

COOP INFORMATION FORM

COMPLETED BY THE **TEAM LEAD EACH SEMESTER**

Team Name: _____

Date submitted: ____/____/____

DAY / MONTH / YEAR

Semester: Fall / Winter / Spring _____

CIRCLE ONE

YEAR

SUBMIT TO **E5-2109**

About this Form

This form outlines **(1)** the team agrees to operate safely as part of the Health, Safety, and Environment Management System; **(2)** the team's supervisors have received the required training and **(3)** the team has hired co-op students, whose information is listed in this form.

Submit this form to Victoria Alderson as soon as co-op students has been hired, but no later than 2 weeks after the start date. Failing to submit this form can void student work terms.

Health, Safety, and Environment Management System Overview

Introduction. The Sedra Student Design Centre (SDC) functions as an academic support department within the Faculty of Engineering and the University of Waterloo, and as such is responsible for maintaining compliance with the University's Health, Safety, and Environment Management System (HSEMS). The following document contains a general overview of the HSEMS, descriptions of the roles of each of the members of the SDC as they pertain to the policy, and the terms of the agreement that is required by all members.

Overview. The University of Waterloo's Health, Safety, and Environment Management System (HSEMS) provides the framework to enable University compliance with health, safety and environment legislation. Specifically, it apprises members of the campus community of their duties and responsibilities with respect to these acts, the University's relevant policies, and collateral procedural and reporting requirements. The University's HSEMS supports the management of Health, Safety and Environment (HSE) by ensuring:

- Maintenance and implementation of a policy on Health, Safety and Environment
- Compliance with HSE legislation
- Provision of centralized Health, Safety and Environment programs, standards, and services
- Guidance to faculty/department Health, Safety and Environment programs
- Monitoring and auditing of HSE
- Support for the activities of health and safety committees

The University has a general duty to "take every precaution reasonable in the circumstances for the protection of a worker" (OHSA) as well as a duty to put in place a proper system to prevent the

occurrence of offences under the legislation and to take reasonable steps to ensure the effective operation of that system (Supreme Court of Canada).

The **Director, Sedra Student Design Centre** acts as the director / chair / head of an academic support department, and as such is accountable to the officers of the University and is given authority to exercise management functions. In carrying out HSE duties on behalf of the University, with the help of the **Administrative Assistant, Sedra Student Design Centre** shall:

1. Ensure that each student team is supervised by a qualified faculty advisor, student team lead, and safety captain.
2. Provide instructions to student teams for accessing online safety resources
 - o WHIMIS training for employees
 - o Employee safety orientation and Workplace violence awareness
 - o Supervisor safety awareness
3. Maintain records to demonstrate compliance
 - o Training, both student and student supervisor

The **Manager, Sedra Student Design Centre** acts as the Department Health and Safety coordinator, and as such is responsible for coordinating health and safety activities. In carrying out HSE duties on behalf of the University, the Department Health and Safety Coordinator shall:

1. Conduct workplace inspections in the Sedra Student Design Centre once per term.
2. Meet with student team Safety Captains once per term to collect completed training and inspection documents and discuss any changes to safety training materials or standard operating procedures.
3. Conduct workplace incident investigations and ensure that corrective actions are taken
4. Provide new PPE and safety equipment to the student team Safety Captain upon request
5. Review the Annual Faculty/Department Health, Safety and Environment Report for the Sedra Student Design Centre
6. Provide guidance and support for student teams to address job-specific hazards
 - o Standard operating procedures
 - o Safety training
 - o Workplace inspection
 - o Workplace inspections
 - o MSDS
 - o Standard operating procedures
 - o Conduct a periodic, comprehensive review of HSEMS policies and procedures.

The **Faculty Advisor to the Student Team** acts as a supervisor for the student team leader and the co-op students who are working, whether paid or unpaid, for the student team. As a person in a supervisory position, the Faculty Advisor is responsible to the Director to:

1. Complete safety training as required by their home department.
2. Ensure that the student team is supervised by a qualified senior student who is on-campus during normal business hours.
3. Meet with the co-op student and the student supervisor at the start of the work term:

- a. Provide instructions for accessing online safety resources.
 - b. Provide instructions to address job-specific hazards.
4. Maintain records to demonstrate compliance:
 - a. Training, both co-op student and student supervisor
 - b. Workplace inspections
 - c. MSDS
 - d. Standard operating procedures
5. Assist in reporting and investigating all workplace incidents, including taking appropriate corrective action.

The **Student Supervisor** acts as supervisor for the co-op students who are working, whether paid or unpaid, for the student team. As a person in a supervisory position, the student supervisor is responsible to the Faculty Advisor and the Director to:

1. Complete Supervisor safety awareness training.
2. Provide job-specific training to co-op students that addresses all workplace hazards.
3. Ensure that co-op students works in an appropriate manner through regular, daily contact.
4. Assist in reporting and investigating all workplace incidents, including taking appropriate corrective action.

The **Student Team Safety Captain** acts as Health and Safety Coordinator for the student team. The Safety Captain is responsible to the Student Supervisor and the Faculty Advisor to:

1. Conduct monthly workplace inspections of team work bays and shared use work spaces.
2. Maintain a record of all MSDS materials.
3. Review and update safety training materials and standard operating procedures once per term.
4. Meet with the Director once per term to deliver completed safety inspection and safety training records and to discuss any changes to safety materials.
5. Organize and maintain all PPE and safety equipment for the student team.
6. Request new PPE and safety equipment from the Director, as required.

