

Take Our Kids to Work Application



Form Instructions

- Complete this 3-page hardcopy application (One application per visiting student)
- If the Hosting Employee is the Parent/Guardian then their signature is required in Section A of Waiver Form (page 3); if student will be supervised by a third party, the Hosting Employee's signature is required in Section B of Waiver Form
- Hosting Employee's Supervisor must sign the application.
- Send completed application for review and approval to the **Department of Environmental Health & Safety** by email safety@queensu.ca
- **Deadline** for submission is **October 24, 2024** - Failure to meet the deadline could result in the student not being able to participate.

Event Date: November 6, 2024

Hosting Employee Information

First Name: _____ Last Name: _____

Email: _____

Phone Number: _____ Job Title, Department: _____

Student information

First Name: _____ Last Name: _____

School Name: _____

Emergency Contact

First Name: _____ Last Name: _____

Phone Number: _____

Relationship to the student: Parent/Guardian | Relative | Other (specify): _____

Accommodations:

Does the student require any special needs/accommodations to participate? Yes No

Does the student have any allergies or medications Yes No

Allergies or Medications (if any): _____

Please list in the accommodations section below:

Accommodations Required (if any): _____

Application Details

ALL potential activities must be accounted for. Please list each activity that the Grade 9 student will be performing, or viewing, with a short description, including the location(s) and the name of employee supervising the activity:

Activity Description	Shadow/ View or Performing?	Location – Building, room number or area description	Type of space Office, class, lab, or specify	Employee supervising student activity

Please note, **the following areas at the university are off-limits to Grade 9 students** for safety reasons, including:

- Shops or areas with mechanical, electrical or other physical hazards
- High risk laboratories
- Kitchens or food preparation areas
- Shipping and receiving loading areas
- Any other site identified by your supervisor or the Director, Environmental Health and Safety

Additionally, Grade 9 students are prohibited from using or handling hazardous materials and from operating motorized vehicles and power tools.

Notice of Collection

When complete, this form will contain Personal & Confidential information. This information is being collected under the authority of the Queen's Royal Charter of 1841, as amended. This information will be used to administer your application for the Take Our Kids to Work program.

Waiver Form

Under 18 Years of Age (Section A)

I **CONSENT** to the Participant's presence at Queen's University. I **ACCEPT AND FULLY ASSUME** all such health and safety risks, dangers and hazards which may be associated with his/her participation.

Upon the University's request, I **AGREE** to remove the Participant should he or she fail to follow the University's instructions or directions or if there is any health and safety infraction. I the undersigned declare that I am the parent or legal guardian of the Participant identified below. I agree to inform the Participant about the guidelines of this program and the University's requirements.

Parent/Guardian Signature: _____ Date: _____

Hosting Employee Responsible for the Child While at Queen's University(Section B)

I am the person responsible for the Participant during the duration of Take Our Kids to Work Day. I have informed the Parent/Guardian about the activities the Participant will be engaged in during Take Our Kids to Work Day.

I have informed my Department Head of my participation in Take Our Kids to Work Day.

I agree to assume full responsibility for supervising the Participant during Take Our Kids to Work Day. I agree to ensure the Participant follows all health and safety procedures applicable to the work area.

I agree to notify my Department Head, Campus Security, Human Resource, and Environmental Health and Safety of any incident, conduct, or any other matter relating to the participants conduct during Take Our Kids to Work Day.

Employee's Signature: _____ Date: _____

Approvals

Supervisor's Signature: _____ Date: _____

Supervisor's Name (Please Print): _____

Dan Langham, Director EH&S: _____ Date: _____