Pre-Placement – Responsibility Overview & Health and Safety Checklist

This form must be completed by the **Sask DLC Supervisor** prior to a student beginning any work-based learning placement. It serves three functions: confirms shared responsibilities of all parties; documents a pre-placement health and safety review of the worksite; and captures required acknowledgements and signatures. **All sections must be completed before the student may begin placement.**

Purpose of the Work-Based Learning Placement

Work-based learning placements are designed to provide students with meaningful connections between classroom learning and the world of work. All parties — employer, student, and Sask DLC — should be aware of what this placement is intended to achieve.

- Provide students with a real-world experience in the workplace, exposing them to the standards, expectations, and culture of their chosen field.
- Expose students to workplace health and safety issues, equipping them to recognize hazards and understand their rights and responsibilities as workers.
- Develop self-confidence and transferable skills such as communication, teamwork, time management, and problem-solving.
- Build an understanding of the rights and responsibilities of both employers and employees in the workplace.
- Develop greater awareness of the needs of business, industry, and the extended community, and how individual roles contribute to broader organizational goals.
- Bridge the transition from school to work, helping students make informed decisions about their future education and career pathways.

SECTION 1 — PLACEMENT INFORMATION

Course Name	☐ 25-hour work placement ☐ 50-hour work placement
School / Campus Name	
Business / Organization Name	
Employer's Supervisor Name(s)	
Sask DLC Supervisor Email	
Sask DLC Supervisor Phone	
Date of Pre-Placement Visit (DD/MMM/YYYY)	

SECTION 2 — ROLES AND RESPONSIBILITIES

Work-based learning placements are a shared responsibility. All parties must understand and fulfil the obligations outlined below before and during the placement period.

Employer Responsibilities

- Provide the student with a meaningful, real-world experience typical of the workplace.
- Provide orientation and safety training to the student on the first day of placement, covering workplace hazards, emergency procedures, personal protective equipment and conduct expectations.
- Provide a safe worksite in accordance with *The Occupational Health and Safety Regulations, 2020*.
- Designate a reliable employee(s) as the student's workplace supervisor(s) prior to the start of placement. The designated supervisor is responsible for day-to-day oversight during all hours of work, ensuring the student works within their assigned duties and does not perform tasks beyond their training or ability.
- In the event of a student injury, immediately provide first aid and arrange transportation for appropriate treatment if required. Report the injury to the Sask DLC Supervisor as soon as possible and cooperate in completing the required WCB E1 form within three (3) days of the occurrence. Work with Sask DLC Supervisor to notify student's emergency contacts (parents/guardians).
- Complete any progress reports, evaluations, or documentation required by the Sask DLC Supervisor.
- Keep the Sask DLC Supervisor informed of student attendance, progress, and any concerns.

Student Responsibilities

- Demonstrate the professional qualities required of employees in the placement setting.
- Complete safety orientation and follow all workplace safety rules and regulations.
- Complete the specified hours in the work placement and keep a daily work log in the job portfolio.
- Report any absence to both the employer and the Sask DLC Supervisor.
- Participate in as many areas of the placement as possible, in keeping with a training or action plan developed with the employer and Sask DLC Supervisor.

Sask DLC Supervisor Responsibilities

- Complete this responsibility overview and pre-placement health and safety check prior to student placement.
- Ensure all required consent and permission forms are completed before placement begins.
- Conduct monitoring visits in accordance with provincial requirements: at minimum twice in the first 25 hours and at least once per additional 25-hour block.
- Observe student progress, consult with the employer, and remain available for consultation throughout the placement.

SECTION 3 — WORKERS' COMPENSATION AND INSURANCE

- Students in work-based learning placements are classified as "learners" under *The Education Act, 1995* and *The Workers' Compensation Act, 2013*. They are not employees of the cooperating employer and no employment relationship is created.

- Students are covered under *The Workers' Compensation Act, 2013* while on placement as if they were a worker in the course of employment, providing the employer is registered with the Saskatchewan's Worker Compensation Board (WCB).
- The employer is responsible for confirming their WCB registration status prior to work placement. Where the employer is not registered WCB, they must provide proof of general liability insurance before work placement is finalized.
- Students shall not receive remuneration or benefits from the cooperating employer.

