

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 university and employer perspectives.
- Inform your faculty supervisor or internship advisor of any concern immediately.
- Know the numbers for emergency services at internship location and program into your phone where appropriate.

Should an incident occur:

- Contact Department of Public Safety or local police if assistance needed.
- 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.

Examples of Safety Risks:

Harassment

- Sexual, age, ethnic, racial, or disability harassment of student interns, or any employee is illegal
- The employer must ensure that regular, full-time employees, or other interns, do not harass you during your internship.
- Immediately report any harassment to your faculty supervisor and internship supervisor.

Protect Your Personal Identity

- Protect social security number, cell phone numbers, and other identifiers.
- For safety reasons, do not disclose your own personal contact information. This includes any social media information, such as your Twitter or Facebook accounts.

Sexual Assault

Individuals who commit acts of sexual violence are responsible for their actions. While it may not be possible to prevent a sexual assault, there are some steps that can be taken that might reduce the risk.

- Respect yourself and others.
- Trust your instincts. If a place or person makes you feel uncomfortable, remove yourself from the situation.
- Be aware of nonverbal clues that can alert you to a potential aggressor, such as someone who is sitting or standing too close, staring at you, or pressuring you to be alone together.
- Talk with your friends about watching out for one another as much as possible.
- Let your friends know where you are going and whom you are with.
- Consider carefully what you post online about yourself. It is not advised to post your phone number, address, class schedule, or where you are.

Travel

- Consider dangerous intersections, streets, or stretches of highway to and from the site.
- Make sure you have directions and secured transportation to and from the site.
- Make sure someone has your contact information at the site. Also, leave site information with a roommate or a friend.
- Notice parking garages or poorly-lit parking areas.
- Visually check parking lot when you arrive
- Do not park next to a van or truck
- Be alert and aware of surroundings
- Visually check building when arrive
- Have key or swipe card ready
- Do not converse with strangers

Physical Hazards

- Working outdoors – sun, snow and ice, other extreme weather, pollution, power lines, etc.
- Working indoors – any type of machinery, unsuitable working conditions such as extreme temperatures, asbestos, 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 or fish
- If in the medical field, check to see how bio-hazardous waste is disposed

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