

**STAFF ALERT PENDANT**

**Student, Constructor, Contractor, Service Provider**

**STUDENT INFORMATION**

\_\_\_\_\_  
*Student Name (please print)*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Placement Dates*  
 (YYYY-MM-DD to YYYY-MM-DD)

**DEPOSIT CONFIRMATION**

There is a \$15 refundable deposit for the Staff Alert Pendants. Deposit can be made at the Cashier's Office before receiving Staff Alert Pendant or with Cashier's Clerk at Orientation. Bring this form to student orientation. At the end of the student placement, return the pendant to the Cashier's Office (Monday to Friday from 8:30 a.m. to 4:00 p.m. for your refund).

Confirmation of deposit: \_\_\_\_\_ (*Cashier's Initials*)

**DECLARATION OF UNDERSTANDING**

I have participated in an information session regarding the new **Staff Alert Pendants**. By signing below, I declare that I understand and will abide by the following:

- My Staff Alert Pendant is now a mandatory part of my uniform – I will wear it at all times when working
- I will perform a battery check at the start of my shifts (in a location away from others to avoid a false alarm)
- I will use my Staff Alert Pendant **only in the event of imminent or actual workplace violence**
- I will secure my pendant to my clothing, high on the body (i.e., near my collar or chest pocket) to prevent false alarms (NOT at my hip, on a belt or inside a pocket)
- I will not attach my Staff Alert Pendant to a lanyard or retractable badge
- I will not expose my Staff Alert Pendant to extreme temperatures (i.e., inside a car on a very cold or very hot day) or moisture
- I will store my Staff Alert Pendant in such a way as to prevent damage to the pull mechanism (avoid leaving it in the bottom of a bag/purse/pocket)

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date (DD/MM/YYYY)*

**LOST PENDANTS ONLY**

Staff Alert Pendants can be replaced by visiting the Cashier's Office to pay a \$15.00 non-refundable replacement charge. Take the receipt issued by the Cashier to Occupational Health and Safety Monday to Friday from 8:00 a.m. to 4:00 p.m. where a replacement pendant will be issued.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date (DD/MM/YYYY)*

**Note:** A malfunctioning pendant will be replaced at no charge. Bring it to OHS to replace.