

**Lakehead University School of Social Work  
INTERNATIONAL, NATIONAL OR REMOTE FIELD PLACEMENT**

**SAFETY ORIENTATION CHECKLIST**

*This checklist is to be used to document the health and safety orientation provided to protect students on placement. Please retain a copy for your agency and the student. Return the original to the Field Education Coordinator.*

|   |  |  |  |
|---|--|--|--|
| <b>Student Name:</b>                                |  | <b>Student Number:</b>                     |  |
| <b>Placement Agency:</b>                            |  | <b>Date:</b>                               |  |
| <b>Field Instructor:</b>                            |  | <b>Health &amp; Safety Representative:</b> |  |
| <b>International, national or remote placements</b> |  | <b>Y/N<br/>N/A</b>                         | <b>Please provide comment or describe<br/>any protective measures required</b> |
| Travel costs  | Travel costs for International, remote and out of province placements will be the responsibility of the student, as well as the costs of any required visas.   |  |  |
| Insurance   | Is the student aware of the need to take out additional health/medical insurance when opting for an International placement? (Costs to be covered by the student).   |  |  |
| Living arrangements                                 | If applicable, will the student be provided with safe, secure accommodation? (Any costs to be covered by the student).   |  |  |
| Water Quality                                       | Will the student have reliable access to safe drinking water?  |  |  |
| Food security                                       | Is there access to a sufficient supply of healthy food and a clean, sanitary area to prepare food.   |  |  |
| Health Precautions                                  | Are there specific health precautions required for this placement? (Immunizations, TB Skintest, Malaria Pills).  |  |  |
| Other (attach additional page if required)          | Are there any other potential risks specific to your organization or community setting? (e.g. high crime area, lack of mobile phone coverage or internet access, increased exposure to communicable diseases etc.) |  |  |
| <b>Transportation</b>                               |  | <b>Y/N<br/>N/A</b>                         |  |
| Driving   | Will the student be required to drive as part of out of town placement duties?   |  |  |
| Vehicle   | Will students be required to use their own vehicles or agency vehicles for work duties?  |  |  |
| Transporting clients                                | If a student is required to transport clients, are there policies in place regarding insurance, safety, and unsafe weather conditions?   |  |  |
| Insurance   | Students will require additional insurance if transporting clients or using their vehicle on placement. Have implications for vehicle and third-party insurance been clearly explained?                            |  |  |
| <b>Human Factors</b>                                |  | <b>Y/N<br/>N/A</b>                         |  |
| Harassment  | Is there a policy on harassment and/or discrimination that will be provided to the student?  |  |  |
| Violence  | Are there situations where the student could be exposed to violence? (working with high risk groups/situations?).  |  |  |
| Working alone                                       | Will the student be working alone? Is there a Working in isolation Policy in place?  |  |  |
| Security  | Are there plans in place to provide immediate access to help in case of violence or threat?  |  |  |
| Security after hours                                | Is there reliable access to other staff, security personnel or police support if needed?   |  |  |

|                                  |   |                    |  |
|----------------------------------|---|--------------------|--|
| Home visits                      | Are there policies in place to monitor the student's whereabouts and provide support when conducting home visits or facilitating programs in the community?               |                    |  |
| Client Meetings                  | Will the student be alone when meeting with clients? If the student feels unsafe during a meeting, are there clear directions on how to proceed?                          |                    |  |
| Shift work                       | Will the student be required to work shifts/irregular schedule?   |                    |  |
| Work stress                      | Will there be high levels of emotional stress (such as working in an Emergency Room or Crisis Response team?)   |                    |  |
| Dealing with concerns            | If the student feels unsafe or overwhelmed, are there clear directions regarding how to address concerns? (Who to talk to, permission to refuse to work if unsafe?)       |                    |  |
| Supervision                      | Are students provided with regular support, supervision and professional guidance?  |                    |  |
| Self-care                        | Are students encouraged to practice self-care and strive for work/life balance?   |                    |  |
| Critical incidents               | Is appropriate support provided following exposure to critical incidents? (Policy and protocol in place?).  |                    |  |
| Individual factors               | Are there any student accommodations required?  |                    |  |
| <b>Physical Work Environment</b> |   | <b>Y/N<br/>N/A</b> |  |
| Fire safety                      | Is there a fire safety and evacuation plan in place at the student's placement site? Does the student know the location of fire exits and extinguishers?                  |                    |  |
| First Aid                        | Is the student aware of the location of first aid supplies & equipment, names of staff responsible for first aid and the procedures for reporting accidents and injuries? |                    |  |
| WHMIS                            | Is the student aware of the Workplace Hazardous Materials Information System or local equivalent?   |                    |  |
| Personal Protective Equipment    | Has the student been informed about the use of Personal Protective Equipment (PPE) where applicable e.g. gowns or masks in medical setting?                               |                    |  |
| Environmental Safety             | Are there any other potential risks specific to your organization or community setting?   |                    |  |
| Policies                         | Have policies on smoking/drinking/substance abuse in the workplace been discussed?  |                    |  |
| Location                         | Does the student know where to find emergency/important phone numbers?  |                    |  |
| Safety Contact                   | Does the student know what to do and who to see if they have a safety concern?  |                    |  |
| Responsibilities                 | Is the student aware of their rights and responsibilities with regard to a safe work environment?   |                    |  |

*Other hazards in the workplace that may affect the student and have been covered in orientation should be documented and attached on an additional page.*

**Completed by**                      **Name (print)**                      **Signature**                      **Date:**

**Agency Health & Safety Contact**

**Supervisor:**

**Student:**