

**COOPERATIVE EDUCATION  
HEALTH AND SAFETY ASSIGNMENT**



Name: \_\_\_\_\_ Placement: \_\_\_\_\_

This questionnaire is to be completed by you with your supervisor's assistance. Once the questionnaire is finished and your supervisor has reviewed the accuracy of your answers, submit it to your Cooperative Education Teacher. This assignment will be evaluated as part of your final mark.

**Part 1 - Safety at the Placement**

1. What health and safety rules or policies should I know about to do my job safely?

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2. Does your company have a Health and Safety Representative or a Joint Health and Safety Committee?

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3. Who would I contact if I had a health and safety questions?

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4. Is there an occupational health and safety specialist in this workplace? If so, who is this person?

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5. What are the potential hazards of this placement and in this workplace? (I.e. noise, chemicals)

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6. What procedures are in place to control the potential hazards identified in question 5?

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7. Are there regular health and safety meetings? If yes, when are these meetings held?

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8. When will I have safety training for my placement?

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9. Will I receive WHMIS training? If yes, when?

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10. What personal protective equipment am I required to wear? When will I receive training in how to use it?  
\_\_\_\_\_

11. When will I be trained in emergency procedures? (fire, chemical spill, evaluation, etc.)  
\_\_\_\_\_

12. Where are the following pieces of emergency equipment located?  
Fire extinguishers: \_\_\_\_\_  
Eye wash station: \_\_\_\_\_  
Other (specify): \_\_\_\_\_

13. What is the procedure to follow if there is a fire?  
\_\_\_\_\_

14. What company procedure should I follow if I am injured? (Please attach a copy of the Employee Accident Report to this assignment)  
\_\_\_\_\_

15. Who is trained in first aid, CPR, etc. at my placement?  
\_\_\_\_\_

16. Where are safety memos posted?  
\_\_\_\_\_

**Diagrams**

Draw a diagram of the following areas and attach this to your completed questionnaire.

17. Draw a diagram of the fire exits in the area where you will be working.

18. Draw a diagram of the location of the closest eye wash stations to your work area.



Part 2 - Personal Reflection

1. State three kinds of accidents that could happen at your placement.

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

2. Referring to the previous question, state **why** these accidents may happen.

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

3. What are three safety points to keep in mind at your placement?

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

4. What is the school policy/procedure to follow if you are injured at the placement?

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

5. What precautions are you taking to ensure your personal safety at the placement?

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

6. List three or more responsibilities of a Health and Safety Committee/Representative.

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_



**Part 3 - Placement Supervisor Comments**

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**Assessment by Placement Supervisor**

Needs Improvement                       Satisfactory                       Good                       Excellent

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Cooperative Education Teacher Evaluation - Checklist**

**Part 1 - Content (Inquiry)**

- ▶ information is complete and accurate \_\_\_\_\_/2
  - ▶ all questions are answered \_\_\_\_\_/2
  - ▶ answers depict supervisor input \_\_\_\_\_/2
  - ▶ Employee Accident Report is attached \_\_\_\_\_/2
  - ▶ diagrams are neat and well labelled \_\_\_\_\_/8
- \_\_\_\_\_ /16  
\_\_\_\_\_ %  
\_\_\_\_\_

**Part 2 - Content (Knowledge)**

- ▶ information is complete and accurate \_\_\_\_\_/2
  - ▶ answers are relevant to placement \_\_\_\_\_/2
  - ▶ answers indicate awareness of safety issues \_\_\_\_\_/2
  - ▶ answers confirm insight of accident reporting \_\_\_\_\_/2
- \_\_\_\_\_ /8  
\_\_\_\_\_ %  
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**Comments**

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*Thank you to the IAPA for permission to reprint selected interview questions.*