



## Work-Based and Worksite Learning Employer Orientation Checklist

School District Name

Optional Resource

<b>Business Name:</b> Click or tap here to enter text.	<b>Date Orientation Completed:</b> Click or tap to enter a date.
<b>Business Address:</b> Click or tap here to enter text.	<b>City, State, and Zip:</b> Click or tap here to enter text.

<input type="checkbox"/> <b>Overview of Worksite Learning</b>	The Worksite Learning program provides an opportunity for students to take the skills and knowledge they have gained in the classroom and apply them as an employee at a worksite.	
<input type="checkbox"/> <b>Review WSL Training Agreement</b>	The Worksite Learning Program is a partnership between employers, schools, students, and parents/guardians.	
<input type="checkbox"/> <b>Review of WSL Learning Plan/Evaluation</b>	The Employer, WSL Coordinator and the student all participate in the Learning Plan/Evaluation	
<input type="checkbox"/> <b>Review Documentation Requirements for Student Hours</b>	Student work hours will be documented with a WSL Student Work Hours form (requires employer signature).	
<input type="checkbox"/> <b>New Employee Orientation Requirements</b>	Must address: <ul style="list-style-type: none"> <li>• L&amp;I employment standards for minors (<a href="http://www.lni.wa.gov">www.lni.wa.gov</a>)</li> <li>• On-the-job orientation specific to student's initial job duties/tasks</li> <li>• Employer's worksite safety and health program</li> <li>• How/when to report on-the-job injuries, including location of first-aid materials</li> <li>• How to report unsafe conditions and practices</li> <li>• Emergency procedures</li> <li>• Identification of hazardous materials – procedures to follow</li> <li>• Sexual harassment and discrimination training, including reporting procedures</li> <li>• Use and care of personal protective equipment (PPE)</li> </ul>	
<input type="checkbox"/> <b>Occupational Health &amp; Safety</b>  <i>The School District requires that students involved in the Worksite Learning Program have a safe work environment and that the worksite adheres to all federal and state occupational health and safety requirements</i>	Required Personal Safety Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Accident Prevention Program	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	L&I Volunteer Worksite Insurance (for SDI/Internship)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Safety Data Sheets (SDS) as required by <a href="#">WAC 296-901-14014</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Health and Safety Checks (i.e. worksite, WISHA, OSHA, Dept. of Health, Fire Dept., etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Variance Applications <a href="#">WAC 296-125-030</a> (equipment related)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> This worksite complies with all health and safety requirements listed above. (These can be found in <a href="#">WAC 296-125</a> , <a href="#">WAC 296-131</a> , and <a href="#">WAC 180-50-315</a> )		

<input type="checkbox"/> <b>Master Business License</b>	A minor work permit is required if students under 18 are employed.
<input type="checkbox"/> <b>Fair Labor Standards Act</b>	Must adhere to Fair Labor Standards Act

<b>Comments:</b>	
Click or tap here to enter text.	
<b>Please Sign and Date:</b>	
<b>Worksite Learning Coordinator:</b> Click or tap here to enter text.	<b>Date:</b> Click or tap to enter a date.
<b>Employer:</b> Click or tap here to enter text.	<b>Date:</b> Click or tap to enter a date.