

iCAPTURE Centre Safety Committee	Policy No: 1	Approval Date: Issued: February 5, 2007 (new) Last Revision:
	Responsible: Director and Safety Committee	
Title: Minimum Age for Office Access		
Background & Purposes: The iCAPTURE Centre aims to provide a safe, healthy and secure environment in which to carry on all the activities. All possible preventive measures are taken to eliminate accidental injuries, occupational diseases and risks to personal security. This policy limits the access of persons under the age of 15 years to the iCAPTURE Centre office working areas.		

I. General

Each supervisor is responsible for the safety of visitors to his or her work area, including determining that applicable training and immunization requirements have been met and that appropriate personal protective equipment is used in areas, where necessary. If applicable, proof of proper medical clearance must be submitted to the supervisor prior to a work term or visit.

II. Procedure

Children –Child Care Issues

Children may be allowed to visit the iCAPTURE offices not associated with high risk restricted areas in special situations, such as an employee who experiences a problem with child care and when the child is not ill. In such cases, the employee who is the child's parent or guardian must notify his or her immediate supervisor (or host) of the child's presence and expected time in the workplace. Supervisors must concur with the amount of time requested for a child to be present; however, in no case may a child be present for a full work day. As necessary, leave should be granted to the employee so as to attend to the child at home rather than at the workplace. Children under 16 years of age must be under direct supervision of the parent or guardian at all times.

Children – Hiring Children

Children may be allowed to work in iCAPTURE offices not associated with high risk restricted areas. The child's parent or guardian must request permission in advance from his or her immediate supervisor (or host) of the child's presence and expected time in the workplace. Children under 15 years of age must be under direct supervision of the parent or guardian at all times.

Excerpt from Employment Standards Act

Hiring children

9 (1) A person must not employ a child under 15 years of age unless the person has obtained the written consent of the child's parent or guardian.

(2) A person must not employ a child under 12 years of age without the director's permission.

(3) On permitting the employment of a child under 12 years of age, the director may set the conditions of employment for the child.

(4) An employer must comply with the conditions of employment set under subsection (3).

Educational programs and tours

Adults and children may participate in prearranged, pre-approved educational programs and tours of the iCAPTURE; however, children must be escorted by parents, chaperones, or other adult sponsors. Groups must be accompanied by an iCAPTURE employee for any part of the program or tour that occurs outside of designated escort free areas.

III. References

BILL 37 – 2003. SKILLS DEVELOPMENT AND LABOUR STATUTES AMENDMENT ACT, 2003 *Employment Standards Act*