

Teacher Information Guide

Work Station/Work Site Inspections and Approvals

Item	Key Points	Notes
1. Policy	<p>Off-campus Education Policy: Procedure 7 All work stations and work sites must be approved by the school authority annually.</p>	The school authority may designate a certificated teacher or a noncertificated person to inspect and approve potential placement sites.
2. Worker's Rights	Alberta's Occupational Health and Safety legislation indicates that a worker has the right to refuse to carry out work that he or she believes to be unsafe.	The term Imminent Danger is used in the legislation. The term refers to any danger that is not normal for the job or any danger under which a person would not normally carry out their work.
3. Teacher Responsibilities	<ul style="list-style-type: none"> • Visit and inspect work station/work site at least annually. • View, ask questions, make informed judgements and decisions. • Complete and file documentation according to school authority policy. 	<p>Ask yourself this question: "Would I want my child to be placed in this workplace?"</p> <p>In making an informed judgement, remember, when in doubt, don't approve the workplace.</p>
<p>a) Workplace Inspections</p> <p>b) Safety Factors</p>	<ul style="list-style-type: none"> • Ensure that key safety factors are addressed during inspection. • Professional appearance of workplace. • How accidents/incidents are recorded. • Safety training is provided for new workers. • Appropriate personal protective equipment (PPE) is being worn by other workers. • PPE provided to new workers or required to be provided by workers to work on site. 	<p>It is essential that:</p> <ul style="list-style-type: none"> • each potential site is visited in person • proper documentation is completed and kept on file for at least three years. <p>In addition, it is recommended that each student be given a copy of <i>A Worker's Guide to the Occupational Health and Safety Act</i>.</p>

Item	Key Points	Notes
c) Educational Factors	<p>Ensure that employers/supervisors:</p> <ul style="list-style-type: none"> • understand their role in the learning and teaching processes • understand that the teacher has primary responsibility for the student's well-being. That is, what the student learns, how the information is taught and the assessment of the student's progress and performance. 	<p>The effective off-campus coordinator establishes a professional working relationship with employers and workplace supervisors.</p> <p>This relationship should be based on understanding of and respect for each other's responsibilities.</p>
4. Workers' Compensation Board Procedure	<p>Injuries sustained by a student while engaged in workplace learning must be reported to the supervising teacher.</p> <p>Where medical attention is necessary, the following forms must be completed:</p> <ul style="list-style-type: none"> • Worker's Report of Accident • Employer's Report of Accident. <p>Completed forms must be faxed within 72 hours of the incident to the WCB and to Alberta Learning.</p> <p>See document: <i>What to Do If a Student Is Injured at the Work Station or on the Work Site</i> (p. 50)</p>	<p>When a student is engaged in any form of off-campus education, that student is regarded as an employee of Alberta Learning.</p> <p>The supervising teacher is expected to:</p> <ul style="list-style-type: none"> • review both forms before they are faxed to ensure that they have been completed correctly • sign his or her (also print) name on the Employer's Report of Accident and write below the name "On behalf of Alberta Learning" • write Alberta Learning's WCB account number in the top right-hand corner of the Employer's Report of Accident form. The WCB account number is 345912/6.

Off-Campus Education Work Station/Work Site: Inspection Checklist

Name of Workplace: _____

Workplace Supervisor: _____ Telephone: _____

Task	Date	Sign-off
1. Work station/work site visited and inspected.		
2. Employer/supervisor interviewed. Key questions asked and responded to.		
3. Accident/incident records appear reasonable.		
4. Hazards of job identified and understood.		
5. Safety training provided to new workers.		
6. a) Personal protective equipment (PPE) provided to workers, OR b) Workers responsible for bringing their own PPE. c) Workers on site appear to be wearing appropriate PPE.		
7. Fire extinguishers, exits and safety-related signs and materials are clearly visible.		
8. Proper emergency procedures, including accident reporting procedures appear to be in place.		
9. Work station/work site: <ul style="list-style-type: none"> • appears safe and caring • does not appear to be safe and or caring. 		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

APPROVAL OF WORK SITES/WORK STATIONS★

SCHOOL AUTHORITY: _____ SCHOOL YEAR: _____
SCHOOL: _____ DATE: _____
ADDRESS: _____ SCHOOL CODE: _____
_____ POSTAL CODE: _____ TELEPHONE: _____
TEACHER-COORDINATOR: _____ TELEPHONE: _____

PROGRAM TYPE (Please Check):

I. Work Experience 15–25–35 Career Internship 10 Special Project Credits

Work Study/Community Partnership Associated with a Course

II. Special Education RAP Green Certificate

1. Procedures associated with the approval of programs are presented in the *Guide to Education: ECS to Grade 12* and require that this form be completed by a school offering or intending to offer an Off-campus Education program and be signed by the Superintendent of Schools or designee. This signature attests that the authority's program has been approved by the local board.

2. I affirm that parental or guardian consent shall be obtained on the student's behalf and that a student-employer agreement shall be signed by both parties and the parents of underage students, and that this agreement shall be on file at the school attended by the student before the student is placed at the work site/station.

Superintendent or Designee (Please Print): _____

DATE: _____ SIGNED: _____
Superintendent or Designee

(continued)

★Effective September 1995 work site and work station approvals are the responsibility of each school authority.

