

Service Learning Orientation and Safety Review

To be completed by the Community Partner and the student on the first day of service learning.

This form serves as a guide for Community Partners and students to assist with establishing clear objectives for the service learning, getting acquainted with the site, the organization, duties and responsibilities, and safe practices.

STUDENT CONTACT INFORMATION	
Legal Name:	Student ID:
Faculty Advisor:	Community Partner:
Program:	Supervisor:

ORIENTATION CHECKLIST (to be completed by Student & Community Partner)

At the conclusion of the orientation the student should:

- Be familiar with the position description and have a clear understanding of what is expected of them
- Be familiar with the organization's Mission, Vision, Values, Strategic Plan and any relevant business plans
- Be familiar with the organization's organizational structure
- Be familiar with the organization's internal web sites, if applicable
- Feel welcomed, valued, and a productive member of the team

SAFETY REVIEW (to be completed by Student & Community Partner)

At the conclusion of the safety review the student should:

- Be familiar with, and comply to, the Community Partner's policies, rules, and regulations including OH&S
- Have the tools, equipment and training needed for your tasks based on provincial and/or federal guidelines
- Know the physical layout of the site; including emergency exits and locations of all first aid supplies and fire protection equipment
- Be familiar with any hazards that may be present (e.g., potential risks to social distancing measures)
- Have all the personal protective equipment required for the tasks assigned
- I have reviewed our organization's Safety Program & Policy with the student on or before the first day of the service learning.

Date Reviewed:

SIGNATURES (Copy to be filed with Academic Chair)

Thank you for allowing our student(s) to participate in service learning with your organization.

_____ Date:
Student

_____ Date:
Community Partner