SAMPLE – Worksite Selection Checklist

This is a sample form and is intended for districts to modify for their own use.

It is strongly recommended this checklist be used as a guideline for developing and reviewing safety; rules and regulations; and individual training agreements and training plans.

Date of visit: ____________________

Type of employer:  ___Private  ___Nonprofit  ___Government  ___Family-Owned

Name of Company/Organization: ____________________________________________________________

Employer Contact Person: ___________________________  Phone Number: _______________________

1. Safety

☐ Physical Plant/Environment (e.g. accessible to students, noise, lighting, aisles open, ventilation, cleanliness, protective safety gear)

☐ Equipment/Machines (e.g. machine guarding, hazardous occupation orders prohibiting use of specific equipment/machines, safe operating conditions)

☐ Training (e.g. identify who provides orientation safety training, safety training for operation of specific equipment, the person who is responsible for day-to-day supervision while operating equipment)

2. Rules and Regulations

☐ Employer complies with Federal FLSA and State Child Labor Laws

☐ Employer complies with OSHA

☐ Employer provides documentation for workers’ compensation and liability insurance

☐ Rate of pay, benefits, scheduling of work hours are identified

3. Training Agreement and Training Plan

☐ Identify skills and competencies to be developed

☐ Identify expectations of employer, parent/guardian, student, school

☐ Identify contact person and student’s worksite supervisor

☐ Hazardous Occupations are addressed in the training agreement

Comments: