

Procedures for *Take Our Kids to Work Day* November 1, 2023 TM

Trent University

University students or employees (including contractors or sub-contractors) who would like to host a Grade 9 student at Trent University on *Take Our Kids to Work Day* TM are required to:

1. Meet with their immediate supervisor, in advance, to review the potential job hazards. This review should include personal safety equipment, safety rules and out-of-bounds areas.
Under no circumstances is any student participating in the *Take Our Kids to Work Day* TM program permitted to operate a motorized vehicle, electrical tool or use chemicals. Safety rules of the workplace apply to the student.
2. As per the Trent University Computing Resources Acceptable Use Policy “As an authorized Trent University user of computing and network resources, users may not enable unauthorized users to access the network by using a Trent computer or a personal computer that is connected to the Trent network. Students should not have access to your computer via your own personal login credentials and any confidential work or files should not be made available to them.
3. The following work sites are off limits:
 - a. Department of Facilities Management workshops;
 - b. Science workshops;
 - c. Construction sites;
 - d. Boiler and service rooms;
 - e. Kitchens;
 - f. Chemical, biological and hazardous waste storage areas;
 - g. Labs or workshops with chemical, biological or physical hazards requiring the wearing of personal protective equipment;
 - h. Counseling services;
 - i. Private living areas of student residences;
 - j. Shipping, receiving and loading areas.
4. Complete the attached *Take Our Kids to Work Day* TM waiver and assumption of risk form. Provide an electronic copy of the completed form to your supervisor and the original to the Risk Management Office, Blackburn Hall, Trent University. You may also wish to provide a copy to student's teacher.