Educational Services Safety Orientation

Ask your supervisor at an approved meeting point. Type here or print all three pages.

Confirm the training and permission for your actual work

Staff workplace awareness only. This does not replace student safety, safeguarding or mandatory-reporting training. It grants no professional license or task qualification. It does not qualify you for student transfers or restraint, lab, equipment or chemical work, medical care, first aid, CPR, AED use, rescue or security response.

Allow 30 to 60 minutes total: online orientation plus this supervisor walkthrough.

If you are unsure, stop and ask.

It is okay not to know the answer. It is not okay to pretend you do. Questioning is how we learn.

Learner or team member

Supervisor or host contact

Employer, location and approved meeting point

Walkthrough date

Role, work setting and shift - use the examples on page 3

01 / Before entry or the first task

What are my assigned tasks and limits for student help, lifting/transfers, medical help or restraint?

Which age limits and qualifications apply? Who confirms task training, my supervisor and backup?

Who completes my host handoff? Show permitted routes and school pickup or transport boundaries.

Find it together

Use an approved meeting point. Ask the employer and host to explain your local role and limits.

Keep confidential student, staff or medical details, entry codes and private security-plan details out. Record general local instructions. Do not test alarms or equipment, practice student assistance or enter restricted areas for this worksheet. In an emergency, get help from a safe place; do not wait for routine permission.

How do I call 911 or local emergency help? What actual address, building and entrance should I give?

Show alarms, exits, assembly and shelter areas. What is my role and who accounts for people?

What infection rules apply? How do I report possible blood contact and get prompt medical evaluation?

Where are first aid supplies and any AED? Who can help, and how do I contact them?

Who helps with threats? What are the travel, lone-work, check-in and lost-contact plans?

Where are extinguishers? What is my fire role? Knowing PASS does not authorize firefighting.

Show product labels and immediate SDS access where needed. Which PPE, fit and use limits apply?

Which Chemical Hygiene Plan or exposure training applies, if any? Who is qualified to explain it?

Who checks unfamiliar equipment or changed tasks? What must wait for training and permission?

Walk the plan through

Explain the agreed plan in your own words and name who will close each open item.

02 / Connect the basics to your work area

Elementary and secondary schools
Who explains pickup traffic, approved routes and my student-assistance limits?
Colleges, universities and junior colleges
Who confirms host access and training for my assigned rooms or work areas?
Business, computer and trade schools
Who confirms equipment, product and lab-related training before any task?
Other instruction and tutoring
Who reviews screen use, room setup, lone work and conflict-help plans?
Educational support and visiting staff
Who completes the host handoff and confirms changed tasks and backup contacts?

These paths are examples and may overlap.
Public-school OSHA coverage varies by state and employer. Ask which rules apply.

Who checks screen setup? How can I vary repetitive tasks and report early discomfort?

Who checks the whole load, cart and route before I move materials or set up a classroom?

In my own words, what is my safe plan, and when will I pause if a task or condition changes?

What remains unresolved, and which task or area must wait until the answer is confirmed?

Who owns each open item? Record the follow-up date/time and how we confirm it before affected work.

03 / Acknowledge the discussion

We discussed the local plan and open items. Record the online result separately. The employer separately confirms required job training, licenses, local role preparation and work permission. These names acknowledge a discussion. They do not certify professional, student-assistance or emergency-response qualifications.

Learner name and acknowledgement date

Supervisor name and acknowledgement date