Medford Vocational Technical High School

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Cooperative Education Manual

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Discrimination Notice

The Medford Vocational Technical High School does not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness in the administration of its educational and employment policies, programs, practices or activities, as defined and required by state and federal law. In addition, Medford Vocational Technical High School is committed to providing a work and learning environment free from sexual harassment and prohibits retaliation against any individual for making a complaint of conduct prohibited under this Notice, or for assisting or assisting in the investigation of such a complaint.

Mission Statement

At Medford Vocational-Technical High School, caring educators serve as role models and encourage and assist all students to reach their potential as learners.

To fulfill that mission, the school creates a climate in which parents, teachers, administrators and staff not only set high expectations for students, but also offer them considerable motivation and support.

Medford Vocational-Technical High School is a community of lifelong learners who respect diversity and are actively involved in the life of the school, which offers physical safety and emotional security.

As a result, graduates of Medford Vocational-Technical High School become responsible citizens and contributors to their community, their nation and a global society.

Definitions

Apprentice Training: A combination of on-the-job training and related instructions (schooling) which has been approved by the Commonwealth of Massachusetts Division of Apprentice Training.

Career Plan: A comprehensive, formalized written plan (that students use alone or with the help of others) that relates learning to career goals. The Career Plan is based on both formal and informal assessments and should include areas in which a student needs to increase knowledge and skills to reach goals. A Career Plan is designed to facilitate transition from high school to employment and future learning. It can be thought of as both an instrument and a process for monitoring one's career.

Cooperative Education: A program of vocational technical education for persons who, through a cooperative arrangement between the school and employers, receive instruction, including required academic courses and related vocational technical instruction, by the alternation of study in school with a job in any occupational field. Such instruction shall be planned and supervised by the school and the employer so that each contributes education and employability. Work periods and school attendance may be on alternate half-days, full-days, weeks or other coordinated periods of time. *"Editor's Note: Cooperative education is always paid as inherent in the definitions used of the term "employer."*

Competency list: The list of skills and abilities the student has demonstrated as having attained while studying in their Technical Program.

Criminal Offender Record Information (CORI): schools are obligated to conduct a CORI on any employees, volunteers and co-op employers who will have direct and unmonitored contact with children. The CORI will be requested and paid for by the school.

Internship: A paid or unpaid work-based learning experience in a workplace in which structured learning occurs related to the student's program of study. The internship is graded, part of a credit course or program, and has an evaluation component.

Job Shadow: A work-based learning experience that allows a student to spend time observing an employee's daily work activities, and talk to adults on the job. The student may also be assigned a task to perform so that he/she can gain a deeper understanding of the knowledge and skills required to succeed at work and build a career. Job shadows are an integral part of the connection between school and work.

OSHA: Occupational Safety and Health Administration is a division of the Department of Labor that sets and enforces occupational health and safety rules.

Student Portfolio: A representation of skills developed while learning at MVTHS. The students at MVTHS will begin their portfolio with a Career Plan. The portfolio entries will reflect skill development over the four years of education at Medford Vocational Technical High School.

OSHA

(Occupational Safety and Health Administration)

All students participating in Cooperative Education and Internships must successfully complete a 10-hour OSHA course in General Industry or Construction and/or obtain a safety credential related to their technical program.

Students in the Construction, Manufacturing and some Technical trades are scheduled to receive two five hour days of safety instruction. If a student is absent one of these two days it is their responsibility to complete the computerized Career Safe Online course **(www.careersafeonline.com)** offered to our students free of charge.

The CareerSafe Online 10-hour course provides students with applicable OSHA safety standards and regulations that apply to their everyday lives, and educates them on how to stay safe in the workplace.

Benefits of Cooperative Education

To the student:

- Applies skills and knowledge learned through Vocational Technical Education.
- Further develops their confidence, independence and leadership skills.
- Learns from the supervisors and other employees, skills that may not be acquirable in the school but are acquirable in the work setting.
- Updates their resume to include work experience.
- Gains awareness of workplace expectations and workplace environment.
- Strengthens and further develops verbal, written and presentation communication skills.

To the employer:

- Has the support of the school staff in monitoring and coaching the student/worker.
- Increases their recruitment opportunities
- Builds a positive relationship with Medford Vocational Technical High School and provides an opportunity to communicate their workforce needs and concerns.
- Hires trainees already versed in the language, procedures and technology of the industry.
- Establishes training methods and learning opportunities for their student/workers that further develop and strengthen the skills needed to succeed in their business.
- Provides an opportunity to help young men and women become productive citizens while pursuing a high school diploma and technical skills.
- Enables the successful business person an opportunity to give back to the community and to help instill in our youth the value and importance of hard work.

Cooperative Education Program and Procedures

The Cooperative Education Placement Program provides students with an exciting opportunity to expand their educational knowledge and experience in a real work environment that directly relates to their career goals. Students gain valuable employability experience while furthering their understanding of their occupational field within a structured, supervised environment. Students participating in the cooperative education program are expected to work a minimum of six (6) hours every day that school is in session. If a student is going to miss a day of work, the student must notify the employer and Director of Cooperative Education at 781-393-2369 that morning so the student can be marked absent for that day. If a student is not scheduled to work on a school day, that student must report to school. Students must turn in weekly time cards to technical instructor and Director of Cooperative Education every academic week.

Students interested in participating in a Cooperative Education Placement must have possession of an updated Career Plan and resume and meet the eligibility requirements identified below:

Eligibility Requirements for Seniors

1st term eligibility is based on the following:

Attendance

- Maximum of 12 total unexcused days absent during junior year.

Grade Requirements

- Pass all technical and theory courses with a grade of 70 or higher.
- Pass all academic courses in junior year.

Discipline

- No out-of-school suspensions in term 4 of junior year.

Instructor/Administrator Recommendations and Verifications

- Recommended by technical instructor (junior and senior), theory instructor, academic instructors, and administrators.
- Verification of completion of 1 ½ years in the technical program of study.
- Students must have taken and successfully completed a 10 hour OSHA Safety Training Program or a 10 hour Career Safe Training.
- Must be at least 16 years of age.

2nd, 3rd, and 4th Term Eligibility is based on the following:

Attendance

- Maximum of three (3) unexcused days absent during the previous term.

Grade Requirements

- Pass all technical and theory courses with a grade of 70 or higher.
- Pass all academic courses at the end of previous term.

Discipline

- No out-of-school suspensions within the previous term to the present.

Instructor/Administrator Recommendations and Verifications

- Recommended by technical instructor, theory instructor, academic instructors, and administrators.
- Verification of completion of 1 ½ years in the technical program of study.
- Students must have taken and successfully completed a 10 hour OSHA Safety Training Program or a 10 hour Career Safe Training.
- Must be at least 16 years of age.

Eligibility Requirements for Juniors

3rd term eligibility is based on the following:

Attendance

- Maximum of six (6) total unexcused days absent during 1st and 2nd term junior year.

Grade Requirements

- Pass all technical and theory courses with a grade of 70 or higher.
- Pass all academic courses at the end of 2nd term.

Discipline

- No out-of-school suspensions within the previous term to the present.

Instructor/Administrator Recommendations and Verifications

- Recommended by technical instructor, theory instructor, academic instructors, and administrators.
- Verification of completion of 1 ½ years in the technical program of study.
- Students must have taken and successfully completed a 10 hour OSHA Safety Training Program or a 10 hour Career Safe Training.
- Must be at least 16 years of age.

4th term eligibility is based on the following:

Attendance

- Maximum of three (3) unexcused days absent during previous term.

Grade Requirements

- Pass all technical and theory courses with a grade of 70 or higher.
- Pass all academic courses at the end of 3rd term.

Discipline

- No out-of-school suspensions within the previous term to the present.

Instructor/Administrator Recommendations and Verifications

- Recommended by technical instructor, theory instructor, academic instructors, and administrators.
- Verification of completion of 1 ½ years in the technical program of study.
- Students must have taken and successfully completed a 10 hour OSHA Safety Training Program or a 10 hour Career Safe Training.
- Must be at least 16 years of age.

Extenuating Circumstances

Any extenuating circumstance may be appealed to the Assistant Superintendent/ Principal.

Obtaining Employment

Students are encouraged to use job announcements provided by the Cooperative Education as leads in their search for employment, as well as contacts that their vocational-technical instructors may provide. It is each student's responsibility to find and obtain employment, related to their program of study, with a qualified employer who is in compliance with federal and state discrimination, wage and workers' compensation. Employers must meet the requirements as listed on the Cooperative Education Employer Agreement: "Business Partner Requirements" (Labor Laws, Health and Safety Regulations and Workplace Harassment Policies).

Parents/Guardians

Parents/guardians should be a part of the student's Work Based Learning education. To ensure success it is necessary that parents/guardians approve and support the student's placement. In addition, parents/guardians should:

- be familiar with the student's **Career Plan.**
- sign all documents if student is under eighteen years of age.
- ensure student follows all school rules regarding Work Based Learning education.
- check on the student's progress including the progress in implementing the Career Plan.

Removal from Participation

The student may be removed from Cooperative Education or Internships for:

- Failure to maintain punctuality, attendance and passing grades.
- Failure to present themselves as mature and responsible representatives of Medford Vocational Technical High School.
- Failure to follow the Code of Conduct listed in the Student Handbook.
- Failure to turn in the **Co-op/Internship Weekly Attendance and Evaluation Form** to homeroom teacher and/or the Director of Cooperative Education.
- Failure to call the Cooperative Education Director and Employer when not in school or at work.
- Employer dissatisfaction with student performance.

Students who have not passed the Math, Science or English Language Arts (ELA) MCAS test must attend MCAS support classes during their academic week.

Technical Teacher Responsibilities

A technical teacher plays a vital role in the success of a student's work-based learning education. Technical teachers understand the student's technical achievements and can assist with identifying a quality placement.

Technical teachers will:

- participate in the development of a **Career Plan** for each student.
- assist their students in procuring employment opportunities.
- identify specific standards and skills that the students will be expected to strengthen and develop while in Cooperative Education.
- recommend the student for the Cooperative Education experience.
- provide theory instruction.
- grade student according to the Cooperative Education Program Time Cards and Grading Procedures.
- participate in worksite inspection, if needed.
- monitor weekly attendance and evaluation reports.
- provide time and assistance to the co-op student in writing the co-op weekly journal.
- communicate with the Director of Cooperative Education.