The **undergraduate co-op student or graduate student** working for a University of Waterloo student team, whether paid or unpaid, you are considered an employee of the University, and as such are responsible for

1. Complying with HSE legislation and the SSDC's HSEMS policies and procedures.
2. Using or wearing the appropriate equipment, protective devices or clothing.
3. Reporting promptly any hazardous condition or injury to his/her supervisor.
4. Refraining from any activity that may endanger the health and safety of themselves or others.
5. Completing all training that applies to their job.

It is the responsibility of the co-op student or graduate student to complete the required training and provide evidence of completion to the Student Team Leader according to the schedule shown below.

Failure to correctly and completely implement these requirements will normally result in termination of the co-op position and in the student team being made ineligible to hire co-op students in the future.

During the first week of work you must complete safety training, consisting of an online portion hosted by the Safety Office and a LEARN module, and an in-person portion, hosted by the Student Team Leader (or other designated student supervisor). You will also complete the Engineering Machine Shop Training and review the Sedra Student Design Centre safety manual.

Students working at the Sedra Student Design Centre must complete the WHMIS 2015 for Employees module on LEARN. Students must complete this module even if they have completed WHMIS for students as part of their undergraduate career. Students must complete this even if they have completed the old SO 1002 WHMIS for employees.

Student Supervisor Information

The Student Supervisor must be on-campus (either on an academic or co-op semester). They must complete **one** of the Academic or Co-op sections below.

Academic term

Academic Program: _____
 Academic Semester: _____

Co-op term

Academic program: _____
 Semester most recently completed: _____
 On-campus employer: _____
 Job title: _____

Co-op Student Information

| | Name | Student ID |
|---|------|------------|
| Student 1 | | |
| Student 2 | | |
| Approval required (see details) | | |
| | | |

- Teams are permitted two co-op students per term.
- Above this, the team must present a business case justifying the need for *more than two co-op students*, and identify supervisors responsible for the co-op students. This approval must be sought from the Director, SDC.

Agreement

We have read and understand the terms of the Health, Safety and Environment Management System policies and procedures described in this document, and we agree to implement and maintain records to demonstrate compliance with the HSEMS. We understand that failure to correctly and completely implement the HSEMS policies and procedures will normally result in the student team being made ineligible to hire co-op students in the future.

Safety Captain

Name _____

Date _____

Signature _____

Student Supervisor

Name _____

Date _____

Signature _____

Coop Student

Name _____

Date _____

Signature _____

Coop Student

(If more than one)

Name _____

Date _____

Signature _____

Faculty Advisor

Name _____

Date _____

Signature _____

SDC Approval

Name _____

Date _____

Signature _____

Safety Training Summary

How to complete the training:

- Complete “SO”-coded courses by going to the Safety Office website: <https://uwaterloo.ca/safety-office/training/training-programs>
- Complete WHMIS 2015 by logging into Learn and selecting “Self Registration”; select “Employee WHMIS 2015”
- The Engineering Student Machine Shop training card is available upon completion of their one-hour course.

Indicate all training that has been completed in the table below. Items that are incomplete must be completed for co-op approval. Submit supporting documentation to Victoria Alderson in E5 2109.

| | Name | SO1001 | SO1081 | WHMIS 2015 | SO1010 | SO1100 | Engineering Student Machine Shop training |
|--------------------|------|---|---|---|---|---|---|
| | | Employee Safety Orientation | Workplace Violence Awareness | WHMIS 2015 for Employees | Laboratory Safety | Supervisor Safety Awareness Training | |
| Faculty Advisor | | <i>See note below</i> | | | | | |
| Student Team Lead | | <input type="checkbox"/> YES / <input type="checkbox"/> NO | <input type="checkbox"/> YES / <input type="checkbox"/> NO | <input type="checkbox"/> YES / <input type="checkbox"/> NO | <input type="checkbox"/> YES / <input type="checkbox"/> NO | <input type="checkbox"/> YES / <input type="checkbox"/> NO | <input type="checkbox"/> YES / <input type="checkbox"/> NO |
| Coop Student | | <input type="checkbox"/> YES / <input type="checkbox"/> NO | <input type="checkbox"/> YES / <input type="checkbox"/> NO | <input type="checkbox"/> YES / <input type="checkbox"/> NO | <input type="checkbox"/> YES / <input type="checkbox"/> NO | N/A | <input type="checkbox"/> YES / <input type="checkbox"/> NO |
| Safety Coordinator | | <input type="checkbox"/> YES / <input type="checkbox"/> NO | <input type="checkbox"/> YES / <input type="checkbox"/> NO | <input type="checkbox"/> YES / <input type="checkbox"/> NO | <input type="checkbox"/> YES / <input type="checkbox"/> NO | <input type="checkbox"/> YES / <input type="checkbox"/> NO | <input type="checkbox"/> YES / <input type="checkbox"/> NO |

- **Proof of training**
 - Proof of training is required **EVERY SEMESTER**, even if it has been submitted previously.
 - For “SO”-coded courses, print off training records from: <https://uwaterloo.ca/safety-office/training/training-records>
 - For WHMIS 2015, print the certificate from LEARN.
 - For the Student Machine Shop training, photocopy Student Machine Shop training card. Collect your Engineering Machine Student Machine Shop training card and photocopy it. Include a copy with your training records, submitted with this form. As this requires sign-up in advance, **complete this item as soon as possible**. This is required for **all** users of the SSDC, whether or not their positions are technical (i.e., you must complete this even if you are working on the business team).

You will not be assigned machine shop work until this has been completed.

- **Faculty Advisors** are responsible for completing safety training as prescribed by their department and keeping their own records.