

West Virginia State University
DEPARTMENT OF SOCIAL WORK

**FIELD EDUCATION
WORKPLACE SAFETY**

It is the intent of this workplace safety check list to better prepare the student to enter the field placement setting with a confident knowledge of the agency's policies and procedures on workplace safety. Placements are unique, and some placements are more likely to work with aggressive clients. This checklist is in place to ensure that all our students are prepared for safety issues in their placement setting. We ask that Agency Supervisors/Instructors, and their students go through this list together during supervision and check-off each area discussed as it pertains to the field placement site. This checklist should be completed in the first 2 weeks of placement.

I.	Environment	DATE	INITIAL
	A. Fire safety	_____	_____
	B. Universal infection control	_____	_____
	C. Disaster procedures	_____	_____
II.	Agency Policy Discussions	DATE	INITIAL
	A. Typical client issues	_____	_____
	B. Vulnerability issues	_____	_____
	C. Psychiatric issues	_____	_____
	D. Substance abuse issues	_____	_____
	E. Boundary issues/dual relationships	_____	_____
	F. Policies regarding loaning & fraternizing, etc.	_____	_____
	G. Incident reporting procedures	_____	_____
	H. Staff incident reporting/Ethics	_____	_____
	I. Vaccinations required		
	a. TB Test	_____	_____
	b. Hepatitis B	_____	_____
	c. Other: _____	_____	_____
III.	Agency and Community Tour	DATE	INITIAL
	A. Parking areas	_____	_____
	B. Working after hours: policies & procedures	_____	_____
	C. Agency security information	_____	_____
	D. Education on community/neighborhood safety	_____	_____
	E. Work environment concerns (smoking, etc.)	_____	_____
	F. Equipment issued:	_____	_____
	a. Latex gloves/masks		
	b. Antibacterial hand wash		
IV.	Agency and Office Safety	DATE	INITIAL
	A. Office set-up	_____	_____
	B. Isolation/panic buttons	_____	_____
	C. Exits	_____	_____
	D. Personal belongings	_____	_____
	E. Sign-in/ sign-out procedures	_____	_____
	F. Dress code/ jewelry	_____	_____
	G. Computer safety	_____	_____
	H. Home visits	_____	_____

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V.	Client Transportation	DATE	INITIAL
	A. Car safety issues	_____	_____
	a. Doors locked while driving		
	b. Securing personal belongings		
	c. Purses/briefcases on floor/trunk		
	d. Re-fueling procedures		
	B. Policies, procedures, trainings required	_____	_____
	C. Unscheduled stops/ agency rules	_____	_____
	D. General expectations	_____	_____
VI.	Emergency Procedures	DATE	INITIAL
	A. Procedures	_____	_____
	B. Number(s) to call	_____	_____
	C. Whom to contact	_____	_____
	D. Documentation required	_____	_____
	E. Informing WVSU Social Work Program of incident	_____	_____
VII.	Other General Policies	DATE	INITIAL
	A. Records	_____	_____
	B. Confidentiality	_____	_____
	C. Safe Physical Management	_____	_____
VIII.	Specific Professional Training the Student Will Receive: (List)		

By signing below, the Field Agency and the student confirm that they have spent adequate supervision time reviewing the field agency's procedures, guidelines, and policies regarding workplace safety.

Agency Supervisor/Instructor Signature

Student Signature

Agency Name (Print)

Student Name (Print)