



**PROTECTION OF PRIVACY AND THE COLLECTION OF PERSONAL INFORMATION**

The personal information which you are requested to provide by completing this form is being collected pursuant to The Workplace Safety & Health Act. This information is required and will be solely used for purposes relating to your safety and well-being while working alone in the course of your employment. This information is protected pursuant to the privacy provisions of the Freedom of Information and Protection of Privacy Act. This data collection form is to be entered in Procura (under employee information - additional information) This form is to be stored in section 1 of the personnel file. Any questions regarding the use of this information please contact: Occupational Environmental Safety & Health (OESH) at (204) 926-1018.

Name: \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

**Vehicle** (make/model/license plate number)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**Name of emergency contact** (in order of preference) including telephone number and cell number:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Any changes to the above-noted personal information should be brought to the attention of your immediate supervisor. To ensure that this information is kept accurate and up-to-date please use this form to document changes and submit it to your immediate supervisor for processing.