



Student Work Experience Safety Plan Development Session November 15th, 2019









Housekeeping Items

- Washroom
- Exits/Muster Point
- Refreshments
- Smoking
- Cell phones
- Participation/confidentiality
- Be comfortable
- "Parking Lot" of questions!















Safety Preparation for Student Work Experience Safety Plan Development Session

November 15, 2019 • SAFE Work Manitoba 16–363 Broadway Avenue, Winnipeg, Manitoba

AGENDA

Morning Session

8:30-9:00	Coffee and Registration		
9:00-9:10	Welcome and Opening Remarks Dwight Doell, Director of SAFE Work Manitoba (opening remarks John Finch, Coordinator, Manitoba Education (emcee)		
9:10-9:30	Plenary—Keynote Kim Poirier, Manitoba Education Shawn Trudell, SAFE Work Manitoba		
9:30-10:15	Session 1 A. Lorie Carriere, Pembina Trails School Division B. Introduction to the Safety Plan Framework		
10:15-10:30	Health Break		
10:30-11:45	Session 2 Developing a safety plan for student work experience: panel discussions, resource review, and best practices with SAFE Work Manitoba, SAFE Workers of Tomorrow, Manitoba Education, and Lorie Carriere		
11:45-12:00	O&A		









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AGENDA

Afternoon Session

12:30-1:00	Coffee and Registration
1:00-1:10	Welcome and Opening Remarks Dwight Doell, Director of SAFE Work Manitoba (opening remarks) John Finch, Coordinator, Manitoba Education (emcee)
1:10–1:30	Plenary—Keynote Kim Poirier, Manitoba Education Shawn Trudell, SAFE Work Manitoba
1:30-2:15	Session 1 A. Lorie Carriere, Pembina Trails School Division B. Introduction to the Safety Plan Framework
2:15-2:30	Health Break
2:30-3:45	Session 2 Developing a safety plan for student work experience: panel discussions, resource review, and best practices with SAFE Work Manitoba, SAFE Workers of Tomorrow, Manitoba Education, and Lorie Carriere
3:45-4:00	Q&A









Manitoba Education

Safety Preparation for Student Work Experience: Safety Plan Development Session

Participant Feedback

School Division:	Current Role:
What I am expecting	What I learned
What I valued (what was specifically helpful for me)	What I still need (recommendations for future support)
Commitments (What steps will I take toward building my So	ofety Plan?)
t-	Navember 15, 201



Welcome

- John Finch Manitoba Education
- Dwight Doell SAFE Work Manitoba
 Director, Prevention Services

Contest





"Safety is not a Joke" video is available at:

https://youtu.be/0ClvHcbr51E



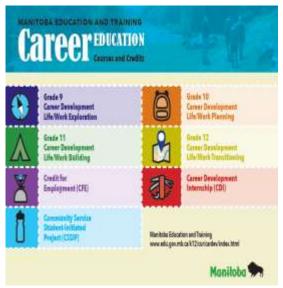
Welcome

Student Safety Working Group;

- Kim Poirier Manitoba Education
- Jackie Knight Manitoba Education
- Tiffany Stepaniuk Manitoba Apprenticeship
- Ruth Stargardter Manitoba Education
- Lorie Carriere Pembina Trails School Division
- Torin Proulx SAFE Workers of Tomorrow
- Shawn Trudell SAFE Work Manitoba
- Jack Slessor SAFE Work Manitoba

The Safety Plan Framework and Work Experience









Some of the mutual benefits:

- **Students**: opportunity to explore careers and experience work environments;
- Parents: allows their child to experience the world of work;
- Employers: participation in the education and job training of youth and an opportunity to screen prospective new employees;
- **School:** to improve liaison with industry, and develop greater relevance in program delivery;
- Workers/Organizations: to participate in the education and job training of youth and to influence the educational process.



"Supporting student transitions is everyone's responsibility. We all stand to gain when Canadian youth have the skills, strategies, supports, and resilience they need to transition effectively through their studies and into work. Education systems play a unique and critical role in ensuring that every student has the supports they need to transition to pursue their preferred futures."



