This generic template may be used to complete required risk assessment for students’ community based learning and work experience. For more information about risk assessment requirements please contact Nova Scotia Labour and Advanced Education’s Private Career Colleges Division. For more information about this template please contact the [Workers’ Compensation Board of Nova Scotia Education Consultant](mailto:tracey.leary@wcb.gov.ns.ca?subject=PCC%20risk%20assessment%20template) and at 902-491-8111.

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Risk Assessment is completed before students begin work experience and other community-based learning activities. It is signed by required parties and retained as per \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. See ‘Appendix A’ for terminology and definitions.

Student: College & Program:

Faculty: Person & agency completing assessment:

Placement site: Telephone and email:

Placement site supervisor: Telephone and email:

Placement dates and schedule:

General function/work of placement site:

Expected student activity during placement:

Workplace health and safety content and training completed to date by student:

|  |  |  |  |
| --- | --- | --- | --- |
| *To be completed by college-approved assessor and the placement site host – please see Terms and Definitions:* | | | |
| **Will student work with or be exposed to?** | **No** | **Yes** | **Placement site health & safety measures:** |
| Hazardous materials or WHMIS-controlled substances |  |  |  |
| Typical office functions: prolonged sitting, standing, keyboarding, telephone use, etc. |  |  |  |
| Patients/persons/children/youth requiring personal services |  |  |  |
| Animals, insects or irritant plants |  |  |  |
| Working with the public: stores, offices, food/beverage settings, public events, etc. |  |  |  |
| Working alone or at distance from a supervisor |  |  |  |
| General physical labour: lifting, moving, transporting materials |  |  |  |
| Environmental extremes: hot, cold, dust, dirt in air, exposure to noise, hard terrain |  |  |  |
| Working at height: interior or exterior |  |  |  |
| Moving vehicles, mobile equipment |  |  |  |
| Power machinery/tools, and/or non-powered hand tools; kitchen tools |  |  |  |
| Specialized environments, eg. bodies of water, confined spaces, presence of firearms, explosives, secured settings |  |  |  |
| Handling money, pharmaceuticals, alcohol, tobacco |  |  |  |
| Attach placement site’s safety orientation and/or safety training outline, or list here.  Orientation and training date/s:  *\*Note: orientation to site work areas, exits, communication systems (eg. use of telephones, radios, intercoms, etc.,) safety policy and programs, safe-work measures, operational hazards and controls, reporting hazards and incidents, emergency response, accessing first aid, and contact with placement supervisor/s must be included.* | | | |
| Attach placement site policy or list requirements here for:  Protective clothing, (eg. work pants, long sleeves, enclosed shoes; scrubs)  Personal protective equipment (eg. steel toe footwear, safety glasses, hearing protection)  Dress code and any clothing that may *not* be worn at the site | | | |

*Review and acknowledgements*

Student: Date:

Faculty: Date:

Placement site host/supervisor: Date:

*Original retained by college and copy provided to student and placement site.*

Terms and Definitions

**Specialized environments**: Working on/around bodies of water, in confined spaces, around fire arms/explosives, with infectious, poisonous, or toxic substances, around radioactive materials, in/around high voltage settings, in secured settings, in settings where forms of restraint and control are used, etc. Safety measures to expect are successful completion of in-class requirements, and training and close supervision provided by the placement site.

**Hazardous materials** – Hazardous materials and WHMIS-controlled substances are found in all workplaces. Safety measures to expect are proper supervision of the student, a level of on-site WHMIS training proper to placement duties, and availability of personal protective equipment (PPE), eg. gloves, mask, goggles.

**Office functions** - Typical hazards here include prolonged or awkward postures and repetitive actions. Safety measures to expect are orientation to the site, safe work process (eg. getting up and stretching,) and workspaces and chairs that are appropriate and safe for the student.

**Patients/persons in health services or day-programs** - May include work with persons receiving physical, emotional, mental health care in hospitals, nursing homes, group homes, child care, adult day programs, private home care services, etc. Safety measures to expect are training, close supervision, emergency response, and proper PPE.

**Animals, insects, poisonous or irritant plants** – May include work at farms, vet clinics, animal shelters, green houses, in laboratories, outdoor work, etc. Safety measures to expect are training, safe work procedure, supervision, proper protective clothing, PPE where required, emergency response, etc.

**Working with the public** – May include work at stores, office settings, hotels, restaurants, libraries, at community events, at conferences, etc. Safety measures to expect hazard awareness training, safe work procedure, emergency response, and proper supervision by the placement site.

**Working alone** – Any solitary work or work done at some distance from a site supervisor. Safety measures to expect are hazard awareness learning, safe set-up of work areas (eg. access to easy exit), dependable communication system (eg. regular check-in by phone), safe work rules for engaging with clients, etc.

**General physical labour** – Work can include the lifting, moving, and transporting of materials. Almost all types of work have some component of general physical labour. Safety measures to expect are safe lift and move training and work procedures, assistive tools/equipment, proper supervision, etc.

**Environmental extremes** - May be indoor or outdoor work with regular or heavy exposures to hot, cold, dust, dirt in air, exposure to noise, work on hard terrain, etc. Safety measures to expect are training, safe work procedure, supervision, proper protective clothing and personal safety equipment, access to potable water and rest areas, etc.

**Working at height**: Work occurring more than three metres off surface of ground or body of water, indoors or outdoors. Safety measures to expect are demonstrate adherence to Nova Scotia Fall Protection Regulations, proper training and supervision, and clear statement of any at-height work that the student is not permitted to do.

**Moving vehicles, mobile equipment** - Can include cars, trucks, propane driven scissor lifts, order pickers, etc. Safety measures to expect are proper supervision, permission and safety training for controlled access and use, and/or the establishment of restricted areas in the placement site.

**Power machinery/tools, non-powered hand tools** – Work can be with or around powered equipment, machines, and hand tools, or non-powered equipment and hand tools (eg. kitchen implements/knives, hammers, shears, etc.) Safety measures to expect are proper training, safe work procedures and proper supervision during use, or restricted access.

**Handling money and other controlled materials** – the safe handling of money, pharmaceuticals, tobacco or alcohol is discussed under the Nova Scotia Violence in the Workplace Regulations. The placement site must provide proper supervision and be clear about how the student may handle these products.