If you are in an apprenticeable trade area, and you must purchase safety equipment to do your job, there may be funds to assist you with the purchase of the equipment. See your co-op teacher for more details.

**First Day Instruction Checklist:**

**Name:** \_\_\_\_\_

On your first day at your co-op placement, complete the following checklist:  
“Yes” or “N/A” (Not Applicable) for the following items:

Yes	N/A	
		First aid kit location and procedure discussed
		Company safety rules discussed
		Emergency exits and fire extinguishers – location and proper use
		Eye Wash station – location and proper use
		Personal Protective Equipment needed and proper use demonstrated – Circle those applicable items: protective gloves, hard hat, safety boots, safety glasses, hearing protection, dust mask
		WHMIS Training – if working with or near hazardous chemicals
		Lockout procedures with machinery discussed

Your employer and your supervisor must ensure you have the information or required training and equipment you need to protect yourself.

**You MUST:**

- Comply with the LAW
- Use machinery, following all safety regulations
- Use personal protective equipment, as required
- If unsure about a job, always ASK for ASSISTANCE and additional training
- PROTECT everyone in the workplace by reporting an unsafe piece of equipment or station
- REPORT all injuries, immediately, to your employer / supervisor and someone (or yourself, if possible) must call your Co-op Teacher
- **WORK SAFELY!**

Supervisor’s signature(s) \_\_\_\_\_

Date: \_\_\_\_\_

Student’s signature \_\_\_\_\_

Date: \_\_\_\_\_

Additional Employer Comments:

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