

**Work-Based and Worksite Learning**

**Employer Orientation Checklist**

School District Name

## Optional Resource

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| --- | --- |
| **Business Name:** Click or tap here to enter text. | **Date Orientation Completed:** Click or tap to enter a date. |
| **Business Address:** Click or tap here to enter text. | **City, State, and Zip:** Click or tap here to enter text. |

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| **Overview of Worksite Learning** | 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. | |
| **Review WSL Training Agreement** | The Worksite Learning Program is a partnership between employers, schools, students, and parents/guardians. | |
| **Review of WSL Learning Plan/Evaluation** | The Employer, WSL Coordinator and the student all participate in the Learning Plan/Evaluation | |
| **Review Documentation Requirements for Student Hours** | Student work hours will be documented with a WSL Student Work Hours form (requires employer signature). | |
| **New Employee Orientation Requirements** | Must address:   * L&I employment standards for minors (www.lni.wa.gov) * On-the-job orientation specific to student’s initial job duties/tasks * Employer’s worksite safety and health program * How/when to report on-the-job injuries, including location of first-aid materials * How to report unsafe conditions and practices * Emergency procedures * Identification of hazardous materials – procedures to follow * Sexual harassment and discrimination training, including reporting procedures * Use and care of personal protective equipment (PPE) | |
| **Occupational Health & Safety**  *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* | Required Personal Safety Equipment | Yes  No  N/A |
| Accident Prevention Program | Yes  No  N/A |
| L&I Volunteer Worksite Insurance (for SDI/Internship) | Yes  No  N/A |
| Safety Data Sheets (SDS) as required by [WAC 296-901-14014](https://app.leg.wa.gov/wac/default.aspx?cite=296-901-14014) | Yes  No  N/A |
| Health and Safety Checks (i.e. worksite, WISHA, OSHA, Dept. of Health, Fire Dept., etc.) | Yes  No  N/A |
| Variance Applications [WAC 296-125-030](https://app.leg.wa.gov/wac/default.aspx?cite=296-125-030) (equipment related) | Yes  No  N/A |
| This worksite complies with all health and safety requirements listed above. (These can be found in [WAC 296-125](https://app.leg.wa.gov/wac/default.aspx?cite=296-125), [WAC 296-131](https://app.leg.wa.gov/wac/default.aspx?cite=296-131), and [WAC 180-50-315](https://apps.leg.wa.gov/wac/default.aspx?dispo=true&cite=180)) | |
| **Master Business License** | A minor work permit is required if students under 18 are employed. | |
| **Fair Labor Standards Act** | Must adhere to Fair Labor Standards Act | |

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| **Comments:** | |
| Click or tap here to enter text. | |
| **Please Sign and Date:** | |
| **Worksite Learning Coordinator:** Click or tap here to enter text. | **Date:** Click or tap to enter a date. |
| **Employer:** Click or tap here to enter text. | **Date:** Click or tap to enter a date. |