

SAFETY PROCEDURES FOR ALL STAFF / VOLUNTEERS

1. Volunteers/Staff are never to work alone at this facility. At least two persons at all times.
2. DO NOT CLIMB, ladders, chairs, or any other device to replace or fix items. Please report any replacement or repairs needed to supervisor.
3. DO NOT LIFT OR MOVE any exhibits, artifacts, etc., always seek help from a supervisor.
4. If one person must be in another area alone someone must be at the front desk.
5. If there is a problem with a guest and/or other staff, DO NOT ARGUE contact the supervisor. If supervisor not available and problem persist with a guest asked them politely to leave. DO NOT PUT YOUR SELF IN HARMS WAY. Call for assistance 911 (police) only in an emergency.
6. Any medical emergency that arises call for assistance from supervisor or 911 if need be.
7. DO NOT USE elevator when there are power breaks.
8. In power breaks, close down equipment and retreat to the main floor immediately.
9. Be aware of all emergency exits.
10. If fire alarm is sounded evacuate all guest from buildings immediately.
11. Be aware and read all WHIMS reports for the cleaning supplies. Make sure you have no allergies to any of them before use.
12. When handling any equipment ask and make yourself aware of all safety procedures regarding that piece of equipment and practice them.
13. YOU ARE EXPECTED TO USE COMMON SENSE AT ALL TIMES. If you have a question, not sure, or need help about anything ASK!!

Read & understood by: _____ Date: _____

Canada Summer Jobs Eligibility

TO BE ELIGIBLE FOR CSJ, EMPLOYEES MUST:

- ◆ have been registered as full-time students in the previous academic year, and intending to return to school on a full-time basis in the next academic year;
- ◆ be students in a secondary, post-secondary, vocational or technical program, but not attending full time classes while participating in their placement;
- ◆ be between **15 and 30 years of age (inclusively)** at the time of intake/selection;
- ◆ be legally entitled to work in Canada according to relevant provincial/territorial legislation and regulations;
- ◆ be Canadian citizens, permanent residents or persons on who refugee protection has been conferred under the *Immigration and Refugee Protection Act*.

Read & accepted by: _____ (print name, student)

Signature: _____

Date: _____

Accepted by: _____ (print name and title)

_____ of AFM

Authorized Signature: _____

Date: _____