

COLUMN 1. = Awareness for student placement

The "Safety Plan Framework" document with all columns.

1. SWMB - New Worker Orientation Guide
2. SWMB - Insert Note of change = to be stapled to #3.
3. SWMB - "Take the Young Worker Readiness Certificate Course" information sheet
4. SWMB - Bulletin #201
5. M.E.T. - Safety Preparation for Student Work Experience - Roles & Responsibilities
6. SWOT - Information sheet
7. SWMB - Website link info for training
8. M.E.T. & M.S.B.A. links
9. SWMB "My Checklist"
10. SWMB - Shop Talk = Young Worker Safety
11. M.E.T. - Student Work Placement FACT SHEET for Employer

COLUMN 2. = Work placement assessment

1. M.E.T. - Work Placement Defined
2. Pembina Trails SD - Sample of Student Work Placement Assessment Document
3. Pembina Trails SD - Sample of Student Experience
4. Pembina Trails SD - Student Skills Self-Assessment
5. Pembina Trails SD - Student Skills Team Assessment
6. SWMB - New Worker Orientation Checklist
7. SWMB - Bulletin #255 - Safety and health orientation requirements
5. SWMB - Shop Talk for P.P.E.

COLUMN 3. = Documentation

Speak to the need of various documents, that some will already exist in the school division, or with other stakeholders and some, which do not exist, will need to be created.

1. M.E.T. - the W.C.B. work placement registration form
2. Pembina Trails SD - Contact list & Community Work Experience Confirmation
3. Pembina Trails SD - Parent Agreement

COLUMN 4. = Communication system

1. SWMB - Bulletin #222 "Workplace Safety and Health Committee Checklist"
2. SWMB - Bulletin #184 "Resolving Safety and Health Concerns"
3. Pembina Trails SD - Student concern card to speak to employer
4. Pembina Trails SD - Student concern card to speak to teacher

COLUMN 5. = Incident process

1. SWMB - Flowchart for Serious Incident reporting process
2. SWMB - Bulletin #119 "Reporting serious incidents"
3. M.E.T. - Outlines the W.C.B. reporting process
4. M.E.T. - Incident report form for WCB

COLUMN 6. = Evaluation process

1. Pembina Trails SD - Mid-term Assessment (teacher)
2. Pembina Trails SD - End of term Assessment (teacher)
3. Pembina Trails SD - Mid-term Self-Assessment (student)
4. Pembina Trails SD - End of term Self-Assessment (student)
5. Pembina Trails SD - Log of Visits at workplace