CMEC Reference Framework for Successful Student Transitions 2017



The Safety Plan Framework and Work Experience

Safety Preparation for Student Work Experience

Safety Plan Framework

Conduct Staff/ Student Workplace Safety and Health Awareness in Preparation for Work Placements



- Understand workers rights and responsibilities
- Young Worker Readiness
 Certificate Course
- Supervising teacher training (site assessments, hazard recognition, etc.)
- SAFE Workers of <u>Tomorrow</u> resources and presentations
- SAFE Work Manitoba resources
- Manitoba Education and Training resources
- Manitoba School Boards Association resources

Conduct a Work
Placement
Assessment to Ensure
a Safe and Healthy
Work Placement



- 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

Prepare Documentation, Forms, and Applications



- 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

Develop a Communication System



- Understand what to do in an emergency
- Contact information sheets
- Develop a process to report unsafe work
- Emergency or incident protocol
 Workplace Safety and
- Workplace Safety and Health committee
 Communication
- protocol between school, student, and employer

Develop Incident Processes



Reporting a near miss
 Reporting an incident

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.

- (Manitoba Education and Training, Workplace Safety and Health, etc.)
- Workers
 Compensation process
- Employer processes versus school processes (measurable outcomes)

Develop an Evaluation Process



- 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.













Visit: safemanitoba.com



Pembina Trails School Division

STUDENT WORK PLACEMENT



- Case Manager (resource/classroom teacher, etc.) identifies a student that may be appropriate for a work experience.
 - Academic (Lifeworks)
 - At risk
 - Special needs
- Referral is made to Career and Community Work Experience Teacher (C&CE) via student information form.

- C&CE Teacher meets with case manager and student to gather information, assess work readiness, set goals and start intake process (if appropriate).
 - Student skills self assessment (form) & Student skills team assessment (form)
 - Work readiness, student motivation, support for the student at the work site.
- If the student is deemed ready for a work experience placement, C&CE teacher searches for an appropriate work placement.
- If the student is <u>not</u> ready for a work placement, a plan may be developed to assist the student for work readiness.



- C&CE teachers look for an employer that meets the requirements of the student work placement and prepares a work proposal for the employer and initiates a meeting.
 - Face to face meeting with the potential employer.
 - Teacher gets assurance that the employer will provide an interview and is considering a student for work placement
 - Letter to the employer discussion of work experience process
 - WCB fact sheet is provided to the employer
 - CCE Program Brochure is provided to the employer
- Conducts a work placement assessment to ensure a safe and healthy work placement.
 - Work placement safety assessment form.



- The case manager helps student prepare a resume, prepare for an interview, complete the Young Workers Readiness Certificate Course(with 75% or higher) or other WSH training through SAFE Workers of Tomorrow, etc.
- Once the above is completed, arrangements are made for a job interview.
- Students with special needs may not have a resume and do a meet and greet with the employer to determine if the work placement will be a good fit.

- Student goes to interview (Job Coach and Case Manager may attend).
- If student is accepted, C&CE Teacher sends
 - confirmation letter to employer, Case Manager and Job Coach.
 - Copy of the completed work site assessment completed in Step 3
 - Parent Permission & Health Form



- Student starts placement.
 - MB Education WCB Work Placement Registration Form
 - Communication plan/cards
 - Accident Reporting (MB Ed. WCB Workers Accident Report)
- At the beginning of each placement, student is on a trial period to ensure work placement and student compatibility.
 - During this time, C&CE teacher maintains contact with employer, student, case manager and job coach to monitor progress.
 - C&CE teacher conducts surprise visits to the worksite, (every 15-20 hrs., sometimes more often) and logs each visit.



- After the trial period is over and if the student and the employer want the placement to continue, C&CE Teacher continues work site visitations, maintaining communication with:
 - Employer, student, job coach and case manager.
 - Student maintains log of hours and case manager assures logs are completed.
 - Employer & student completes a mid term assessment
- Case manager maintains contact with student and job coach to determine how things are going and to let C&CE teacher know of any problems or changes required for work placement.
 - CCE teacher continues worksite visits 15-20 hrs.
- Student will be assessed by the employer at at the end of the term. Student also completes an end of term self assessment.



Please note: A placement can end at anytime and for a number of reasons, such as,

- the employer does not have enough work for the student to do,
- there is a change in the structure of the work placement,
- the student's academic program changes,
- the student and the placement are no longer a good fit,
- the student is not able to perform the tasks required of him/her, etc.



