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| **DUTIES OF COMPANIES IN HEALTH AND SAFETY CHECKLIST**

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| **Users:** Company/mentor and teacher**Why:** For the safety and correct WBL outcome of the student **When: Before WBL****How:** The company/mentor plan/assess and fill in when executed before WBL | ***STUDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******PERIOD OF TRAINING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |

The student has the same rights and obligations referred to Health & Safety rules into building sites than ordinary employees. That’s why this list consists of all the important items that will happen during the period of training and should be filled in by the company’s mentor along that period.**A) INFORMATION and WORKER’S TRAINING**  |
| **INFORMATION/TRAINING** | **DATE** | **CHECK** |
| Individually, facilitate all the specific risks that the worker’s job will have and how to prevent them |  |  |
| Consult the workers and allow them to take part in any decision that could affect their health and safety at work |  |  |
| Facilitate the PPEs to the workers |  |  |
| Check daily the condition of the collective measures |  |  |
| Guarantee the adequate theoretical and practical training in preventing risks, for the worker **the moment (s)he is taken on** |  |  |
| To guarantee training **specifically focused in the job, adapt to the evolution of the risks and the possible appearance of new ones**. To repeat periodically. |  |  |
| Plan the training inside the working time or, if not possible, discount the hours used from the working week of month |  |  |
| Finance the training, in case it is given to external services\* |  |  |
| In case of serious or imminent risk, workers ought to report it and stop their activities\*\* |  |  |

\* For small companies \*\* Rarely happens

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| **B) DOCUMENTS AT SITE** |
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| **DOCUMENTS** | **CHECK** |
| Plan of Health & Safety |  |
| Book of incidents |  |
| Supporting documents signed by each worker of having received the information about health & safety |  |
| Copies of all the worker’s Professional Construction Cards |  |
| Planning of the prevention works, including PPEs, collective measures… |  |

***THE STUDENT THE COMPANY THE TUTOR***

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