



WAYNE STATE

School of Social Work

Safety Checklist

The Safety Checklist includes agency procedures, guidelines, and policies related to safety and precautionary measures. Students should consider giving a copy to their field instructor to ensure that all important material has been discussed.

I. Environmental Safety

DISCUSSED

Fire Procedures

Disaster Procedures

Severe Weather Procedures

Universal Precautions

II. Agency and Surrounding Area

Parking

After-hour Procedures

Agency Security

- Office Set-up/ Exits
- Panic Buttons
- Personal Belongings
- Sign-in & Sign-out Logs

First Aid Procedures

Neighborhood Issues

- Isolated/ Vulnerable Areas

Equipment Issued

- Cell Phone/ Pager
- Computer

Trainings Required

Vaccinations Required

III. Agency Client Population and Services Provided

Common Client Issues _____

Common Psychiatric & Substance Abuse Issues _____

Boundary Issues _____

Client Incident Procedures _____

- Physical Restraint

Staff Incident Procedures _____

IV. Transportation

Vehicle Procedures _____

- Personal Vehicle
- Agency Vehicle

Vehicle Safety Protocols _____

Unscheduled Stops _____

V. Emergency Protocol

Definition of an Agency Emergency _____

Chain-of-Command Procedures _____

Documentation Required _____