

Co-op Students/Unpaid Learners Tracking Form

(Source Document: Orientation Guide for Co-op Students/Unpaid Learners)

Upper Canada District School Board (UCDSB) Training Responsibilities:

Co-op students/unpaid learners will be treated the same as a regular worker because both are entitled to the same rights, responsibilities and benefits under the Occupational Health and Safety Act. Employers have the legal requirement to provide a full suite of information, instruction, and supervision to co-op students/unpaid learners workers.

<i>Please Print</i>	
Co-op Student/Unpaid Learner Details	Name:
	Name of Post-Secondary School:
UCDSB Workplace Details	Name of School/Location:
	Name of Supervisor (Principal/Manager):
UCDSB Placement Sponsor/Contact's Name	

Co-op Student/Unpaid Learner Responsibilities:

The Co-op Student/Unpaid Learner and UCDSB workplace supervisor will complete this form's checklist (on the backside of this form) regarding Occupational Health and Safety requirements.

The original form will be retained by the School/Workplace Supervisor and the Health & Safety Department will receive a scanned copy. (Forward copies via email to healthandsafety@ucdsb.on.ca)

Co-op Student/Unpaid Learner and Supervisor will complete the checklist by:

1. Initialing in the appropriate boxes for each of the requirements
2. Signing the bottom of the tracking form upon completion

Occupational Health & Safety Requirements Checklist				
Health & Safety Training Requirements	Training Resource(s)/Vendor	Co-op Student/ Unpaid Learner INITIAL Upon COMPLETION	Supervisor/ Principal INITIALS	Applicable or Non- Applicable
Ministry of Labour Worker Health & Safety Awareness Training Online (Run time approx. 45 min.)	http://www.labour.gov.on.ca/English/hs/elearn/worker/index.php Submit completed training certificate to UCDSB Supervisor			Applicable (Certificate required)
YOW Canada WHMIS Training Online (Run time 1.5 hours) <i>Student Cost: \$26.95</i>	http://www.yowcanada.com/course_outlines_WHMIS.asp Submit completed training certificate to UCDSB Supervisor			Applicable (Certificate required)
UCDSB Occupational Health & Safety Policy 424	Review of Policy BoardDocs® Policy: Occupational Health and Safety ~ Policy 424 (http://www.boarddocs.com/can/ucdsb/Board.nsf/goto?open&id=9MJJS D4DE907)			Applicable
UCDSB Safe Workplace - Workplace Harassment Policy 226	Review of Policy BoardDocs® Policy: Safe Workplace- Workplace Harassment ~ Policy 226 (http://www.boarddocs.com/can/ucdsb/Board.nsf/goto?open&id=9MVR L76A7051)			Applicable
UCDSB Violence in the Workplace Policy 421	Review of Policy BoardDocs® Policy: Violence in the Workplace ~ Policy 421 (http://www.boarddocs.com/can/ucdsb/Board.nsf/goto?open&id=9MYK U24F8F60)			Applicable
Fire Evacuation & Emergency Procedures	Review of Procedure Onsite documents provided by Supervisor/Principal			Applicable
COVID 19: Employees are recommended to answer the questions in this provincial screening tool to help decide if they should attend their workplace each day.	Students, teachers and school staff must answer the school and child care screening questions before leaving for school or child care. (link below) COVID-19 school and child care screening			Applicable

<i>Upon completion of ALL sections of this form, please sign and date</i>	Signature	Date
Co-op Student/Unpaid Worker		
UCDSB Placement Sponsor/Contact		
Supervisor (Principal or Manager)		