



# CAREER PROGRAMS WORK EXPERIENCE WORKSITE ANALYSIS

## EMPLOYER INFORMATION

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

## CONTACT INFORMATION

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Title: \_\_\_\_\_

e-mail: \_\_\_\_\_

## WORKSITE ANALYSIS COMPLETED BY:

Name: \_\_\_\_\_

VSB Position: \_\_\_\_\_

Location: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

List the focus code(s) best suited to the work experience details.

Focus Codes XA, XB, XC, XD, XE, XF, XG, XH

CP  \_\_\_\_\_

Exclusive  \_\_\_\_\_

## EMPLOYER DETAILS

Primary focus of company: \_\_\_\_\_ Website: \_\_\_\_\_

Days of operation: S M T W T F S Hours: \_\_\_\_\_

Please check (✓)

Home-based  Industrial  Office  Retail  Other

Main Crossroads: \_\_\_\_\_

Near Bus/Transit: Y  N

Free Parking: Y  N

Wheelchair access: Y  N

Business Attire: Casual  Business  Formal business  Special

Safety equipment required \_\_\_\_\_ Certification desirable \_\_\_\_\_

(Please specify)

## WORK EXPERIENCE DETAILS

Duties/Skills \_\_\_\_\_

Languages \_\_\_\_\_

Please check (✓) after you have discussed the following details with the contact.

- The employer has WorkSafe BC coverage for their own employees
- Necessary safety practices are in place and the student will be informed of these.
- The employer/supervisor is familiar with and supports the objectives of the program.
- The employer/supervisor will provide a positive working environment for the student including acceptance of the student as an integral part of the work team, freedom from harassment, with reasonable expectations for work, breaks, lunch, etc.
- This is a physically safe worksite (including location, condition of the environment, building structure, etc.)
- The employer has been informed of WorkSafe BC accident or injury reporting procedures and coverage.
- The employer/supervisor will ensure that the student is adequately instructed/trained and supervised.
- The employer/supervisor is willing to:
  - interview the student prior to the work experience
  - evaluate the student during work experience
  - provide teacher access to the worksite

Worksite is recommended: Yes  No  If no, please list concerns: \_\_\_\_\_

PLEASE COMPLETE AND RETURN THIS FORM TO: Sandra Wrigley, Career Programs  
FAX: 604 713 5044 or email swrigley@vsb.bc.ca

Note: The individual assessing the worksite does so to the best of his/her ability and will not be present to continuously monitor the worksite for the purpose of ensuring compliance.