Time Cards and Grading Procedures

Time Card Collection

- Students are responsible for the submission of time cards during academic week. Accurate records of the status of each student's time card for each co-op week will be kept.
- After all cards have been collected a copy will be forwarded to the Director of Cooperative Education, as well as to the grade 11 or 12 technical teacher who is responsible for recording the attendance and grades of the student(s).
- The Director of Cooperative Education will ensure that absences were called in and are recorded in the student's official attendance record.

Daily and Quarterly Grading

- Students will be allocated 80 points for meeting the co-op eligibility requirements and taking the initiative to obtain and maintain a co-op job placement.
- The employer will allocate 20 performance points on the Weekly Time Card that will be combined with the 80 eligibility points to create a weekly grade.
- The weekly grade will be recorded as a daily grade for each day that school was in session and the student was at work on co-op during that week.
- Students absent from co-op will receive a daily grade of 0 points for the day that they were absent unless they make up the day as follows:

    - Work on co-op during a non-school day during the quarter. The weekly grade will then be substituted for the 0 given on the absent day.
    - Return after school for three (3) hours on shop make up or participate for three (3) hours in a shop related activity beyond the school day.

- The quarterly grade will be calculated by adding up all the daily grades and dividing by the number of days school was in session for the quarter.

Mid-Term and Final Grades

A comprehensive mid-term and final performance evaluation form will be processed by the Director of Cooperative Education and filled out by each employer to determine mid-term and final exam performance grades.

- The Director of Cooperative Education will forward a copy of the completed performance evaluation to the teacher of record for entry into the grading system for each student.

Time Card Hours, Comments, and/or Irregularities

- Hours worked.
- A student must work at least 6 hours in co-op every day that school is in session.
- Work Performed/Comments should provide the following information:

    - Employer feedback with regard to student's performance.
    - Documentation that the placement is related to the student's competency profile.
- Time cards must be reviewed by the teacher of record for any irregularities that may appear. Please inform the Director of Cooperative Education if you suspect that any of the information on the cards may be incomplete or inaccurate.

Parents/ Guardians Responsibilities

Parents/guardians should be a part of the student's Cooperative Education experience. To ensure success it is necessary that parents/guardians approve and support the student's placement. In addition, parents/guardians should:

- be familiar with the student's **Career Plan.**
- sign all documents for cooperative education placement
- ensure students follow all school rules regarding cooperative education.
- check on the student's progress including the progress in implementing the Career Plan.

Director of Cooperative Education Responsibilities

- Align policies and procedures of Cooperative Education programs with the state standards and regulations of the Massachusetts Vocational Technical Education.
- Revise, correct, or improve the MVTHS Cooperative Education Program.
- Supervise the Cooperative Education program.
- Communicate with technical teachers to ensure that the student is capable of doing the work required by the employer.
- Assure the student has adequate training in safety and health issues.
- Encourage appropriate standards of behavior and mutual respect.
- Develop students' self awareness and confidence, character, leadership and sound personal, social and civic values, and ethics.
- Develop partnerships with businesses.
- Provide ongoing feedback to students / teachers on students' progress.
- Ensure all documentation, certificates, and signatures are complete prior to and during the student cooperative education placement.
- Make the employer and student aware of the purpose of the program and the responsibilities of each.
- Visit Cooperative Education sites.

Employer Responsibilities

Cooperative Education provides the student/worker an opportunity to develop technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting. The role of the employer is key to a successful program for both the student and the company.

The Employer agrees to:

- provide experienced supervision addressing the listed competencies and technical skills.
- comply with MA Legislative Act. Ch.385: An Act Further Protecting Children (CORI-Background Check on any employee who will be one to one with our students).
- follow worksite safety per OSHA regulations.
- provide orientation including safety and emergency practices.
- evaluate student performance and complete assessment forms in a timely manner.
- pay wages according to law.
- ensure worker's compensation coverage.
- meet day and hours requirements (minimum 6hrs / day; 30 hrs / wk every other week).
- comply with all state and federal employment laws and regulations including child labor laws as they apply to employees under the age of eighteen.
- consider volunteering to participate on an Advisory committee.
- notify the Director of Cooperative Education if student is being terminated.
- notify student, teacher, and the Director of Cooperative Education of any serious problems.
- notify the Director of Cooperative Education when student is absent from work.
- notify the Director of Cooperative Education if student is injured.
- mail, deliver, fax or give the student a signed **Coop/Internship Weekly Attendance and Evaluation Form** at the end of each co-op week.
- abide by Equal Employment Opportunity laws/regulations/guidelines.
- be familiar with each student's Career Plan.
- *In the event of an emergency,* contact the Director of Cooperative Education at 781-393-2364. If the Director of Cooperative Education cannot be reached, contact the Assistant Principal/Director at 781-393-2254.

Community Responsibilities

Vocational technical education programs benefit when the community is involved. Leaders in local business and industry play an important role in the education process by establishing partnerships with the schools, and by:

- Making cooperative education available to students.
- Hiring vocational technical education program graduates.
- Participating on vocational technical education advisory committees.

Commonwealth of Massachusetts

Department of Elementary and Secondary Education
Division of Occupational Education

Cooperative Education
Student Application

M.G.L. Chapter 74 and 603 CMR 4.03 (7)

This is an agreement between an Equal Opportunity Employer and the School Committee of Medford Vocational Technical High School to provide a student who is enrolled in a (Ch. 74-approved) vocational technical education program with an organized progressive and diversified paid employment experience that will provide him/her with employability and technical skills that are not acquirable in a school-based setting. Applicants with disabilities and/or significant health issues may voluntarily self-identify for the purpose of requesting reasonable accommodations at the workplace.

Student Data

Student's name: Last:_____ First: _____Middle:_____

Student Address: _____

City: _____ State: _____ Zip: _____

Student Cell # _____ Student Email Address: _____

Students Technical Program: _____

Parent/Guardians name: Last: _____ First: _____Middle:_____

Parent/Guardians address: _____

Parent/Guardians email: _____

Parent/Guardian Home Phone# _____ Cell # _____

Although your son/daughter will be covered by the cooperating employer's worker's compensation insurance, in case of an accident, what other insurance coverage do you have?

Name of Insurance Provider:
_____

Insurance Policy Number:
_____

Student Employment Information

Do you have transportation to and from work? ☐ Yes ☐ No

Do you have a driver's license? ☐ Yes ☐ No

If yes, what is your license number? _____

Are you available to work full time (40 hours) during shop week? ☐ Yes ☐ No

Are you willing to use public transportation? ☐ Yes ☐ No

Do you agree to follow all the rules and regulations for participation in this program as outlined in the student handbook and co-op manual. ☐ Yes ☐ No

Have you ever been convicted of a felony or misdemeanor? ☐ Yes ☐ No
If yes, give details including date and nature of offense:

_____

Please explain your future educational and/or work plans for after graduation based on:
Education, Employment, and/or Military.

_____

_____

_____

_____

_____

_____

_____

Attach your resume to this application.

Notice of Non-Discrimination in Education

The Medford Vocational Technical High School does not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness in the administration of its educational and employment policies, programs, practices or activities, as defined and required by state and federal law. In addition, Medford Vocational Technical High School is committed to providing a work and learning environment free from sexual harassment and prohibits retaliation against any individual for making a complaint of conduct prohibited under this Notice, or for assisting or assisting in the investigation of such a complaint.

Student Guidelines

In order for a student to participate in Medford Vocational Technical Cooperative Education Program, the student must agree to the following conditions of employment:

- Must adhere to work standards as set forth by the employer, as well as school standards
- Must provide own transportation.
- Student must pass all Chapter 74 shop, related, and academic classes.
- Student must maintain a good attendance and discipline record (in accordance with the school policy).
- Student is required to work a minimum of 30 hours during their co-op week.
- Student must notify shop instructor, Director of Cooperative Education, and employer immediately in the event that he/she will miss a co-op work day.
- Student is responsible for having the **Co-op Weekly Attendance and Evaluation Form** filled out by the employer and returned to their shop Instructor and/or co-op director within two days of their academic week
- Student must work at a site that provides the opportunity to develop technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting.
- Student must be highly recommended by a shop teacher and related teacher.

Students who do not pass MCAS must be willing to attend MCAS support classes during the academic cycle or summer MCAS support class if available.

Signatures

1. The statements and information furnished by us in this application are true and complete.

2. We give permission for the student named in this application to participate in the Cooperative Education Program.

3. We give permission for representatives of the school to release academic and vocational-technical records and grades past and present as well as any other pertinent information that may be required by potential cooperating employers for the purpose of evaluation.

4. We understand that if at any time, in the opinion of the Director of Cooperative Education, the student is not meeting \the requirements of this program with regards to grades, attendance, attitude and/or performance his/her placement will be terminated.

Our signatures certify that we have read and agree with the above statement

_____ _____ _____ _____

Signature of student Date Signature of Parent/Guardian Date

Medford Vocational Technical High School
Cooperative Education Approval Form

Student Name: _____ Technical Program: _____

Has this student completed 1 ½ years of instruction in this vocational/ technical program?	☐ YES ☐ NO
Has this student satisfactorily completed all appropriate safety instruction for this vocational/technical program?	☐ YES ☐ NO
Do you recommend this student for cooperative education placement?	☐ YES ☐ NO
Additional Comments:	

Technical Instructor Signature: _____ Date: _____

This student has met the initial eligibility requirements, as outlined in the student handbook, and is applying to participate in the Cooperative Education Program. Please sign below:

Subject	**Signature**
English	
History/Social Studies	
Math	
Physical Education	
Science	
Study Skills	
Other	
ADMINISTRATOR/GUIDANCE	
	Signature
Guidance Counselor	
Principal-Director	
Director of Cooperative Education	

Placement Site Agreement
M.G.L. Chapter 74 and 603 CMR (4.03) 7

This is an agreement between an Equal Opportunity Employer and the School Committee of Medford Vocational Technical High School to provide a student who is enrolled in a state-approved (Chapter 74) technical education program with an organized, progressive and diversified paid employment experience that will provide him/her with employability and technical knowledge and skills that are not acquirable in a school-based setting.

