

Teacher/CDI Facilitator On-Site Placement and Safety Assessment

A 2

The completion of a CDI On-Site Placement and Safety Assessment ensures that a student's internship placement is both suitable and safe.

Prior to the start of the student's internship placement, the teacher/CDI facilitator must visit and assess each placement site, taking into consideration the following:

- The on-site internship supervisor's positive attitude and commitment to the provision of experiential learning opportunities
- The availability of opportunities for students to develop and maintain a one-on-one relationship with an on-site internship supervisor
- The range and scope of the learning opportunities and experiences available
- The technology, equipment, and facilities provided at the placement
- Health and safety conditions at the internship site
- The on-site internship supervisor's dedication to providing a safe and respectful work environment
- The on-site internship supervisor's ability and willingness to provide any necessary accommodations for students with special needs

When an on-site internship placement site that has already been assessed is under consideration for an internship placement for another student, the teacher/CDI facilitator must reassess it to ensure that it continues to meet the criteria listed above.

When completing a CDI On-Site Placement and Safety Assessment, the teacher/CDI facilitator should examine all facilities and interview the on-site internship supervisor. Depending on the particular internship, there may be variations that should be taken into account when completing an Internship On-Site Placement and Safety Assessment.

Teachers/CDI facilitators must decide if the internship placement meets the health and safety requirements and internship learning goals of the student.

Teachers/CDI facilitators must retain a detailed written copy of the On-Site Placement and Safety Assessment, including the date, time, and location, noting all concerns regarding the internship site, as well as all communications and interactions with the on-site internship supervisor. Teachers/CDI facilitators may consult with their school division safety officer.

The following suggested criteria outline expectations appropriate for internship placement:

1. The student intern has an identified on-site internship supervisor who is an employee at the worksite with adequate training and knowledge to respond to student questions and concerns.
2. The site will provide the student with a New Worker Safety and Health Orientation, information related to hazard-specific and/or protective device identification, and satisfactory training and supervision to complete the tasks he or she is assigned throughout the internship.

continued

Teacher/CDI Facilitator On-Site Placement and Safety Assessment (continued)

3. The on-site internship supervisor will identify the hazards to which the student may be exposed.
4. The site has documented safe work and emergency procedures/materials.
5. The on-site internship supervisor has clearly defined tasks and duties for the student, including documented and specific equipment (if required) that the student will use during the internship. This is documented in the CDI Student Training Agreement.
6. Personal protective clothing, equipment, and appropriate measures required by the student intern are outlined.
7. First aid supplies/WHMIS documentation is present, accessible, and current.
8. The site is sanitary and appropriate for the student's participation.
9. The site is appropriately located so the student can travel to and from home with reasonable convenience.
10. The internship placement has satisfactory lighting and ventilation.
11. The internship site has accessible means of communication for the student intern, parents/guardians, and teachers/CDI facilitators.
12. Standard and emergency procedures for contact with the placement exist.
13. Proper training will be provided to the student if there is a change to the assignment or the introduction of new tasks.
14. The on-site internship supervisor will communicate in a timely fashion to the teacher/CDI facilitator any possible change to the CDI student's assignment.

Signature: _____ Date: _____