



Worksite Monitoring Form and Questionnaire Learn & Earn Summer Employment Program

Contractor: _____ Contractor Contact: _____

Date of Review: _____ Worksite Supervisor _____

Name and Location of Worksite Visited: _____

Responses to any item may be continued on the back of this document. If continued to the back of this document, please identify the section and item number.

Worksite

1. Does the place of activity appear safe?
Describe any concerns _____
2. Is the worksite in compliance with Child Labor Laws including appropriate posters?
____ Yes ____ No
3. Are there adequate and clean restroom facilities? ____ Yes ____ No
If No, please explain: _____
4. Are First Aid and/or emergency supplies available? ____ Yes ____ No
5. Is the facility ADA accessible? ____ Yes ____ No ____ Not Applicable
If no, how are disabled participants accommodated?
6. Is the facility or activity within reach of public transportation? ____ Yes ____ No
If No, how are youth transported to work sites or work areas? _____
7. Is there a posted emergency and injury report procedure? ____ Yes ____ No
Are participants trained in these procedures? ____ Yes ____ No

Learn & Earn Activity

1. What work or activity was observed during the visit to the worksite?
2. Are participants actively engaged in the observed work or activity?
____ Yes ____ No
3. Does work or activity fall into one of the following high growth industry classifications? **(Circle)**:
Information and Communications, Education, Advanced Materials and Diversified Manufacturing, Building and Construction, Robotics, Financial Services, Health Care, Life Sciences, including "Green Industries."
4. If the activity is considered connected or related to "green" industries or "green" conceptual frameworks, briefly describe: _____
5. Does the work experience introduce and reinforce the rigors, demands, rewards, and opportunities associated with holding a job?
6. Does the activity appear to be "busy work" or some other non-work function?
If the activity is a non-work function, explain:
7. Does work/activity match that described in the Worksite Agreement? ____ Yes ____ No
If not, describe differences:

Time and Attendance Records

1. Are time sheets being filled out correctly, completed in ink, signed by both participant and supervisor, and submitted on schedule?
2. Are Pittsburgh Partnership Time Sheets being used to record time and attendance? If not, what was used?_____?
3. Are time sheets completed each day with participants signing in and out at the beginning and end of each day and for the start and end of the lunch period?
4. At the time of the visit, were all youth present who signed in that day?
5. Are there separate time sheets for Work Readiness Training stipend activity and Work Experience wage activity?

Worksite Staffing

1. Do worksite staff members appear to understand the administrative requirements of the Learn & Earn Program? (e.g. time sheets, required hours, lunch breaks, etc)? _____ Yes _____ No
2. Are staff members knowledgeable of emergency and first aid provisions and procedures? _____ Yes _____ No
3. Is there proper supervision (at most a 10:1 youth to supervisor ratio)?
4. Do all staff whom interact directly with youth have Act 33/34 clearances? (Must visually verify) _____ Yes _____ No If No, explain: _____

Participants

1. Are youth knowledgeable of timesheet requirements? _____ Yes _____ No
2. Are youth knowledgeable of pay dates? _____ Yes _____ No
3. Do youth know what to do in the event of an accident? _____ Yes _____ No
4. Do youth know what how to report an injury or accident? _____ Yes _____ No
5. Do youth know where the required postings are located? _____ Yes _____ No
6. Describe general feeling of work assignments by participants and what have they learned by participating in 2015 Learn & Earn _____

7. List the youth who were interviewed. _____

Other Findings:

Highlights of Program or Worksite: _____

Concerns or issues negatively impacting worksite: _____

Describe recommendations: (Note section and item number)

Reviewed by _____ Date _____