Take Our Kids to Work Program

Every year the Upper Grand District School Board, the Wellington Catholic District School Board along with other Ontario school boards co-ordinate a Take Our Kids to Work program whereby Grade 9 students accompany their parent to work and observe them in their daily role as an employee.

The University supports this initiative and wishes to ensure that the experience for these students, who may shadow parents at University workplaces is both a safe and a productive one.

All school boards require that parents sign a waiver and the University will also require a signed Release and Indemnification Form [1] from the parent or guardian of any student who is participating in this initiative and you may make photocopies.

Application:
The signed Release and Indemnification Form [1] is to be forwarded to Environmental Health and Safety [2] ASAP for tours and on or before Friday October 27, 2017. Permission to bring a student into the workplace must be obtained and authorized by the Dean/Designate or Director/Designate of your workplace.

Program Outline:

- It is important that the Take Our Kids to Work program commence with a mandatory safety orientation [3] in the parent’s host department, to review pertinent health and safety awareness, workplace-specific risks and local safe work procedures.
- Ensure any required personal safety equipment (e.g., safety glasses) and written safety instructions (e.g. workplace safety rules) are provided to the student. Students must remain under supervision throughout the day.
- Under no circumstances shall students be permitted to operate motorized vehicles or farm equipment.

Every year, several tours are arranged in order to provide insight into unique facets of the Guelph campus, and to enable participation where shadowing a parent is deemed inappropriate.

- These tours are available for limited group sizes and must be registered for in advance.
- Please indicate your interest in having your son or daughter join a tour on the Release and Indemnification Form [1].
- Parents will receive confirmation of tour enrollment.
- Parents need to make arrangements to get your son or daughter to and from the tours.

2017 Tours

Tour 1: Breaking Bad in the Chemistry Lab (10 am - 11:30): Chemistry is fun! Come watch demonstrations, perform simple experiments and have a hand in the launching of a CO2 rocket! Meet at Summerlee Science Complex 2111, 10:00 am - 11:30 am. Enroll early!! limited to 12 participants.

Tour 2: Campus tours morning or afternoon* (10 am - ~12 noon or 1:30 - ~3:30): Starting at the University Centre, this tour runs from for 1.5 - 2 hours. Stops include: Rozanski Hall, the Science Complex Atrium, the Library, MacNaughton bookstore, Athletics, Creelman dining hall and south residence. Tours start at room 332 UC and finish in the UC main level. Note: Indicate your interest in the am or pm tour.

Tour 3: Wild Ontario (10:30 am - 11:30 am): Wild Ontario is a live-animal, environmental
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education program and a unique experiential opportunity to learn about biology and appreciate our natural world. Join us for a behind the scenes look at what we do, a nose-to-beak experience that you won’t forget! This session begins at **10:30 am, for 1 hour. Room 1701 of OVC Lifetime Learning Center.** Limited to **30 participants.**

**Tour 4: Ontario Veterinary College Complex tour (12:30 pm - 1:20):** Beginning (and completing) outside room 1713 of the Lifetime Learning Center, OVC at **12:30 pm,** this tour* travels through the OVC anatomy museum and the non-clinical areas of the Large and Small Animal Clinics for about 50 minutes. **Maximum 30 participants.** Due to biosecurity and confidentiality concerns, visitors to OVC are not permitted to “wander around” or explore within the clinics without a guide. **Please note that there is a strict no photography or video recording policy in the clinics or in areas where animal patients are present. Children under the age of 12 are not permitted on tours.**

**Tour 5: Nature’s Marks (3:00-4:30pm)** - Do you really know who is living in and visiting your backyard? Sometimes it is hard to see critters but they leave traces of their presence behind - scat, holes, and nests. Become an investigator and discover who lives and lurks in The Arboretum! We will start and conclude at the Arboretum Kiosk located on Arboretum Road past Alumni house. Maximum **15 participants.** Dress for the weather.

**Tour 6: Meeting the animals that help us all (3:00 pm – 4):** The CAF houses a wide variety of animals for research and teaching including; mice, rats, rabbits, dogs, cats and turkeys. The tour will visit various animal holding areas and procedural spaces while talking about the unique features of the facility, the guidelines that must be followed, some of the ongoing research and the care of the animals in the facility including environmental enrichment strategies. Starting at **3:00 pm,** this 1 hour tour will meet in the foyer of the Central Animal Facility, on McGilvray Lane. Open to **25 participants only.**

For reasons of safety, overcrowding or privacy of clients, **certain work sites have been deemed inappropriate to host student visitors; these are listed below.**

**Work Sites/Activities OFF LIMITS to shadow a parent for Take Our Kids To Work Program:**

1. University Construction Sites
2. Central Utilities Plant
3. Steam Tunnels
4. Hospitality Services Kitchens
5. Bulk Chemical Storage Locations (flammable and corrosive liquids, pesticides)
6. Animal and Poultry Science Abattoir
7. Biomedical Sciences Gross Anatomy
8. Human Health and Nutritional Science/Human Anatomy
9. Animal Health Laboratory (AHL), Agriculture and Food Lab (AFL) and Pathobiology Post Mortem
10. CRIFS
11. Rooms for which Biohazard Permits have been issued
12. Intermediate Level Radioisotope Laboratories and areas where Radiography Equipment is used
13. Counselling Services
14. Human testing and medical facilities (Student Health Services, Occupational Health and Wellness, Human Health and Nutritional Science/Human Anatomy)
15. Private living areas of Student Residences
16. Patient care areas of Ontario Veterinary College Health Science Center
17. Driving Motorized Vehicles
18. Operating Machines/Equipment in Machine Shops
19. Climbing Ladders, Scalable Fixtures or operating/riding on any Lifting Device
20. Areas where Class III and Class IV Laser Devices are being used
21. Hazardous Environments (gases, welding, noise, dusts)
22. Campus Community Police and Fire Prevention
23. Other work sites identified by the University’s Director of Environmental Health and Safety

The University of Guelph, as employer, has a duty to provide and maintain safe workplaces, to
provide safety information to workers and to comply with occupational safety regulations. As part of the educational benefit of the Take Our Kids to Work program, those organizing and supervising the experience for these students **must** promote safety awareness and the use of personal safety equipment (e.g. safety glasses, safe lab techniques, etc.).

More information and a **sample orientation** can be found at the [EHS website](https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-ehs/take-our-kids-work-2015/take-our-kids-work-orientation) [3]. Please direct questions or requests for a list of orientation topics to [Christi Cooper by email](mailto:mcooper@uoguelph.ca) [4] or phone (519) 824-4120 ext. 52049.

Should you have any questions about the appropriateness of any work site with regard to this program, please do not hesitate to [email Environmental Health and Safety](mailto:ehs@uoguelph.ca) [2] or contact them by phone at 519-824-4120 ext. 53282.

This opportunity is a worthwhile one for these high school students who may one day become our students.

Thank you for your ongoing commitment and for making safety a priority for our employees, students and visitors.

**Source URL:** https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-ehs/take-our-kids-work

**Links**
[1] https://www.uoguelph.ca/hr/sites/uoguelph.ca.hr/files/public/Parental%20Release%20and%20Indemnification%20Form%202017_0.pdf
[2] mailto:ehs@uoguelph.ca
[4] mailto:mcooper@uoguelph.ca