

Internship Safety Assessment Process

Internship Site

Preamble

The Commission des normes, de l'équité, de la santé et de la sécurité au travail (CNESST) is requiring that Quebec educational institutes perform safety assessments for their students that are performing paid or unpaid internships. To comply with this requirement Concordia has developed an Internship Safety Assessment Process to identify potential hazards present in the workplace along with their associated mitigation methods.

Internship site requirements:

Before hosting a Concordia student:

- Ensure you have sent Environmental Health and Safety (EHS):
 - A completed Internship Safety Assessment Questionnaire and;
 - Job profile or list of tasks the intern will be performing.

During the internship:

- Inform the interns about the risks related to their tasks and responsibilities;
- Offer the interns the appropriate training to perform their tasks in a safe manner;
- Ensure that interns receive proper training regarding the proper use of personal protective equipment and safe handling of equipment;
- Ensure that interns are properly supervised;
- Be available and offer site visits to the Internships Coordinator and/or EHS;
- Ensure the interns follow all health and safety guidelines within your organization;
- Encourage a positive safety culture by inviting the interns to ask questions, share concerns, and participate in the identification and reduction of risks;
- Report any injuries or near-misses that occurred to the Concordia intern to the University by using [Concordia's Injury/Near-Miss report](#).

Should you have any questions or comments regarding the process please contact

EHS@concordia.ca

Thank you,

Environmental Health & Safety

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Internship Safety Assessment Form

Name of Organization	
Internship site Resource contact	
Field of study linked to internship	

Part 1: Internship:

Please attach a recent job description of the role. In the absence of a job description, please provide a brief description of the internship, including a description of the work environment:

Part 2: Physical Hazards

Physical hazards are described as any form of energy or force such as noise, vibration, electricity, temperature, pressure, and radiation. Please answer the following questions, for each hazard that is present you detail how the risk will be mitigated (for example, via training or PPE):

Question	Yes	No	N/A
Will the individual be required to work at heights? Working at heights can be defined as leaving the ground or floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please describe how the risk will be mitigated:			
Will the individual be exposed to loud noises? Areas where hearing protection is required due to machinery or activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please describe how the risk will be mitigated:			
Will the individual be required to work with electricity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please describe how the risk will be mitigated:			

Please list other physical hazards that the individuals may be exposed to during their internship with you, along with how they will be mitigated:	
Hazard:	Mitigation method:

Part 3: Chemicals hazards

Chemical hazards are described as all raw materials and by-products of a process or product resulting from mechanical action, evaporation, combustion, decomposition or chemical decomposition or chemical reaction.

1. Will the individual be exposed to Chemical hazards?

- Yes
- No

If yes, please list the specific chemical and how the hazard will be mitigated:

Part 4: Biological hazards

Biological hazards are described as living organisms such as plants, animals, and biological agents (viruses, bacteria, parasites, fungi) that can have a toxic effect.

2. Will the individual be exposed to biological material and/or biohazardous materials. For example, blood and sewage.

- Yes
- No

If yes, please list how these biological hazards will be mitigated:

Part 5: Ergonomic hazards

Ergonomic hazards are described as repetitive tasks, use of equipment not of suitable design, excessive effort, and uncomfortable or static postures.

3. Will the individual be exposed to Ergonomic hazards?

- Yes
- No

If yes, please list the ergonomic hazards they will be exposed to:

4. Please select all preventative measures you have in place to reduce and control ergonomic risk:

- Ergonomic training or evaluation
- Access to Ergonomic instructional resources
- Ergonomic equipment (EX: external keyboard, external monitor, and mouse)
- Other: _____

Part 6: Psychosocial hazards

Psychosocial hazards are described as factors related to the nature or organization of work such as harassment violence and aggression, role ambiguity, lack of respect, work overload, high pace of work, complexity of work and inadequate training.

5. Will the individual be exposed to psychosocial hazards?

- Yes
- No

If yes, please list the psychosocial hazards they will be exposed to:

6. Please select all of the preventative measures you have in place to reduce and control psychosocial hazards:

- Harassment policy
- Internal resources to address workplace conflicts.
- Access to external resources (ex. EAP)
- Reporting mechanism
- Psychosocial preventative training(EX:
- Other: _____

Part 7: Safety hazards

Safety hazards are defined as moving parts of machines and equipment, sharp angles, shapes of parts and materials, handling of tools and materials, handling of tools and equipment, working at heights or in confined spaces or confined spaces, slippery or uneven floors, vehicles, aggressive customers aggressive clientele, splashing of materials, inadequate mechanical strength, fires, and explosions.

Please list any hazards that meet the above definition along with the way in which you will mitigate any risks.

Hazard:	Mitigation method:

Part 8: Personal Protective Equipment:

Please list all PPE required to perform the internship along with their use (daily, weekly, monthly)

Personal Protective Equipment	Usage

Part 9: Additional comments

- Please provide any additional information you believe is relevant. This may include, non routine tasks, hazards not identified in the form or other key information:
