

# Host Business Responsibilities



The Host Business is responsible for overseeing the intern's daily work and assisting the intern in completing project tasks. This work will be managed by the Host Business's Site Coordinator.

## Before the Internship:

- Communicate with the intern.
  - Conduct any Host Business pre-employment requirements, such as a background check, drug screen, physical or other screening. Any such requirements are the sole responsibility of the Host Business.
  - The WASI Team will not conduct, require, or participate in any pre-employment screenings with the sole exception that the WASI Team will assist in providing information to intern participants of the existence of such pre-employment requirements for scheduling purposes.
- Communicate with WASI and project mentors.
  - Schedule a technical assistance visit with mentors.
  - Finalize project parameters.
  - Identify desired measurable outcomes of the internship.
- Provide the intern tools to work on-site or remotely by their arrival time on (approx. the week of June 17<sup>th</sup> or predetermined start date), for example:
  - a desk or worktable
  - designated computer with internet capabilities
  - internet access
  - e-mail account
  - access to a telephone
- Inform management and other employees about the intern and the project's goals and objectives.

## Project Supervision:

- Assign an internal Site Coordinator who shall provide on-site support and coordination of the intern's activities.
- Assign an internal project mentor who shall provide supervision, training, professional development guidance and general support for the intern and help them successfully integrate into the workplace. This can be the same as the site coordinator.
- Help intern finalize project workplan and timeline.
- Ensure that the intern receives the assistance and information needed to accomplish the project.
- Provide travel expenses or reimbursement for travel required of the intern on behalf of the Host Business, such as reporting to a worksite not designated in the original proposal or travel completed for the convenience of, or at the request of, the Host Business.
- Provide intern with any Host Business policies, procedures, or regulations with which the intern shall be expected to comply while working at the Host Business.
- Review project deliverables for compliance with company policies.
- Attend progress update meetings.
- Review the intern's final project report, case study and presentation for accuracy and authorize the intern to submit the reviewed, final documents to the WASI Team.

- Provide environmental and economic savings results to WASI Team achieved as a result of the WASI intern project.
- WASI Team shall maintain the confidentiality of the report consistent with the WASI Program rules, except for the case summary and presentation the Host Business has authorized for release.
- Review the intern's case summary and company confidentiality standard and approve for public distribution.
  - The WASI Team shall provide one week (7 calendar days) for review, after which time it shall be deemed approved absent any other action on the part of the Host Business.
- If the Host Business objects to any or part of the intern case summary or company confidentiality standard, the Host Business shall work with the WASI Team to address the basis of the objection with the goal of providing a meaningful and publicly available case summary within the designated time frame.

### On-site safety

- Ensure the intern works in a safe environment and provide reasonable accommodation, as required.
  - Make certain the intern understands the hazards of chemicals and/or equipment they work with and understands the company's personal protection program and requirements.
  - Provide the intern with necessary safety training.
  - Provide the intern with necessary safety equipment including:
    - Safety glasses or goggles, hearing protection, hard hat and steel-toed footwear when use of such equipment is required by company policy or the law.
    - The Host Business may reimburse the intern for safety equipment in lieu of providing onsite.
    - The Host Business is not required to provide or reimburse the intern for prescription safety eyewear.
- Take necessary actions to provide a workplace that is free of discrimination, threats, intimidation, harassment or acts of violence; provide a reporting mechanism to the intern to report any alleged acts of discrimination, intimidation, harassment, or violence, or threats of such; and immediately report any such alleged acts to WASI Program Coordinator.

### Coordination with WASI Team:

- Sign any WASI documentation needed from Washington Sea Grant.
  - Notify WASI Program Administrators immediately of any change to the scope or objective of the focus project prior to or during the intern's tenure.
- Review project progress on a regular basis with the intern. Periodically consult with the Project Team regarding project development and status and satisfaction with the intern's work.

### Follow-up with WASI:

- Implement cost-effective waste reduction measures identified by the intern, where feasible.
- Submit an accounting of hours spent supervising the intern. This is needed for our annual reporting to EPA.
- Submit a final evaluation of the WASI Intern Program to WASI Program Coordinator by September 30.
- Provide environmental and economic savings results to WASI Team achieved as a result of the WASI Intern Program (target date December 31).

- Engage in follow-up site visits at six-month intervals, as needed, with the WASI Team Technical Advisor and provide status updates about the recommended and implemented projects.