**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: |  |