

## Student Field Safety Checklist

\_\_\_ Incorporate safety into Objective II of Learning Agenda (knowledge of agency)

\_\_\_ Read agency safety policies and procedures

\_\_\_ Discuss agency safety policies and procedures with field instructor

\_\_\_ Return signed safety checklist to field seminar instructor

\_\_\_ Discussion with field instructor must address the following safety considerations:

a. Elements of social work best practices that apply to agency and their relationship to personal safety. A few examples of best practice that can influence safety include respectful communication with client including a respectful greeting, honoring client's personal space, honoring client's household space when on a home visit, explaining purpose of meeting to alleviate client anxiety, listening to client story without interruption, demonstrating empathy throughout meeting, appropriate professional dress. There are many more elements of social work best practice that apply to personal safety. Interns are responsible for learning these as they improve their social work practice skills through course of field placement.

b. Building safety, including offices, waiting rooms, closets, hallways, interview rooms, bathrooms, etc.

c. Parking lot safety – walking to and from car, lighting, hours of access, bus stops, etc.

d. Security during agency closing and opening. Who closes the office at night? Are there differences between closing when it is dark and closing during daylight hours?

e. Non-violence policy.

f. Sexual harassment policy.

g. Gun and weapon policy.

h. Check-in and check-out procedures.

i. Safety on home visit procedures.

j. Transportation policy. Augsburg recommends students not transport clients unless necessary. If necessary, Augsburg recommends students check with agency to see if agency covers student's transportation insurance, or student must check with personal insurance company to see if they are covered.

k. Property damage policy.

l. Emergency procedures (e.g. panic alarms, security cameras, or other building safety devices).

m. Restraint procedures. Augsburg does not allow interns to routinely restrain clients. If restraint is an expected part of the internship placement, full training in its use must be provided by the agency. The agency must have malpractice liability policies in place that cover restraint.

n. Universal precautions or CPR. If placement is in a medical setting and if agency employees receive training in universal precautions and/or CPR, interns must also receive this training.

o. Post-incident procedures. Interns are expected to report any unsafe incidents to agency staff and to know when, where, what, how, and to whom they should report.

### Signatures

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Field Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Task Supervisor (if applicable)

\_\_\_\_\_  
Date

Please return a signed safety checklist to your Field Faculty before mid-semester of the fall term.