

# Internship Site Safety and Compliance Checklist

Instructions: Review each safety and compliance item below. In the status column, type "Y" for Yes, "N" for No, or "N/A" for Not Applicable. Print this completed checklist for your records.

## 1. General Information

Intern Name:

Internship Site / Organization:

Site Supervisor Name:

Date of Assessment:

## 2. Safety Orientation & Training

Status (Y/N/NA):  The intern has received a general safety orientation of the workplace.

Status (Y/N/NA):  Emergency contact numbers and procedures have been provided and explained.

Status (Y/N/NA):  The process for reporting workplace hazards, injuries, or illnesses has been explained.

## 3. Facility & Emergency Preparedness

Status (Y/N/NA):  Emergency exits, evacuation routes, and assembly points have been identified and are kept clear.

Status (Y/N/NA):  The location of first aid kits and fire extinguishers has been demonstrated.

Status (Y/N/NA):  Necessary Personal Protective Equipment (PPE) is provided, and the intern has been trained on its use.

## 4. Policies & Workplace Conduct

Status (Y/N/NA):  The organization's anti-harassment and non-discrimination policies have been reviewed.

Status (Y/N/NA):  Information technology security policies and data confidentiality guidelines have been explained.

## 5. Workstation & Environment

Status (Y/N/NA):  The intern's workstation is ergonomically suitable and free of physical hazards (tangled cords, unstable furniture, etc.).

Status (Y/N/NA):  Work areas have adequate lighting, ventilation, and temperature control.

## 6. Comments and Notes

Additional Observations / Corrective Actions Needed:

## 7. Signatures and Verification

By typing your name below, you acknowledge that the site safety assessment has been completed.

Intern Signature (Type Name):

Site Supervisor Signature (Type Name):