Checklist for Potential Work-Based Learning Worksite

The following is a sample checklist for evaluating a potential workplace for Work-Based Learning experiences.

Date of worksite visit:

Person completing this form:

Name of Company/Organization:

Address:

City:       State:       Zip:

Worksite Contact Person:       Phone:

Title:       Department:

Potential job(s) for student learners:

Potential Worksite Supervisor/Mentor:

Title:       Phone:

In the following table, please check the appropriate box that corresponds with each statement.

| Category | Yes | No | N/A | Comments |
| --- | --- | --- | --- | --- |
| Safety |  |  |  |  |
| **Training**   * Identified safety training provider * Safety training for operating equipment * Emergency procedures * Work environment policies * [Protections from Employment Discrimination](https://www.eeoc.gov/youth/discrim.html) |  |  |  |  |
| **Facility/Physical Environment**   * [Accessible to all students](https://firesafety.vermont.gov/buildingcode/ada) * Appropriate ventilation, clean * Protective safety gear is provided |  |  |  |  |
| **Equipment and Machines**   * Safe operating conditions * Established hazardous occupation orders prohibiting use of specific equipment/machines * Equipment/machines meet industry norms |  |  |  |  |
| Rules and Regulations |  |  |  |  |
| **Employer complies with the following:**   * [Federal Fair Labor Standards Act (FLSA)](https://www.dol.gov/whd/regs/compliance/hrg.htm) and [State Child Labor Laws](http://labor.vermont.gov/sites/labor/files/doc_library/WH-4-Child-Labor-Poster.pdf) * Occupational Safety and Health Administration [(OSHA)](https://www.osha.gov/dcsp/osp/stateprogs/vermont.html) * Equal opportunity employer [(EEOC)](https://www.eeoc.gov/) |  |  |  |  |
| **Employer provides the following:**   * A safe working environment including [protection from discrimination and harassment](https://www.eeoc.gov/youth/) * [Workers' Compensation](http://labor.vermont.gov/workers%E2%80%99-compensation) documentation * Liability insurance * Rate of pay, benefits * Schedule of working hours |  |  |  |  |
| Student Learning |  |  |  |  |
| **Worksite supervisor/mentor will engage in the following:**   * Student exposure to/training for a variety of occupational tasks * Communication with WBL Coordinator and student around student progress, questions, concerns * Program, employer, student evaluations * Development of student WBL agreement * Development of student training plan |  |  |  |  |

Additional Comments: