BALTIMORE COUNTY PUBLIC SCHOOLS

S. Dallas Dance, Ph.D., Superintendent 6901 Charles Street Towson, Maryland 21204-3711

TO: Employer

FROM: Baltimore County Public Schools

RE: Workplace Learning Safety

Prior to participating in any workplace learning activity, students must receive appropriate safety instruction. In order to assist you with this process, we ask that you complete, sign, date, and review with the student the safety instruction guide on the other side of this page. You may also wish to supplement this with safety information that is relevant to your industry. This not only helps protect you and students, but also provides an additional opportunity to teach students about the importance of being safe employees.

We appreciate your time and commitment to our students and their safety.

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Work-Based Learning Safety Form

This section is to be completed by the student.

Date: _____ Student name: _____

Name of school: _____

Job site: _____

Address: _____

City/State/Zip Code: _____

Mentor: _____ Phone: _____ E-mail: _____

This section is to be completed by the employer. Please check all that apply to your company.

Work environment/safety information provided in orientation training:

___ Fire drills/accident drills/evacuation drills

- **Number of employees_____**
- **Number of BCPS students at this site_____**
- **Describe your business' products and customers :**

- **List any machinery, equipment, or processes a student may use in the course of his/her duties:**

___lifting ___repetition

- **Personal protection needed:** ___safety glasses ___closed-toe shoes ___gloves

___uniform ___apron ___face mask ___hearing protection ___head gear

Other (list):

- **List any medical and first aid facilities or procedures:**

___First aid kit available on site ___CPR-trained staff on site ___AED on site

- **Check the following that apply to your business' fire protection:**

___ Fire extinguishers ___Automatic sprinklers ___ Hoses/standpipe

___ Smoke detectors ___Fire alarms ___Other (list)

_____ _____ _____

Employer/authorized signature Title Date

_____ _____ _____

Student signature Date WBL coordinator signature Date

Baltimore County Public Schools does not discriminate on the basis of gender, race, disability, color, or national origin and does comply with Title VI, Title IX, and Section 504 of the civil rights regulations in all educational programs. All courses are open to both male and female students. For further information, contact the Office of Equity and Assurance, Baltimore County Public Schools, 6901 Charles St., Towson, MD 21204. 410-887-2444.