



Identification Card		POLICY NUMBER: WSH-6
		PREVIOUS/REPLACES: Identification Card
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: February 9, 2016	PRIOR VERSIONS: September, 2011

1. Policy Statement:

To help ensure a safe and secure workplace, all staff are required to wear a photo identification card which will identify the holder as an employee of the Manitoba Institute of Trades and Technology (to be referred to as MITT).

2. Scope:

This policy applies to all employees, contractors, volunteers, and visitors of MITT.

3. Procedure:

All staff are required to wear their identification cards in a manner that allows the card to be clearly visible at all times. Instructional staff who have safety concerns that the card could get lodged in equipment or machinery are required to wear the identification, but may use a clip or wear it in a location that will prevent any safety issue.

As the card also has door access, lost or stolen identification cards must be reported to the Manager, Operations immediately.

The identification card is the property of MITT and as with other property must be returned immediately upon conclusion of employment.

Any individual visiting MITT on an on-going regular basis such as a contractor or volunteer will be issued a non-access identification card indicating their status. The card must be visible at all times when visiting MITT and reported immediately if lost. The card must be returned to MITT upon the conclusion of their dealings with the Institute.

Any short-term visitor or contractor to MITT must, on signing in, be issued with a temporary "Visitor" card. This card is to be worn for the duration of their visit and returned when signing out.



4. Administration:

The Manager of Operations is responsible for ensuring that this policy is adhered to.

5. Review:

This policy will be reviewed by Executive Council every 5 years.

6. Reference:

Workplace Safety, Health and Wellness Policy