







1	Are we already doing this? If so how?	Additional Resources: People, Documents, Organizations	Next Steps
<div data-bbox="163 207 604 613" style="background-color: #c00000; color: white; padding: 10px; text-align: center;"> <p>Conduct Staff/ Student Workplace Safety and Health Awareness in Preparation for Work Placements</p> </div> <div data-bbox="289 500 487 701" style="text-align: center;">  </div> <div data-bbox="163 620 604 1502" style="background-color: #f5e6d3; padding: 10px;"> <ul style="list-style-type: none"> • Understand workers rights and responsibilities • Young Worker Readiness Certificate Course • Supervising teacher training (site assessments, hazard recognition, etc.) • SAFE Workers of Tomorrow resources and presentations • SAFE Work Manitoba resources • Manitoba Education and Training resources • Manitoba School Boards Association resources </div>			

2	Are we already doing this? If so how?	Additional Resources: People, Documents, Organizations	Next Steps
<div data-bbox="163 207 604 613" style="background-color: #c00000; color: white; padding: 10px; text-align: center;"> <p>Conduct a Work Placement Assessment to Ensure a Safe and Healthy Work Placement</p> </div> <div data-bbox="289 500 499 701" style="text-align: center;">  </div> <div data-bbox="163 630 604 1461" style="background-color: #f5d7d7; padding: 10px;"> <ul style="list-style-type: none"> • 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 </div>			

3	Are we already doing this? If so how?	Additional Resources: People, Documents, Organizations	Next Steps
<div data-bbox="163 203 590 613" style="background-color: #c00000; color: white; padding: 10px; text-align: center;"> <p>Prepare Documentation, Forms, and Applications</p> </div> <div data-bbox="275 496 485 704" style="text-align: center;">  </div> <div data-bbox="163 618 590 1511" style="background-color: #f0c0a0; padding: 10px;"> <ul style="list-style-type: none"> • 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 </div>			

4	Are we already doing this? If so how?	Additional Resources: People, Documents, Organizations	Next Steps
<div data-bbox="163 203 625 609" style="background-color: #c00000; color: white; padding: 10px; text-align: center;"> <p data-bbox="226 240 562 386">Develop a Communication System</p>  </div> <div data-bbox="163 609 625 1511" style="background-color: #f5d7d7; padding: 10px;"> <ul data-bbox="184 722 604 1409" style="list-style-type: none"> • 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 </div>			

5	Are we already doing this? If so how?	Additional Resources: People, Documents, Organizations	Next Steps
<div data-bbox="163 203 632 589" style="background-color: #d62728; color: white; padding: 10px; text-align: center;"> <h2 style="margin: 0;">Develop Incident Processes</h2> </div> <div data-bbox="289 467 520 688" style="text-align: center;">  </div> <div data-bbox="163 589 632 1502" style="background-color: #f4b084; padding: 10px;"> <ul style="list-style-type: none"> • 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) </div>			

6	Are we already doing this? If so how?	Additional Resources: People, Documents, Organizations	Next Steps
<div data-bbox="163 203 640 584" style="background-color: #c00000; color: white; padding: 10px; text-align: center;"> <p data-bbox="212 267 600 362">Develop an Evaluation Process</p> </div> <div data-bbox="289 456 516 678" style="text-align: center;">  </div> <div data-bbox="163 584 640 1291" style="background-color: #f5d7d7; padding: 10px;"> <ul data-bbox="191 699 617 1057" style="list-style-type: none"> • Outcome-based/ integrated learning • Experiential learning outcomes • Employer exit interview • Student reflection • Teacher assessment </div>			