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## **Work-Based Learning Standard Seven: Additional Guidelines**

**STANDARD SEVEN: Work-Based Learning (WBL) experiences are compliant with legal, health, and safety regulations.**

### **WORK-BASED LEARNING COORDINATOR RESPONSIBILITIES**

- Determine the insurance coverage your secondary school already has or needs to have in place to cover WBL experiences including those that are not during traditional school hours, not on school grounds, and not directly supervised by a school employee.
- Verify that the employer has workers' compensation insurance before placing a student in a paid employment position, or that the student has such coverage through the school or other party specifically for that position.
- Determine the school's transportation policy for driving student(s) to worksites, students driving themselves to worksites, and students driving other students to worksites.
- Verify the worksite has commercial general liability insurance.
- Ensure the worksite does not practice discrimination.
- Verify the worksite is accessible and that students with disabilities have the accommodations they need to participate in the WBL experience.
- Monitor the site throughout the experience and address basic safety rules in the school-based curriculum.
- Verify the employer adheres to child labor laws with regard to hours and hazardous working conditions.
- Confirm the role of the student involved in a work-based learning experience as student, voluntary trainee, or employee.
- Train students in using applicable safety precautions.
- Maintain updated documentation for student placements that detail the rights, responsibilities of all stakeholders, and risks inherent in that placement.
- Explain to the student the importance of confidential information and what the worksite rules are regarding information, the student's rights, and the school's policy on confidentiality.

### **EMPLOYER RESPONSIBILITIES**

- Maintain a safe work environment and eliminate hazards.
- Train students to recognize hazards and use safe work practices.
- Comply with child labor laws with regard to hours and hazardous working conditions.
- Evaluate equipment.

- Provide appropriate supervision.
- Provide worker's compensation coverage for the student, when applicable.
- Monitor the safety of the student and provide instruction/assistance to the student when the need arises.
- Ensure the worksite does not practice discrimination.
- Adhere to child labor laws with regard to hours and hazardous working conditions.
- Ensure the worksite is accessible and that students with disabilities have the accommodations they need to participate in the WBL experience.
- Explain to the student the importance of confidential information and what the worksite's rules are regarding information.

## **STUDENT RESPONSIBILITIES**

- Participate in safety training prior to engaging in WBL experiences.
- Follow and practice work safety procedures.
- Possess knowledge of laws, policies, and procedures that are in place for student protection in the working environment.
- Ask questions when questions arise.
- Report any questions, comments, concerns about WBL experience to WBL Coordinator.
- Adhere to both worksite and school's confidentiality policies.

## **RESOURCES**

- [Vermont Department of Labor](#)
- [US Department of Labor Fair Labor Standards Act Adviser](#)
- [Summary of the Major Laws of the U.S. Department of Labor](#)
- [YouthRules](#) launched by the U.S. Department of Labor in May 2002 to increase public awareness of Federal and State rules concerning young workers.