



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: