Important Health & Safety Reminders for Summer Students

With the summer season approaching, large numbers of students will soon be joining our ranks. During this time, it is everyone’s responsibility to ensure that students are working safely, with proper supervision, and that they have the necessary training, equipment and materials to do their jobs safely. Please be aware of and follow items in the checklist provided below.

Role of Human Resources
The Human Resources Department will provide an orientation session for all summer students in April and May. The session will include a review of the following Corporate Health and Safety information:

- A copy of the City’s Health and Safety Policy and key supporting procedures,
- Responsibilities
- Rules
- Resolution Mechanism
- Information on UV-sun protection,
- Heat Stress,
- West Nile Virus and
- Any other notices and guidelines as may be required from time to time.

Students will also be required to view a current video, depicting proper safe practices with an overview of various hazards that they may encounter in a "Municipal Work Environment" during their employment.

Role of the Supervisors
Supervisors of summer students have the greatest influence on worker attitudes towards health and safety. If you manage summer students, use the checklist below to help guide you when training, supervising and directing your staff.

- Welcome each student worker to your team. Introduce them to their co-workers.
- Give student workers a general tour of the workplace including washroom, lunch area and clean-up facilities.
- Introduce each student worker to their worker representative or member of the Joint Health and Safety Committee.
- Provide student workers with the basic Personal Protective Equipment required for the job. This may include head protection, safety eyewear, gloves, respirators and/or any other equipment, which may be required for the work they will be performing.
- Review all known hazards and control procedures. This will give your staff an indication of what can be expected in the department where they will be working.
- Ensure that student workers receive the required training for the job to be performed. This may include:
  - WHMIS training if chemicals (controlled products) are involved;
  - Traffic Control Training if student worker will be exposed to traffic hazards;
  - Small tools training for weed cutters, hedge trimmers, lawnmowers, etc;
  - And any other training that may be required to ensure the work will be performed safely.

More…
Training may be conducted by an immediate supervisor, departmental training specialist, external trainers, or through an experienced fellow worker. Remember that training is required whenever a worker starts in a new department, starts a new job or a new procedure.

When training, be sure to:
- Explain how the work is to be performed.
- Show the new worker how to perform the work efficiently and safely.
- Observe the new worker performing his/her job.
- Correct and retrain when necessary.
- Remind each employee that they must perform their work in accordance with the training and direction they receive.

*The Role of the Student:*
- Follow the Supervisors' direction.
- Follow established rules and regulations.
- Participate actively in all provided training programs and incorporate information learned into the daily work routine.
- If you have any questions about a job you are directed to do; the process; or any existing equipment, device or thing, contact your supervisor immediately.
- Remember: The Occupational Health and Safety Act gives you the right to refuse unsafe work and prohibits your employer from disciplining you for exercising this right.

For more information on this or other OHS topics, visit the Health and Safety web pages on eNet (click on "You Should Know", then "Occupational Health and Safety").

Have a safe, enjoyable summer. And remember: safety training is always part of good job training.