



## Orientation & Safety Checklist

It is important, as part of your SL placement/project, that you orient yourself to the Community Partner and their programs and clientele. Here is some information you need to understand and you should be able to answer these questions after the first meeting with your Community Partner. Any orientation should clarify mutual expectations and make you feel valued, wanted, and welcomed.

### **INSTRUCTIONS:**

1. Review questions 1-19 with your Community Partner supervisor during your first meeting or orientation.
2. Keep a copy of this document and use it to reflect back on throughout your SL experience.

### **Getting to know your Community Partner:**

1.  Who are the clients or populations you support?
2.  Who are my co-workers?
3.  Where, specifically, will I be working?
4.  Where should I park when I arrive?
5.  What is the check-in procedure when I arrive? (sign-in, special code to enter the building, etc.)
6.  How should I keep track of my hours?
7.  Who is the main contact for your Community Partner site & what is their contact information?

Name of main contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Professionalism:**

8.  What is the standard for behaviour/professionalism within your organization (the Do's & Don'ts)?
9.  What are appropriate and inappropriate terms, language, and actions within your organization?
10.  What is the dress code for your organization?
11.  What is the procedure if I am ill or unable to make my shift?

### **Health & Safety:**

12.  What are the Community Partner policies and procedures on, but not limited to:
  - i. Workplace Harassment and Discrimination
  - ii. Reporting process for accidents and injuries
13.  Where are the fire exits and fire extinguishers located?
14.  Where are the first aid supplies, equipment, and washroom facilities?
15.  Who should I talk to about a safety concern on site?
16.  Are there any restricted or prohibited areas, tools, equipment, machinery, etc?

**SL Student Schedule & Expectations:**

**17.  What will my schedule look like for completing my SL hours for this course?**

**18.  What are your specific responsibilities to the SL placement/project? (What is expected of you?)**

**19.  What is expected of you at the end of the SL placement/project? (Are there any deliverables?)**