



## Work Education Program Workplace Expectations

---

### The expectations of training partners are:

1. Provide a Safety Orientation on day one explaining safe work procedures in the assigned work place. Review all relevant policies for students, which may include safety procedures, confidentiality issues, hours of work, breaks, workplace practices, and on-the-job-expectations the remainder of the work experience week.
2. Introduce students to their specific work environment and company personnel, and encourage positive workplace interactions with other staff.
3. Consult with students and program staff as needed.
4. If possible, plan a schedule of activities or tasks for students to complete ahead of time (usually the work experience is 4 ½ days, Monday morning until Friday noon).
5. Supply students with the necessary information, tools and safety equipment to perform the required tasks.  
**Note:** Students are not to use power tools unless the employer trains and supervises students, and program staff agree to the arrangement. We supply all PPE and coveralls where needed.
6. Work with the program staff to monitor and evaluate students.
7. Please refrain from paying students for the work experience. If there is an arrangement for students to continue working for your organization, you will then assume all rights and responsibilities as an employer.

### Frontier School Division will be responsible for:

1. The safe transportation of students to and from their work placement.
2. Submitting registration for Workers Compensation Coverage, and listing Manitoba Education and Training as the employer.
3. Assisting the training partner in planning activities and outcomes for students.
4. Along with the training partner, monitoring and evaluating students, and dealing with any problems that may arise.

**Darren Cable**  
**204-941-3742**