



WESTLANE SECONDARY SCHOOL

COOPERATIVE EDUCATION



"FIRST WEEK ON THE JOB ASSIGNMENT"

Name: _____ Placement: _____

This report consists of two parts:

Part A - Placement Details and Part B - Safety in the Workplace

The purpose of the report is to have you familiarize yourself with your placement and the importance of safety in the workplace. It must be completed during your first two weeks at your placement and handed in by the first "in-School Integration Session" on _____. You will need to spend time with your supervisor to complete the assignment. The report will be evaluated out of 20.

PART A - PLACEMENT DETAILS

1. COMPANY/ORGANIZATION

List in full detail, the following information regarding your placement.

a) What is the name of your immediate supervisor and what is his/her position title? (include proper reference, i.e. Ms., Miss, Mr.)

b) What is an appropriate job title for your position?

c) Name 2 other employees you are in direct contact with at your placement and state their job title.

d) What are your normal days and hours of work? _____

e) What is considered appropriate dress and appearance for your placement? _____

f) What arrangements do you need to make to get to work every day and what is your plan of action if your normal transportation to work is not available?

II JOB DESCRIPTION

a) What is the in-school related subject you are using to take the placement you have chosen?

b) List 5 tasks you have been or will be assigned as a cooperative education student at your placement.

1.

2.

3.

4.

5.

III WORK EXPERIENCE

Name two experiences you have had this week at work and explain what you have learned from the experiences.

1.

2.

IV CONCERNS

What concerns/problems did you encounter in your first week on the job? Explain how you handled them

PART B - SAFETY IN THE WORKPLACE

1. a) What type of placement is your co-op?
Office Manufacturing Retail Construction Institutional
Other Specify _____
- b) What is the purpose of your co-op placement?

- c) What area do you work in?
Office Plant Shop Store Classroom
Other Specify _____
2. a) How many full-time employees work at your site? _____
- b) Does your site have a Joint Health and Safety Committee? _____
- c) Identify who represents the employees on workplace safety issues

3. a) What is the placement's emergency procedure? _____

- b) Did anyone explain the emergency procedures to you before you enquired about it?

- c) How often does your co-op site have emergency drills? _____
4. a) Are you required to wear any personal protective equipment? _____
- b) What type and why? _____

5. a) Did you receive any health and safety training the first day on the job? _____
- b) Who did the training, what is his/her title? What were you taught?

- c) Where are the fire-extinguishers located? _____
6. a) Do you do any lifting, climbing or other physical activities as part of your job? _____
- b) Did anyone train you in how to do them properly? _____

c) Do you receive safety training before doing every new job? _____

d) If not, what jobs do you do for which you did not receive any health and safety training?

7. List all the equipment/machinery you will work with and briefly explain the safety rules for them.

8. a) What are major hazards identified for you so far or ones that you have noticed _____

b) What must you do if you see a hazard in the workplace? _____

9. What health and safety information is posted in the workplace? _____

10. a) Who do you tell if you get hurt at your placement and what is his or her responsibility?

b) Where are the first-aid supplies kept? _____