

## Guide to Safety During your Internship

### Basic steps in risk awareness:

- Identify potential risks. Talk to your faculty supervisor and employer about specific risks related to your field.
- Understand guidelines and expectations from the college and employer perspectives.
- Inform your faculty supervisor or internship advisor of any concern.

### Should an incident occur:

- Be sure to document all facts such as date, time, persons involved, and the situation as you observed it.
- Inform your internship advisor or faculty supervisor immediately.
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### Examples of Safety Risks

#### HARRASSMENT

- Sexual, age, ethnic, racial, or disability harassment of student workers, or any employee is illegal
- The employer must ensure that regular, full-time employees, or other interns, do not harass student workers.
- Immediately report any harassment to your faculty supervisor.
- Resolution may include placing you in another position.
- Harassment of others by you in the workplace may result in your dismissal from the program.

#### PROTECT YOUR PERSONAL IDENTITY

- Protect Social Security Number, cell phone numbers, and other identifiers.

#### SEXUAL ASSAULT

There are several ways to reduce the risk of becoming a victim of sexual assault:

1. Set limits: don't give mixed messages.
2. Trust your "gut feeling" about situations to avoid.
3. Be clear and responsible in your communication with others.
4. If necessary, be forceful, firm, and assertive in your communication with others.
5. Be aware of nonverbal cues that can alert you to a problem.
6. Remember, silence is not consent.
7. Don't assume the other person knows what you do or do not want.
8. Use the buddy system.
9. Avoid secluded places.
10. Devise an action plan in advance for what you will do if confronted with a situation of possible sexual assault. Remove yourself from the situation at the first sign that you are feeling controlled or unsafe.
11. Become comfortable with the idea that you might have to be rude, make noise, yell, etc. to remove yourself from a possible sexual assault situation.

## TRAVEL

- Consider dangerous intersections, streets, or stretches of highway to and from the site
- Notice parking garages or poorly-lit parking areas
- Whether using your car or a vehicle provided to you by your internship site, find out all policies regarding travel such as:
  - Reimbursement of funds expended out of your pocket
  - Transporting clients
  - Transporting sensitive or easily-damaged materials
  - Transporting potentially hazardous materials

## PHYSICAL HAZARDS

- Working outdoors – sun, snow and ice, other extreme weather, pollution, power lines, pipelines, electromagnetic radiation, gas leaks
- Working indoors – any type of machinery, unsuitable working conditions such as extreme temperatures, asbestos, “sick building” odors, insecure buildings where there may be structural concerns, closed off or blocked fire escapes, etc.

## BIOLOGICAL HAZARDS

- Animals you may work with/upon—dead or alive
- Poisonous plants
- Infected birds (West Nile virus) or fish
- If in the medical field, check to see how bio-hazardous waste is disposed (sharps container).

## CHEMICAL HAZARDS

- Water supply
- Toner powders from laser printer cartridges or photocopies—eye or lung irritation
- Chemicals in a laboratory setting—eyes, open sores, inhalation