**On-Site Assessment Form**  
*University of Nevada, Reno*

## Organization Information

- Name:  
- Contact Person:  
- Address:  
- Phone:  
- Fax:  
- Email:  
- Website:  

## Logistics

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will students check in at the Site?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do students meet with the Site supervisor prior to starting?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are students provided with a work space?</td>
<td></td>
<td></td>
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<tr>
<td>Will students be working under supervision?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will students be working at alternate sites?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is required of students prior to starting? Fingerprinting? Background checks?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who pays for this?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who should the Site contact in case of emergency?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who should the University contact in case of emergency?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the Site request emergency contact information for students?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Transportation

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Site accessible by public transportation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will student be required to drive as part of their responsibilities? (See footnote 1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will student travel for Organization in company car?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will student travel for Organization in student’s own car?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Student is not to use personal vehicles to provide services for the Site.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tour of Site

Is there adequate employee parking at Site? ___ ___

Are parking areas well-lit as necessary? ___ ___

Are working conditions and general environment safe? ___ ___

Will students be working in a high crime area? ___ ___

Will students be interacting with individuals who have a criminal background or a history of physical violence? ___ ___

Will the student be required to work alone at night (between 6 p.m. and 8 p.m.)? ___ ___

Is the Site home-based? (See footnote 2) ___ ___

Does the Site provide a safety orientation or training prior to starting work? (See footnote 3) ___ ___

Is the Site environment considered an “office exposure” only site? ___ ___

Is there any damage to the Site that may create a hazard for students? ___ ___

Are hazardous materials or hazardous chemical controlled? ___ ___

Are all manufacturing tools and equipment guarded? ___ ___

Are exits clearly marked? ___ ___

Is there an emergency evacuation plan? ___ ___

Will student be required to perform heavy manual labor? ___ ___

Will student wear personal protective equipment, if necessary? ___ ___

Risks at Site

Are there specific health and/or safety risks associated with the student’s specific work assignment? If so, what are the mitigation plans or specific safety policy and procedures to address that risk.

Are there any prior incidents of violence, environmental hazards or other health and safety risks at the site within the last 5 years? If yes, please explain.
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University of Nevada, Reno

Document and discuss any risks involved with this Site.

Insurance

Does the Site carry liability insurance? Any other insurance? If yes, please supply a copy. ___ ___

Will the Site cover worker’s compensation for the students? ___ ___
If not, does the Site have accident liability insurance? ___ ___

Privacy and Evaluations

Are students allowed to take pictures or videos? ___ ___

Will students be asked to sign a confidentiality waiver? Are evaluations required? By whom? ___ ___

Name of University of Nevada, Reno representative conducting on-site assessment:

Name (Print) __________________________________________________________________________

Signature __________________________________________________________________________

Date ________________________________________________________________________________

Approved:

____________________________________________________________________________________

Elizabeth Loun/Abbey Grimmer
Nevada Career Studio/OSLCE

Date ________________________________________________________________________________

Notes:

Footnotes:

1. Discuss any driving requirements with the University risk manager.

2. Home-based learning sites should have a separate attachment specifying where meetings with students should take place (i.e., a public location or on campus).

3. Sites should have orientations for all students going over items discussed in the Site checklist.