





Risk Management Manual Program

Complete Program Title: Children in the Workplace Program	Risk Management Manual (RMM) Number: 113
Approved by:  <hr/> Vice-President, Operations and Finance  <hr/> President and Vice-Chancellor	Date of Most Recent Approval: December 2022
Date of Original Approval: April 2007	Supersedes/Amends Program dated: July 2015
Responsible Executive: Vice-President, Operations and Finance	Enquiries: Environmental and Occupational Health Support Services (EOHSS) ehss@mcmaster.ca
DISCLAIMER: <i>If there is a discrepancy between this electronic program and the written copy held by the program owner, the written copy prevails.</i>	

1 PURPOSE

- 1.1 To ensure that children brought into McMaster workplaces are adequately protected against the hazards presented by the work and/or work environment.
- 1.2 To ensure that the proper level of authorization is acquired from supervisors and responsible agents who have care and control of the workplace, for any visit by a child to a McMaster workplace.
- 1.3 To ensure that the person, who intends to bring a child into the workplace, adequately evaluates the risks of the workplace and prepares all measures necessary to protect the child from those risks.

2 SCOPE

- 2.1 All persons who intend to bring a child into a workplace excluding those children registered in programs offered by McMaster, visitors on guided field trips and participants in experimental programs approved by the McMaster Research Ethics Board.

3 Related Documents

- 3.1 The Occupational Health and Safety Act of Ontario, R.S.O. 1990,
- 3.2 McMaster University Personal Protective Equipment, RMM# 320
- 3.3 McMaster University Eye Protection Program, RMM# 310
- 3.4 McMaster University Foot Protection Program, RMM# 312
- 3.5 McMaster University Workplace and Environmental Health and Safety Policy, RMM# 100

4 DEFINITIONS

- 4.1 **Child** - a person under the age of sixteen years, who is not a McMaster student, and who is not a study subject, patient/or program participant.
- 4.2 **Workplace** – any land, premises, location, or thing at, upon, in or near which a worker works.
- 4.3 **Worker** – means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:
 1. A person who performs work or supplies services for monetary compensation.
 2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
 3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
 4. Such persons as may be prescribed who perform work or supply services to an employer for no monetary compensation; (“travailleur”).

4.4 Acronyms:

- **EOHSS** - Environmental and Occupational Health Support Services
- **FHSSO** - Faculty of Health Sciences Safety Office
- **RMM** – Risk Management Manual

5 RESPONSIBILITIES

5.1 Role of Senior Managers (Assistant Vice Presidents, Deans, Chairs, Directors):

Senior Managers shall:

- Review and retain departmentally the application, approval and SOP for a staff or faculty member under their responsibility to bring a child into a McMaster workplace.

5.2 Role of Supervisors (Academic & Administrative):

Supervisors shall:

- Review and approve in writing, any application (Appendix A) submitted by a staff or faculty member to bring a child into a McMaster workplace (this application includes Take our Kids to Work Day);
- Review and approve the Safety Evaluation for each application;
- Provide a copy of the approval and safety evaluation to EOHSS and/or FHSSO and the appropriate Senior Manager;
- Perform a safety evaluation of the workplace in consultation with person requesting visit prior to the visit by the child to the workplace;
- Control all hazards in the workplace that may endanger the safety of the child; and
- Consult with individual noted in section 5.3 to review the hazards associated with the Safety Evaluation.

5.3 Individuals (Faculty, Staff, Students and Volunteers):

Individuals who wish to bring a child into a McMaster workplace shall:

- Submit an application (Appendix A&C) with a copy of the safety evaluation (Appendix B) to the supervisor of the workplace prior to the visit by the child to the workplace.
- Provide instruction and supervision to the child to prevent the child from starting any machine or process or engaging in any activity that may endanger the child's safety.

5.4 Environmental and Occupational Health Support Services and Faculty of Health Sciences Safety Office:

EOHSS and FHSSO shall:

- review all approvals and SOPs for faculty and staff who desire to bring a child into a McMaster workplace.

6 PROCEDURAL GUIDELINES

- 6.1 The only acceptable role for a child in a McMaster workplace is as an observer.
- 6.2 Any employee who brings a child to a McMaster workplace is accountable for the safety and well-being of the child at all times. The employee must provide supervision at all times while the child is in the workplace.
- 6.3 Children must **NOT** be allowed to operate hazardous equipment or participate in activities using hazardous materials unless it is in conjunction with a camp or field trip for which the protocols and controls have been previously approved by EOHSS or FHSSO and appropriate supervision is in place. Individual departments i.e., Athletics and Recreation, Engineering, are responsible for the creation of protocols and controls for children's camps or field trips which is not included in the scope of this RMM
- 6.4 Employees may bring their child to the workplace for a brief visit for purposes such as celebrating the birth/adoption of a child with coworkers or introducing a child to where an employee works. Such visits should be restricted to public areas of the workplace and must be approved by their supervisor/manager.

7 RECORDS

- 7.1 Applications and Safety Evaluations shall be kept for a period of three months following the visit by a child to a McMaster workplace.

Appendix A:**Permission Form/Waiver****Children in the Workplace**

I, _____, request permission to bring a child, _____, to
(name)

(name)

my McMaster University workplace to experience a "day at work" on _____.

(date)

The child will be under my care and control while in any workspace on campus. I accept that I must supervise any activities in which the child participates.

I acknowledge that I am solely responsible for the child's behaviour, care and welfare during this visit to McMaster University. I accept liability for the conditions of my workspace that may present a risk or danger to the child. I also accept responsibility for any injury that might befall the child while in my care.

A safety evaluation of the work area has been performed prior to the arrival of the child. The safety evaluation form has been completed and signed by my supervisor.	<input type="radio"/> yes
I am the legal guardian of the child.	<input type="radio"/> yes <input type="radio"/> no
I am not the legal guardian of the child but I have written permission of the parents or legal guardian to take the child into my workplace. The legal guardian of the child has signed a Children in the Workplace consent form.	<input type="radio"/> yes (ATTACH)

Department _____

Work Area _____ Building _____ Room _____

Date _____

Signature _____
(McMaster Employee assuming charge & care of child)

Permission by _____
(Supervisor)

Attach copies of the safety evaluation and the written permission of the guardian. File with **Environmental & Occupational Health Support Services**, before the date of the workplace visit.

Appendix B

Safety Evaluation for Children in the Workplace

List workplace hazards to which the child could be exposed:

Be aware specifically of chemical, biological, physical hazards (e.g. radiation or noise.) Also mechanical hazards, moving parts, gears and powered equipment.

How will access to the hazards named above be controlled or eliminated?

I will discuss the hazards and controls with my child before any activities begin.

Signature _____ Date _____
Parent or guardian

Signature _____ Date _____
Supervisor

Appendix C

Children in the Workplace Consent Form

Participant's
Name

I, the undersigned, hereby acknowledge that certain risks of injury are inherent to McMaster University and activities associated with the performance of work. These types of injuries may be minor or serious and may result from one's actions, or the actions or inactions of others or a combination of both.

I hereby agree that McMaster University, its faculty, staff and agents shall not be liable for any injury, loss or damage to person or property, incurred during this "day at work", including deterioration of health or illness or aggravation of condition resulting from participation in associated activities, property damage or lost property.

I declare having read and understood the above informed consent agreement in its entirety and hereby give my consent to the registrant to participate knowing all the foregoing.

If not accompanied by parent/guardian then I authorize _____
(name) to supervise my child.

Signature of
Parent/Guardian _____ Date _____

Witness _____ Date _____