

Work Experience Placement Agreement form for a Standard Work-Site

A Standard Work-Site is defined as a location, other than a work-site created specifically for work experience:

- a) At which a worker performs the tasks and the responsibilities related to an occupation or career under the general supervision of a work-site employer; or
- b) At which a self-employed person performs the tasks and responsibilities related to that person's self-employment.

SCHOOL INFORMATION	STUDENT INFORMATION	WORK-SITE INFORMATION
North Island Secondary School Box 100 Port McNeill, BC V0N 2R0 Ph: 250-956-3394 Fx: 250-956-2035	Name: _____ Date of Birth: _____ Address: _____ Phone: _____ Parent: _____ Care Card #: _____	Business Name: _____ Physical Address: _____ City/Prov/Postal Code: _____ Phone: _____

This agreement will be in effect for: Work Experience Field Studies Job Shadow

Must complete 120 hours for Work Experience 12 credit.

Date from: ____ / ____ / ____ to: ____ / ____ / ____

Working Hours shall be from: _____ until: _____

NOTE: NONE OF THE TERMS AND CONDITIONS OF THIS AGREEMENT APPLY BEYOND THE TIMES AND DATE SPECIFIED ABOVE.

By their signatures the parties signify their agreement to the terms and conditions set out above and on the back of this form.

_____	_____
Per School District No. 85	Student Signature
_____	_____
Work Site Employer Signature	Parent Signature

TERMS AND CONDITIONS

1. **STUDENT DUTIES**
The Student agrees to perform without payment those duties assigned to the Student from time to time by the Work-Site Employer in consultation with the School Board's representatives. The Student agrees to comply with the Work-Site Employer's rules and all applicable safety regulations. Special Rules and Regulations are to be communicated by the Work-Site Employer to the Student.
2. **DAYS AND HOURS OF THE WORK EXPERIENCE PLACEMENT**
The Student agrees to perform those duties as assigned by the Work-Site Employer in accordance with condition No. 1 on the days and during the hours indicated on page one, or at such times, in writing, as may be agreed by the Work-Site Employer, School Board and Student. **If the Student is employed by the Work-Site Employer beyond the days and hours agreed upon by the Work-Site Employer, School Board and Student, none of the provisions of this agreement apply.**
3. **SUPERVISION**
The student agrees to be under the direct supervision of the Work-Site Employer and/or their designate and the Work-Site Employer agrees to supervise the Student, at all times during the work experience placement.
4. **SITE SAFETY ORIENTATION**
The Student will be provided with work and Work-Site specific training by the Work-Site Employer and the Work-Site Employer will not permit the Student to perform any duties, unless the Student has all the safety equipment required for the tasks to be performed by the Student.
5. **BOARD ACCESS**
The Work-Site Employer agrees to allow School Board representatives to have reasonable access at any time to the Work-Site Employer's Work-Site and the Student.
6. **TRANSPORTATION**
The parties agree that the parent(s) or guardian(s) and the Student are solely responsible for arranging the Student's transportation to and from the Work-Site Employer's Work-Site except where alternate arrangements have been made.
7. **EVALUATION**
The Work-Site Employer will evaluate the Student's performance of the Student's duties and report that evaluation in the form required by the School Board and consult with School Board representatives about the evaluation.
8. **WORKER'S COMPENSATION ACT INJURY COVERAGE – STANDARD WORK-SITE**
Students in a work experience placement at a Standard Work-Site are covered by the *Worker's Compensation Act* and are considered to be workers of the Government of British Columbia for Worker's Compensation purposes only. **Coverage is limited by the terms and conditions set out in the Minutes of the Worker's Compensation Board dated August 3, 1995.**
9. **NOTICE OF INJURY**
The Work-Site Employer will, if a Student is injured, immediately report the occurrence of injury to the school work experience contact.
10. **INDEMNITY**
The School Board agrees to indemnify and hold harmless the Work-Site Employer, its employees and agents from any and all claims, demands, action, and costs whatsoever that may arise out of the negligent acts or omissions of the School Board, the School Board's employees and the Student, in their performance of this agreement, unless such negligent acts or omissions are at the direction of, or occasioned by the Work-Site Employer, its employees or agents. The Work-Site Employer agrees not to require the Student to perform any task unless such tasks might reasonably be expected to be within the scope of the Student's training and abilities.
11. **INSURANCE**
The School Board shall maintain liability coverage to protect the School Board's employees, and the Student during their performance of the agreement. The School Board will not be responsible for any loss or damage to the Work-Site Employer's property unless such loss or damage is due to the wilful acts or omissions of the Student or is caused by the Student acting outside of the Student's authorized duties.
12. **MINIMUM AGE**
The parent(s) or guardians(s) of the Student warrant the Student is **fifteen** years of age or older at the date of this agreement.
13. **EFFECT ON EMPLOYEES**
The Work-Site Employer agrees that the placement of the Student will not affect the job security of any employee of the Work-Site Employer and will not affect the Work-Site Employer's hiring practices. The placement of the Student will be in addition to the Work-Site Employer's full complement of employees. The Student will not be a representative for any employee.
14. **TERMINATION OF THIS AGREEMENT**
Any party to the Agreement may end it at any time upon mutual agreement of all parties.
15. **REFERENCE**
In this Agreement a reference to the School Board includes School Board Officers, employees or representatives acting within the scope of their employment.
16. **CONFIDENTIALITY**
All parties agree to maintain in the strictest confidence, information that comes to their knowledge during the work experience.