School of Social Work
Field Education Program
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Safety Orientation Checklist

The School of Social Work is committed to providing students with information and resources that will enable them to practice safely in the field. Please review the following information with your agency. We recognize that some of the items may not pertain to all field placement sites. Mark those areas not applicable (N/A). We anticipate that it may take several weeks to discuss all of the items on this checklist. Please make every effort to complete the form no later than the fourth week of the semester. You may initial the items as they are discussed in supervision and save on the form, making it easy to track which items still need to be reviewed with the student. Once all items have been completed, sign the form electronically and submit the form.

Agency field instructors/task supervisors should make students aware of any resources available to them such as safety training, pagers, cellular telephones, etc. If students will be using their personal vehicle specify this in the learning contract along with any mileage reimbursement procedures. Request proof of vehicle insurance as the university does not cover the use of student's personal vehicle in their field placement. The transportation of clients in personally owned vehicles is highly discouraged due to liability and insurance issues.

Agency Safety

- Review COVID-19 safety measures and protocol
- Review safety related policies and procedures for your agency
- Review policies and reporting procedures related to sexual harassment
- Review how to enter and leave the building safely (including after dark)
- Review the check-in and check-out procedures
- Review any internal procedures for alerting co-workers if a situation in the office has become threatening and a worker needs to ask for help (i.e. code phrase that indicates the worker needs help)
- Review the policy for working with clients in the office behind closed doors
- Review the procedure for physically restraining a client if appropriate to your setting
- Review procedures for handling blood related incidents (bloody noses, etc.)
- Identify the location of the fire extinguisher nearest you, and the nearest stairway
- Identify what to do and where to go in case of a fire (or fire drill)
- Review the protocol for what to do if another staff person makes you feel unsafe or uncomfortable
- Identify where emergency numbers are posted (police, fire department, poison control)
- Review the process for reporting injury at the placement agency
- Discuss how to deescalate angry clients and if the agency has a specific protocol
- Discuss the agency policy in regards to clients who are inebriated or high (do they have to leave? what if they won't leave? Or are they encouraged to stay?)
- Review how to safely position yourself in the office (access to the door)
- Review how to use the building security (if needed)

- Review how to use the phone to access help
- Discuss how to use supervision in regard to safety issues
- Discuss what to do when clients make threats towards you or others (or themselves)
- Review how to document incidents or threats
- Review who to contact at the agency when there is an incident or threat
- Review what the procedure is if there is a suspicion that someone has a weapon
- Identify where to store personal items (purse, laptop, etc.)
- Review policies, procedures, and trainings on Mandated Reporting laws

Safety in the Community

- Review the agency's policies and procedures for safety in the community
- Have the student accompany another worker on a home visit to familiarize them with protocols for home visits
- If concerns surface around an assigned home visit inform student of procedure to request to be accompanied on the visit
- Remind student of steps to take to ensure car is ready (enough gas, well maintained and local map and/or GPS available)
- Assign student to drive through the community they will be assigned to do home visits in noting directions and where there is nearby services
- Review potential risks to look for when arriving for a home visit (who is outside, are there large groups gathering; what are the colors that are being worn if gang activity)
- Review how to park car to allow for quick exit (car facing out, not blocked in)
- Review communication protocol (Carry a CHARGED cell phone, hand held alarms, calling into office to notify office of location or ETA, provide emergency numbers)
- Review the agency's policy about leaving a home visit if student is uncomfortable
- Review where student should leave daily plan in office with phone numbers attached
- Advise student about steps to take to protect personal belongings and safety (Place purse in the trunk prior to arriving at the home, does the student wear an identification badge? have keys in hand when approaching car, do not sit in car to check messages or texts)
- Know the agency policy regarding identification badges (can work for or against you in the community; be aware of the confidentiality issues also)
- Review how to document threats or incidents

Safety in a Client's Home

- Review your agencies policies, procedures and protocol regarding home visits (engage client, respect their space and property, show concern, sit where there is access to a door, remain calm, self-assured, use humor when appropriate)
- Review the agency policies and practice regarding meeting clients away from their home (i.e. nearest McDonalds's, at a park, etc.)

Self-Care

- Discuss the importance of self -care, help students identify activities/strategies that may be helpful
- Discuss professional and personal boundaries (social, work/school/family expectations)
- Discuss the signs of secondary trauma