****

**Worksite Safety Review**

**Work Based Learning**

**Date:** **Agency / Worksite:**

**Workforce Solutions’ Representative:**

**Job Title(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Worksite Pre-Employment Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Worksite Item | Yes | No | N/A | Comments |
| Attended Worksite Orientation / Training or Scheduled |  |  |  |  |
| Does the Worksite Supervisor have the contact information for Workforce Solutions’ Representative and back-up? |  |  |  |  |
| Briefly describe the worksite facility |  |  |  |  |
| Based on the job title(s), is there obvious work to be performed? |  |  |  |  |
| Is the workspace sufficient for interns to perform their job satisfactorily and to remain busy? |  |  |  |  |
| Does the worksite furnish a safe workplace, free of recognized hazards to their employees and comply with occupational safety and health standards adopted by the U.S. Department of Labor's [OSHA division](http://www.osha.gov) (for the main duty clause of OSHA; see [29 U.S.C. § 654](http://www.law.cornell.edu/uscode/html/uscode29/usc_sec_29_00000654----000-.html))? |  |  |  |  |
| Does the Worksite Supervisor know what to do if there is an accident at the worksite? |  |  |  |  |
| Are there adequate restrooms?* Is there at least one accessible restroom for each gender (or one unisex)
 |  |  |  |  |
| Is there at least one accessible entrance (at least 32” wide; no stairs, ramp) |  |  |  |  |
| Is there a break area for interns to take breaks and/or eat lunch? |  |  |  |  |
| Are there accessible parking spaces? |  |  |  |  |
| Are the required Labor/Wage Compliance notices posted?* Texas Payday Law
* USERRA
* Fair Labor Standards Act
* Employee Polygraph Protection Act
* Family Medical Leave Act
* OSHA Job Safety and Health
* Equal Employment Opportunity Act
* Americans with Disabilities Act
* Notice of Ombudsman Project
* Workers’ Compensation Coverage Notice
* Child Labor Laws
 |  |  |  |  |

**Comments:**

**Completed by:**

**Workforce Solutions’ Representative**

**Date Signed:**

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