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# Co-Op Student Placement Procedure

## 1.0 Policy Objective & Scope

The objective of this policy is to establish a standardized workflow for the placement, onboarding, supervision, and evaluation of co-op students within the cabinet and millwork manufacturing facility. This procedure ensures that students receive a meaningful educational experience while contributing to production goals in a safe and compliant manner.

This policy applies to all co-op students placed in any department, including Engineering, Production, Quality Control, and Administration. It governs the actions of the Human Resources department, Engineering Manager, Production Supervisor, and any assigned mentor or supervisor.

## 2.0 Roles & Responsibilities

- **Human Resources (HR):** Responsible for initial screening, coordinating interviews, processing paperwork (including confidentiality agreements and safety waivers), and maintaining student records.
- **Engineering Manager:** Responsible for approving the student placement within the engineering team, assigning technical projects, and conducting mid-term and final evaluations.
- **Production Supervisor:** Responsible for assigning a shop-floor mentor, ensuring the student receives hands-on training, and monitoring daily attendance and safety compliance.
- **Assigned Mentor:** A senior technician or lead hand responsible for day-to-day guidance, answering questions, and signing off on task completion.
- **Student:** Responsible for adhering to all company policies, completing assigned tasks, maintaining a logbook of activities, and participating in evaluations.

## 3.0 Core Rules & Guidelines

- All co-op placements must be approved by the Engineering Manager and HR prior to the student's start date.
- Students must complete a mandatory safety orientation and sign a workplace safety acknowledgment form before entering the production floor.
- Students are not permitted to operate heavy machinery (CNC routers, panel saws, edgebanders) without direct supervision from a certified operator.
- A maximum of two co-op students may be placed in the same department at any given time to ensure adequate supervision.
- All student work, including CAD drawings and cut lists, must be reviewed and approved by the Engineering Manager before release to production.
- Students must maintain a daily logbook of tasks and learning outcomes, which will be reviewed weekly by their mentor.
- Any disciplinary issues or safety violations must be documented and reported to HR within 24 hours.

## 4.0 Step-by-Step Workflow

1. HR receives a co-op placement request from the educational institution, including the student's resume, program details, and desired start/end dates.
2. HR screens the application against current departmental capacity and forwards qualified candidates to the Engineering Manager and Production Supervisor for review.
3. The Engineering Manager and Production Supervisor conduct a joint interview (in-person or virtual) to assess the student's skills, availability, and fit.
4. Upon selection, HR sends a formal offer letter and onboarding package, including the start date, shift schedule, and list of required documents (e.g., SIN, emergency contact).
5. On the first day, the student reports to HR to complete all paperwork, receive a company ID badge, and review the employee handbook and safety policies.
6. The student attends a mandatory safety orientation conducted by the Production Supervisor, covering machine hazards, PPE requirements, and emergency procedures.
7. The student is introduced to their assigned mentor and given a tour of the facility, including the engineering office, production floor, and break areas.
8. The mentor provides the student with a written work plan outlining the first week's tasks, learning objectives, and key contacts.
9. The student begins work under the mentor's supervision, logging daily activities and questions in their logbook.
10. At the midpoint of the placement, the Engineering Manager conducts a formal evaluation with the student and mentor, reviewing progress and adjusting goals if necessary.
11. During the final week, the student completes a final project or presentation summarizing their contributions and learnings.
12. The Engineering Manager and mentor complete a final evaluation form, which is submitted to HR and shared with the educational institution.

## 5.0 Documentation & Compliance

- All student records, including signed offer letters, confidentiality agreements, safety waivers, and evaluation forms, must be stored in the student's digital HR file in the company ERP system.
- The student's daily logbook and mentor sign-off sheets must be scanned and uploaded to the shared project folder on the company server at the end of each week.
- HR is responsible for conducting a quarterly audit of all active and completed co-op placements to ensure compliance with this procedure and to identify areas for improvement.
- Any deviations from this procedure must be documented in a non-conformance report and reviewed by the Engineering Manager and HR within five business days.

**Regulatory Disclaimer:** This document is a generic policy and workflow template. The end-user assumes all liability for validating all procedures, roles, and administrative guidelines against actual organizational structures before formal implementation.