



VICTORIA UNIVERSITY  
IN THE UNIVERSITY OF TORONTO

# HEALTH AND SAFETY

# POLICIES AND PROCEDURES MANUAL

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**VICTORIA UNIVERSITY**  
IN THE UNIVERSITY OF TORONTO

OFFICE OF THE PRESIDENT  
73 QUEEN'S PARK CRESCENT  
TORONTO, ONTARIO M5S 1K7  
CANADA

T 416 585 4511  
F 416 813 4072  
VIC.PRESIDENT@UTORONTO.CA  
WWW.VICU.UTORONTO.CA

## **OCCUPATIONAL HEALTH AND SAFETY POLICY**

### **Victoria University**

Victoria University is committed to providing a safe and healthy work and study environment for its members, including employees and students, and for visitors and contractors. The University will use its best efforts to ensure that the measures and procedures prescribed by the Occupational Health and Safety Act and its regulations and other relevant legislation concerning health and safety are complied with. This includes establishing and maintaining programs to identify and appropriately control workplace hazards; providing for a joint health and safety committee to identify and address workplace hazards and workplace health and safety issues; providing appropriate tools and equipment; and providing suitable training to employees concerning workplace health and safety.

Management is committed to the prevention of occupational illness and injury.

Under the Occupational Health and Safety Act and its regulations, all employees of the University, including working students, dons, faculty, librarians, and staff, have responsibilities for ensuring health and safety in the workplace.

Managers and supervisors have an obligation to ensure that employees work in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and its regulations. These regulations require supervisors to ensure that appropriate safety procedures are followed by employees and to advise employees of the existence of any potential or actual danger to their health and safety of which the supervisor is aware. Supervisors must also take every precaution reasonable in the circumstances for the protection of an employee. In addition, all employees, including supervisors, have an obligation to work in compliance with the Occupational Health and Safety Act and its regulations and to use or wear the equipment, protective devices or clothing that the University requires to be used or worn.

Employees, including managers and supervisors, have knowledge of their actual working conditions and they have an obligation to report any safety hazards or possible contraventions of the Occupational Health and Safety Act and its regulations of which they are aware to their immediate supervisor, so that any safety hazards or contraventions can be remedied. It is also the responsibility of employees to participate in and comply with the University's Early and Safe Return to Work program.

All employees who fail to meet their obligations concerning health and safety may, depending on the circumstances, face discipline up to and including discharge.

While students are not covered by the Occupational Health and Safety Act or its regulations, the University is also committed to fulfilling its responsibilities concerning the health and safety of its students, and the University believes that this policy helps to facilitate that objective. Students are responsible for conducting themselves in a manner which is consistent with the health and safety of themselves and others. Students who fail to meet these responsibilities may, depending on the circumstances, face sanctions under the provisions of the Code of Student Conduct or other appropriate policies of Victoria University.

All members of the University community must accept their responsibilities concerning the provision of a safe environment in which to work and study.

A handwritten signature in black ink, appearing to read 'W. Robins', with a stylized, cursive script.

William Robins  
President of Victoria University

Reviewed and approved by President's Senior Management Group on March 22, 2018

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b>

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## **SUBJECT: 2.1 (A) HEALTH AND SAFETY MANAGEMENT RESPONSIBILITIES**

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### **PURPOSE**

To ensure all management personnel comply with their specific requirements within the health and safety program.

### **SCOPE**

These responsibilities reflect the requirements of the Occupational Health and Safety Act (section 25, 26, 27 and 28) and of the University for management personnel.

### **STANDARDS/PROCEDURES**

The following section outlines the requirements for this procedure.

### **ROLES AND RESPONSIBILITIES**

#### **Senior Management Team (Employer) Responsibilities:**

The Management Team is responsible for creating an awareness of the Health and Safety Policy. Meetings, personal employee contacts and posted signs, shall foster this awareness. The Senior Management Team shall also review accident summary and Safety Committee Meeting Minutes to become aware of concerns within the workplace.

