

HEALTH AND SAFETY GUIDE

TAKE OUR KIDS TO WORK DAY

This year the Take Our Kids to Work Day will be held on November 2, 2011. This nation-wide annual program organized by The Learning Partnership is offered to Grade 9 (Ontario) and Secondary III (Quebec) students. The program gives an opportunity to students to discover potential careers and observe a parent, tutor or friend of the family in the workplace.

Employers who wish to participate in this program must be registered and have implemented stringent safety and security measures. As an educational institution, the University of Ottawa has always supported "work shadowing" initiatives and is a registered host of the program.

Guidelines to follow

Health and Safety are a priority for the University of Ottawa and parents/tutors who accept to be shadowed by a teenage child must observe specific conditions. Please read the following guidelines; the guidelines must be followed:

- The parent/tutor must advise the Dean or Director and receive authorization from such. The Dean or Director can refuse the shadowing if there is any concern over potential health or safety issues.
- The parent/tutor must register with the Office of Risk Management (ORM) by e-mail at safety@uottawa.ca.
- The parent/tutor must submit a copy of the signed permission form from The Learning Partnership (obtained from their teenage child's school) to ORM..
- The parent/tutor must sign a waiver form from ORM, identifying that they have received, read and understood the Health and Safety Guide. The completed waiver form must be forwarded to ORM..
- The parent/tutor must provide the telephone number of the parent (if not the employee) and kept at hand in case an emergency arises or a student must be sent home.
- The parent/tutor accepting the shadow must communicate with ORM to be advised of access restrictions to certain areas of the University (i.e. certain laboratories, power plant facilities).

Security regulations to be observed

- The teenage child must remain under the supervision of the parent/tutor at all times while at the University.
- The teenage child will not operate any mechanical, electrical or powered equipment at any time.
- The teenage child will not manipulate any product deemed dangerous, toxic, biological, radioactive, etc.
- The teenage child and the parent/tutor (if not the employee) must be made aware of any health and safety issue related to the work of the employee or of the location in which the employee works. If, prior to the day, there are any doubts or concerns by the employee or the parent, they should contact the ORM.
- The University will observe a zero-tolerance policy towards the activities of the students, i.e., if at any time, a teenage child is not abiding by the work place health and safety rules and regulations, that teenage child will be refused participation in any activity and the parent asked to take him home immediately.
- The parent/tutor and teenage child must read and understand the University Health and Safety Policy (#77).
- An orientation session on safety must be presented to the teenage child.

We hope the teenage child and the parent/tutor will have an enjoyable and fruitful day at the University of Ottawa.

Have fun!!!

Sincerely,

The Office of Risk Management

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