Student Name: Date:

Grade Level: Age:

Name of Employer: Supervisor Name:

Employer Address:

City/Town: State: Zip Code:

Employer's Phone Number: Fax Number:

Employer's e-mail address:

Nature of Business: Days of Employment: M T W TH F

Hours / Day: Starting Hourly Wage: Start Date:

The role of the employer is the key to a successful program for both the student and the company.
Business Partner Requirements:

- Provide experienced supervision
- **Comply with Mass Legislative Act Chapter 385: An Act Further Protecting Children (CORI-background check on an employee who will be one to one with our students)**
- Enforce worksite safety per OSHA regulations
- Provide orientation including safety and emergency practices.
- Evaluate student performance
- **Ensure worker's compensation coverage for the Co-op student**
- Provide a minimum of 30 hours of meaningful employment per co-op week
- Provide the opportunity for the student to develop technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting
- Comply with child labor laws as they pertain to vocational students
- Notify student, co-op director of any serious problem or issue
- Notify school/co-op director if student is injured

- Abide by Equal Opportunity laws/regulations/guidelines
- May not employ students during hours on their academic cycle
- Follow all State and Federal labor and wage laws and regulations
- Notify the student and the co-op director if this agreement needs to be terminated
- Must be an equal opportunity employer who does not discriminate against my applicant because of

race, color, religious creed, national origin, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness, or any other legally protected group and that all working conditions related to hours, wages, and benefits are free from discriminatory practices.

Employer agrees to provide sufficient supervisor visit time between the student employer and the school's cooperative education director or appropriate technical teacher. Supervision shall be coordinated to allow for the joint participation by all parties including the technical teacher. The school's cooperative education director or technical teacher shall conduct regular supervisory activities at the work site to ensure that the agreement is being followed and to update the student's Competency List.

Worker's Compensation Insurance

Workers Compensation Insurance Number:_____

Insurance Company:_____

Please have your insurance agent Fax (781-393-2293) or email a **Certificate of Workers' Compensation Insurance** to MVTHSCOOP@medford.k12.ma.us.

IMPORTANCE NOTICE: Several trades for which cooperative education is applicable have been declared "Hazardous Occupations" for persons under 18 years of age and are regulated by Federal and/or State statue (whichever is the most intermittent stringent standards). In all such trades, the work of the student-learner shall be incidental of his or her training, shall be intermittent and for short periods of time, shall be under the direct and close supervision of qualified and experienced person, and shall include safety instruction by the employer as part of the training

Please list the vocational technical skills the student/worker will strengthen and/or develop during this work-based learning experience.

_____

_____

_____

Our signatures certify that we have read and agree with the statements contained in this agreement and will work together to create and maintain a positive work experience that maximizes student learning.

_____ _____

Student	Date
_____	_____
Parent/ Legal Guardian	Date
_____	_____
Cooperating Employer	Date
_____	_____
Cooperative Education Director	Date

The cooperating employer, school, parent /legal guardian or the student-learner may terminate this agreement at any time with appropriate notice to the other parties.

Medford Vocational Technical High School
Cooperative Education Program
Time Cards and Grading Procedures

I. Time Card Collection

Students are responsible for submitting timesheets to the Co-op Department each week:

A. A copy will be forwarded to the teacher of record who is responsible for recording the attendance and grades of the students who are participating in this program.
B. The Co-op Department will ensure that absences were called in and are recorded in the student's official attendance record.

II. Daily and Quarterly Grading

A. Students will be allocated 80 points for meeting the co-op eligibility requirements and taking the initiative to obtain and maintain a co-op job placement.
B. The employer will allocate 20 performance points on the Weekly Time Card that will be combined with the 80 eligibility points to create a weekly grade.
C. The weekly grade will be recorded as a daily grade for each day that school was in session and the student was at work on co-op during that week.
D. Students absent from co-op will receive a daily grade of 0 points for the day that they were absent unless they make up the day as follows:
    1. Work on co-op during a non-school day during the quarter. The weekly grade will then be substituted for the 0 given on the absent day.
    2. Return after school for 3 hours on shop make up or participate for 3 hours in a shop related activity beyond the school day.
E. The quarterly grade will be calculated by adding up all the daily grades and dividing by the number of days school was in session for the quarter.

III. Midterm and Final Grades

A. A comprehensive mid-term and final performance evaluation form will be processed by the Co-op Department and filled out by each employer to determine mid-term and final exam performance grades.
B. The Co-op Department will forward a copy of the completed performance evaluation to the teacher of record for entry into the grading system for each student.

IV. Time Card hours, Comments, and/or Irregularities

A. Hours Worked

A student must work at least 6 hours in co-op every day that school is in session.

B. Work Performed/Comments should provide the following information:
    1. Employer feedback with regard to student's performance
    2. Documentation that the placement is related to the student's competency profile.
C. Time cards must be reviewed by the teacher of record for any irregularities that may appear. Please inform the Co-op Department if you suspect that any of the information on the cards may be incomplete or inaccurate.

Cooperative Education Student Assessment/Timecard

CTE Program:		**Hours Worked***	**Tasks Completed/Skills Developed**
Student:	**Monday**		
Supervisor:	**Tuesday**		
Week of:	**Wednesday**		
Place of Employment:	**Thursday**		
	Friday		
	Saturday		
	Sunday		
	Total Hours		

Work Standards - To Be Completed By Supervisor				
	Poor	***Average***	***Above Average***	***Outstanding***
Attitude				
Work Ethic				
Workmanship				
Productivity				
Safety				
Employer Comments:				

*Attendance is valued at 10 points per day.

Student must present this completed form to the Cooperative Education Office on the first day of school after CO-OP Week or email a picture of it by that time to the Co-op Coordinator, hcasaubon@medford.k12.ma.us

Failure to submit time cards will result in low grades and potential removal from co-op.

Supervisor: _____ Date: _____

Student: _____ Date: _____

Medford Vocational Technical High School

MID-TERM / FINAL COOPERATIVE EDUCATION STUDENT EVALUATION FORM

Student: _____ **Due Date:** _____ **Grading Cycle:** _____

Supervisor: _____ **Employer:** _____

Tech. Program: _____

1. Health and Safety **20 Points**

The student understands occupational health and safety issues related to this industry.

Exemplary		**20**	Recognizes unsafe situations and communicates concerns to appropriate authority.
Proficient		**18**	Practices health and safety protocol independently.
Developing		**16**	Practices health and safety protocol with minimal reinforcement and supervision.
Needs Imp.		**14**	Practices health and safety protocol with continuous reinforcement.

Comment:

2. Vocational Technical Skills **20 Points**

The student is strengthening and developing the vocational technical skills identified in the cooperative education agreement.

Exemplary		**20**	Demonstrates independent performance in alignment with the highest level of industry standards.
Proficient		**18**	Demonstrates the ability to perform these skills without assistance and has attained proficiency.
Developing		**16**	Demonstrates the ability to perform these skills only with assistance and must continue development.
Needs Imp.		**14**	Demonstrates a very limited ability to perform these skills and needs to improve significantly.

Comment:

3. Acting Professionally **10 Points**

The student accepts direction/criticism and meets workplace standards on attendance, punctuality and dress code.

	N/A		*This section is not applicable to the student's work-based learning at this time.*
Exemplary		**10**	Accepts constructive criticism and exceeds attendance, punctuality and dress expectations.
Proficient		**9**	Accepts direction positively and maintains appropriate attendance, punctuality and dress.
Developing		**8**	Accepts direction and maintains appropriate attendance, punctuality, and dress with assistance/reinforcement.
Needs Imp.		**7**	Experiences difficulty accepting direction and maintaining appropriate attendance, punctuality, and dress.

Comment:

4. Problem Solving **10 Points**

The student identifies problems, understands their context and develops solutions using critical thinking skills and teamwork.

	N/A		*This section is not applicable to the student's work-based learning at this time.*
Exemplary		**10**	Identifies potential problems and their causes as well as proposing creative solutions including preventive action.
Proficient		**9**	Identifies and solves problems independently.
Developing		**8**	Identifies and solves problems with minimal assistance and direction.
Needs Imp.		**7**	Identifies and solves problems with significant assistance and support.

Comment:

5. Interacting with Others **10 Points**

The student works professionally and respectfully with a diversity of co-workers, supervisors and customers/clients.

	N/A		*This section is not applicable to the student's work-based learning at this time.*
Exemplary		**10**	Handles difficult and stressful customer/client, co-worker and/or supervisor situations.
Proficient		**9**	Resolves client/customer problems where appropriate; participates as part of a team.
Developing		**8**	Initiates positive interactions with customers/clients, co-workers and supervisors.
Needs Imp.		**7**	Demonstrates basic interaction skills; responds when others initiate conversation.

Comment:

6. Completing Tasks **10 Points**

The student participates fully in a task or project from initiation to completion, using time management skills.

	N/A		*This section is not applicable to the student's work-based learning at this time.*
Exemplary		**10**	Initiates and manages multiple tasks/projects and delivers high-quality results on schedule.
Proficient		**9**	Sets priorities/deadlines and completes projects independently.
Developing		**8**	Manages time in order to complete tasks and projects with assistance/reinforcement.
Needs Imp.		**7**	Experiences difficulty managing time in order to complete tasks and projects.

Comment:

7. Demonstrating Character **10 Points**

The student displays loyalty, honesty and dependability.

Exemplary	**10**	Takes pride in exhibiting personal and professional integrity.
Proficient	**9**	Displays and practices positive personal character traits.
Developing	**8**	Occasionally displays positive personal and professional character traits.
Needs Imp.	**7**	Experiences difficulty understanding the traits that define personal character.

Comment:

8. Workplace Technology, Equipment and Tools **10 Points**

The student selects and uses relevant workplace technology, equipment and tools in a safe and appropriate manner.

	N/A		*This section is not applicable to the student's work-based learning at this time.*
Exemplary		**10**	Identifies innovative uses of technology, equipment and tooling that results in increased productivity.
Proficient		**9**	Selects/uses appropriate technology, equipment and tooling to complete work tasks.
Developing		**8**	Selects/uses appropriate technology, equipment and tooling to complete work tasks with assistance/reinforcement.
Needs Imp.		**7**	Experiences difficulty identifying appropriate technology, equipment and tools necessary to complete tasks.

Comment:

9. Applied Mathematics **10 Points**

The student applies relevant mathematical calculations and concepts.