#### **Managers' Responsibilities**

Managers are responsible for and can demonstrate their involvement by:

- Ensuring the responsible application of health and safety policies and procedures at the facility level. Ensuring that the written health and safety policy statement is reviewed, dated, signed and posted in a conspicuous location and communicated to all employees
- Using staff meetings, supervisor meetings and employee contacts to emphasize accident prevention.
- Holding their direct reports (managers and supervisors) responsible for accident prevention and accountable for their activities and results
- Practising and promoting safe work habits by:
- Practising and promoting approved methods in infection control and employee safety.
- Ensuring subordinates conduct and attend safety training
- Completing workplace inspections

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- Reviewing accident reports and JHSC minutes of meetings
  - Reviewing Accident Frequency Rate information that is published in the Safety Key Business Indicators (NEER Statement).
  - Correcting substandard acts or conditions
  - Commending employee and supervisor health and safety performance
  - Performing employee safety observations.
  - Ensuring accurate and timely filing of all forms and required reports, and keeping abreast of accident trends by:
    - Reviewing accident records on a periodic basis to determine trends
    - Reviewing investigations of accidents
    - Discussing accident problems with department heads, supervisors, safety personal and outside consultants as required
    - Reviewing hazard reports.

Management responsibilities, as found in sections 25, 26 of the OHSA:

25. (1) An employer shall ensure that,

- the equipment, materials and protective devices are provided as prescribed;
- the equipment, materials and protective devices provided by the employer are maintained in good condition;
- the measures and procedures prescribed are carried out in the workplace;
- the equipment, materials and protective devices provided by the employer are used as prescribed; and
- a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.

25. (2) Without limiting the strict duty imposed by subsection (1), an employer shall, provide information, instruction and supervision to a worker to protect the health or safety of the worker;

- in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
- when appointing a supervisor, appoint a competent person;
- acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
- afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;
- only employ in or about a workplace a person over such age as may be prescribed;
- not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
- take every precaution reasonable in the circumstances for the protection of a worker;
- post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;

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- prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;
  - post at a conspicuous location in the workplace a copy of the occupational health and safety policy;
  - provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and
  - advise workers of the results of a report referred to in clause (1) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.
  - (3) For the purposes of clause (2) (c), an employer may appoint himself or herself as a supervisor where the employer is a competent person.
  - (4) Clause (2) (j) does not apply with respect to a workplace at which five or fewer employees are regularly employed. R.S.O.1990, c. O.1, s. 25.

Additional duties of employers:

26. (1) In addition to the duties imposed by section 25, an employer shall,
- establish an occupational health service for workers as prescribed;
  - where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;
  - keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
  - accurately keep and maintain and make available to the worker affected such records of the
  - exposure of a worker to biological, chemical or physical agents as may be prescribed;
  - notify a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;
  - monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;
  - comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;
  - establish a medical surveillance program for the benefit of workers as prescribed;
  - provide for safety-related medical examinations and tests for workers as prescribed;
  - where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace; where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
  - carry out such training programs for workers, supervisors and committee members as may be prescribed.
  - (2) For the purposes of clause (1) (a), a group of employers, with the approval of a Director, may act as an employer. R.S.O. 1990, c. O.1, s. 26 (1, 2).
  - (3) If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,

- the worker's costs for medical examinations or tests required by the medical surveillance program or required by regulation;
- the worker's reasonable travel costs respecting the examinations or tests; and
- the time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper. R.S.O. 1990, c. O.1, s. 26 (3); 1994, c. 27, s. 120 (3).

### **COMMUNICATION**

Health & Safety responsibilities will be communicated to all management, Supervisors and workers/supplied labour during the health and safety management training program (completed within 2 weeks of hire).

Each management person is responsible for communicating any revisions of policy or procedure to their staff at the beginning of each staff meeting.

Copies of the management training program can be found in the Health and Safety Officer's office.

Written – ensure any documentation received from training is forwarded to the employee's supervisor.

Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

### **TRAINING**

All management personnel require training in their legislative and internal health and safety responsibilities. The training will meet the schedule outlined in the Training Matrix.

Each manager must sign the training record at the completion of the health and safety training session.

### **EVALUATION**

A review of the management responsibilities will be done on an annual basis. This evaluation will measure each health & safety responsibility.

The performance evaluation system must be formalized and measure each health & safety responsibility.

### **FORMS**

None

### **RELATED PROCEDURES**

All other health and safety procedures related to this procedure.

### **REFERENCE MATERIALS**

Ontario legislation – OHS section 25, 26, 27 and 28.

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# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray DeSouza, Bursar	<b>Date of Issue:</b> May 11, 2016
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## **SUBJECT: 2.1 (B) HEALTH AND SAFETY MANAGEMENT ACCOUNTABILITIES**

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### **PURPOSE**

The purpose of this procedure is to ensure that all managers understand that they are accountable for their employees' health and safety performance. By including health and safety in performance evaluation systems, Victoria University will demonstrate the importance of health and safety relative to other business functions. Each health and safety responsibility will be measured; including both legislative and internal responsibilities.

### **SCOPE**

These procedures reflect the requirements of the Occupational Health and Safety Act (Sections 25, 26, 27 and 28) and specific University responsibilities for managers.

### **STANDARDS/PROCEDURES**

#### **Performance appraisal/evaluation**

- All performance evaluations and measurements will be in writing and will be performed regularly (at least annually).
- Accountability will be accomplished by including health and safety performance in annual performance appraisals.

### **RESPONSIBILITIES**

All Managers are responsible for following this procedure.

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## **COMMUNICATION**

- Health & safety responsibilities will be communicated to all managers during the health and safety management training program (completed within 2 weeks of hire).
- Each manager is responsible for communicating any revisions to this policy to their employees at the beginning of each staff meeting.
- Copies of the management training program can be found in the Health and Safety Officer's office.
- Written – documentation received from training is forwarded to the employee's manager.
- Managers must keep copies of their staff meeting agendas and minutes for a period of 2 years.

## **TRAINING**

- All managers require training on their legislative and internal health and safety responsibilities.
- Each manager must sign the training record at the completion of the health and safety training session.

## **EVALUATION**

- A review of management responsibilities will be done on an annual basis. This evaluation will measure each health & safety responsibility.
- The performance evaluation system must be formalized and measure each health & safety responsibility.

## **RELATED PROCEDURES**

None

## **FORMS**

Management Appraisal

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**REFERENCE MATERIALS**

Ontario Legislation – OHSa section 25, 26, 27 and 28.

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b> All Managers and JHSC Members	<b>Document to be posted:</b> NO

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**Victoria University in the University of Toronto**

**HEALTH AND SAFETY  
ACCOUNTABILITY REPORT  
FOR MANAGERS**

- |    |   |          |         |          |
|----|---|----------|---------|----------|
| 1. | I perform workplace inspections as prescribed.  | Yes_____ | No_____ | N/A_____ |
| 2. | I arrange for my staff and me to attend information and training sessions as required.  | Yes_____ | No_____ | N/A_____ |
| 3. | I conduct incident investigations when required.  | Yes_____ | No_____ | N/A_____ |
| 4. | I report substandard acts or conditions for correction.   | Yes_____ | No_____ | N/A_____ |
| 5. | I commend employees and supervisors in regards to good health and safety performance.   | Yes_____ | No_____ | N/A_____ |
| 6. | Standard Operating Procedures have been developed and implemented as required.  | Yes_____ | No_____ | N/A_____ |
| 7. | I have provided, maintained trained workers in regards to use, storage and maintenance of personal protective equipment where applicable. | Yes_____ | No_____ | N/A_____ |
| 8. | I have carried out checkup of the necessary personal protective equipment required by staff.  | Yes_____ | No_____ | N/A_____ |
| 9. | I believe I have taken every precaution reasonable in the circumstances to protect my staff.  | Yes_____ | No_____ | N/A_____ |

Comments (if additional space is required, please attach additional pages).

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Signature

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Date

5/4/2007

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray de Souza, Bursar	<b>Date of Issue:</b> May 11, 2016
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## SUBJECT: 2.1 (C) HEALTH AND SAFETY SUPERVISOR RESPONSIBILITIES

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### PURPOSE

To ensure all Supervisors (as indicated in the organization charts as Managers, including Directors and senior managers) comply with their specific requirements within the health and safety program.

### SCOPE

This procedure reflects the requirements of the Occupational Health and Safety Act (Sections 25, 26, 27 and 28) and specific Victoria University responsibilities for supervisors.

### STANDARDS/PROCEDURES

Review the program on an annual basis to ensure understanding and application to all staff reporting to the supervisor.

### ROLES AND RESPONSIBILITIES

#### **Supervisor's Responsibilities:**

Supervisors must take a lead role in creating awareness among staff about the importance of safety. This can be accomplished through personal contacts with employees; ensuring employees are trained to meet the Health and Safety responsibilities; and reviewing accident statistic and investigation results.

Supervisors must perform or adhere to the following:

- Comply with Victoria University Health and Safety Policies and Procedures.
- To ensure their employees are made aware of all known Health and Safety Hazards in the workplace.
- Attempt to resolve the Health and Safety concerns of their employees.
- Perform and review JHSC workplace inspections (senior managers).
- Conduct information sessions (safety talks, staff meetings).
- Conduct accident/incident investigations.
- Conduct employee training.
- Correct substandard acts or conditions.
- Commend employee health and safety performance.
- Perform employee safety observations.

- 
- Full legislation must be included in the supervisor's health and safety responsibilities.

Duties of a supervisor are found in section 27 of the Occupational Health and Safety Act under the Heading of Supervisor Responsibilities.

- 27 (1) A supervisor shall ensure that a worker,
  - works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
  - uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.

Additional duties of supervisors:

- 27 (2) Without limiting the duty imposed by subsection (1), a supervisor shall,
  - (a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
  - (b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
  - (c) take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c. O.1, s. 27.

## **COMMUNICATION**

- Health & safety responsibilities will be communicated to all supervisors during the health and safety management training program (completed within 2 weeks of hire).
- Each supervisor is responsible for communicating any revisions to their staff at the beginning of each staff meeting.
- Copies of the management training program can be found in the Health and Safety Officer's office.
- Supervisors must keep copies of their staff meeting agendas and minute for a period of two years.

## **EVALUATION**

- A review of the supervisor's responsibilities will be done on an annual basis. This evaluation will measure each health & safety responsibility.
- The performance evaluation system must be formalized and measure each health & safety responsibility.

## **FORMS**

None

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**RELATED PROCEDURES**

None

**REFERENCE MATERIALS**

Ontario Legislation – OHSa section 25, 26, 27 and 28.

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b> All Managers and JHSC Members	<b>Document to be posted:</b> NO

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray de Souza, Bursar	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b>

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## **SUBJECT: 2.1 (D) HEALTH AND SAFETY SUPERVISOR ACCOUNTABILITIES**

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### **PURPOSE**

To ensure all Supervisors (as indicated in the organization charts as Managers, including Directors and senior managers) understand that they are accountable for health and safety performance. By including health and safety in performance evaluation systems, the University will demonstrate the importance of health and safety relative to other business functions.

### **SCOPE**

This procedure reflects the requirements from the Occupational Health and Safety Act (Sections 25, 26, 27 and 28) and specific Victoria University responsibilities for management.

### **STANDARDS/PROCEDURES**

#### **Performance appraisal/evaluation**

- All performance evaluations and measurements will be in writing and will be performed regularly (at least annually).
- Accountability will be accomplished by including health and safety performance in annual performance appraisals.

### **RESPONSIBILITIES**

The supervisor is responsible for following this procedure.

### **COMMUNICATION**

- Health & safety responsibilities will be communicated to all supervisors during the health and safety manager training program (completed within 2 weeks of hire or promotion).
- Each supervisor will communicate any revisions to this policy to their staff at the beginning of each staff meeting.

- Copies of the management training program can be found in the Health and Safety Officer's office.
- Written – documentation received from training will be forwarded to the employee's manager.
- Supervisors must keep copies of their staff meeting agendas and minutes for a period of 2 years.

**TRAINING**

- All supervisors require training on their legislative and internal health and safety responsibilities.
- Each supervisor must sign the training record at the completion of the health and safety training session.

**PERFORMANCE APPRAISALEVALUATION**

- A review of the supervisor's responsibilities will be done on an annual basis. This evaluation will measure each health & safety responsibility.
- The performance evaluation system must be formalized and measure each health & safety responsibility.

**RELATED PROCEDURES**

None

**FORMS**

Health and Safety Accountability Report for Supervisors.

**REFERENCE MATERIALS**

Ontario Legislation – OHS Act Sections 25, 26, 27 and 28.

<b>Approved Signature:</b>	<b>Date:</b>
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**Victoria University in the University of Toronto**

**HEALTH AND SAFETY  
ACCOUNTABILITY REPORT  
FOR SUPERVISORS**

- |    |   |          |         |          |
|----|---|----------|---------|----------|
| 1. | I perform workplace inspections as prescribed.  | Yes_____ | No_____ | N/A_____ |
| 2. | I arrange for my staff and me to attend information and training sessions as required.  | Yes_____ | No_____ | N/A_____ |
| 3. | I conduct incident investigations when required.  | Yes_____ | No_____ | N/A_____ |
| 4. | I report substandard acts or conditions for correction.   | Yes_____ | No_____ | N/A_____ |
| 5. | I commend employees and supervisors in regards to good health and safety performance.   | Yes_____ | No_____ | N/A_____ |
| 6. | Standard Operating Procedures have been developed and implemented as required.  | Yes_____ | No_____ | N/A_____ |
| 7. | I have provided, maintained trained workers in regards to use, storage and maintenance of personal protective equipment where applicable. | Yes_____ | No_____ | N/A_____ |
| 8. | I have carried out check up of the necessary personal protective equipment required by staff.   | Yes_____ | No_____ | N/A_____ |
| 9. | I believe I have taken every precaution reasonable in the circumstances to protect my staff.  | Yes_____ | No_____ | N/A_____ |

Comments (if additional space is required, please attach additional pages).

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Signature

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Date

5/4/2007

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

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<b>Location:</b> All locations	<b>Review/Revise Date:</b>

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## **SUBJECT: 2.1 (E), (G) SUPPLIED LABOUR/WORKER RESPONSIBILITIES**

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### **PURPOSE**

To ensure all workers/supplied labour comply with their specific requirements within the health and safety program.

### **SCOPE**

This procedure reflects the requirements of the Occupational Health and Safety Act (Section 28) and specific Victoria University responsibilities for workers/supplied labour.

### **STANDARDS/PROCEDURES**

The following section outlines the requirements for this procedure.

### **ROLES AND RESPONSIBILITIES**

#### **Worker/Supplied Labour Responsibilities:**

The Health and Safety of the University begins with our employees and the attitudes that they have towards health and safety. In general, our employees are encouraged to exercise their rights under the Occupational Health and Safety Act. We also require that our employees work within the scope of the Occupational Health and Safety Act.

#### **Worker Definition**

“Worker” means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.

- 
4. A person who receives training from an employer, but who, under the *Employment Standards Act, 2000*, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met.
  5. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation;

Workers responsibilities can be demonstrated by:

- Reporting to their manager any contravention with the *Occupational Health and Safety Act* or violation of University policy that they are aware of.
- 28. (1) A worker shall,
  - work in compliance with the provisions of this Act and the regulations;
  - use or wear the equipment, protective devices or clothing that the worker's Employer requires to be used or worn;
  - report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
  - report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.
- 28. (2) No worker shall,
  - remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
  - use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
  - engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

### **Safety Responsibilities:**

- Do not operate any equipment/machinery without being given proper instruction and authority to do so.
- Horseplay and running will not be tolerated at any time.
- All personal protective equipment will be properly worn.
- All personal protective equipment will be worn in the appropriate departments.
- All long hair must be tied up in order to prevent entanglement in machinery.
- Do not put any foreign objects (body or innate) into the machines.
- Do not remove any machine guards.
- All safety signs must be adhered to.
- Smoking is not permitted within 9 meters of an entrance.

### **COMMUNICATION**

- Health & safety responsibilities will be communicated to all workers and supplied Labour during the health and safety orientation training program on the date of hire.
- Each manager is responsible for communicating any revisions to this policy to their staff at the beginning of each staff meeting.
- Supplied Labour:
  - The supply of labour agency will be sent a copy of our employee responsibilities and disciplinary procedure.

- The agency is required to review the responsibilities and disciplinary procedure with the temporary worker(s) before they are sent to Victoria University.
- Upon arrival the departmental manager must review the worker responsibilities with each worker before they commence work.
- The temporary worker will be required to sign an orientation form when the departmental manager has communicated their health and safety responsibilities to them.
- The orientation form will be kept in their supplied labour employee file.

**TRAINING**

- All workers and supplied labour require training on their legislative and internal health and safety responsibilities.
- Each worker must sign the training record at the completion of the health and safety training session.
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**EVALUATION**

- A review of the worker responsibilities will be done on an annual basis. This evaluation will measure each health & safety responsibility.
- The performance evaluation system must be formalized and measure each health & safety responsibility.

**FORMS**

None

**RELATED PROCEDURES**

None

**REFERENCE MATERIALS**

Ontario Legislation – OHS Act Section 28.

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b>	<b>Document to be posted:</b>  NO

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray de Souza, Bursar	<b>Date of Issue:</b> September 17, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> September 16, 2013

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## **SUBJECT: 2.1 (F), (H) SUPPLIED LABOUR/WORKER ACCOUNTABILITIES**

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### **PURPOSE**

To ensure all workers and/or supplied labour understand the established policy for discipline related to health and safety.

All workers shall abide by their health and safety roles and responsibilities as outlined in the health and safety procedure (2.1 (e) (g)). Failure to comply will result in the application of the progressive discipline procedure.

### **SCOPE**

This procedure reflects the requirements of the Occupational Health and Safety Act (Section 28) and specific Victoria University accountabilities for workers and supplied labour.

### **STANDARDS/PROCEDURES**

#### **Disciplinary Procedure**

##### **Worker**

This procedure has the following steps:

Step one: Manager gives a verbal warning and provides corrective action to worker

Step two: Worker receives a written warning using the Written Disciplinary form. This will outline the issue, the corrective action and the timeframes for compliance. The worker must sign the form in the presence of their supervisor.

Step three: Should the worker not abide with the corrective action, then suspension or termination will occur.

Victoria University reserves the right to skip steps in the disciplinary action based on the severity of the violation.

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## **Supplied Labour**

After a supplied labourer has been disciplined for a health and safety violation (see step two as above), they will be immediately sent home. A letter will be sent to the Supply of Labour firm advising them of our action and informing them that their employee will no longer be allowed to work for Victoria University.

The severity of the violation will determine the step that is applied to the supplied labourer. For example, horseplay or inappropriate use of a man-lift will result in immediate termination.

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b>	<b>Document to be posted:</b>  NO

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> April 19, 2013
<b>Location:</b> All locations	<b>Review/Revise Date:</b> February 7, 2017

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## SUBJECT: 2.1 (I), (J) CONTRACTOR HEALTH AND SAFETY PROGRAM

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### PURPOSE

- The purpose of this procedure is to establish minimum guidelines for Contractors in order to help provide and maintain a safe work environment for all employees.
- Victoria University is committed to the protection of its employees, the environment and its physical assets. Victoria University will continue to maintain a safe work environment in order to prevent occupational injuries and illnesses.
- All employees, Contractors and employees of Contractors are responsible for complying with the requirements of the Ontario *Occupational Health and Safety Act* and its Regulations.

### SCOPE

- All Contractors must be an Approved Contractor before the commencement of any work.

### Definitions

Approved Contractors:	Contractor who has signed and returned all required documents as per this Policy.
Delivery Persons:	A person who is on Company property to either receive or drop off product. This person does not actually load or unload the product.
Project Coordinator:	Company employee who is contracting the work.

### STANDARDS/PROCEDURES

- Once a Contractor has been initially approved to do the work, the Project Coordinator shall ensure that the Contractor has executed a Contractor Health and Safety Responsibility Agreement.
- The Project Coordinator shall ensure the Contractor's legal name and the authorized signing officer's title is correct on the Contractor Health and Safety Responsibility Agreement.

