**PRE-PLACEMENT / FIELD TRIP DUE DILIGENCE CHECKLIST**

*This checklist may be used to identify unsafe exposures in facilities/locations where students may be required to work, study or perform research activities and also to document safety measures in place to protect students from exposure.*

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| **Organization Name:** |  |
| **Equipment** | **Y/N****or****N/A** | **If yes, please specify what protective measures are in place.** |
| Hand tools and equipment  | Will the student be working with hand tools or equipment? (e.g. hammer, screwdriver, blades) |   |   |
| Portable power tools and equipment  | Will the student be working with portable power tools or equipment? If yes, has hearing protection been provided?(e.g. drill, jig saw, rotary tools) |   |   |
| Mobile equipment  | Will the student be working with or near mobile equipment? If the student will be utilizing mobile equipment, will training be required and/or provided? (e.g. forklift, pallet truck) |   |   |
| Stationary power machines  | Will the student be operating stationary power machines? (e.g. drill press, band saw, table saw) |   |   |
| Electrical  | Will the student be exposed to any electrical hazards in the workplace? (e.g. electrical panels, lighting, electrical wiring) |   |   |
| Compression  | Will the student be working with anything under compression, such as compressed gases or gas cylinders?  |   |   |
| Pressure systems  | Will the student be working in proximity to pressure pipes or steam boilers?  |   |   |
| **Human Factors** | **Y/N****or****N/A** | **If yes, please specify what protective measures are in place** |
| Harassment  | Is there a policy on harassment that will be provided to the student?  |   |   |
| Violence  | Are there situations where the student could be exposed to violence? Could the student become a subject of violence? |   |   |
| Working alone  | Will the student be working alone? (e.g. working alone in an office or building) |   |   |
| Shift work  | Will the student be working shifts? (e.g. working an irregular work schedule) |   |   |
| Computer Use | Will the student be working at a computer for the majority of a typical work day? |   |   |
| Work stress  | Will there be a high level of stress in the student’s work? (e.g. work requiring constant alertness for long periods of time, such as a security monitor, or work with high levels of emotional stress such as working in an Emergency Room) |   |   |
| Musculoskeletal Disorders (e.g. Lifting, Repetitive Actions) | Will the student be using the same muscles over and over again or for a long time without taking time to rest, exerting high amounts of force and/or required to work in an awkward posture? |   |   |
| General Housekeeping | Will the student work in uncluttered workspace with minimal distractions?(e.g. tidy work area) |  |  |
| Entrances, exits and stairways | Will the student encounter passageways, entrances, exits (especially fire) or stairways that are not clearly marked or clear of obstructions? |   |   |
| Working at Heights | Is the student going to be working at elevation that they may be susceptible to falling from? If so, is adequate fall protection equipment provided/required?  |   |   |
| Chemical substances  | Will the student use or be exposed to flammable, corrosive, toxic or reactive chemicals? (e.g. acetone, nitric acid, toluene, mineral spirits) |   |   |
| Biological substances  | Will the student have contact with any harmful microorganisms?  |   |   |
| Radiation  | Will the student be exposed to harmful radiation? (e.g. x-rays, lasers) |   |   |
| Restricted spaces  | Will the student be in proximity to or working in restricted space, trenches or confined spaces? (e.g. man hole, silo) |   |   |
| Hot materials or surfaces  | Will the student have contact with hot materials or surfaces? (e.g. stove, soldering iron, torch, forging materials, welding materials) |   |   |
| Ultraviolet light (Sunlight)  | Will the student spend any time working in the sun? If so, for what duration? |   |   |
| Temperature  | Will the student work in very cold or hot conditions? (e.g. outdoors, kilns, refrigerated areas) |   |   |
| Noise  | Will the student be exposed to excessive noise in the work environment of 85 decibels or greater?  |   |   |
| Air quality  | Will the student be exposed to excessive dust, fumes or gases? (e.g. welding fumes, carbon monoxide) |   |   |
| Other (attach additional sheet if necessary) |  |  |  |
|  |
| Completed by: |  | Signature: |  | Date: |  |