



Safety Preparation for Student Work Experience

Roles and Responsibilities

Manitoba Education and Training and SAFE Work Manitoba are working together to prepare Manitoba students for safe work experiences and to assist school administrators with workplace safety and health roles and responsibilities to ensure safe work experiences for all Manitoba students.

Preparing students for safe work experiences, and helping schools, students, and employers understand worker rights and responsibilities in the workplace are integral to students' education and their safe introduction to the world of work.

Workplace safety and health training should start before entering into the work placement. Schools, employers, and students need to know and understand the following:

- their roles, rights, and duties under the Manitoba *Workplace Safety and Health Act* including the right to worker engagement and to be consulted about safety and health matters that directly affect them
- the obligation of the employer to ensure a safe and healthy workplace for the worker and fellow workers
- what to do in an emergency situation and evacuation
- what a hazard is, and the potential a hazard has to cause death, injury, or disease
- the importance of identifying, assessing, and controlling workplace hazards, and the role that students may play in identifying hazards
- the procedures to follow if hazards are identified
- the importance of reporting safety and health matters such as incidents, injuries, and near misses, and how to complete a written report
- how to access first aid
- what is appropriate behaviour for people in the workplace and what is inappropriate behaviour, such as workplace violence, bullying, and harassment
- the right to refuse to undertake work activities considered to be unsafe
- the importance of raising safety and health concerns to workplace supervisors, school principals/teachers/work placement coordinators, or vocational consultants

Worker Rights and Responsibilities



Right to Know



Right to Participate



Right to Refuse



Right to Protection



Roles and Responsibilities for Student Work Experience

School Division/School

Schools divisions have a responsibility to ensure that students are safe in work experiences and leave school with workplace safety and health knowledge and skills.

In assessing whether the work experience placement is suitable for a student, schools should do the following:

- Contact the employer and conduct a work placement assessment and visit.
- Establish a communication system involving the student, school/school division Workplace Safety and Health Committee, and the employer.
- Ensure that students receive suitable safety and health training before being placed with host employers.
- Ensure the tasks the student will be doing at the placement and the related safety and health training required to do the tasks are outlined and understood.
- Consult, cooperate, and coordinate with the host employer to ensure all relevant orientation and training is covered and supervision is provided.

Host Employer

Host employers are required to ensure the safety and health of all workers. Additional responsibilities of host employers include the following:

- Provide a new-worker orientation for workers new to a workplace, returning to the same workplace where the processes or hazards have changed, or relocating to a different area of a workplace with different processes or hazards.
- Provide appropriate information, equipment, devices, personal protective equipment (PPE), and training so work can be performed safely.
- Provide and allow for worker participation and engagement in safety and health matters.
- Notify Workplace Safety and Health of any serious injury.
- Notify school division/school of any worker injury or dangerous occurrence.
- Consider the special needs of young people in the workplace, such as their lack of experience in a work environment and background knowledge in recognizing hazards.
- Ensure they can provide adequate supervision for students.
- Ensure students are aware of restrictions on where and when youth workers can work (Employment Standards).

Workers

All students, as workers, are obliged to do the following:

- Understand their roles, rights, and duties under *The Workplace Safety and Health Act*.
- Take reasonable care of their own safety and health.
- Take reasonable care to protect themselves and others.
- Properly use equipment, devices, and personal protective equipment (PPE) provided by the employer.
- Follow safety and health rules and safe work procedures at the workplace.
- Cooperate with the Workplace Safety and Health Committee or representative.
- Cooperate with other people on workplace safety and health matters so that they can comply with the *Manitoba Workplace Safety and Health Act* and the regulations.
- Report all near misses, unsafe work conditions, and faulty equipment and tools to their supervisors.

For more information visit:

Manitoba Education and Training: http://www.edu.gov.mb.ca/k12/policy/work_ed.html

SAFE Work Manitoba: <https://www.safemanitoba.com/Pages/default.aspx>

Workplace Safety and Health: <http://www.gov.mb.ca/labour/safety/>