	N/A		*This section is not applicable to the student's work-based learning at this time.*
Exemplary		**10**	Applies advanced math concepts in order to complete tasks.
Proficient		**9**	Applies math calculations such as measurements, fractions, percentages, etc.
Developing		**8**	Applies basic math calculations as necessary to complete appropriate tasks.
Needs Imp.		**7**	Performs basic math calculations – addition, subtraction, multiplication and division with assistance.

Comment:

10. Communication and Literacy

The student demonstrates the ability to speak, listen, read, and write in order to function successfully in the workplace.

10 a. Speaking and Listening **10 Points**

	N/A		*This section is not applicable to the student's work-based learning at this time.*
Exemplary		**10**	Expresses complex ideas in an organized and concise manner; listens and retains information over time.
Proficient		**9**	Communicates through clear, articulate speech; listens attentively and demonstrates comprehension.
Developing		**8**	Speaks and listens with assistance/reinforcement.
Needs Imp.		**7**	Experiences difficulty speaking clearly and listening.

Comment:

10 b. Reading and Writing **10 Points**

	N/A		*This section is not applicable to the student's work-based learning at this time.*
Exemplary		**10**	Reads and comprehends complex materials and/or exhibits high-level writing skills.
Proficient		**9**	Reads for understanding and/or writes clearly with proper spelling, punctuation and grammar.
Developing		**8**	Reads and/or writes with assistance/reinforcement.
Needs Imp.		**7**	Experiences difficulty reading for comprehension and/or executing tasks involving writing.

Comment:

Additional Comments:

Evaluator's Signature		Review Date		Student's Signature	
For School Use Only		÷		=	
	Total Points Earned	***Divided by***	***Total Possible Points***	***Equals***	**Grade**

The Child Labor Laws and Cooperative Education

Cooperative Employment Permits

Minors who are sixteen and seventeen years old who are to be employed in cooperative education must obtain a COOPERATIVE EMPLOYMENT PERMIT. The superintendent of the school district where the student is enrolled in a Chapter 74-approved program that includes cooperative education issues this permit to students. Each Superintendent has access to the permits through the Security Portal on the Department of Elementary and Secondary Education's website. The minor signs the permit and it is valid only while the minor is enrolled in cooperative education for a particular employer and attends school as assigned. The permit is retained by the employer, but is returned to the minor when the employment ends. If the student works for two or more employers, the permit may be transferred from one employer to another, if so approved by the superintendent. When the permit expires, the student returns it to the superintendent from whom it was issued, or if the superintendent so directs, to the school official authorized by the superintendent to supervise the student's cooperative education course of study. (Reference M.G.L. c.149, Section 1)

Exemptions to Child Labor Laws for Minors under Eighteen Enrolled in Cooperative Education in Massachusetts

In Massachusetts, students participating in cooperative education will always be at least 16 years of age because in no case may students participate in cooperative education earlier than midway through the junior year. Students who participate in cooperative education must be enrolled in a Chapter 74- approved program and have demonstrated those academic, technical and employability competencies associated with at least one and one half years of full time study in the Chapter 74 –approved program that has the cooperative education component. Note that the Chapter 74 –approved program and the cooperative education component must be the same occupational area. Massachusetts law (M.G.L. c.149 section 62 and the Code of Federal Regulations Title 29 (CFR 29) Part 570.51-570.68; Code of Federal Regulations Title 29 (CFR 29) Part 570.50 (c) (1)) lists the type of work that minors under 18 must not perform. M.G.L. c. 149 section 62 A and the Child Labor Bulletin 101 – Child Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act WH – Revised March 2001 (see appendix A for these documents) lists the type of work that minors under 18 may perform if they are enrolled in cooperative education that is part of a Chapter 74-approved program in MA and the work meets the following conditions: ***employed under written agreements *performing work that is incidental to their training*performing work that is intermittent and for short periods of time * under the direct and close supervision of a qualified and experienced person * given safety instruction correlated by the employer with on-the-job training**. However, it must be emphasized that there are types of work that even students enrolled in cooperative education must not perform.

Thus the lists below identify the type of work that is not exempt (see No Exemptions Summary, Period below) and the type of work that is exempt (see Exemption Summary for Cooperative Education below) for students

enrolled in cooperative education in MA. Also below is the list of work that minors under 18 must not perform (see list of Work that Minors under 18 cannot Perform below) and is provided because often cooperative education coordinators are involved in monitoring other work-based learning experience that are not exempt.

NO EXEMPTIONS SUMMARY, Period

The following list contains the type of work that all minors under 18 must not do regardless of whether they are enrolled in cooperative education components of Chapter 74 –approved programs. *(Source Massachusetts (M.G.L c. 149 Section 62A Massachusetts Law Restricting minors under 18 from certain occupations and Code of Federal Regulations Title 29 (CFR 29) Part 570.51-570.68; Code of Federal Regulations Title 29 (CFR 29) Part 570.50 (c) (1)*

1. Work involving plants or establishments manufacturing or storing explosives or articles containing explosive components (Federal)
2. Work involving coalmine occupations (Federal)
3. Work involving logging occupations and occupations in the operation of any sawmill, lathe mill, shingle mill, or cooperage stock mill (Federal)
4. Work involving exposure to radioactive substances and to ionizing radiations (Federal)
5. Work involving operation of power-driven hoisting apparatus (MA & Federal) (State Director of Career and Technical Education's note: this includes work operating automotive lifts (putting them up and down)
6. Work involving mining, other than coal (Federal)
7. Work involving operation of bakery machines (Federal)
8. Work involving manufacture of brick, tile, and kindred production (Federal)
9. Work involving wrecking, demolition, and ship breaking operations (Federal)

EXEMPTIONS SUMMARY FOR COOPERATIVE EDUCATION

The following list takes into account Massachusetts and federal law and regulations. It contains the type of work that minors under 18 are prohibited from doing unless they are enrolled in Chapter 74 –approved cooperative education programs and the work meets the following conditions: * employed under written agreements * performing work that is incidental to their training * performing work that is intermittent and for short periods of time * under the direct and close supervision of a qualified and experienced person * given safety instruction correlated by the employer with on-the-job training. *(Source Massachusetts (M.G.L c. 149 Section 62A Massachusetts Law Restricting minors under 18 from certain occupations and Code of Federal Regulations Title 29 (CFR 29) Part 570.51-570.68; Code of Federal Regulations Title 29 (CFR 29) Part 570.50 (c) (1) and the Child Labor Bulletin 101 – Child Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act WH – Revised March 2001*

1. Work in or about blast furnaces. (MA) (State Director of Career and Technical Education's note: this applies to students in Stationary Engineering Chapter 74-Approved programs, only)
2. Work in oiling or cleaning hazardous machinery in motion (MA)
3. Work involving the operation or use of any polishing or buffing wheel (MA)
4. Work in operating motor vehicles of any description, except golf carts on a golf course if the minor is licensed to operate a motor vehicle, and except in the course of employment in an automobile repair shop (MA)(State Director of Career and Technical Education's note: this means that a student enrolled in Chapter 74-approved cooperative education program may operate a motor vehicle off the roadway and if 17 or older on roadways subject to the conditions in **Department of Labor Employment Standards Administration Wage and Hour Division, WH-1330 Revised March 2001) in Appendix A.**

5. Work in that part of any hotel, theatre, concert hall, place of amusement or other establishment where intoxicating liquors are sold (MA) (State Director of Career and Technical Education's note: provided that the students are not serving or handling liquor containers including glasses that held liquor).
6. Work in any room or other subdivision of a building at a height of more than thirty feet above the floor of such room or other subdivision, or in any other place at a height of more than thirty feet above the ground level or water level, as the case may be; in the operation or management of any type of elevator other than a self-service elevator, as defined in the regulations of the board of elevator regulations and duty filed with the office of the state secretary, or in the cleaning or repairing of any type of elevator.
7. Occupations involved in the operation or power-driven woodworking machines (Federal #5)
8. Occupations involved in the operations of power-driven metal forming, punching, and shearing machines (Federal #8)
9. Occupations in the operation of power-driven meat-processing machines and occupations involving slaughtering, meat packing or processing (Federal #10)
10. Occupations involved in the operation of paper-products machines (Federal #12)
11. Occupations involved in the operations of circular saws, band saws, and guillotine shears (Federal #14)
12. Occupations in roofing operations (Federal #16)
13. Occupations in excavation operations (Federal #17)

The following exemptions are not applicable because Massachusetts does not have any approved Chapter 74 programs related to this work:

1. Work involving switch tending (MA)
2. Work involving gate tending (MA)
3. Work involving track repairing (MA)
4. Work as a brakeman, fireman, engineer, motorman or conductor upon a railroad or railway (MA)
5. Work as a fireman or engineer upon any boat or vessel (MA
6. Work involving the manufacture of white or yellow phosphorous matches (MA)
7. Work in a distillery, brewery, or any other establishment where alcoholic beverages, as defined in section one of chapter one hundred and thirty-eight, are manufactured, packed, wrapped or bottled (MA)

Work that Minors under 18 Cannot Perform

This list is provided to ensure that users of this manual understand the Child Labor laws/regulations as they pertain to minors under 18 who are not enrolled in Chapter 74-approved cooperative education programs as often schools have other types of work-based learning experiences and they would not be exempt. The list takes into account Massachusetts and federal law and regulations. Note: Remember that some of the types of work below may be performed by students in cooperative education programs as listed above under Exemptions Summary for Cooperative Education.

MASSACHUSETTS GENERAL LAW CHAPTER 149 SECTION 62A – MASSACHUSETTS LAW RESTRICTING MINORS UNDER 18 FROM CERTAIN OCCUPATIONS

1. in or about blast furnaces;

2. in the operation or management of hoisting machines;
3. in oiling or cleaning hazardous machinery in motion;
4. in the operation or use of any polishing or buffing wheel;
5. at switch tending;
6. at gate tending;
7. at track repairing;
8. as a brakeman, fireman, engineer, motorman, or conductor upon a railroad or railway;
9. as a fireman or engineer upon any boat or vessel;
10. in operating motor vehicles of any description, except golf carts on a golf course if the minor is licensed to operate a motor vehicle, and except in the course of employment in an automobile repair shop;
11. in or about establishments wherein gunpowder, nitroglycerine, or dynamite or other high or dangerous explosive is manufactured or compounded; in the manufacture of white or yellow phosphorous or phosphorous matches;
12. in any distillery, brewery, or any other establishment where alcoholic beverages, as defined in section one of chapter one hundred and thirty-eight, are manufactured, packed, wrapped or bottled;
13. in that part of any hotel, theatre, concert hall, place of amusement or other establishment where intoxicating liquors are sold;
14. in any room or other subdivision of a building at a height of more than thirty feet above the floor of such room or other subdivision, or in any other place at a height of more than thirty feet above the ground lever or water level, as the case may be; in the operation or management of any type of elevator other than a self-service elevator, as defined in the regulations of the board of elevator regulations and duly filed with the office of the state secretary, or in the cleaning or repairing of any type of elevator.

Code of Federal Regulations 29 Section 570.51-570.68- 17 OCCUPATIONS PARTICULARLY HAZARDOUS for the EMPLOYMENT of MINORS BETWEEN 16 and 18 YEARS OF AGE OR DETRIMENTAL TO THEIR HEALTH and WELL-BEING:

1. Occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components.
2. Occupations of motor-vehicle driver and outside helper*
3. Coalmine occupations.
4. Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage stock mill.
5. Occupations involved in the operation of power-driven woodworking machines.
6. Exposure to radioactive substances and to ionizing radiations.
7. Occupations involved in the operation of power-driven hoisting apparatus.
8. Occupations involved in the operations of power-driven metal forming, punching, and shearing machines.
9. Occupations in connection with mining, other than coal.
10. Occupations in the operation of power-driven meat-processing machines and occupations involving slaughtering, meat packing or processing.
11. Occupations involved in the operation of bakery machines.
12. Occupations involved in the operation of paper-products machines.
13. Occupations involved in the manufacture of brick, tile, and kindred production.
14. Occupations involved in the operations of circular saws, band saws, and guillotine shears.
15. Occupations involved in wrecking, demolition, and ship breaking operations.
16. Occupations in roofing operations.
17. Occupations in excavation operations.

Cooperative Program

Co-op programs allow 16 and 17 year-olds to be employed in an otherwise prohibited work setting under the close supervision of a qualified experienced person. Cooperative Education students may obtain waivers from the following Hazardous Orders: 5, 8, 10, 12, 14, 16, and 17. A graduate of a vocational/technical training program may be employed in an occupation for which training has been completed regardless of age. Each Cooperative Educational Placement must be supported by an agreement which provides that:

- The work of the student-learner in the occupation declared particularly hazardous must be incidental to the training.
- The work must be intermittent and for short periods of time, and under the direct supervision of the qualified and experienced person.
- The Safety instruction must be given in school as well as integrated with on the job training.
- The schedule of organized and progressive work process to be performed on the job must be prepared and provided by the employer.

Minimum wage laws must be complied with, and the employer must be covered by Workman's Compensation Insurance. Each Cooperative Educational placement must be supported by a written agreement containing the name of the employer and school coordinator, parent and student. Copies should be kept on file by both the school and the employer. The agreement may be revoked in any situation where reasonable precautions for the safety of the minors employed are not being observed. In general, all of the above programs are seen as expanding the education opportunity and experience of the students. They are not designed to provide economic benefit to participating employers, nor can they interfere with the regular employees.

Common Labor Law Questions

How many hours can students under the age of 18 work and there time restrictions?
Students under the age of 18 cannot work more than 9 hours per day or more than 48 hours per week. Also he/she cannot work between 10pm and 6am. (Except until 12 midnight in restaurants, preceding a non-school day)

Are there occupational restrictions regarding Co-op students?
The Department of Labor has determined that certain occupations are hazardous to students less than 18 years of age. The most common of these affect Co-op employers are:

- Students cannot drive a motor vehicle off company property
- Students cannot work at any occupation over thirty feet above the ground or floor
- Students cannot operate power-driven hoisting apparatus
- Students cannot operate power-driven bakery machines

What are the common labor law exemptions for Co-op students?
Supervised Co-op students working under a co-op working permit can use the following equipment based o law exemptions:

- Power-driven woodworking machines
- Power-driven metal forming, punching, and shearing apparatus
- Power-driven paper product machines. Power-driven circular saws, band saws, guillotine shears
- Metalworking machine or machine tools such as milting, turning, grinding, planning and boring machine

Procedure when an employer violates a Child Labor Law:

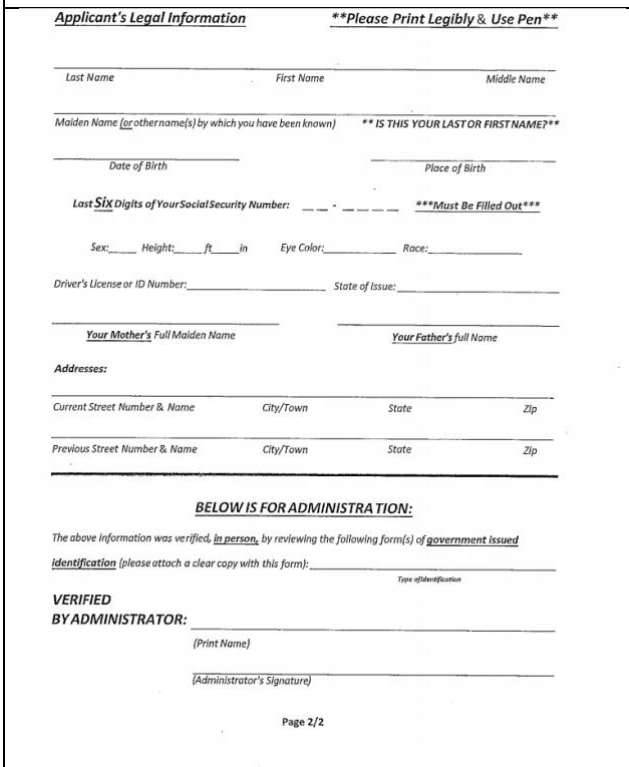
The Cooperative Education department will contact the employer to notify them of the violation via email or phone. If the employer does not comply with the Child Labor Laws, the student will be removed from that placement.

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

COOPERATIVE EMPLOYMENT PERMIT

Valid only while the student named hereon is a regular attendant at a public school

This permit is issued to students in cooperative courses in public day or vocational schools approved as such by the MA Department of Education and Secondary Education (DESE). G.L. c. 149, §§1 and 86.

Permit Number:	
Name of Student Authorized for Part-Time Employment:	
Minor's Address:	
Minor's Date of Birth	
Minor's Place of Birth	
Current Age:	_____years _____months
Proof of Age Accepted	
 **Applicant's Legal Information** ****Please Print Legibly & Use Pen**** Last Name First Name Middle Name Maiden Name (or other name(s) by which you have been known) ** IS THIS YOUR LAST OR FIRST NAME?** Date of Birth Place of Birth Last Six Digits of Your Social Security Number: __ __ - __ __ __ __ ***Must Be Filled Out*** Sex:____ Height:____ft____in Eye Color:_____ Race:_____ Driver's License or ID Number:_____ State of Issue:_____ Your Mother's Full Maiden Name Your Father's full Name Addresses: Current Street Number & Name City/Town State Zip Previous Street Number & Name City/Town State Zip **BELOW IS FOR ADMINISTRATION:** The above information was verified, in person, by reviewing the following form(s) of government issued identification (please attach a clear copy with this form):_____ Type of Identification VERIFIED BY ADMINISTRATOR:_____ (Print Name) (Administrator's Signature) Page 2/2 Gender:	
Color of Hair:	
Color of Eyes:	

Facial Marks:	
School Now Regularly Attended:	Medford Vocational Technical High School
School Address:	489 Winthrop Street, Medford, MA 02155
The above-named student is hereby assigned to the following cooperative agencies:	
1.	

All unused spaces must be blocked-out in such a manner that the names of unauthorized employers may not be inserted. Employment by a person or entity not named hereon is illegal.

CONTINUED
(permit not valid without signatures on page 2)

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

COOPERATIVE EMPLOYMENT PERMIT

Valid only while the student named hereon is a regular attendant at a public school

Teacher or Director Assigning Student:	
Student's Cooperative Course:	

Signature of Superintendent of Schools or Authorized Agent **Date**

Signature of Student **Date**

Important: Upon expiration, this permit must be returned by the student to the Office of the Superintendent of Schools from which it was issued, or if the Superintendent so directs, to the person authorized to supervise assignments of part-time employment. This permit is valid only while the student named hereon is a regular attendant at a public day school.

The employer must retain this permit during the hours of employment until expiration of the term of employment. If the student is assigned to two or more employers, student must transfer this permit from one employer to another whenever so directed by the Superintendent of Schools, or by a person authorized by him or her to supervise the assignment of students to part-time employment. Whoever, without authority, alters an employment permit may be punished by a fine, pursuant to G.L. c. 149, § 90 or subject to a civil citation under G.L. c. 149, §78A.

CRIMINAL OFFENDER RECORD INFORMATION (CORI)
POLICY FOR WORK-BASED LEARNING

Each year there are new regulations and laws that affect schools and school districts. These regulations, at times, are a direct result of amendments made to current regulations.

On November 27, 2002, the Massachusetts Legislature enacted Chapter 385 of the Acts of 2002, An Act Further Protecting Children. **This statute regulates that all schools conduct Criminal Offender Record Information (CORI) checks on current and prospective employees, volunteers, school transportation providers, and any others who may have "direct and unmonitored contact" with children.**

Background checks must also be conducted on current and prospective co-op employers, supervisors and co-workers in all school-to-work settings where "direct and unmonitored contact" with students may occur.

"Direct and unmonitored contact" is defined by the Massachusetts Department of Education Chapter 74 Manual for Vocational Technical Cooperative Education as follows:

> "In the Department's opinion, the applicability of the CORI law to private employees in school-to-work settings or sites for vocational work placement depends on the placement. For example, in many settings the employees of a private company will never have "direct and unmonitored contact" with students. In those circumstances, the CORI law would not require the school to conduct criminal record checks on the private company's employees. In contrast, if the school is sponsoring the placement of a student in a one-on-one setting with an adult, such as in an apprenticeship program, it may be appropriate for the school to conduct a CORI check on the employee/supervisor or other employees who may have direct and unmonitored contact with the student."

Each person at the prospective worksite that may have direct and unmonitored contact must sign a CORI request form. The CORI check is at no expense to the employer and will take approximately 2-4 weeks for completion and is valid for three years. The reviewing person for information obtained from a CORI request will keep the information obtained **confidential** and maintained in a secure file system. The reviewer of the CORI report must sign an Individual Agreement of Non-Disclosure.

