



Student Placement Site Orientation Checklist

Under the Ontario Occupational Health and Safety Act (OHSA), a worker is also defined as “a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, career college or other post-secondary institution.” Therefore, students on UofT premises completing a student placement must receive training and instructions equivalent to that of a UofT employee.

This Orientation Checklist provides guidance to departments on the types of information to include in an orientation/onboarding process. Signatures at the bottom of the checklists demonstrates acknowledgement, acceptance and understanding of their obligations and responsibilities. Departments are to maintain copies of the completed checklist.

Departments that receive UofT or external students for placement opportunities (“placement employer”): the Part 1 checklist may be used to document health and safety orientation provided to a student(s) prior to exposure to any hazards in your workplace.

Departments that send UofT students to external placements: UofT students must follow training, procedures and processes at their placement site. A blank template (Part 2) is available for UofT departments to use if they wish to develop a checklist. Departments can also use the template to keep track of general onboarding items such as confirmation of keys, access, building site tour etc., to vet the external placement employer. Departments may use the checklist in Part 1 as a guide for developing their template.

If you have any questions or require additional support, please contact EHS (ehs.office@utoronto.ca).



Part 1: Checklist for Departments Receiving a Placement Student

Student Name		Student's Home University	
UofT department ("Placement employer")		UofT department representative (name, contact information)	
Topic			Supervisor to initial once completed (or N/A)
Student has been made aware of names and contact information of immediate supervisor and other department members for emergency response. For life-threatening emergencies, contact 911, then Campus Safety (UTSG or UTSC: 416-978-2222, UTM: 905-569-4333)			
If the student is provided with a UTORID, they have completed EHS002 Basic Health and Safety Awareness Training . If no UTORID is provided, they have completed the MLITSD's Worker Health and Safety Awareness in 4 Steps and have provided proof of completion to the UofT department.			
Student has been made aware of UofT workplace policies, including but not limited to the UofT Health and Safety Policy, programs/guidelines on workplace harassment, sexual harassment, sexual violence and workplace violence: https://people.utoronto.ca/policies/ .			
Personal Protective Equipment (PPE), if applicable, has been provided, including applicable training/instruction, e.g., respiratory protection training and fit-testing (EHS532) .			
Student has been made aware of applicable restrictions or prohibitions (e.g. areas, tools, equipment, machinery, etc.).			
Student has been aware of how to access Safety Data Sheets (SDSs).			
<p>Student has been made aware of policies/procedures and applicable training appropriate to the hazards in their workplace environment. E.g.:</p> <ul style="list-style-type: none"> • Working alone (department procedures). Resources: UTSG, UTSC, UTM. • Hand tools, power tools and equipment • Mobile or stationary equipment • Electrical hazards, compression and pressure systems • Working at heights/working on rooftop hazards • WHMIS • Chemical Spills: UTSG, UTSC, UTM • Chemical/Biological/Radiation permits – contact EHS if you have any permit-related queries 			



<ul style="list-style-type: none"> • Noise • Hot/cold conditions or surfaces • Manual materials lifting/ergonomics • Slip, trip and fall • Confined Spaces • Computer use (office ergonomics) <p>EHS resources: https://ehs.utoronto.ca/resources/policies-and-procedures/ https://ehs.utoronto.ca/resources/promoting-safety/ https://ehs.utoronto.ca/training/laboratory-personnel/ https://ehs.utoronto.ca/training/admin-facilities-staff/</p>		
<p>Student has been made aware what to do if they have a safety concern, including building-related issues (e.g. elevator emergencies, flooding, leaks, asbestos related concerns, etc.). Student should report health and safety concerns to their supervisor. For building-related emergencies, please contact 416-978-3000 (UTSG), 416-287-7579 (UTSC), 905-828-5301 (UTM).</p>		
<p>Procedures for reporting accidents and injuries have been reviewed. Student should report all health and safety incidents and injuries to their academic supervisor/contact. The academic supervisor/contact is responsible for completing an online incident/accident report: https://ehs.utoronto.ca/report-an-incident/.</p>		
<p>Student has been provided with relevant emergency response information, e.g. What to do when there is a fire or other emergency (e.g., evacuation procedures) including the location of fire emergency exits and fire extinguishers. If in a lab, the location of eyewash and emergency deluge shower. Share the University Emergency Preparedness website.</p>		
<p>Student has been made aware of where to find the first aid supplies/station including names and contact information for first aiders: https://ehs.utoronto.ca/training/first-aid-training/. Additionally, student made aware of AEDs in the workplace environment (if applicable), and that Campus Safety will bring them to the emergency scene.</p>		
<p>Student has been made aware of the location of health and safety bulletin board, including Joint Health and Safety Committee (JHSC) contact information.</p>		
<ul style="list-style-type: none"> ▪ <i>Other hazards covered during orientation should be documented and attached on an additional sheet.</i> ▪ <i>One Checklist may be used to document group student orientation sessions, however an additional sign-in sheet including student names and signatures must be attached to the Checklist.</i> 		
<p>UofT Supervisor Name</p>	<p>Signature</p>	<p>Date</p>
<p>Student</p>	<p>Signature</p>	<p>Date</p>



Part 2: Checklist Template for Departments Sending UofT Students to External Placements

Departments may refer to the checklist in Part 1 as guidance when developing this checklist.

Student Name		Student's UofT Faculty/Department and Department Contact Information (name, email, phone):	
Name of External Institution/Department ("Placement employer")		Contact information for External Institution (name, email, phone)	
Topic (where applicable)			Yes (Y)/Not Applicable (n/a)
Will the placement site provide information on relevant workplace policies, including but not limited to their organization's policy on health & safety, workplace violence, workplace harassment and sexual harassment and violence?			
Will the placement site conduct a risk assessment to identify hazards and control measures to eliminate/reduce hazards?			
Will the placement site provide safety training and written instruction, including emergency procedures/contact information and how to report health and & safety concerns?			
Will the placement site orient the student to applicable health and safety resources and ensure they are accessible (e.g. SDSs, first aid kits, AEDs, fire extinguisher, manuals, safe work procedures, health and safety bulletin board, etc.)?			
Will the placement location site provide applicable PPE and applicable training/instruction?			
<p>Will the placement site provide instruction on how to report a health and safety incident (e.g. near misses, injuries)? UofT Students should follow the external placement's incident reporting process and report the incident to their UofT department contact.</p> <p>The department should submit a completed incident report to placements@utoronto.ca. For more information, please refer to: https://ehs.utoronto.ca/report-an-incident.</p> <ul style="list-style-type: none"> ▪ <i>Other hazards covered during orientation should be documented and attached on an additional sheet.</i> ▪ <i>One Checklist may be used to document group student orientation sessions, however an additional sign-in sheet including student names and signatures must be attached to the Checklist.</i> 			
UofT Supervisor Name		Signature	Date
Student		Signature	Date