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: