The Health and Safety General Orientation presentation is intended to provide an introduction to the safety and health programs in place at the University of Manitoba. You may work through it at your own pace and complete the acknowledgement at the end of the presentation. The information provided is general in nature, and highlights many of the programs in place. It is not intended to be a comprehensive review of all elements of the program. For further information on the details of the program, contact the Environmental Health & Safety Office at 474-6633 or visit the EHSO website at http://www.umanitoba.ca/admin/human_resources/ehso/
The University of Manitoba is the province's premier post-secondary educational institution and its only research-intensive university.

In a typical year, the university has an enrolment of approximately 27,000 students - 24,000 undergraduate and 3,000 graduate. The University of Manitoba offers the largest selection of degree programs, including professional and graduate programs, of any university in the province. In all, 82 degree programs are offered, 51 at the undergraduate level, in academic programs as diverse as agricultural and food sciences, music, engineering and medicine. Most of our academic units offer graduate studies programs leading to master’s or doctoral degrees. The University of Manitoba is also home to a wide range of research centres and institutes, and Smartpark, a community of innovators that forges collaborations between university and industry.
2.1 EHSO General Support Role

It is the responsibility of EHSO to assist all members of the University community in meeting their safety and health responsibilities by:

(a) identifying emerging trends and internal/external risks that may affect specific areas or the University as a whole;
(b) identifying and evaluating options to deal with risks and providing recommendations for consideration;
(c) providing expertise, advice, guidance, technical support, and training;
(d) recommending and developing safety and health initiatives, systems, programs and approaches; and
(e) recommending metrics so that progress or performance can be monitored;

2.2 EHSO Reporting Role

It is the responsibility of EHSO to report significant health and safety issues to senior administration through the Executive Director of Human Resources. These reports are prepared at the request of senior administration or may be initiated by EHSO.
How to Contact EHSO?

- Fort Garry Campus
  191 Frank Kennedy Center
  - 474-6633 Tel
  - 474-7629 Fax

- Bannatyne
  T248/9 Basic Science Building (Bannatyne)
  - 474-6633 Tel
  - 789-3906 Fax

- Web Site
The Environmental Health and Safety Office (EHSO) provides a number of essential programs which contribute to creating a safe and healthy working and learning environment at the University of Manitoba. Programs include:

- General Safety
- Biological Safety
- Chemical Safety
- Fire & Life Safety
- Radiation Safety
- Hazardous Waste
- Occupational Health
- Office Safety
- Ergonomics
- Workers Compensation
- Accident Investigation
- Indoor Air Quality
- Asbestos and Mould Management
- Confined Space Entry
- Transportation of Dangerous Goods
- Personal Safety
- Hearing Conservation Program
- Emergency Planning and Response
- Safety & Health Committees
- Construction Safety
- RED (X-Ray) & Laser Safety
- Animal Care Occupational Health
The Environmental Health and Safety Office offers a variety of training seminars and workshops for staff and students. If you wish to attend any of these seminars or workshops please register through the Human Resources webpage at: http://www.umanitoba.ca/admin/human_resources/ehso/geninfo/seminars.html.

Topics include:

• Asbestos Awareness
• Basic Lab Safety
• Workstation “Ergonomics”
• Confined Space Entry Training
• Fire Safety In-Service for Chief Fire Wardens and Fire Wardens
• Hands-on Fire Extinguisher Training
• Health and Safety General Orientation
• Radiation Safety Orientation Training (Self Study or Group Session)
• Radiation Safety Workshop for Nuclear Gauges/Moisture Density Gauges
• Radiation Safety Workshop for Radioactive Chemicals (1½ Day Workshop)
• Radiation Safety Training Refresher
• Supervisory ‘Due Diligence’
• TDG Certification Training
• WHMIS Train-the-Trainer
• Workers Compensation at The University of Manitoba
The Environmental Health and Safety Office (EHSO) is committed to supporting the Mission of the University of Manitoba, “To create, preserve and communicate knowledge...” by fostering a healthy and safe working environment for staff, students and visitors to the University. The EHSO serves as a resource to assist members of the University community in meeting their obligations to provide such an environment.

Many of the programs and activities of the Environmental Health and Safety Office (EHSO) are based on provincial or federal legislation, which sets standards and identifies legal responsibilities for ensuring due diligence in safety, health and environmental matters.

The Vision of the EHSO:
“The learning, research and workplace environment at the University of Manitoba shall be such that there will be no losses through occupational injury, illness or property damage, and no harm shall be done to the environment.”

Go to: http://www.umanitoba.ca/admin/human_resources/ehso/
Legal Duties and Responsibilities

The *Workplace Safety and Health Act* supports every worker’s right to a safe and healthy workplace.

Everyone has a personal and shared responsibility for working co-operatively to prevent injuries and occupational illnesses.

Four Legal Rights

As a worker under safety and health legislation in Manitoba, you have certain rights:

1. **Right to know** about hazards
2. **Right to participate** in safety activities
3. **Right to refuse** dangerous work
4. **Right to protection from discrimination** re: safety and health matters
What is “Due Diligence”? 

‘Due Diligence’ means

- everyone with responsibility for safety and health must take every precaution reasonable in the circumstances to avoid a work related injury or illness.
- the concept of “reasonable care” holds individuals accountable for their acts (what they do) and omissions (what they fail to do).
- it applies to everyone at the workplace, including supervisors and workers.
Safety and Health Policy

- Adopted July 21, 2011
- This policy clearly establishes the roles and responsibilities of all parties and sets the framework for continued development of the program at the University.

- The complete Policy is available on the University Governance website at http://www.umanitoba.ca/admin/governance/governing_documents/staff/index.html.
Policy Statement

The safety and health of all academic and support staff, students and visitors to the University campuses is a priority for the University. The University shall:

a) Comply with, or exceed, the requirements of any applicable workplace health and safety legislation;

b) Provide a safe and healthy environment in which to carry on the University’s affairs so far as is reasonably practicable; and

c) Work to minimize workplace illness and injury at the University.

To achieve these objectives, the responsibility and accountability for health and safety shall be an integral part of the duties of supervisory staff at all levels, including the senior executive.
Duties of Administration  
(Deans, Directors, Department Heads)

a) Accept responsibility for the health and safety performance  
b) Provide strategic leadership on health and safety issues  
c) Support organizational health and safety initiatives;  
d) Direct concerns that cannot be resolved or affect areas beyond their control to their VP  
e) Report health and safety performance, objectives and progress to the VP;  
f) Monitor health and safety performance;  
g) Hold supervisory staff accountable for their safety performance;  
h) Support supervisory staff in their efforts to meet the University's health and safety objectives;  
i) Upon request, assign employer members for any workplace safety and health committee established in their department or faculty;  
j) Do such things as required to comply with all policies and procedures
Duties of Supervisors

(Note: A supervisor means a person who has charge of a workplace or authority over a worker. This includes those responsible for students)

a) Accept responsibility for health and safety in the workplace(s) that they supervise by taking all steps reasonable to:
   i. Take the precautions necessary to protect the safety and health of employees under their supervision;
   ii. Ensure that all workers under their supervision are made aware of safety and health hazards in their workplace and the practices to minimize those hazards;
   iii. Ensure that employees follow the procedures;

b) Receive and act on employee concerns about safety;

c) Ensure that accidents and injuries are reported and investigated;

d) Ensure that visitors to their workplace(s) are aware of hazards associated with their workplace(s) and are properly equipped;

e) Do such things as required to comply with all policies and procedures.
Duties of Employees

a) Use such reasonable care so as to protect their own safety and the safety of others.
b) Conduct all activities in accordance with University safety rules and procedures.
c) Take an active part in practicing safe work habits.
d) Immediately report any accident, injury or unsafe conditions to the appropriate supervisor.
e) Properly use and adequately care for personal protective.
f) Consult and cooperate with the Department or Local Area Safety Committee.
Duties of Students

a) Use reasonable care so as to protect their own safety and health and the safety and health of others affected by their actions.
b) Conduct all University activities in accordance with the University’s safety and health policies and procedures.
c) Immediately report any accident, injury or unsafe conditions to the appropriate supervisor, instructor or faculty member.
d) Seek guidance from their instructors or supervisors concerning safety-related issues and skills required to ensure the safe and healthy performance in their University-related activities;
e) Properly use and adequately care for any personal protective equipment that is required for their University activities.
Specific Procedures have been adopted under the [Health and Safety Policy](#).

2. Biological Safety (2012)
5. Fire Safety (2012)
12. Minors in Laboratories and Other Hazardous work Areas (2008)
13. Radiation Safety
17. Use of Safety Footwear (2004)
To establish a workplace safety and health committee structure that contributes to the safety and health of all staff, students and members of the University community while ensuring compliance with the University's obligations under the Workplace Safety and Health Act and Regulations. This includes:

a) Involving front-line workers and responsible individuals in identifying and evaluating workplace risk and recommending corrective actions;
b) Creating a functional structure to establish and maintain Local Area Safety and Health (LASH) committees and provide employer oversight of workplace safety and health issues;
c) Recognizing that the ultimate responsibility for safety rests with the employer while the LASH committee plays an advisory role; and

d) Complying with provincial regulations respecting workplace safety and health committees.
These are discipline specific committees dealing with issue directly related to Biological and Radiation Safety respectively and make recommendations to University administration on programs.

The Biological Safety Committee is responsible for biological hazards to humans which originate with the use of recombinant DNA molecules, animal viruses, cells or tissue cultures or any other biochemical or potentially infectious material.

The Radiation Safety Committee is given the responsibility of administering the regulations on possession and use of radioactive materials covered by the CNSC Consolidated Radioisotope License. One of the responsibilities of the Committee is to issue Internal Radioisotope Permits for the use of radioisotopes within the University and to ensure compliance with the terms of the Federal statutes for procurement of radioactive materials. In addition, the committee has the responsibility to assist and inform users of radioactive materials of the procedures and practices for the safe handling and disposal of these materials.
Quick Quiz #1?

1. EHSO provides information, consultation, expertise, training, and advice  
   T_ F_
2. The right to know about workplace hazards is one of the four worker rights  
   under provincial legislation T_ F_
3. ‘Due Diligence’ means we are only responsible for our own safety and health.  
   T_ F_
4. Supervisors are responsible to ensure that all employees or students under  
   their supervision are made aware of hazards in the workplace. T_ F_
5. Employees are not required to immediately report any accident, injury or  
   unsafe conditions to the appropriate supervisor. T_ F_
6. Local Area Safety Committees monitor safety and health programs within their  
   areas and make recommendations to improve their effectiveness T_F_
7. Supervisors are not responsible to ensure that accidents occurring in their  
   area of responsibility are properly investigated T_F_
1. EHSO provides information, consultation, expertise, training, and advice.  
   T X_ F_

2. The right to know about hazards is one of the four worker rights under provincial legislation  
   T X_ F_

3. ‘Due Diligence’ means we are only responsible for our own safety and health.  
   T_ F X_

4. Supervisors are responsible to ensure that all employees or students under their supervision are made aware of hazards in the workplace.  
   T X_ F_

5. Employees are not required to immediately report any accident, injury or unsafe conditions to the appropriate supervisor.  
   T_ F X_

6. Local Area Safety Committees monitor safety and health programs within their areas and make recommendations to improve their effectiveness  
   T X_ F_

7. Supervisors are not responsible to ensure that accidents occurring in their area of responsibility are properly investigated  
   T_ F X_
Where any employee of the University has a concern related to health and safety in the workplace the following steps will be taken in the order presented. Where an issue is not resolved the employee would proceed to the next step in the sequence presented below:

a) The employee will report the concern to their direct supervisor for resolution;

b) Where the direct supervisor has not resolved the issue the employee will contact any member of the local area safety committee associated with their workplace;

c) Where the local area safety committee has not resolved the issue the employee may contact:

   i. The Environmental Health and Safety Office (EHSO) or
   ii. Their bargaining unit or
   iii. The Workplace Safety and Health Division of the Manitoba Department of Labour and Immigration.
Anonymous Concerns

If there is an “anonymous” concern, EHSO will communicate the matter to the appropriate supervisor for follow-up and,

• The anonymous worker will be advised of the process

• EHSO will attempt to maintain the confidentiality of the individual.

• If the matter is not dealt with appropriately, the EHSO will advise the Director, Dean or Department Head of the issue.
Worker’s Right to Refuse Work

• Should a worker exercise their ‘right to refuse’ because they believe, on reasonable grounds, that the work constitutes a danger to their safety or health or to the safety or health of another worker or another person, they need to inform their supervisor as soon as possible.

• Details on the steps to deal with a right to refuse can be found on the Workplace Safety and Health Division website at http://www.gov.mb.ca/labour/safety/pdf/bulletins/bltn193.pdf.

• The EHSO should be advised of the worker refusal and may be consulted to provide assistance on regulatory, policy and technical matters in an attempt to resolve the situation.
A fundamental component of a successful Health and Safety Program is the effective **identification and control of hazards** in the workplace.

The University has taken action to identify and control workplace hazards at the University by:

- establishing centralized programs to deal with recognized hazards that apply across the University
- providing program development, advice, training and consultation to Faculties, Departments and Administrative Units in order to deal with site specific hazards and programs unique to their areas of responsibility.

The Local Area Safety and Health (LASH) Committees and discipline specific Committees (Radiation and Biological Safety) play an integral role in hazard identification and control..
Management Of Controlled Products – The University defines Controlled products as any material or chemicals that are regulated and includes:

- Radioactive Materials
- Explosive Materials
- Pesticides
- Compressed Gases
- Flammable or Combustible materials
- Oxidizing Materials
- Poisonous or Infectious Materials
- Corrosive Materials
- Dangerously Reactive Materials

WHMIS has been implemented through WHMIS Departmental Coordinators, appointed by Department Heads/Directors.

EHSO provides a Train-the-Trainer session for WHMIS Coordinators and also provides resources including site specific consultations (e.g., respirators and other personal protective equipment, shipping and transporting hazardous materials, confined space entry, etc.)
MSDS’s and WHMIS Coordinators

MSDS and WHMIS Handbook

- The EHSO subscribes to the web based Academic Support Program (ASP) software package from the Canadian Centre for Occupational Health and Safety (CCOHS) in order to provide Material Safety Data Sheets, Canadian legislation and Canadian Standard Association standards. This information is available to all staff and students using the campus computing network.

- The CCINFO Web MSDS site is found at http://ccinfoweb.ccohs.ca

- WHMIS Coordinators have been identified and have responsibilities under WHMIS legislation to ensure that the system is developed and maintained. At present, the University has over 50 WHMIS Coordinators representing various departments. The coordinators are responsible for implementing the requirements of WHMIS in their department/area.

- Click here for more details……

(http://www.umanitoba.ca/admin/human_resources/ehso/chembio_safety/index.html)
A 2008 Edition of the WHMIS HANDBOOK has been published and is available on the web from the EHSO web page at http://www.umanitoba.ca/admin/human_resources/ehso/chembio_safety/index.html
EHSO WHMIS Resources:

- **Train-the-Trainer** for **WHMIS** Coordinators
- Site specific consultations
  - respirators
  - other personal protective equipment,
  - shipping and transporting hazardous materials,
  - confined space entry, etc.)

On [EHSO web page](#):
- Material Safety Data Sheets (CCOH and others)
- WHMIS Handbook
- WHMIS and Lab Safety training PPT and
- Combined Laboratory Inspection Program Web links
  (do a EHSO web search for “CLIP”)

Health and Safety General Orientation
The use of Biohazardous Materials must comply with the Workplace Hazardous Material Information System (WHMIS) and all other specific regulatory requirements and accepted practices.

A **Biosafety Permit** is required for the possession and use of biological agents (Risk Group 1-3) in all research, teaching and clinical/diagnostic laboratories in University of Manitoba controlled buildings.

Details on the Biological Safety Program are found at [http://www.umanitoba.ca/admin/human_resources/ehso/chembio_safety/biosafety.html](http://www.umanitoba.ca/admin/human_resources/ehso/chembio_safety/biosafety.html)
Radiation Safety Program

The University of Manitoba is licensed by the Canadian Nuclear Safety Commission (CNSC) to possess, use and store radioactive materials for research purposes.

EHSO staff provide:

- Internal Radioisotope Permit system
- Radiation Safety Manual
- Radiation safety training
- Inspections
- Purchase approval and centralized inventory
- Disposal of radioactive wastes

Lab Signage (WHIP)

WHIP stands for:

Workplace
Hazard
Information
Placard
Workplace Hazard Information Placard (WHIP)

Building Room identification information

Entrance Requirements

Recommended Personal Protective Equipment (PPE)
- Required PPE in Red
- "R" required PPE when working with radioactive materials

Hazards in the lab

Responsible Users/contacts for lab

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Health and Safety General Orientation
Workplace Hazard Information Placard (WHIP)

Review under way

In 2010 production of the WHIP shown on the previous page was stopped

- 27 different specific hazard icons made the WHIP confusing
- Laboratories that could verify that the old style WHIP was reflected lab inventory could keep them

Interim WHIP (pending adoption by University)

- Simplified
- Primarily meant to target emergency responders
- 27 icons were replaced with 3
  - radioisotopes (trefoil)
  - biological hazard (biohazard symbol)
  - multiple chemicals present (TDG "Danger" symbol)
Hazardous Waste Program

- The primary role of the Hazardous Waste Program is to facilitate the safe and responsible management of hazardous waste.

- The Hazardous Waste Program provides guidelines for the disposal of all chemical, radiological, biological, explosive, and potentially unstable waste produced at the university.

- Details on the Hazardous Waste Management Program are found at http://umanitoba.ca/admin/human_resources/ehso/emanagement/hazwaste.html
Hazardous Waste Disposal

• All hazardous waste must be disposed in accordance with federal and local regulations. **Drain disposal of hazardous waste as well as disposal in the regular trash is unacceptable.**

• Removal of most hazardous wastes is available to University departments at **no charge**. Individual departments may however be charged for the cost of identification and disposal of “unknowns”.

• **Pick up of hazardous waste** at the Fort Garry campus is initiated by filling out a Hazardous Waste Removal Form and sending it to EHSO. Pick up is normally within two weeks for smaller quantities, whereas larger laboratory clean outs require more notice.
Asbestos Management

- **Management of Asbestos** - As with most similar institutions, the University has a number of buildings that were constructed with asbestos containing materials (ACM’s) in mechanical insulation, plaster, flooring, and other building materials. These materials are perfectly safe, unless the material is disturbed during construction or repair.

- **The University of Manitoba has developed a comprehensive and documented Asbestos Management Program (AMP)**, to ensure a safe workplace is maintained for all employees, students, and the visiting public. The AMP document takes into consideration all existing regulations and guidelines pursuant to the removal or management of asbestos.

- **Do not disturb any ACM’s**. If you encounter damaged ACM’s, please contact the EHSO immediately.

- Detailed information is available on the EHSO website at [http://umanitoba.ca/admin/human_resources/ehso/emangement/amp.html](http://umanitoba.ca/admin/human_resources/ehso/emangement/amp.html)
Examples of ACM’s on campus...

Vinyl Sheet Flooring

Vinyl Floor Tiles

Mag Block

Air Cell

Sawtwrap

Caposite
Examples of ACM’s on campus...

- Textured Ceiling Finishes
- Acoustic Ceiling Tiles
- Asbestos Cement Board/Piping
- Plaster Finishes
Asbestos Labeling and Signage

- The University has established a signage and labeling protocol for locations that may have ACM’s and which are accessible to trained University staff only. These locations include mechanical rooms, crawl spaces, interstitial spaces and similar locations that are secured by locked access or other means.
Quick Quiz #2?

1. Workers should always approach their supervisor first when raising a health and safety concern. T_F_
2. The use of biological materials requires a University Biosafety Permit. T_F_
3. Identified hazardous wastes will be disposed of free of charge to departments. T_F_
4. Controlled products are limited to chemicals and explosive materials. T_F_
5. The revised Workplace Hazard Information Placard is primarily to assist emergency responders. T_F_
6. Many laboratories at the University use radioactive materials, but there are no special signage requirements that apply. T_F_
7. Asbestos containing materials in mechanical insulation, plaster, flooring, and other building materials are perfectly safe, unless the material is physically disturbed. T_F_
1. Workers should always approach their supervisor first when raising a health and safety concern. T X F
2. The use of biological materials requires a University Biosafety Permit. T X F
3. Identified hazardous wastes will be disposed of free of charge to departments. T X F
4. Controlled products are limited to chemicals and explosive materials. T F X
5. The revised Workplace Hazard Information Placard is primarily to assist emergency responders. T X F
6. Many laboratories at the University use radioactive materials, but there are no special signage requirements that apply. T F X
7. Asbestos containing materials in mechanical insulation, plaster, flooring, and other building materials are perfectly safe, unless the material is physically disturbed. T X F
Hearing Conservation Program

- A comprehensive program has been developed to prevent hearing loss to staff and meet legislative requirements. Education, training and annual hearing testing is conducted for all staff exposed to greater than 80dbA of noise. Noise monitoring is conducted and areas requiring hearing protection are identified for posting with signage. Follow-up and medical referrals are made as per the WSH Provincial Regulations.

Respiratory Protective Equipment

- Medical evaluations and fit testing is done for workers required to wear respirators for their work. Medical Respiratory Capabilities form has recently been incorporated to assist with compliance with fit testing requirements. Medical referrals are conducted as required. Job site assessments are conducted on request to ensure air quality meets safe standards.
Medical Surveillance

- A program for asbestos exposure and pesticide application follow-up has been implemented in accordance with the WSH Guidelines and the University Asbestos Management Program. The program is being offered to all employees meeting criteria established by the University occupational health physician consultants.

Ergonomic Evaluations

- Individual evaluations of work stations are done on request to assess risks associated with repetitive strain injuries. Written reports of recommendations are sent to managers and supervisors. Group training sessions are offered to all staff on ergonomic issues, such as proper setting up of computer workstations.
EMERGENCY FIRST AID

- The University provides training in Emergency First Aid for identified First Aiders across campus. It covers CPR plus first aid for shock, bleeding, stroke, and first aid for injuries unique to the university setting such as post-exposure to human blood/body fluids, exposures to chemicals and radiation, animal and reptile bites. Re-certification is required every 2 years.

- Departments are asked to solicit staff volunteers to be an area first aid provider. EHSO will provide an initial first aid kit for the area. Departments are responsible to restock the kit on a regular basis.

- Departments whose locations are more than 30 minutes from a medical facility, such as Glenlea, Carman and Delta Marsh are provided with the Standard First Aid level training.
The University requires that all staff, students and visitors leave a building where a fire alarm has been activated or when otherwise informed of a life safety risk. There are a few exceptions, e.g. persons with disabilities or when the fire alarms are being tested with advance notification of the testing.

Building-specific fire safety programs are required for each University building. Those programs must include:

- A building-specific fire safety plan
- A fire warden program for that building
- Regular fire drills for that building
- Regular inspection of the building

Building-specific fire safety plans must be reviewed and revised in non-standard conditions, e.g. renovations or construction.
Fire Emergency Procedures and Emergency Exit Routes are located near manual pull stations in all buildings. Fire Alarm Manual Pull Stations are usually located near the exits. Where there is an exit light and a door to go through, there is a normally a manual pull station nearby.
Emergency Numbers

Two systems available

1. Dial 555 on University phones
   Call goes to Security Services
   Security Services provides access to any University building

2. Dial 911 on cellular phones

Note

Can use University phone to place a 911 call
Dial 4-911

Can use cell phone to contact Security Services
Dial 474-9341
The University of Manitoba Security Services (UMSS) is a twenty-four hour (24/7) operation. There are a number of **code blue stations, classroom phones, and red emergency call boxes** that provide information to you and provide direct access to UMSS. You are encouraged to use these communication devices for any assistance that you may require.

