

MODEL RISK ASSESSMENT SURVEY CHECKLIST

Who is Conducting the Survey:	Date:
Work-Based Learning Programs Being Evaluated:	

I. Management and Supervision

	Areas to be Evaluated	Yes / No	Comments
I.A	Is the program supportive and consistent with the board's policy on work-based learning?		
I.B	Are work-based programs coordinated for consistency and uniformity?		
I.C	Are there mechanisms in place to monitor the number of participants and the number and types of employers involved in the district's work-based learning programs.		
I.D	Are school coordinators meeting frequently with participants as required by law or district policies?		
I.E	Are program supervisors visiting the work-site regularly?		
I.F	Are all the district's programs ultimately supervised and monitored by one administrator?		
I.G	Are forms and policies consistent from one program to another and one coordinator to another?		
I.H	Is staff meeting the expectations of the district as outlined in the training agreements and plan?		
I.I	Are training agreements and plans complete and accurate?		
I.J	Does the district have a handbook that addresses district policies and procedures and risk management for school coordinators?		
I.K	Does the district use the same terminology and terms within the district?		

II. Policy and Procedures

	Areas to be Evaluated	Yes / No	Comments
II.A	Is there a board policy supporting work-based learning programs? If so, does the policy specifically address the minimum topics: 1. who is responsible for overseeing the programs, 2. require all programs to meet state and federal regulations concerning child labor laws and safety, 3. effectuate informed parental consent.		
II.B	Do policies exist for when to require workers' compensation coverage and general liability insurance of business?		
II.C	Is the number of students being placed in various program recorded and monitored in a centralized location?		
II.D	Is there a written policy outlining expectations of business participants?		
II.E	Is there a process for screening and evaluation business participants?		
II.F	Is there a written policy addressing the work-site inspection requirements of school coordinators?		
II.G	Are there written instructions for how to handle special education privacy concerns?		
II.H	Is there a written policy addressing the transportation of students to the work-site?		
II.I	Are there written policies and procedures for resolving placement problems which are communicated to business, parents, the student, and the school coordinator?		
II.J	Are there requirements for the minimum training requirements of school coordinators, participants, and business supervisors?		
II.K	Are there guidelines for addressing the issues of what constitutes an appropriate placement?		

III. Training

Areas to be Evaluated		Yes / No	Comments
III.A	Are students knowledgeable about the type of work-site hazards they may encounter at the work-site?		
III.B	Are students trained in workplace safety particular to their placement and show evidence of mastery of safe operation of applicable equipment?		
III.C	Are students informed in writing of how to report an unsafe work condition?		
III.D	Are students knowledgeable about the type of work they will either do or observe at the work-site?		
III.E	Are students properly trained for their placements?		
III.F	Are training programs documented?		
III.G	Do training programs demonstrate a student's competency in the area being taught?		
III.H	Is staff knowledgeable and conversant with applicable state and federal child labor laws?		
III.I	Is staff knowledgeable and competent in child labor laws and district policies and procedures?		
III.J	Is staff trained to make appropriate placements and evaluate the learning program?		
III.K	Is staff trained in identifying, evaluating the liability risks of students in work-based learning programs, and choosing the appropriate risk control technique to control the exposure?		

IV. Transportation

Areas to be Evaluated		Yes / No	Comments
IV.A	Does every training agreement specify what is the mode of transportation, who will provide transportation, and the beginning and ending travel locations?		
IV.B	Are parents informed in writing of the mode of transportation, who will provide transportation, and the beginning and ending travel locations?		

IV.C	<p>Does the district coordinate transportation? If so, is the following information obtained:</p> <ol style="list-style-type: none"> 1. verification of participant driver's license and insurance coverage, 2. statement limiting transportation to participant (e.g., no passengers), and 3. statement limiting transportation for the solve purpose of getting to and from the work-site? 		
IV.D	<p>Does the district allow students to transport students? If so, is the following information obtained:</p> <ol style="list-style-type: none"> 1. parents written consent, and 2. parents are informed who is traveling with their child. 		

V. Program Compliance

	Areas to be Evaluated	Yes / No	Comments
V.A	Are records in compliance with Pupil Accounting Standards?		