

SAFETY GUIDELINES AND CONSIDERATIONS FOR JOB SHADOWING

Job shadowing is increasingly becoming an integral part of the learning experience for students in elementary and secondary schools. It allows students to observe people as they perform their regular job duties and to see how skills learned in school are put into action in the workplace. At the University of Toronto, job shadowing is part of the "U of T Bring Our Children to Work Day" and the "Take Our Kids to Work Program." These guidelines have been prepared by the Office of Environmental Health and Safety to assist the student, parents, workplace sponsor and workplace supervisor to make the experience a rewarding and safe one. In addition to formal job shadowing activities, these guidelines are also applicable to the less formal situation where parents bring children under the age of 14 years into the workplace for any reason.

Legal Requirements

As is applied to the University, the Ontario Occupational Health and Safety Act specifies that no one under the age of 14 years may be in or about our workplaces unless one of the following conditions applies:

- The individual is accompanied at all times by a person who has attained the age of majority, or
- The individual is in an area of the establishment to which the public generally has access.

Guidelines

In the following guidelines, the term "sponsor" refers to the individual (parent or supervisor) who brings the student into the workplace and who is responsible for that student during the time spent in the workplace.

1. Except in areas of the University to which the public generally has access (e.g., outdoors, corridors, classrooms, and offices), the student must be accompanied at all times by a responsible adult who is knowledgeable of and trained to deal with any hazards in the work area.
2. The sponsor must inform the workplace supervisor that the student will be in the workplace and agree with the supervisor on any activities in which the student will take part taking into account the health and safety aspects of these activities.
3. The sponsor must clearly identify and explain to the student the nature of the hazards in the workplace and the need for the safety and security procedures applicable to the workplace. Special attention should be paid to laboratory hazards such as chemical and biological agents, ionizing radiation and lasers. Entry into the following areas is prohibited: Level 3 biohazard laboratories, all construction sites (irrespective of project nature or size) and mechanical, electrical, and other utility rooms.
4. The sponsor must provide and ensure that the student wears any personal protective equipment (e.g., safety glasses, laboratory coat, hearing protection, footwear) required in that workplace.
5. The student must not operate laboratory or mechanical equipment.

For further information or questions related to these guidelines, contact the Office of Environmental Health and Safety at 978-4467.