

FIELDWORK ORIENTATION STUDENT CHECKLIST

s

AGENCY OVERVIEW	
Agency history, mission, and goals	
Introduction to staff	
Sitetour, including available resources (e.g. photocopier, paper, pens etc.)	
Organizational structure and historical role of OT students if applicable	
Population/communities served	
Parking, hours of work, student space for valuables/work/documentation	
Training or educational opportunities	
Other:	

hazards etc	
Workplace policies and procedures on, but not limited to: <ul style="list-style-type: none"> µ Workplace Harassment µ Violence Prevention µ Working in isolation µ Smoking/Drinking/Substance abuse 	
Food and drink: Where and where can be consumed	

Names of staff responsible for first aid <ul style="list-style-type: none"> µ Names of staff responsible for first aid µ How to record first aid treatment 	and facilities:
Personal Protective Equipment (PPE): process and procedure related to donning and doffing on-site	
Types of footwear to be used on site	
Working Alone: discuss under what circumstances this is allowed and who is the contact, security available (as applicable)	
Physical Requirements: review expectations e.g. prolonged standing, sitting, lifting	
Confidentiality	

