

Knowledge and Skills Assessment for Administrative Workers – Verification Checklist for Preceptors or Self-assessment

General Awareness

	student	preceptor	Date
Knows where to access OHS legislation			
Has attended orientation			
Is aware of procedure to report incidents			
Is aware of site emergency response plans			
Is aware of legal rights related to OHS			
Has had appropriate immunizations			
Has had pre-placement or other medical screening			
Has reviewed the Handbook of OHS Hazards and Controls for Administrative Workers			
Has reviewed the “test your knowledge” section of the Handbook			

Biological Hazards and Controls

	student	preceptor	Date
Knows how to use disinfectants properly			
Can describe and demonstrates ability to follow Routine Practices and Additional Precautions			
Has had infection prevention and control training			
Is aware of common biological hazards and controls			
Uses Personal Protective Equipment as required			

Chemical Hazards and Controls

	student	preceptor	Date
Has had WHMIS training and reviewed MSDSs			
Has been trained in the use of disinfectants			
Knows and uses appropriate PPE when changing toner, etc.			

Physical Hazards and Controls

	student	preceptor	Date
Has received training in making ergonomic adjustments to workstations			
Can adjust work stations and modify work to reduce MSIs			
Knows how to identify and control falling or tripping hazards			
Wears appropriate footwear to reduce slips and falls			
Handles sharps and instruments properly			

Psychological Hazards and Controls

	student	preceptor	Date
Is aware of organizational policies and procedures regarding abuse and violence			
Is able to identify examples of abusive behaviour			
Understands working alone legislation and can identify principles as they apply			
Has received training for dealing with bomb threats			
Is aware of communication procedures when working alone			
Is aware of access to Employee Assistance and Critical Incident Stress management programs			
Is aware of controls to reduce risk of technostress			
Understands signs and symptoms of depression and substance abuse			
Understands the importance of a healthy lifestyle and a good work-life balance			
Understands and practices good cross-generational communication			
Knows the reporting procedure for environmental factors that may be impacting psychological well-being			

