TAKE OUR KIDS TO WORK PROGRAM

I. PURPOSE:

To ensure the safety of children in the workplace, while participating in the annual "TAKE OUR KIDS TO WORK PROGRAM".

II. RESPONSIBILITY:

The City of Hamilton encourages the participation of employees and their children in the annual "TAKE OUR KIDS TO WORK PROGRAM". However, strict procedures are required to ensure compliance with the Occupational Health and Safety Act and the appropriate regulations and to ensure the safety and health of participants.

Also refer to procedures – WHMIS (COH-RQ-WI-019); RULES (COH-RQ-WI-002) Training (COH-RQ-WI-025).

Corporate Workplace Safety Section:

Provide information and assistance regarding available regulations and acceptable industrial safety practices to allow line departments to initiate and maintain proper procedures, thereby ensuring worker health and safety and compliance with applicable legislation.

Department:

Line departments must determine whether specific requirements exist in their operations which would prohibit participation in the "Take Our Kids to Work Program".

Must ensure that only competent workers, with adequate training in all procedures and related practices, are available to participate in such programs.

III. PROCEDURE:

1) Children under the age of 16 are not allowed on a Construction Project.

2) Children under the age of 15 are not allowed in any Industrial Establishment unless accompanied by a worker of the age of majority at all times.
3) The employee wishing to participate must have the permission of the Department General Manager/or designate to participate in the program.

4) Children must not be allowed to handle/operate any motorised vehicle or machinery or to handle, dispense or be exposed to any hazardous materials.

5) Children must receive an indoctrination training session/program from a competent person upon their arrival at the workplace. This program shall incorporate information on Health and Safety rules and hazards of the workplace along with the requirement for any personal protective equipment, which may be required. A written record shall be kept of the indoctrination program and topics covered, by the Supervisor.

6) A "zero" tolerance policy is in effect for any violations of safety rules or this procedure.

NOTE:
Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Hamilton disciplinary procedure and will be based on the merits of the specific case.

Prior to disciplinary measures being taken, management is advised to consult with Labour Relations.