

Orientation

Please note that there are certain work sites on campus where, for reasons of safety, overcrowding or privacy of clients, it has been **deemed inappropriate to host student visitors. Parents must be prepared to drop off and pick up their son/daughter at tour locations.**

Orientation:

All students participating in the Take our Kids to Work program must be provided with a safety orientation, at the start of the day, **delivered by their parent or department designate.**

The orientation will include (but not be limited to) the health and safety awareness topics, such as.

- Hazards in the workplace
- Workplace Hazardous Materials Information System (WHMIS) as appropriate the department's Fire Safety Plan
- Safe equipment use and observation points
- Personal protective clothing needed, as applicable, and
- Emergency procedures

Other work-site specific topics should be discussed at this time. The requirement to "observe only" versus tasks that the student may perform must be stressed. **Under no circumstances shall students be permitted to operate motorized vehicles or farm equipment.**

Parent, Host Department and authorizing Supervisor:

It is your responsibility to ensure the safety of any participants in the Take our Kids to Work program that you are have allowed into your workplace. A safety orientation must be conducted at the start of the day, either by the parent, a departmental designate or the supervising employee. Please ensure the safety tips outlined below are discussed with the students as they relate to your workplace.

Orientation Topics:

- Welcome and introduction
- Discuss how the Occupational Health and Safety Act applies to our workplace
- Review the University's commitment through the [Health and Safety Policy](#) [1]
- Explain Safety Administration at the University of Guelph (through responsible management: President, VPAC, VPAT, PEC, Deans/Directors, Supervisors, Workers and with input from Joint Health and Safety Committees and Health and Safety Representatives)
- Share the Resources at the University – Campus Safety Office and Fire Prevention, Environmental Health and Safety, Occupational Health and Wellness, Student Health Services, etc)

Explain physical, chemical, biological and ergonomic hazards and the programs and controls in place to prevent injury and illness.

- Impress upon them the importance of good hygiene practices (especially hand washing)

Workplace Hazardous Materials Information System (WHMIS)

- Workplace Hazardous Materials Information System (WHMIS) is a way that you can learn about the hazardous materials you may work with on the job. Warning labels provide basic information about

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hazardous materials. They are included on all containers of hazardous materials in the workplace

- Material Safety Data Sheets (MSDSs) give details about materials and their hazards
- Show the student how you read the warning label each time you use a product.
- Tell them of the requirement to report to your supervisor if a label is damaged or missing

Explain fire safety, including how to sound the fire alarm if they notice signs of a fire, the location of emergency exits and where to evacuate to

- Make sure stairways and exits are not cluttered with junk or blocked by machinery
- Explain expectations regarding smoking on campus

Explain the University's [injury reporting process](#) [2]. [2] Tell participants to inform you of any injuries sustained during the day

- Explain where the first aid station is, location of phones and emergency number 519-824-4120 ext. 2000

Clothing

- Ensure the student is wearing clothing that is suitable for your workplace
- If you work with moving pieces of machinery, ensure they stay back while observing, especially where loose clothing or jewellery could become tangled
- If they have long hair, ensure they tie their hair back, as appropriate

Personal Protective Equipment (PPE)

- Ensure appropriate [PPE](#) [3] is worn for visiting and observing in the lab, i.e. lab coats, safety glasses or goggles, gloves etc may be required.
- Ensure you demonstrate safety precautions.

General Information

- Explain what the student will be and won't be allowed to do; what they will only observe and what tasks they can carry out
- If they perform tasks, such as lifting, demonstrate how to size up the load and test the weight; if it appears too heavy to manage, do not lift it.

Finally, encourage your Take our Kids to Work day participants to ask questions and learn!

Source

URL: <https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-ehs-take-our-kids-work/take-our-kids-work-orientation>

Links

[1] <https://www.uoguelph.ca/hr/policies/environmental-health-and-safety-policy> [2] <https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/incident-and-injury-reporting> [3] https://www.uoguelph.ca/hr/system/files/Guidelines%20on%20the%20Use%20of%20Personal%20Protective%20Equipment%20-%20AODA%20May%202020%20Revised_0.pdf