







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. This document is available online at www.edu.gov.mb.ca/k12/cur/teched/index.html and at www.edu.gov.mb.ca/k12/cur/cardev/index.html. 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 Instruction in Workplace Safety and Health Awareness of Workers' Rights and Responsibilities	Conduct a Work Placement Assessment to Ensure a Safe and Healthy Work Placement	Prepare Documentation, Forms, and Applications	Develop a Communication System	Develop Incident Processes	Develop an Evaluation Process
 <p>Consider</p> <ul style="list-style-type: none"> • 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 resources • Manitoba School Boards Association resources 	 <p>Provide</p> <ul style="list-style-type: none"> • Student job description, tasks, and expectations checklists • Safety training checklists • Mandatory Safety and Health Orientation (SAFE Work Manitoba Bulletin 255) • Follow-up visits and communication • Personal protective equipment (PPE) requirements • Competent supervision 	 <p>For Example</p> <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 	 <p>Have in Place</p> <ul style="list-style-type: none"> • Emergency procedures • Contact information sheets • Process to report unsafe work • Emergency or incident protocol • Workplace Safety and Health Committee • Communication protocol between school, student, and employer 	 <p>For Example</p> <ul style="list-style-type: none"> • Reporting a near miss • Reporting an incident (Manitoba Education, Workplace Safety and Health, etc.) • Workers Compensation process • Employer processes versus school processes (measurable outcomes) 	 <p>For Example</p> <ul style="list-style-type: none"> • 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.

