

Worksite Safety and Health Evaluation Guide
April 2005
Prepared By The Safe Schools Program for the New
Jersey Department of Education
Office of Vocational-Technical, Career and Innovative
Programs

A new resource for structured learning experiences can be found on the New Jersey Department of Education website, on the Vocational-Technical, Career and Innovative Programs home page. This "Worksite Safety and Health Evaluation Guide" (April 2005), prepared by The Safe Schools Program for the Office of Vocational-Technical, Career and Innovative Programs, was developed to help school teachers and administrators safely place 16 and 17 year old students at worksites associated with school-sponsored, external, paid and unpaid structured learning experiences. This informative document that covers the following topics:

Part One: Introduction

(Part One provides an overview of the guide and why it was created)

Part Two: Recommended Prohibited Work Activities

The New Jersey Department of Labor and Workforce Development and the Department of Education regulate students in school-sponsored structured learning experiences. They have classified work activities into three categories that in general, represent different levels of risk: prohibited, hazardous and non-hazardous.

Prohibited Work Activities are those that should not be done by any person under the age of 18 as defined by federal and state child labor laws. A list of "Recommended Prohibited Work Activities" is attached as Part Two. This list should be reviewed to ensure that no student is placed into any of these types of work activities.

Part Three: Hazardous Work Activities

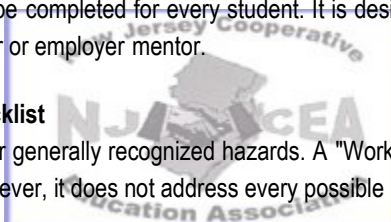
Hazardous Work Activities are those activities regulated by the federal and state child labor laws that permit an exemption for students in apprenticeships registered by the U.S. Department of Labor, Bureau of Apprenticeship and Training (USDOL-BAT) and cooperative education programs. A list of "Hazardous Work Activities" is attached as Part Three. This list should be reviewed to ensure that a student only does these work activities in an apprenticeship or cooperative education program meeting the proscribed requirements. Non-hazardous work activities are those that are not classified as prohibited or hazardous by federal and state child labor laws. Non-hazardous work activities are not necessarily non-hazardous. It means they are not specifically regulated by federal and state child labor laws.

Part Four: Worksite Risk Management Program Evaluation Guide

The work activities and worksite for every student who is to be placed into a school-sponsored structured learning experience should be evaluated for safety and health risks. Attached as Part Four is a "Worksite Risk Management Program Evaluation Guide" that may be completed for every student. It is designed to be filled out by a school district person in discussion with the employer or employer mentor.

Part Five: Worksite Inspection Checklist

Every worksite should be inspected for generally recognized hazards. A "Worksite Inspection Checklist" is attached as Part Five to aid in this inspection. However, it does not address every possible hazard.



Part Six: Final Review Checklist

Once the work activities and worksite have been evaluated for risk, the "Final Review Checklist" attached as Part Six may help you identify an important item that was overlooked.

Part Seven: Information Resources

Of course there are always questions. Attached as Part Seven, "Information Resources," are those agencies or organizations that may be contacted when a particular problem or issue needs clarification.

Download the "Worksite Safety and Health Evaluation Guide" at the following URL: <http://www.nj.gov/njded/voc/sle/>

Any questions please direct to:

Anne M. Freeman

Education Program Development Specialist

New Jersey Department of Education

Office of Vocational-Technical, Career and Innovative Programs

PO Box 500

Trenton, NJ 08625-0500

Anne.Freeman@doe.state.nj.us

Structured Learning Experience Resources

<http://www.nj.gov/njded/voc/sle/>