At this time, the only Medford Vocational Technical School employee reviewing CORI information is the Superintendent-Director who maintains the confidential file on all CORI applicants

Please submit the required CORI form on any employee who will have "direct and unmonitored contact" with any Medford Vocational student in a school-to-work position under your supervision.

The CORI request form, along with a copy of ID, can be mailed to the attention of Chad Fallon, Principal-Director.

MEDFORD PUBLIC SCHOOLS
489 Winthrop Street
Medford, Massachusetts 02155
Telephone: 781-393-2100
Fax: 781-393-2119

CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER, SUBCONTRACTOR, LICENSING, AND TEMPORARY EMPLOYMENT

The Medford Public Schools is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for temporary employment

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for temporary employment, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to The Medford Public Schools to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signahire. I may withdraw this authorization at any time by providing the Medford Public Schools with written notice of *my* intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: The Medford Public Schools may conduct subsequent CORI checks within one year of the date this Form was signed by me provided; however, that the Medford Public Schools must first provide me with written notice ofthis check.

ADDITIONALLY, Please note that M.G.L. c. 71, § 38R, requires the district to obtain new CORI reports every three years during an individual's term ofservice with the school or district.

By signing the attached CORI form, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 ofthis Acknowledgement Form is true and accurate.

_____ _____ _____

Applicant's Signature* ***Email Address**** ***Phone Number****

_____ _____

Position Applying For*
(ie: Teacher-Chaperone-Intern-Volunteer-Contractor)

Location/Supervisor Name*
(ie: teacher/person reporting to within District

****PLEASE NOTE IF YOU ARE A SCHOOL PARENT**** *Circle: YES OR NO*

*If So:*_____
Child's Name *Child's Teacher*

_____
****Today's Date****

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Medford Vocational Technical High School Cooperative Education Program
Student Responsibilities

Cooperative Education provides the student an opportunity to develop technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting.

1. **Weekly timecards:** Timecards are to be completed at the end of **EVERY** co-op week. Timesheets should be submitted to the co-op office on the Monday following.

0. **Co-op Attendance:**

- Whenever you are going to miss a day of work, you need to contact your **Supervisor** and the **Director of Co-op** (via phone or email: 781-393-2369 or cfallon@medford.k12.ma.us)
- Holidays and School vacations – Please work with your employer *in advance* as to whether or not you are working.
- Senior Events / week – You are not required to come back to school for events such as award rehearsals or Prom. For example: Work it out with your employer *ahead of time* to leave work early for Prom. Please communicate with your employer *in advance* if you are planning on attending senior activities and will be missing work.
- School half days – Students are required to work regular co-op hours.
- Missing work – Students should not be missing work to come to school unless it is approved by the Co-op Office **in advance.**
- Inclement weather/Snow days – Work with your employer *ahead of time* as to whether you will need to report to work.
- Co-op Schedule – Email Director of Co-op your work schedule if your work schedule is not Monday – Friday. (Email: cfallon@medford.k12.ma.us)

0. **Students agree to:**

- Meet and maintain Co-op Eligibility requirements (grades, attendance, and discipline)
- Abide by the school and employer policies and procedures
- Follow all OSHA regulations and labor laws
- Provide your own transportation
- Report to work ON TIME
- Dress appropriately
- Report any injuries to the Co-op Office immediately
- Avoid using Cell Phones while at work
- Act professionally at all times (Avoid using slang language – yo, bro, what's up, hey)
- Meet day and hours requirements (minimum 6hrs / day; 30 hrs / wk every other week).

Emergency Contact Information:

Director of Cooperative Education (office)
(cell)

Chad Fallon, Principal-Director (781) 393-2369 (office)

Student Signature: _____ Date: _____

Medford Vocational Technical High School – Co-op Program Employer Responsibilities

Cooperative Education provides the student/worker an opportunity to develop technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting. The role of the employer is key to a successful program for both the student and the company.

1. Employer will conduct a safety orientation with students in compliance with the Massachusetts or New Hampshire child labor law prior to the student starting job assignment.

   Orientation date(s): _____ Student Name: _____

0. **Weekly timecards:** Approve weekly hours, complete evaluation, and sign / date timecards at the conclusion of each co-op week. Students need these timecards for attendance and grading p purposes.

0. **Mid-term and Final Evaluations:** Employers will be mailed a mid-term (January) and final evaluation (May) for each student. Please complete timely. This evaluation is in place of the technical program mid-term and final exam.

4. **Contact the Co-op Office:**

- When student is absent from work (for any reason)
- When student is terminated or student ends the co-op placement
- If the student is injured or if there are any serious problems with the student

0. **Employers agree to:**

- Adhere to all requirements listed in the Cooperative Education Placement Site Agreement
- Adhere to all state and federal employment laws and regulations including child labor laws as they apply to employees under the age of 18.
- Must be an equal opportunity employer who does not discriminate against my applicant because of race, color, religious creed, national origin, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, and homelessness, or any other legally protected group and that all working conditions related to hours, wages, and benefits are free from discriminatory practices.
- Meet day and hours requirements (minimum 6hrs / day; 30 hrs / wk every other week).

Emergency Contact Information:

Director of Cooperative Education

Chad Fallon, Principal – (781) 393-2369

Employer Signature: _____ Date: _____

General Worksite Safety and Health Checklist

Employer:			
Address:			
Phone:		**E-mail:**	
Supervisor:		**Student:**	

Name of person(s) doing the worksite visit: **Date:**

This checklist may be used to help assess safety and health conditions at the worksite; it addresses aspects of safety and health that are mostly observable during a worksite assessment. It does not cover all possible hazards and cannot be used to determine compliance with applicable federal and state regulations. Questions are framed so that **"Yes"** is positive, **"No"** is a potential negative indicator, and **"N/A"** means the question is not applicable to this particular worksite. The **"Comments"** column is for clarifications to the answer of any particular question.

Other critical information is gathered by talking with the employer about training, workplace safety and health hazards, and policies and procedures. Together, the information gathered from the assessment should provide you with a sense of the employer's commitment to workplace safety in order to determine if the placement is acceptable for the student.

General Health and Safety

	Yes	No	N/A	Comments
Are work areas orderly and clean?				
Is material handling equipment in good condition/free of apparent damage? (e.g. trucks, dollies, carts)				
Are containers of chemicals or other substances labeled with product names or ingredients?				
Are containers with chemicals securely covered/closed?				
Is there adequate lighting for the work?				
Does the job site provide adequate restrooms with hand washing facilities?				
Do objects that require lifting by a single person weigh less than 30 pounds?				
Are computer workstations and equipment sufficiently adjustable so workers can make changes while performing computer tasks?				
Are materials properly stored so as not to create a falling or tripping hazard?				
Are work areas free of high noise levels? (Do you have to shout to have a conversation at 3 feet?)				
Are Material Safety Data Sheets (MSDS) onsite and available to employees?				

Electrical

	Yes	No	N/A	Comments
Are plugs and electrical outlets in good condition?				
Is wiring insulated, and cords free of fraying or deterioration?				
Are extension cords grounded (three-pronged)?				
Are power strips used correctly? (plugged directly into outlets, not used for high voltage items, e.g. refrigerators)				

Vehicles

	Yes	No	N/A	Comments
Are seat belts available for all riders?				
Are keys removed from motorized equipment when not in use?				
Are workers operating motor vehicles licensed?				
Are workers operating hoists/cranes licensed?				

Emergencies/Fire/Evacuation Procedures/First Aid

	Yes	No	N/A	Comments
Are emergency exits clearly visible and marked by readily visible signs and arrows?				
Are emergency exit doors free of locks, chains or fastenings that would prevent free escape from inside the work area?				
Are there at least two emergency exits from the work area or building?				
Are emergency exit paths out of the work area free of obstructions?				
Are emergency telephone numbers for the worksite posted in a public area (e.g fire, department, police, hospital, poison control)?				
Is there an automatic fire alarm and fire detection system?				
Are alarm pull-boxes and fire extinguishers clearly visible and easily accessible?				
Are fire extinguishers up to date?				
Is the worksite or building equipped with an automatic sprinkler system?				
Are eyewash stations and/or safety showers available in areas with hazardous chemicals?				
Are first aid supplies available?				

Workplace Violence

	Yes	No	N/A	Comments
Does the worksite have exterior lighting during evening and nighttime operating hours?				
Does the worksite have a security surveillance system of public areas?				
Does the worksite have a security alarm system?				

Chapter 74 Occupational Clusters

Agriculture and Natural Resources Agricultural Mechanics Animal Science Environmental Science and Technology Horticulture	**Arts and Communication Services** Design and Visual Communications Graphic Communications Radio and Television Broadcasting
Business and Consumer Services Cosmetology Fashion Technology Marketing Office Technology	**Construction** Cabinetmaking Carpentry Construction Craft Laborer Electricity Facilities Management Heating-Ventilation-Air Conditioning-Refrigeration Masonry and Tile Setting Painting and Design Technologies Plumbing Sheet Metalworking
Education Early Education and Care	**Health Services** Dental Assisting Health Assisting Medical Assisting Operating Room Technology Practical Nursing
Hospitality and Tourism Culinary Arts Hospitality Management	**Information Technology Services** Information Support Services and Networking Programming and Web Development
Manufacturing, Engineering and Technological Biotechnology Drafting Electronics Engineering Technology Machine Tool Technology Major Appliance Installation/Repairing Metal fabrication and Joining Technologies Robotics and Automation Technology Stationary Engineering Telecommunications – Fiber Optics	**Transportation** Automotive Collision Repair and Refinishing Automotive Technology Diesel Technology Marine Service Technology Power Equipment Technology

Agriculture and Natural Resources Worksite Assessment Checklist

General Safety

	Yes	No	N/A	Comments
Are ladders/stepladders readily available for use?				
Are ladders in good condition? (e.g., no missing rungs)				
Are ladders in use set up on secure, even surfaces, and footed when necessary?				
Are employees wearing PPE?				
Safety glasses/goggles				
Hearing protection				
Respirators				
Gloves (leather, rubber, etc)				
Foot Protection				
Head protection (hard hats, bump caps)				
Other				
Is there a separate area for lunch/eating, away from hazardous substances?				
Are weather conditions considered as part of job site safety? (e.g. trees inspected after storms, drives/ditches marked before snow)				
Are there Heat Stress Procedures in place to prevent heat exhaustion?				