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



- Understand workers rights and responsibilities
- Young Worker Readiness
 Certificate Course
- Supervising teacher training (site assessments, hazard recognition, etc.)
- SAFE Workers of <u>Tomorrow</u> resources and presentations
- SAFE Work Manitoba resources
- Manitoba Education and Training resources
- Manitoba School Boards Association resources

Conduct a Work
Placement
Assessment to Ensure
a Safe and Healthy
Work Placement



- 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

Prepare Documentation, Forms, and Applications



- 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

Develop a Communication System



- 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

Develop Incident Processes



- · 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)

Develop an Evaluation Process



- 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:











The Safety Plan Framework

- Themes
 - Awareness
 - Work Placements Assessments
 - Documents
 - Communication
 - Incident Processes
 - Evaluation

1	Are we already doing this? If so how?	Additional Resources: People, Documents, Organizations	Next Steps	
Conduct Staff/ Student Workplace Safety and Health Awareness in Preparation for Work Placements				
Understand workers rights and responsibilities Young Worker Readiness Certificate Course Supervising teacher				
training (site assessments, hazard recognition, etc.)				
<u>SAFE Workers of</u> <u>Tomorrow</u> resources and presentations				
 SAFE Work Manitoba resources 				
 Manitoba Education and <u>Training</u> resources 				
Manitoba School Boards Association resources				



Conduct Staff/ Student Workplace Safety and Health Awareness In Preparation for Work Placements

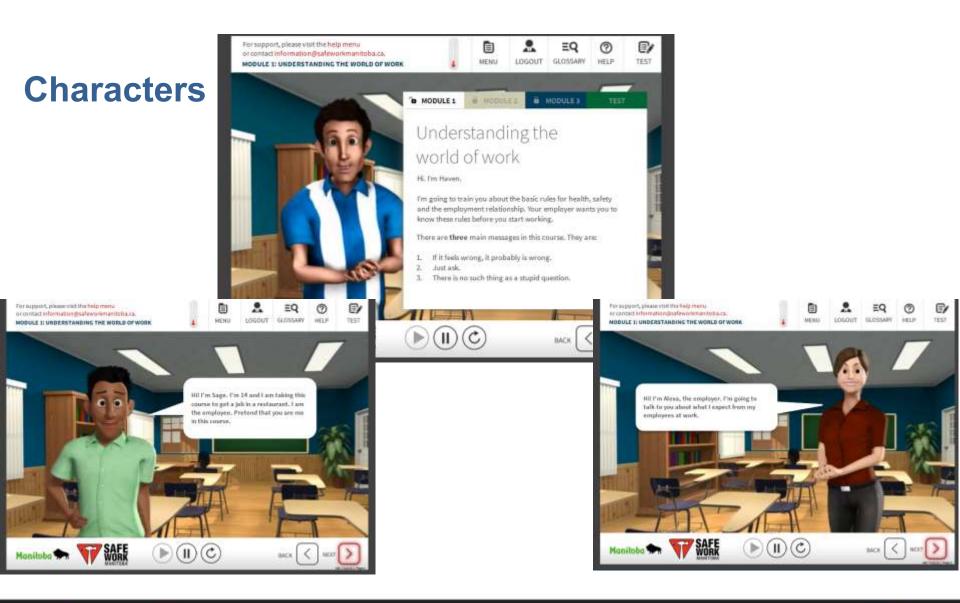


- Understand workers rights and responsibilities
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 Association resources

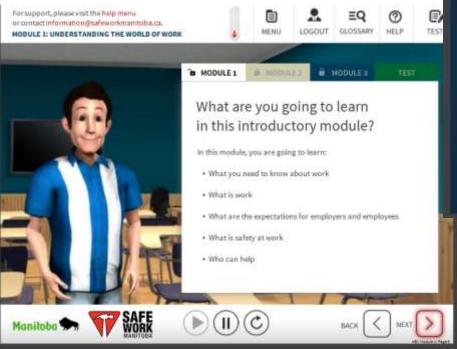
Column #1.

