

CWP Worksite Checklist – Follow-up Monitoring Visit

Contract Year: _____ Program: _____ Fund Source: _____
 Worksite Name: _____ Address: _____
 Monitor: _____ Date of Review: _____

Worksite Supervisor Name	Title
1. FACILITY	
A. Is there evidence of adequate security or security precautions at the site? Yes <input type="checkbox"/> No <input type="checkbox"/> B. Is the facility adhering to safe standards with adequate lighting and fire safety precautions? Yes <input type="checkbox"/> No <input type="checkbox"/> C. Is the facility clean and the grounds well kept? Yes <input type="checkbox"/> No <input type="checkbox"/> D. Comments/Observations regarding worksite facility:	
2. WORKSITE SUPERVISOR	
A. Is there clear supervisory/oversight structure in place? Yes <input type="checkbox"/> No <input type="checkbox"/> B. Do participants regularly receive mentoring/guidance/evaluation? Yes <input type="checkbox"/> No <input type="checkbox"/> C. Does the supervisor feel that she/he is getting adequate support from program staff? ... Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain?	
3. Worksite Activities	
E. Is the work being performed as described in the worksite agreement? Yes <input type="checkbox"/> No <input type="checkbox"/>	
F. Is there adequate work to occupy the participants? Yes <input type="checkbox"/> No <input type="checkbox"/>	
G. Do participants have proper equipment and/or tools to do their work? Yes <input type="checkbox"/> No <input type="checkbox"/>	
H. Are the time and attendance procedures for this worksite being followed? (e.g. procedures for tracking attendance, handling tardiness or absences, etc.) Yes <input type="checkbox"/> No <input type="checkbox"/>	
I. Do participant know the expectations of the position/worksite supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
J. If minors are at the worksite, are occupational restrictions for minors being observed. Yes <input type="checkbox"/> No <input type="checkbox"/> If no, activity must cease immediately. (See CWP Policy 2-60.1 sec. CT DOL Wage and Workplace Standards webpage for list of prohibited occupations for minors at https://www.ctdol.state.ct.us/wqwkstnd/minors/wq18yrs.htm)	
K. General Comments/Observations:	