Vehicles and Machinery (lawn mowers, forklifts, transport vehicles, etc.)

	Yes	No	N/A	Comments
Are there shields and guards on vehicles, machines, and power take-offs (PTOs)?				
Are tractors equipped with rollover protection structures (ROPS)?				
Are hoist-equipped trucks stored with buckets down when not in use?				
Are machines in good condition? (e.g. no defective or worn parts, free of jagged metal or protrusions)				
Are there guards on power saws, grinders, and similar equipment?				
Do tractors have soundproof cabs? *				
Do gasoline-powered lawn mowers, leaf mulchers, snow throwers have good mufflers? *				
Are brakes on vehicles adjusted regularly?				
Are teens prohibited from operating or assisting with work on forklifts?				

** Hearing protection may also be required.*

Electrical and Workshop/Tool Safety

	Yes	No	N/A	Comments
Do tools and equipment appear to be in good condition? (free of burn marks, not bent, etc.)				
Are there enough outlets available? (e.g., One socket = one plug; extension cords for temporary work only)				
Are GFCIs (ground-fault circuit interrupters) used near sinks/water, damp areas, and where modification or excavation work is being performed?				
Are portable tools and equipment unplugged when not in use?				
Are bare light bulbs protected from being hit by objects (e.g. cage around bulbs)				
Are all light sockets fitted with bulbs? (no empty sockets)				
Are metal ladders and scaffolds prohibited in areas with energized parts of equipment, fixtures, and circuit conductors? (includes overhead power lines)				
Are there lockout/tagout procedures in place for electrical work, machinery, and stored energy of any kind?				
Do machines have emergency stops/shut-offs?				

Fields, Woodlots, Drives, Lanes and Yards

	Yes	No	N/A	Comments
Are drives/lanes kept in good condition? (e.g. free of ruts, bumps, stones; washouts filled so vehicles will not get stuck)				
Are gates wide enough for machinery and vehicles to enter and exit easily?				
Is there sufficient turning area for machinery along ditches and embankments?				
Is equipment kept off of steep slopes and away from trenches?				
Do trenches have protective systems? (e.g. cave-in protection, ladder/ramp access)				
Are areas free of tree branches (low hanging, broken) that could hit equipment?				
Are workers made aware of overhead power lines?				
If underground utilities cross any area (e.g. gas/power lines) are they well marked?				
Have hazardous plants (e.g. poison ivy) been removed?				
Is appropriate clothing required to prevent bug/tick bites, skin irritations from plants?				
Do First Aid Kits include snake bite supplies?				

Chemical/Pesticide and General Storage

	Yes	No	N/A	Comments

Can storage areas be opened/unlocked from the inside?				
In indoor storage areas, is fresh air provided?				
Are warning signs posted on entrances to chemical storage areas?				
Are chemicals stored outdoors kept in a secure area?				
Are flammable substances (gasoline, paint, etc.) sealed in fireproof containers?				
Are flammable substances kept away from possible igniting elements or surfaces?				
Are herbicides stored away from insecticides and fungicides?				
Do facilities have a dedicated area for mixing/decanting chemicals?				
Is there a portable eyewash unit available?				
Is there a flammable storage permit?				

Veterinary Technology and Animal Handling Facilities

	Yes	No	N/A	Comments
Are pens, gates and fences sturdy and in good condition? (e.g., without protrusions)				
Are ventilation fans operative and in good condition?				
Are animal drugs kept in a secure area?				
Are biohazard/sharps containers readily available?				
Are animal restraints available and used?				
Are non-latex gloves available?				
Are animals immunized as required?				
Are staff that work with animals provided with rabies or other relevant immunizations?				
Is disposable clothing, shoe covers, hair nets available? (e.g. cleaning animal cages)				

Arts and Communication Services Worksite Assessment Checklist

	Yes	No	N/A	Comments
Is this the only worksite at which the student will be working? (if others, note in comment section)				
Are employees using/wearing PPE?				
Safety glasses				
Hearing protection				
Safety gloves				
Respirators				
Is there enough space around equipment and at computer workstations to perform work without injury, and for others to avoid interfering with equipment operators?				
Are there enough outlets available? (e.g., One socket = one plug; extension cords for temporary work only)				
Are cables tied/covered so as to be out of the way of walking paths?				
Are circuit breaker panels clearly marked with voltage and "caution" warnings?				
Are circuit breaker panels accessible? (nothing blocking/leaning against them)				
Are ladders or stepladders readily available for use (for reaching items stored higher up)?				
Are ladders in good condition? (e.g., no missing rungs)				
Is either natural or mechanical air ventilation provided in working areas?				
Is the area free of used/oily rags (not lying around when not in use)?				
Are flammable substances (paint, gasoline, oily rags) in fireproof containers?				
Are flammable substances stored away from possible igniting elements or surfaces?				
Is there a flammable storage permit?				

Business and Consumer Services Worksite Assessment Checklist

General Health and Safety

	Yes	No	N/A	Comments
Are step ladders or step stools readily available for use?				
Are rolling ladders readily available for use, in warehouse settings?				
Are ladders in good condition? (e.g., no missing rungs)				
Are employees using/wearing PPE?				
Safety glasses (warehouse settings)				
Hearing protection (warehouse settings)				
Dust masks/Respirators (e.g. artificial nail filing)				
Gloves (nitrile, etc.)				
Apron				
Is there a separate area for lunch/eating, away from hazardous substances?				
Are cash registers closed when not in use?				
Are panic buttons available? (e.g. reception, heavily trafficked public places)				
Is there a workplace violence prevention program in place, or incorporated into an existing accident prevention program or employee handbook?				

Chemicals and Storage

	Yes	No	N/A	Comments
Are containers with chemicals, *including items like nail polish*, covered/closed when not in use?				
Are trash cans lidded and closed?				
Is there a ventilation system? (HVAC, manicure tables w/built in vents, other)				
Are there proper stations for clean and soiled towels?				
Is there a labeled fire-safe storage cabinet?				
Is there a flammable storage permit?				
Are tools sanitized regularly? (i.e., Soaking in chemical solution or stored in autoclave when not in use)				

Electrical

	Yes	No	N/A	Comments
Are GFCIs (ground-fault circuit interrupters) used near sinks/water sources?				
Are there enough outlets available? (e.g., One socket = plug)				
Is portable electric equipment (hair dryers, clothes irons, etc.) unplugged when not in use?				

Ergonomics

	Yes	No	N/A	Comments
Do workspaces have enough room to move around and perform work comfortably and without injury?				
Are headsets or other adaptive devices for telephones available? (e.g. employees can keep head upright/shoulders relaxed while using computer at the same time)				
Are electrical rooms/areas free from non-electrical storage? (e.g. no housekeeping supplies in electrical rooms, do not block circuit panels)				
Are regular breaks encouraged?				

Construction Worksite Assessment Checklist

General Safety

	Yes	No	N/A	Comments
Is this the only worksite at which the student will work? (if others, note in comment section)				
Are weather conditions considered as part of job site safety? (e.g. roof/scaffold work postponed in rainy or windy weather)				
Are there Heat Stress Procedures in place to prevent heat exhaustion?				
Are there Cold Stress Procedures in place to prevent hypothermia, frostbite, etc?				
Are employees wearing PPE?				
Head protection (e.g. hard hats)				
Safety glasses				
Hearing protection				
Respirators				
Gloves				
Kneepads				
Foot protection (e.g. Steel-toed boots/shoes—not observable)				
If there are forklifts onsite, do all operators have current training? *Note: It is prohibited for persons under 18 to drive or ride on forklifts.*				

Falls from Heights

	Yes	No	N/A	Comments
Is fall protection equipment provided for workers? (e.g. harness, guard rail, safety net)				
Does scaffolding appear to be in good condition?				
Do elevated work/storage platforms (including scaffolds) have guardrails?				
Are ladders readily available for use?				
Are ladders in good condition? (e.g., no missing rungs)				
Are ladders in use set up and secured on even surfaces, and footed when necessary?				
Is use of fall protection equipment enforced?				
Are scaffolds inspected regularly?				
Is fall protection equipment inspected regularly?				

Electrical

	Yes	No	N/A	Comments
Is the floor/ground area clear of electrical cords?				
Are metal ladders and scaffolds prohibited in areas with energized parts of equipment, fixtures, and circuit conductors? (includes overhead power lines)				
Are GFCI's (ground-fault circuit interrupters) used where construction, demolition, modification, alteration or excavation work is being performed?				
Are all circuit panels accessible? (not blocked)				
Are there lockout/tagout procedures in place for electrical work?				
Are workers prohibited from "working live" (with energized wires)?				

Tools and Machinery

	Yes	No	N/A	Comments
Is there enough space around machines for operators to perform work without injury, and for others to avoid interfering with operators?				
Do tools and equipment appear to be in good condition? (free of burn marks, not bent, etc.)				
Are handheld tools and equipment unplugged when not in use in the field?				
Are hand tools padded?				
Are there guards on power saws, grinders, and similar equipment?				
Is use of nail guns with contact trip (touch sensitive) triggers avoided?				
Do machines have emergency stops/shut-offs?				
Do saws (planer, table, etc.) have magnetic restarts, to prevent them from automatically restarting after a power outage?				
Are there lockout/tagout procedures in place for machinery?				
Are tables/workstations height adjustable, for welding, assembly work, etc.?				
Are tools inspected regularly?				