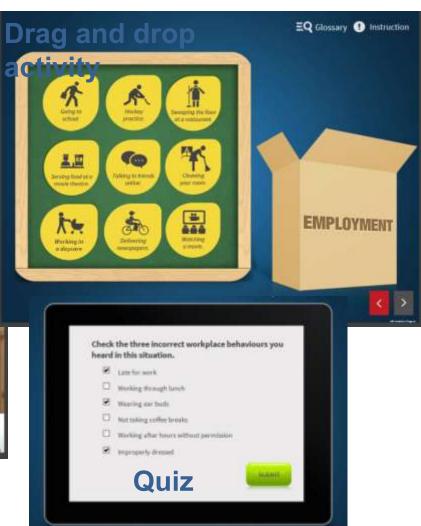


Welcome to the Young Worker Readiness Certificate Course



Module 1







Expectations at Work

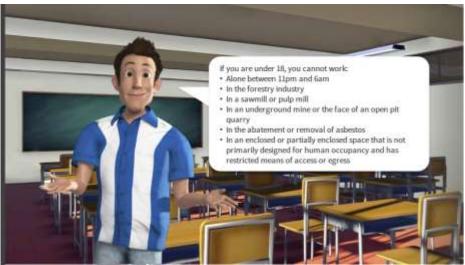


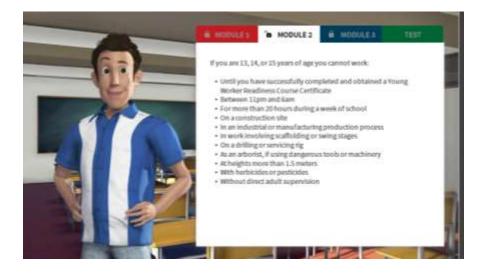
Module 2



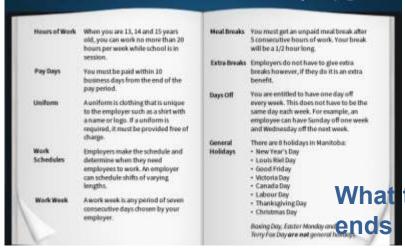
Work Restrictions







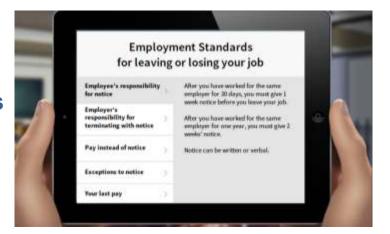
Rule Book



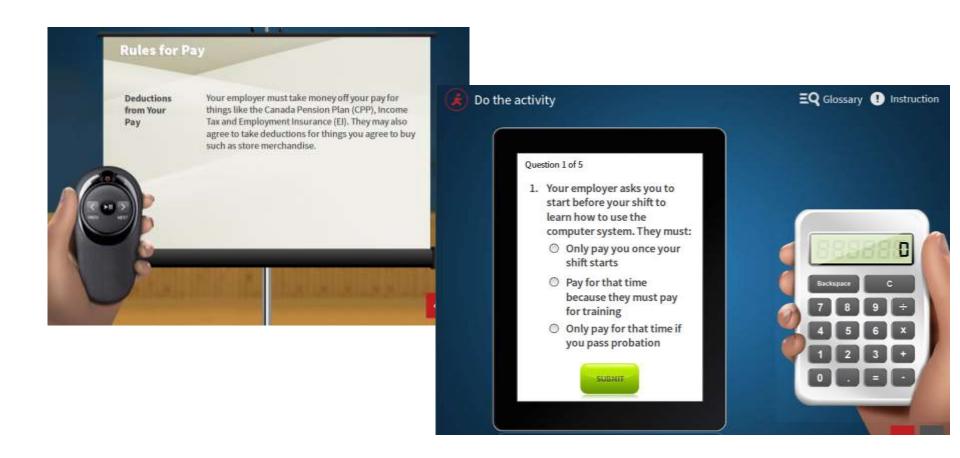
What to do when employment



Listen to workplace conversations



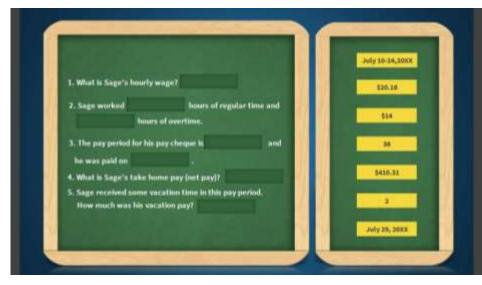




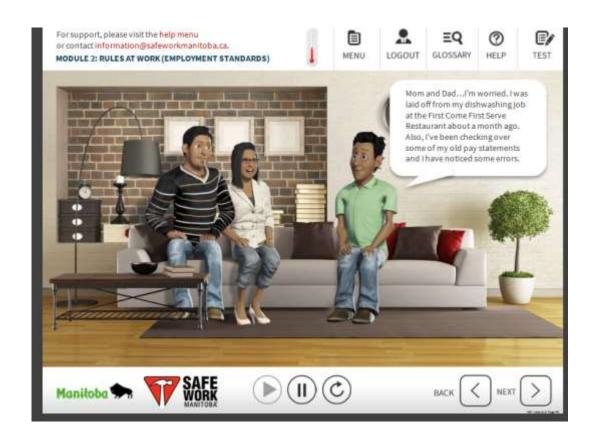
Learn to read a pay statement



Fill in the blank activity







Listen to a call to Employment Standards





Story about of safety and health at work



Module 3

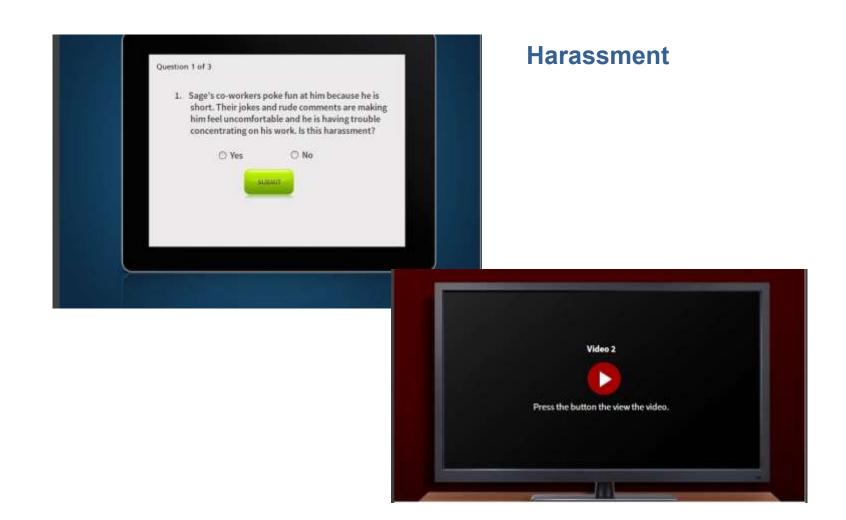
Worker Rights

Injuries at work









S.A.F.E.



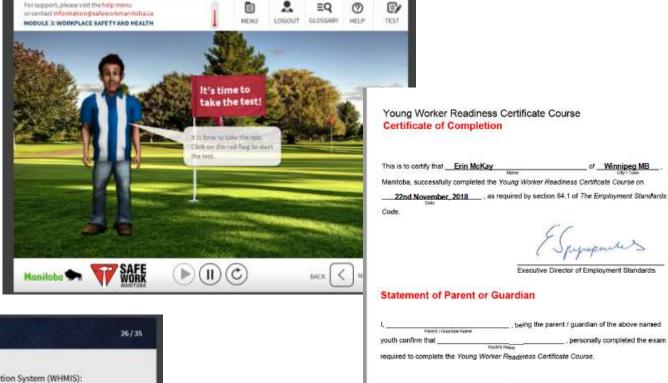
Interactive WHIMIS description

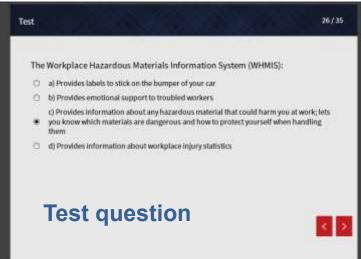


Crossword puzzle



Test





Certificate of Completion



Signature of Parent / Guardian

Employers: Please note that you should be aware there are restrictions on age, inclustry and working conditions for





Conduct a Work Placement Assessment to Ensure a Safe and Healthy Work Placement



- 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

Column #2.



Prepare Documentation, Forms, and Applications



- 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

Column #3.



Develop a Communication System



- 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

Column #4.

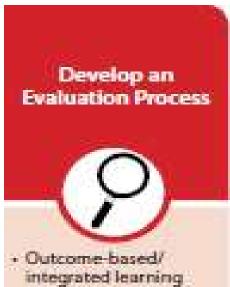


Develop Incident Processes



- 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)

Column #5.



- Experiential learning
- · Employer exit interview
- Student reflection
- Teacher assessment

Column # 6.

- Learning outcomes are the specific expectations of what the students are supposed to value, know or be able to do as a result of completing the work-integrated learning experience.
- For work experiences or work integrated learning, the <u>student learning outcomes</u> are generally developed in partnership between the student, workplace supervisor and educator. A work experience programme would generally have preestablished learning outcomes set out by the educator.



In Closing

 What next steps are needed to develop a Safety Plan for Student Work Experiences in your School Division?



Thank you

- SAFE Work Manitoba for hosting
- Pembina Trails School Division
- SAFE Workers of Tomorrow
- Manitoba Education