Policy 0601

From Human Resources

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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Job-Shadowing **Policy Number**: 0601 **Chapter Title**: Safety and Health **Effective Date**: January 1, 2009 **Supersedes Policy Number** 0601 **Dated** July 1, 2005
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

POLICY STATEMENT

The Missouri Department of Transportation (MoDOT) will provide opportunities for students and children to personally observe work done by MoDOT employees as approved by the district engineer or division leader/state engineer.

DEFINITIONS

Student Job-Shadowing Event - an opportunity to introduce students (junior high school and above) to MoDOT for a few hours, a full day, or an extended period of time (no more than five workdays) to observe MoDOT's processes.

Children Job-Shadowing Event - an opportunity for children of MoDOT employees to observe the workplace and learn the responsibilities and services MoDOT offers its customers.

PROVISIONS / REQUIREMENTS

1. Requests should be sent to the employee's supervisor at least five days prior to the event. The request should state the type of work to be observed by the student/child, the estimated period of time involved, and what actions will be taken to create the safest environment possible.

2. All requests for job-shadowing events will be reviewed by the designees assigned by the district engineer or division leader/state engineer, which can include the local safety officer, a human resources representative, or other employees where the event is proposed. Work should continue with minimal disruption while ensuring a safe environment for each participant.

3. Children of MoDOT employees must be at least seven years old to attend a job-shadowing event.

4. Prior to the beginning of a job-shadowing event, the safety officer or other designee will give each participant a safety briefing about fire exits, dangerous equipment and materials, and hazards associated with the work zone.

5. Job-shadowing will normally be restricted to office locations. Exceptions may be made for field operations subject to review by the safety officer and approved by the district engineer or the division leader/state engineer. Job-shadowing participants are not allowed in construction zones or field locations considered hazardous and/or dangerous, and the participant shall not be on or near department equipment when in operation (mowers, front-end loaders, motor graders, etc.).

6. Employees scheduling job-shadowing events will be responsible for the safety and control of the students/children during their visit. Safety policies and rules and regulations will be followed at all times in accordance with the handbook of safety rules and regulations.

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