Wood Dust, Lead and Other Chemicals

	Yes	No	N/A	Comments
Do tools and machines have dust collectors?				
Is the area free of accumulated wood dust or metal shavings? (potential fire hazard)				
For indoor settings, is fresh air provided?				
Are flammable substances (paint, gasoline, etc.) in fireproof containers?				
Are flammable substances stored away from possible igniting elements or surfaces?				
Are gas-powered tools, such as portable generators, always used OUTSIDE and away from windows, doors and vents? (potential carbon monoxide poisoning)				
For work involving cement/concrete/grout, are wet cutting practices in place, or local exhaust ventilation used? (potential silica and/or asbestos exposure)				
For work on structures built prior to 1978, are precautions taken to prevent lead exposure? *Note: It is prohibited for persons under 18 to perform renovation work involving potential lead exposure.*				
For any worksite containing asbestos, have identifying signs and labels been attached or posted so all employees know to avoid these materials?				
For any work on structures that may contain asbestos, are precautions taken to prevent exposure? *Note: It is prohibited for persons under18 to perform renovation, repair, or demolition of asbestos-containing material.*				
Is there a flammable storage permit? (For stationary business/establishment worksites)				

Education Worksite Assessment Checklist

General Safety

	Yes	No	N/A	Comments
Are there appropriate staff-to-child ratios in place? (e.g. never more than 3 children <2-years-old per staff member)				
Is indoor space well-lit?				
Are ceilings, walls, other surfaces free from mold and water damage?				
Are sanitizing chemicals labeled?				
Are employees trained in ways to reduce back injuries, such as proper lifting?				
Are there handrails by the stairs?				
Are emergency procedures and evacuation routes posted by exits?				
Is outdoor space free of hazards? (e.g., no poisonous plants, broken glass, dangerous machinery or tools; fencing provided if near streets/cars; etc.)				

Infection Control for Workers

	Yes	No	N/A	Comments
Is infection control procedure training provided for all employees?				
Will the student be provided with any required vaccines?				
Is bloodborne pathogen training required for all employees?				
Are latex-free disposable gloves provided for use?				
If there are multiple areas within the worksite for different tasks (e.g. separate rooms for food preparation, diapering, etc.) are hand-washing stations available in the vicinity of each?				
Are disposable hand towels or automatic blow-dryers available near hand washing stations?				

Health Services Worksite Assessment Checklist

	Yes	No	N/A	Comments
Are biohazard/sharps disposal containers readily available, and changed out when full?				
Are biohazard/sharps disposal containers labeled with a biohazard warning label or colored red?				
Are hand-washing stations and/or hand sanitizer readily available?				
Does the employer offer tuberculosis testing to employees?				
Are storage areas neat and organized with heavy items between knee and shoulder height?				
Are stepladders readily available for use?				
Are employees using/wearing PPE?				
Medical gloves				
Masks				
Goggles				
Gowns				
Are beds adjustable? (Do they work?)				
Are mechanized sit/stand and total lifts available? (Do they work?) *Note: As of July 19, 2010 it is prohibited for persons under 18 to operate power-driven hoists, including patient lifts.*				
Is bloodborne pathogen training required for all employees?				
Does the unit in which the teen will be working use needles with sharps injury prevention features?				
Are panic buttons available? (e.g. reception, x-ray suite, nurses stations, heavily trafficked public places)				
Is there a workplace violence prevention program in place, or incorporated into an existing accident prevention program or employee handbook? (e.g. difficult patient encounters)				

Hospitality and Tourism Worksite Assessment Checklist

	Yes	No	N/A	Comments
Are employees wearing slip-resistant footwear?				
Are latex-free gloves available for use?				
Does all powered equipment (such as the slicer and industrial size mixer) have safety guards?				
Are hand tools (knives, mincers) in good condition and sharpened?				
Are the floors clean and not greasy? (drainage for floors, etc.)				
Are wet floor signs posted, as needed?				
Do the floors have non-skid mats? (may be combined with anti-fatigue mat)				
Do the floors have anti-fatigue mats? (may be combined with anti-slip mat)				
Do walk-in refrigerators and freezers have a panic bar, or other way to exit from inside?				
Is there room to walk in the kitchen without interfering with other workers?				
Are there separate and labeled in/out doors to/from kitchen?				
Are stepladders or step stools readily available for use? (for reaching items stored higher up)				
Are cash registers closed when not in use?				
Are panic buttons available? (e.g. cash register/reception, heavily trafficked public places)				
Are protective measures in place for hot oil exposures, grease fires, and steam from pots? (e.g. K-rated fire extinguisher)				
Is there a workplace violence prevention program in place, or incorporated into an existing accident prevention program or employee handbook? (e.g. robbery training, difficult customer encounters)				

Information Technology Services Worksite Assessment Checklist

	Yes	No	N/A	Comments
Are employees using/wearing safety glasses (when needed)?				
For employees working on hardware or inside computers, have all metal accessories (rings/bracelets, zippers) been removed?				
Are computers being worked on internally unplugged and detached from all other equipment (printers, monitors, etc.)?				
Are headsets or other adaptive devices for telephones available? (e.g. employees can keep head upright/shoulders relaxed while using computer at the same time)				
Do workspaces and computer workstations have enough room to easily move around and perform work comfortably and without injury?				
Can computer workstations be adjusted? (e.g. feet on ground, adjustable screen height and keyboard)				
Are regular breaks encouraged?				

Manufacturing, Engineering and Technological Worksite Assessment Checklist

General Safety

	Yes	No	N/A	Comments
Is this the only worksite at which student will work? (if others, note in comment section)				
Are employees wearing PPE?				
Safety goggles				
Face shields				
Head protection (hard hats, bump caps)				
Hearing protection				
Respirators				
Gloves				
Knee pads				
Leather aprons or burn jackets				
Foot protection				
Are ladders in good condition? (no missing rungs)				
Are rolling ladders available in warehouse settings?				
Is material handling equipment in good condition (e.g. dollies, conveyors)				
If there is a loading dock on site, is dock in good repair? (e.g. no potholes, large cracks)				
If there is a loading dock on site, are dock doors kept closed between trucks?				
Is there a separate area for lunch/eating, away from hazardous substances?				
If there are forklifts onsite, do all operators have current training? *Note: It is prohibited for persons under 18 to drive or ride on forklifts.*				

Electrical Safety

	Yes	No	N/A	Comments
Are outlets and switches in good condition?				
Are there enough outlets available? (e.g., One socket = one plug; extension cords for temporary work only)				
Are GFCI's (ground-fault circuit interrupters) used near sinks/water sources and damp areas?				
Are metal ladders and scaffolds prohibited in areas with energized parts of equipment, fixtures, and circuit conductors? (includes overhead power lines)				
Are there lockout/tagout procedures in place?				
Are computers being worked on internally unplugged and detached from all other equipment (printers, monitors, etc.)?				

Tools and Machinery

	Yes	No	N/A	Comments
Is there enough space around machines for operators to perform work without injury, and for others to avoid interfering with operators?				
Are walkways/aisles, or other non-hazardous areas clearly marked? (e.g., black/white tape on the floor)				
Do elevated work/storage platforms have guardrails?				
Are conveyors appropriately guarded? (to prevent hands getting caught in rollers, equipment falling off onto pedestrians)				
Are workstations set up ergonomically? (employees appear to be working in natural positions—not forced or awkward)				
Do tools and equipment appear to be in good condition? (free of apparent damages)				
Is portable electric equipment (soldering guns, breadboards, etc.) unplugged when not in use?				
Are there guards on power saws, grinders, and similar equipment?				
Do shop machines have emergency stops/shut-offs?				
Does powered machinery, including saws, have magnetic restarts? (to prevent them from automatically restarting after a power outage)				
Do tools and machines have dust collectors?				
Are tables/workstations height adjustable (for welding, assembly work, etc.)				
Are workstations set up ergonomically? (employees not working in forced or awkward positions)				
Are hand tools padded?				
Are there lockout/tagout procedures in place for machinery?				

Chemical Safety

	Yes	No	N/A	Comments
Are flammable materials (paint, gasoline, paper) sealed in fireproof containers?				
Are flammable materials kept away from possible igniting elements or surfaces?				
Are there fire-safe containers and storage cabinets?				
Is there a flammable storage permit?				
Are there poison storage cabinets? (toxic substances)				
Is either natural or mechanical air ventilation provided in work areas?				

Laboratory Safety

	Yes	No	N/A	Comments
Are non-latex gloves available?				
Are Bunsen burners, gas valves, and other heating apparatus turned off when not in use?				
Are refrigerators, shelves and countertops containing potentially infection materials free of food or drinks?				
Are biohazard/sharps disposal containers readily available?				
Are biohazard/sharps disposal containers labeled with a biohazard warning label or colored red?				
Is there a sink for washing in the laboratory?				
Is there a portable eye-wash facility available?				
Are identified emergency/safety showers readily accessible?				
Is there a chemical hygiene plan for lab operations?				

Transportation Worksite Assessment Checklist

General Safety

	Yes	No	N/A	Comments
Are employees wearing PPE?				
Respirators with HEPA (pink) filters				
Supplied-air respirators (auto body shops)				
Safety goggles				
Face shields				
Safety Gloves (leather for welding; 1000 volt rubber for hybrids)				
Knee pads				
Leather aprons or burn jackets				
Plastic gel/welding curtains				
Are ladders in good condition? (e.g., no missing rungs)				
Are ladders in use set up on secure, even surfaces?				
Is there a separate area for lunch/eating, away from hazardous substances?				

Shop Safety and Equipment/Tools

	Yes	No	N/A	Comments
Is there enough space around machines for operators to perform work without injury, and for others to avoid interfering with operators?				
Do elevated work/storage platforms have guardrails?				
Are walkways/aisles, or other non-hazardous areas clearly marked? (e.g., black/white tape on the floor)				
Are workstations set up ergonomically? (employees appear to be working in natural positions—not forced or awkward)				
Do tools and machines have dust collectors?				
Do any compactors have interlocked doors or “dead man’s switch”?				
Is equipment available to service multi-piece rim wheels? (e.g., clip-on chucks, restraining devices)				
Is a regular, recorded maintenance schedule kept for lifts, including when and how they are inspected?				
Are all technicians who work on hybrid cars certified in hybrid car repairs?"				

Chemical Safety

	Yes	No	N/A	Comments
Is there a down-draft or cross-draft spraybooth, with air flow system?				
Is there a vapor degreaser?				
Is there an auto-exhaust collection system?				
Is there a designated area for hazardous waste storage?				
Are flammable substances (gasoline, paint, etc.) sealed in fireproof containers?				
Are flammable substances kept away from possible igniting elements or surfaces?				
Are there labeled fire-safe storage cabinets?				
Are compressed gas tanks chained and capped?				
Is there a flammable storage permit?				
Is speedy dry or kitty litter available? (for cleaning small spills)				
Are employees wearing PPE?				
Respirators for volatile organic compound (VOC)				
Splash goggles				
Face masks (*not* dust masks)				
Safety Gloves (blue or purple nitrile)				
Is there a respiratory protection program in place?				