For more details on Security Services Programs, such as ‘Safewalk’, Bicycle Patrol, etc. visit their website at [http://www.umanitoba.ca/campus/security/](http://www.umanitoba.ca/campus/security/)
Workers Compensation and Accident Reporting/Investigation

- All employees of the U of M are covered for the costs of injury treatment by the Workers Compensation Board of Manitoba.
- The reporting of accidents is governed by the Worker Compensation Board of Manitoba and the Department of Labour, Workplace Safety and Health Division.
- All accidents/incidents must be investigated, reports prepared and recommendations identified for follow-up action. These are investigated in order to
  - identify the cause and relationships involved in the occurrence of accidents and incidents,
  - to recommend changes to equipment, procedures and any other matters that will ensure the health and safety of academic, support staff, students and visitors to the campus.
  - meeting legislative reporting requirements,
- Details on WCB reporting and accident investigation are found at http://umanitoba.ca/admin/human_resources/ehso/occ_health_comp/aiwcb.html
Accident Reporting Requirements

• All accidents, incidents and near misses (those incidents that could have resulted in injury or illness) shall be investigated and a report completed on the appropriate forms provided by the EHSO. Incidents include the following:
  – personal injury
  – occupational illness
  – fire/explosion
  – property and equipment damage
  – environmental damage
  – near miss incidents (those incidents that could have resulted in any of the above losses)

• The accident/incident report shall be completed by the supervisor responsible for the work activity or injured worker, in cooperation with the worker or workers involved and a representative of the Local Area Health and Safety Committee, if requested. The EHSO is available to assist in undertaking the investigation.
What happens if you are injured on the job?

- Report the incident to your supervisor immediately and complete the green ‘Notice of Injury’ form.
- If the injury requires a visit to the doctor or chiropractor, seek medical attention immediately. (Make sure to tell your supervisor of the visit).
- To report the incident to the WCB, you may call them directly at 945-4100 or complete the ‘Employees Report for Worker’s Compensation’ and fax to WCB at 954-4737.
- Your supervisor must complete an ‘Employer’s Report’ and fax it within 24 hrs to the EHSO, if you consulted a health care professional with respect to your accident.
Quick Quiz #3

1. The University does not provide training in First Aid for identified First Aiders across campus. T_ F_
2. The University's fire safety program requires all students, staff and visitors to leave a building when a fire alarm is activated with few exceptions. T_ F_
3. Using a University phone to dial '555' will summon emergency assistance. T_F_
4. ‘Code Blue’ stations provide instant two-way voice communication with the University Security Services Department. T_ F_
5. Only accidents resulting in serious injury require any investigation. T_ F_
6. If you are injured, it is up to you to decide whether you report it to your supervisor T_ F_
Answers Quick Quiz #3

1. The University does not provide training in First Aid for identified First Aiders across campus.  T_ FX
2. The University's fire safety program requires all students, staff and visitors to leave a building when a fire alarm is activated with few exceptions.  TX F_
3. Using a University phone to dial '555' will summon emergency assistance.  TXF_
4. ‘Code Blue’ stations provide instant two-way voice communication with the University Security Services Department.  TX F_
5. Only accidents resulting in serious injury require any investigation.  T_ FX
6. If you are injured, it is up to you to decide whether you report it to your supervisor  T_ FX
This completes the General Health and Safety Orientation.

(Please print, read and complete the following, have it signed by your immediate supervisor and placed in your personnel file in your department. DO NOT forward a copy to Human Resources.)

I acknowledge having completed the Health and Safety Orientation and have read and understood the information presented. In particular, I understand my rights and responsibilities under the Workplace Safety & Health Act and the University “Health and Safety” Policy #512.

If I have questions on any matter, I also acknowledge that I may contact my supervisor or the Environmental Health & Safety Office for clarification.

______________________________________________________________       ________________
EMPLOYEE SIGNATURE

______________________________________________________________
DATE

______________________________________________________________
EMPLOYEE NAME (Please PRINT)

______________________________________________________________  ________________
SUPERVISOR SIGNATURE

______________________________________________________________
DATE

______________________________________________________________
SUPERVISOR NAME (Please PRINT)

Latest update as of June 14, 2010