SECTION 4 — INJURY REPORTING CONFIRMATION

The employer confirms they have reviewed the student injury reporting procedures as outlined in Sask DLC Work - Based Learning Placement Administrative Procedure, Section 7 – Reporting Student Injury with the Sask DLC Supervisor, including the requirement to: (1) provide immediate first aid and arrange transportation to seek medical help as required; (2) notify the Sask DLC Supervisor immediately; (3) assist in completing the WCB E1 form within three (3) days; and (4) notify the student's parents/guardians as soon as practicable.

☐ Employer confirms student injury reporting procedures have been reviewed

SECTION 5— PRE-PLACEMENT HAZARD CHECKLIST

For each hazard listed below, indicate whether the student will be exposed (Y = Yes, N = No, N/A = Not Applicable). Where Yes is selected, provide additional information in the notes column, including any controls, training, or protective measures in place.

Will the student be…	Y	N	N/A	Additional Information / Notes
Working with hand tools or equipment?	☐	☐	☐	
Working with portable power tools or equipment?	☐	☐	☐	
Working with or near mobile equipment?	☐	☐	☐	
Exposed to electrical hazards?	☐	☐	☐	
Working with anything under compression (e.g., compressed gases, gas cylinders)?	☐	☐	☐	
Exposed to flammable, corrosive, toxic, or reactive chemicals?	☐	☐	☐	

Will the student be…	Y	N	N/A	Additional Information / Notes
Exposed to harmful microorganisms?	☐	☐	☐	
Exposed to excessive dust, fumes, or gases?	☐	☐	☐	
Exposed to harmful radiation?	☐	☐	☐	
Working in confined spaces or near trenches?	☐	☐	☐	
Working alone?	☐	☐	☐	
Working at a computer screen/video display terminal for extended periods?	☐	☐	☐	
Performing excessive lifting of heavy or awkward loads?	☐	☐	☐	
Required to work with sharp objects?	☐	☐	☐	
In contact with hot materials or surfaces?	☐	☐	☐	
Working with a cart, dolly, or similar equipment?	☐	☐	☐	
Working in areas that are crowded/cluttered with risk of trip or fall?	☐	☐	☐	
Working in areas with wet or slippery surfaces?	☐	☐	☐	
Working at elevated heights or climbing ladders?	☐	☐	☐	

Will the student be…	Y	N	N/A	Additional Information / Notes
In worksites with poorly marked entrances, exits, or fire routes?	☐	☐	☐	
Spending periods of time in very cold or hot conditions?	☐	☐	☐	
Working in a noisy environment?	☐	☐	☐	
Travelling to additional work sites as part of placement?	☐	☐	☐	
Other hazards? (describe in notes column)	☐	☐	☐	

SECTION 6— PPE, DRESS CODE AND ENVIRONMENT

Question	Response / Notes
Are there workplace dress code or environment expectations? (e.g., scent-free, allergy considerations)	
Is PPE required? (e.g., CSA steel-toe boots, gloves, coveralls) Is PPE supplied by the employer?	

SECTION 7 — PSYCHOSOCIAL AND WORKPLACE CLIMATE

Question	Yes	No	Notes
Does the workplace have a harassment prevention policy?	☐	☐	
Are there situations where the student could be exposed to violence or threat of violence?	☐	☐	
Will there be a high level of stress in the student's work?	☐	☐	

SECTION 8 — ACKNOWLEDGEMENT AND SIGNATURES

Employer Declaration

By signing below, I confirm that the information provided in this form is accurate and complete. I understand that I am responsible for providing a safe work environment for the student during the work-based learning placement. I confirm that the business carries appropriate levels of liability insurance and/or Saskatchewan Workers' Compensation coverage. I will ensure the student receives full orientation and safety training on the first day of placement.

Employer's Representative Name	**Employer's Signature**	**Date (DD/MMM/YYYY)**

Sask DLC Supervisor Declaration

I have discussed responsibilities, expectations workplace hazards and safety practices with the employer. Based on the information provided and my pre-placement visit, I am reasonably satisfied that this is a safe workplace for the student. I will ensure all required forms have been completed and are on file prior to the student beginning placement.

Sask DLC's Supervisor Name	**Sask DLC Supervisor's Signature**	**Date (DD/MMM/YYYY)**