

PENNSTATE



Workforce Education and Development Program
College of Education

**Selecting Safe and Healthful Cooperative Education Training Sites:
An Individualized Learning Manual for
School-Based Work Experience Program Teachers/Coordinators in Training**

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Table of Contents

Introduction.....	1
Objective of this Manual.....	1
Activity One Introduction.....	2
Activity One: CTE Program Safety Inspection.....	3
Activity Two Introduction.....	6
Activity Two: Identifying Safety Concerns/Hazards.....	7
Activity Three Introduction.....	8
Activity Three: Safely Selecting Training Sites.....	9
Final Checklist Evaluation.....	10
References.....	11

Introduction

Cooperative education is a structured educational strategy integrating classroom studies with career and technical learning through productive work experiences in a field related to a student's academic or career goals (Cooperative Education, 2006). When considering the topic of placing teenage Career and Technical Education (CTE) student learners in a cooperative education-training site, there are many important items that must be addressed by the cooperative education program teacher/coordinator. For example, a training agreement, training plan and a career plan must be developed. These documents are not only developed to make sure that the employer will provide a valuable real-world occupational experience, but they assist the teacher/coordinator in making sure that the cooperative education experience aligns directly with the career needs and objectives of the student.

Another important and often overlooked item that must be addressed by the cooperative education program teacher/coordinator is personally developing the ability to identify safety concerns/hazards when determining whether a potential cooperative education training site in a community workplace is safe for CTE student placement. Cooperative education teachers/coordinators may find this to be a difficult task if they do not have a background in CTE or formal safety inspection training. In this situation the issue becomes problematic. After all, how can a cooperative education teacher/coordinator with a limited amount of experience in CTE and little safety inspection training be expected to recognize workplace hazards when placing teenage students or while making routine visits to the employment training sites?

While cooperative education work experiences that align with a CTE student's career plan provide numerous benefits, they can also be extremely dangerous. Occupational related safety literature has revealed that teens are injured at a higher rate than adult workers (NIOSH, 2007). Every year, 70 teens die from work injuries in the U.S., while another 84,000 are injured enough to visit an emergency room (UC Berkeley Labor Occupational Health Program, 1997; NIOSH, 2007). While figures such as these are startling, the point still remains, if a cooperative education teacher/coordinator doesn't understand how to identify a safe and healthful working environment they could unintentionally be placing a student in harms way. Thus, this learning manual is designed to assist individuals learning to become a cooperative education teacher/coordinator by providing structured activities, which have the ability to provide valuable experience in identifying safety concerns/hazards that could potentially harm the student learner in a cooperative education training site.

The Objective of this Manual

While earning cooperative education certification in Pennsylvania, the teacher/coordinator in training will be able to identify safety concerns/hazards, which determine whether a potential cooperative education-training site is safe for CTE student placement. The performance of the cooperative education teacher/coordinator in training will be assessed through a series of three activities in this manual and will be evaluated by the supervising Pennsylvania State University Workforce Education and Development teacher education professor.

Activity One: CTE Program Safety Inspection

An important role and responsibility of cooperative education teachers/coordinators is the placement of the student learner in a safe and healthful training environment. However, without a substantial background in Career and Technical Education (CTE) or safety inspection training it may be difficult to identify characteristics of a safe and healthful working environment. As a result, the student learner could inadvertently be placed in an unsafe cooperative education-training site in a community workplace. This activity is designed to assist the prospective cooperative education teacher/coordinator in gaining competence on recognizing potential occupational safety concerns/hazards that could potentially harm the student learner.

Activity One Objective:

After completing the required reading, perform a safety inspection in a Career and Technical Education program laboratory while working in cooperation with the certified program instructor.

Required Reading Activities:

Visit the National Institute for Occupational Safety and Health (NIOSH) website and read the Alert on preventing deaths, injuries, and illnesses of young workers:

<http://www.cdc.gov/niosh/docs/2003-128/2003-128.htm>

Read Chapter six (i.e., CTE Lab Safety) in: Storm, G. (1993). *Managing the occupational education laboratory* (2nd ed.). Ann Arbor, MI: Prakken.

Practical Application Activity:

Read the directions and complete the CTE program safety inspection activity.

Activity One: CTE Program Safety Inspection

Practical Application Activity

Directions:

Select a CTE program at a local school and complete the following safety inspection sheet. The inspection sheet must be used to evaluate a CTE program laboratory, which closely resembles that found in business and industry. Place a checkmark in the column that best represents the status of the following safety inspection items. In order to learn the most from this activity you are encouraged to complete this inspection sheet by working in collaboration with the CTE instructor. **Note:** A copy of the evaluation must be presented and discussed with the designated CTE program instructor. Furthermore, the designated CTE instructor must sign and date the safety inspection sheet after all unsatisfactory items have been corrected.

