



## WorkSafe Checklist for international mobilities Health and Safety issues

Before the mobility	<u>WHO</u>	<u>Information</u>			
Information about mobilities	The person responsible for international mobilities at the school	What opportunities are there for international mobilities     How to apply for a mobility     Things to think about before going on a mobility     Learning goals and work safety issues			
Application for a mobility (If the student is below 18 years of age the custodian must approve the application)	Student + custodian (if the students is below 18 years of age)	Student sends in her application according to the rules of the sending organisation. (recommendation: at least 2 months before the mobility)			
Learning goals	The student + mentoring teacher + international contact person	Before the student takes part in a mobility the student should sit down with her/his mentoring teacher to discuss what the learning goals of the training period are. Focus should also be on health and safety matters such as what kind of PPE students need, use of hazardous machines etc.			
Personal presentation letter focusing on skills and skills development.	Student + mentoring teacher	The personal presentation letter should also bring up what skills/documents the student has when it comes to health and safety issues relating to the work the student has to obtain. The personal letter should also contain information about insurances that the student has as well as other information that is need in order to provide the student with a safe learning experience.			
Europass CV	Student	The student writes an Europass CV with the help of the international contact person. The CV should be written so that the hosting company gets a realistic view of the students professional and language skills. Templates for the Europass CV can be found here:  https://europass.cedefop.europa.eu/editors/en/cv/compose			
Taking part in cultural preparations	International contact persons	Before the mobility the student should receive mentoring that prepares the student mentally and professionally for the mobility. The preparation should prepare the student to deal with cultural chocks, cultural clashes as well as give the student the opportunity to mentally prepare for the mobility			
Getting awareness of what work based learning abroad is about	International contact person + student	Before the mobility the students receives information and does task that will help her/him prepare for work based learning in a foreign country. The preparation focuses on legislation, working hours, cultural differences when it come to working life and mandatory insurances. The student is also informed about her/his duties, obligations and rights			
Crisisplan	International contact person + hosting organisation + student	Even if crisis situations are rare it is still important to agree an a crisis plan that describes how to act in a crisis situation. Things to think about when making the crisis plan is to think about events that might result in a crisis of some sort + how to act and who to contact in such situations.			
Information about the company where the student will do her/his placement	Contact persons at the hosting organisation/sending + mentoring teacher + student	The contact person sends information about the company so that the mentoring teacher and the student can control if the placement is suitable for the student and in order to make sure that the student is aware of/prepared for issues relating to health hand safety during the placement			
The employer's contact information for a training agreement and an apprenticeship agreement	International contact person + contact person at the hosting organisation/work placement	It is important that both the sending and the hosting organization/work placement are aware of who to contact at the sending organization and at the hosting organization in case of emergencies			
Training Agreement	Mentoring teacher/employer	Before the work placement abroad begins there should be a Training Agreement made and signed by the mentoring teacher/employer. The Training Agreement should focus (among other things) on potential risks, learning goals and who is responsible for insurances			
Insurances	Hosting organization and student	Before the mobility all parties involved in the mobility should agree on what insurances are mandatory and who is responsible for providing the insurance. All parties involved should be made aware of what is covered by the insurance.			



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Language preparations	Sending school + student	All students taking part in a mobility must have enough skills in at least English or the language used at the company so that (s)he does not become a hazard or a liability.		
Work clothes and PPE	International contact person + contact person at the hosting organisation/work placement + student	Before the student leaves for his work placement abroad all parties involved should be made aware what kind of work clothes and PPE the student must wear at work and who is responsible for providing the work clothes and PPE		
<b>During a mobility</b>				
Analyzing and making sure that the student knows his tasks at work and health and safety procedures of the company	Student + employer/work mentor	The work mentor and/or the employer introduces the student to the company's health and safety procedures and shows him around the company. The work mentor also introduces the student to the work (s)he is supposed to do and supervises the student in order to make sure that the student knows what to do and how to use the equipment/machines needed		
Mentoring and feedback	Student + employer/work mentor	The student receives continuously feedback on her/his work and the progress that (s)he makes. During the mentoring discussions issues relating to health and safety is brought up and discussed		
Documentation and contact with the mentoring teacher	Employer/work mentor + mentoring teacher at the sending organization + student	The work mentor and/or the employer has regular online (e.g. skype) meetings with the student and the mentoring teacher. The goal of the meetings is to document the progress made by the student and to discuss how the student has adapted/followed the health and safety procedures/rules		
After a mobility				
Evaluation discussion with the mentoring teacher	Mentoring teacher + student	After the mobility the student and the mentoring teacher sits down in order to analyze what the student has learned during his mobility and to discuss what the student has learned about the differences of implementing health and safety procedure		
Sharing information about the work based learning experience	Mentoring teacher + student	After the work based learning period tells his fellow students and teachers about his learning experience and about the implementation of health and safety procedures in the company where (s)he worked		

Other comments:							