Worksite Selection Checklist

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 business/agency: _______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 condition)

☐ 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 (Section 11, pages 86-96)

☐ 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, student, school

☐ Identify contact person and student’s worksite supervisor

☐ Hazardous Occupations are addressed in the training agreement

Comments:

"Connecting Youth to Work-Based Learning," MN DCFL, 2003