CTE Program Type:			
Housekeeping	Satisfactory	Unsatisfactory	Not Applicable
General appearance and orderliness			
Adequate and proper storage space for tools and materials			
Benches are kept orderly			
Tool supply and/or material room is orderly			
Materials are stored in orderly fashion and in safe condition			
Spring-lid, metal container is provided for oily rags and waste			
Waste materials are frequently and regularly emptied			
Dangerous materials are stored in metal cabinets			

Activity One: CTE Program Safety Inspection (Continued)

Physical Condition	Satisfactory	Unsatisfactory	Not Applicable
Machines, benches and other equipment are arranged so as to conform to good safety practices			
Condition of stairways, aisles and floors			
Condition of walls, windows and ceiling			
Illumination is safe, sufficient and well placed			
Ventilation, Air pollution control			
Temperature			
Fire extinguishers and proper type, adequately supplied, and properly located			
Number and locations of exits is adequate			
Storage of flammable materials			
Proper procedures have been formulated for emptying the room of pupils and taking precautions in case of emergencies			
Equipment	Satisfactory	Unsatisfactory	Not Applicable
Machines are arranged so that workers are protected from hazards of other machines and passing students			
All equipment control switches are easily available to the operator			
Danger zones are properly identified			
All machines are "locked off" when the instructor is out of the laboratory			
Non-skid areas are provided around machines			
Machines are in safe working condition			
Machines are guarded to comply with the State and Federal Industrial Code			
Tools are kept sharp, clean and in safe working order			
There is a master control switch for all of the electrical installations			

Activity One: CTE Program Safety Inspection (Continued)

Personal Protective Equipment	Satisfactory	Unsatisfactory	Not Applicable
Safety glasses, goggles, or face shields			
Safety shoes			
Gloves			
Respirator or gas masks			
Protective clothing			
Hearing protection			
Machinery	Satisfactory	Unsatisfactory	Not Applicable
Point of operation guards			
Belts, pulleys, gears, and shafts			
Oiling, cleaning, and adjusting			
Maintenance and oil leaks			
First Aid	Satisfactory	Unsatisfactory	Not Applicable
An adequately stocked first-aid cabinet is provided			
Stretchers and fire blankets			
Emergency showers			
Eye-wash station			
All injuries reported			
Material Safety Data Sheets (MSDS)			
Other <i>(add items as needed)</i>	Satisfactory	Unsatisfactory	Not Applicable
Accident prevention signs and tags			

Safety Inspection 1. (NIOSH, 2004; SkillsUSA, 1998; Storm, 1993)

I hereby acknowledge that I have received a copy of the completed CTE program safety inspection sheet and that all unsatisfactory items have been corrected. Furthermore, I have explained the importance of each item in regard to student and workplace safety to the Penn State Workforce Education and Development (WFED) cooperative education teacher/coordinator in training.

Certified CTE Program Instructor Signature

Date

Activity Two: Identifying Safety Concerns/Hazards

There are safety concerns/hazards in all occupational environments. When considering placement of students in training sites within a community workplace, a cooperative education teacher/coordinator must be able to recognize potential safety concerns/hazards that could harm the learner. After the safety concerns/hazards have been identified a safety conscious resolution must take place prior to the placement of students in the training site.

Activity Two Objective:

After completing the required video and reading activities, identify safety concerns/hazards in a potential cooperative education-training site that could potentially harm the student learner.

Required Video Activity:

Watch the National Institute for Occupational Safety and Health (NIOSH) Youth @ Work Talking Safety Video: <http://www.cdc.gov/niosh/talkingsafety/video.html>

Required Reading Activities:

Visit the following Occupational Safety and Health Administration (OSHA) (i.e., Youth 2 Work) website and read the information within the links on potential hazards that teen workers may be exposed to on the job: <http://www.osha.gov/SLTC/teenworkers/hazards.html>

Visit the following OSHA (i.e., Youth 2 Work) website and read the information on how you can help protect teens: <http://www.osha.gov/SLTC/teenworkers/educators.html>

Practical Application Activity:

Read the directions and complete the safety concerns/hazards activity.

Activity Three: Safely Selecting Training Sites

When considering placement of students in training sites a cooperative education coordinator must be able to recognize potential safety concerns/hazards that could potentially harm the learner. After the safety concerns/hazards have been examined the cooperative education teacher/coordinator in training must identify whether or not the training site is a safe environment for placement of a student learner.

Activity Three Objective:

After completing activities one and two, identify whether or not your designated cooperative education-training site would be a safe environment for a student learner.

Prerequisite Activity:

Complete learning manual activities one and two.

Practical Application Activity:

Read the directions and complete the selecting a training site activity.

Final Checklist/Evaluation

(To be filled out by the supervising teacher education professor)

Directions:

Rate the performance level of the teacher/coordinator in training on this learning manual by placing a checkmark under the level of performance which best represents their accomplishments. Note: All items must receive N/A, Good or Excellent. For all items that are rated below this level the teacher/coordinator in training must revisit the corresponding activity until they have reached the adequate performance level.

Activities	Level of Performance					
	N/A	None	Poor	Fair	Good	Excellent
Activity One: CTE Safety Inspection						
Each item on the inspection sheet was completed.						
The safety inspection sheet was completed while working in collaboration with the CTE program instructor.						
The importance of each item on the safety inspection sheet was explained by the CTE program instructor in regard to student and workplace safety.						
A CTE program laboratory, which closely resembles that found in business and industry, was selected for the safety inspection.						
A level of understanding exists regarding the rating of each item and its relationship to the student and workplace safety.						
A copy of the completed safety inspection was given to the CTE program instructor.						
Activity Two: Identifying Safety Concerns/Hazards						
The potential training site was directly related to the occupational area evaluated in activity one.						
The safety concerns/hazards were identified along with a description as to why they are important.						
A copy of the completed identification chart was presented and discussed with the workplace supervisor.						
A level of understanding exists regarding the identification of each item and its relationship to the student and workplace safety.						
Activity Three: Safely Selecting Training Sites						
Prerequisite activities one and two have been completed.						
A correct determination is made regarding whether the designated cooperative education-training site would be a safe environment for a student learner.						
A brief statement (no less than three legible paragraphs) explains the rationale for the recommendation.						
A level of understanding exists regarding the relationship between safety concerns/hazards and the placement of the student learner.						

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