

COOPERATIVE EDUCATION JOB TITLE AND SITE ANALYSIS FORM

For Potential Paid, Non-hazardous Cooperative Education Experience Placements

Coop Coordinator Name/School		Coop Site Visit Date	
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Instructions: The cooperative education coordinator will observe a potential cooperative education site and a targeted job title as part of the cooperative education experience worksite evaluation process. The cooperative education coordinator (coop coordinator) will interview the employer, worksite supervisor, and an employee working in the specific job title for the purpose of ascertaining whether or not this worksite and job title are an appropriate cooperative education experience (coop) placement for educational purposes. Additionally, a worksite health and safety assessment will be conducted prior to student placements. **

Employer Information

1. Employer Name:	
2. Employer Contact:	
3. Coop Worksite Address:	
4. Employer Phone Number:	
5. Targeted Job Description:	

Observational Information

6. Narrative description of employee activities within the targeted job title:	
7. List the trade-specific occupational skill sets observed:	
8. List tools, equipment and materials the employee handles within the targeted job title:	
9. List any tools, equipment and materials on the worksite that the student would be prohibited from using, if any:	

** See attached Worksite Risk Management Program Evaluation form.

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Analysis Information

10. What occupational skills are important for student learning at the worksite?			
11. What potential core curriculum content areas will be addressed?			
12. Would the job title and worksite offer a sufficiency of trade-specific learning opportunities for students?			
13. Would the student be able to work an average of 15 hours per week at this worksite for the duration of the cooperative education experience?			
14. Would the worksite provide adequate student supervision?			

Safety & Health and Child Labor Review

15. Does the employer have previous experience with hiring minors? Does the employer know what forms must be kept on file when hiring and employing a minor as part of a cooperative educational experience?	<input type="checkbox"/> Training Agreement <input type="checkbox"/> Student Training Plan <input type="checkbox"/> Employment Certificate <input type="checkbox"/> Development Schedule of Hours of Minors Under 18 Years of Age
16. Does the employer have a copy of the “NJ Employer Guide About Working Papers”?	<i>Download Brochure from the NJ Department of Labor and Workforce Development at: http://lwd.dol.state.nj.us/labor/forms_pdfs/lse/MW-36.pdf</i>
17. Does the employer have a copy of the “NJ Child Labor Law Abstract” to be posted?	<i>Download abstract from the NJ Department of Labor and Workforce Development at: http://lwd.dol.state.nj.us/labor/forms_pdfs/EmployerPosterPacket/MW-129.pdf</i>
18. Does the employer have a copy of the “Development Schedule of Hours of Minors Under 18 Years of Age” form to be posted?	<i>Download from the NJ Department of Labor and Workforce Development at: http://lwd.dol.state.nj.us/labor/forms_pdfs/EmployerPosterPacket/MW-191.pdf</i>
19. Does the employer have a copy of the “NJ State Child Labor Laws & Regulations” handbook (blue book)?	<i>For a copy, call the NJ Department of Labor and Workforce Development, Division of Wage and Hour Compliance at (609) 292-2305</i>

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20. Does the employer have a copy of the “NJ State Wage and Hour Laws & Regulations” handbook (white book)?	For a copy, call the NJ Department of Labor and Workforce Development, Division of Wage and Hour Compliance at (609) 292-2305
21. Does the employer have a written safety and health plan?	Obtain “Don’t Use” stickers for Hazardous Equipment from the US Department of Labor at: http://youthrules.dol.gov/posters.htm

Potential Cooperative Education Experiences

22. The job title and worksite would be appropriate for cooperative education experiences for students enrolled in the following career and technical education program:			
23. The job title and worksite would also be appropriate for the following types of SLEs:			
24. The job title and worksite would <i>not</i> be appropriate for the following types of SLEs:			

Follow-up

25. Employer Contact Person:	
26. Possible Coop Start Date:	
27. Career and Technical Education Teachers to Inform of this site:	

NOTES:

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Worksite Risk Management Program Evaluation Form

This form is a tool to help evaluate the occupational safety and health risk management issues of the worksite. Attach additional pages, if necessary.

28. Procedures the student must follow for reporting complaints about occupational safety and health issues, sexual harassment or discrimination:	
29. Emergency evacuation procedures the student must follow in the event of a fire or other threat:	
30. Procedures the student must follow in the case he/she is injured on the job or has a medical emergency:	
31. Emergency telephone numbers for the worksite and where are they posted: (e.g., fire department, police, hospital, poison control, and 911 if available in area)	
32. Name and telephone number of the person responsible for handling occupational safety and health issues at the worksite:	
33. The following training will be provided to the student by the employer:	<input type="checkbox"/> New employee orientation <input type="checkbox"/> Hazard communication/Right to Know <input type="checkbox"/> Worksite occupational safety and health procedures and rules <input type="checkbox"/> Violence/sexual harassment/discrimination training <input type="checkbox"/> Emergency procedures Other:
34. Has the worksite had any occupational safety and health injuries over the last two years? If yes, describe:	

COMMENTS:

For additional worksite inspection guidance materials, see the Worksite Inspection Checklist found in the "Worksite Safety and Health Evaluation Guide" at: <http://www.nj.gov/njded/voc/sle/evalguide.pdf>