- If the Project Coordinator and the signing officer is not the same person, then the Project Coordinator shall forward the Contractor Health and Safety Responsibility Agreement to the Company's signing officer for a signature.
- The Project Coordinator shall forward two (2) copies of the Contractor Health and Safety Responsibility Agreement to the Contractor for signature. The Contractor shall keep one copy for their records and forward the second copy back to the Project Coordinator.
- The Contractor must provide the Project Coordinator with an up-to-date liability insurance certificate, listing the Company as a certificate holder. The Project Coordinator shall ensure that the Contractor has no less than two (2) million dollars per occurrence of public and property liability insurance. The Project Manager may approve some lesser amount at his/her discretion.
- The Contractor must submit an up-to-date (60 days) Workplace Safety and Insurance Board (WSIB) Clearance Certificate.
- The Contractor shall sign the Pre-Meeting Form for Contractors and complete the Safety Program Pre-Job Meeting for Contractor Form.
- The Contractor shall provide the Project Coordinator any material safety data sheets (MSDS) for all Workplace Hazardous Materials Information System (WHMIS) products used on the project.
- The Contractor shall provide and train their employees on the Contractor Health and Safety program.
- Delivery persons are not required to endorse a Contractor Health and Safety Responsibility Agreement. However, they shall not perform any services, other than delivery, while on Company premises.

## **ROLES AND RESPONSIBILITIES**

- The Project Coordinator shall ensure that the signed Contractor's Health and Safety Responsibility Agreement, along with a copy of the Contractor's WSIB Clearance Certificate, a copy of their liability insurance, the signed Pre-Meeting Form and Safety Program Pre-Job Meeting for Contractor Form is received before any work commences.
- The Health and Safety Officer shall keep the list of Approved Contractors.
- The Joint Health and Safety Committee will include contractors' adherence to their health and safety roles and responsibilities when conducting monthly inspections.

## **UNIVERSITY SAFETY RULES**

The rules listed below are for your protection and guidance and are a condition of your contract with the Victoria University. Misconduct or disobeying the following rules can lead to disciplinary action up to and including cancellation of the contract or removal of the contractors' employee from the job site.

### **Safety:**

1. All accidents, incidents and injuries must be reported immediately to your supervisor and to the Project Coordinator.
2. Do not operate any equipment without being given proper instructions.
3. Shirts and sweaters are to be tucked in and must not be loose or hanging. Sleeveless shirts and tank tops are not acceptable.

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4. Safety shoes and hard hat at minimum are required on the contractor's job site.
  5. No rings, watches, bracelets, earrings or necklaces are to be worn in any area of the University where they could become a hazard.
  6. No person except the operator shall be on the man lifts, tractors or any other moving vehicle.
  7. In case of a power failure or blackout, stay where you are until the power is restored or until you are advised otherwise.

**Contractor Specific Safety Responsibilities:**

1. Ensure the health and safety of all workers.
2. Ensure competent and qualified workers are provided to perform all work activities.
3. Provide material safety data sheets for all chemicals that are brought into this facility.
4. Ensure that work performed is in accordance with all legislation, (i.e. Occupational Health and Safety Act, Industrial Regulations, Construction Regulations, Building Code, Fire Code, etc).
5. The Contractor will not use the University's equipment unless given specific permission to do so.
6. The Contractor must follow the worker rules and responsibilities as outlined in the accompanying document.
7. The Contractor will not interfere with this University's processes or worker activities unless directed to do so.
8. The Contractor must use the appropriate personal protective equipment.
9. All Contractors must report to reception upon each arrival.
10. All Contractors will be escorted to their work area, by the Project Coordinator at the start of the assigned project.
11. All Contractors must follow the emergency procedures.
12. All Contractors must maintain good housekeeping practices.
13. All Contractors and employees must follow the University's Health and Safety Procedures and safety manual.

**Sanitation:**

1. Please follow proper personal hygiene practices.
2. Smoking is not permitted within 9 meters of any entrance of any building.

**General Conduct:**

1. Anyone under the influence of illegal drugs or alcohol will be removed from Victoria University property.
2. Any employee or supervisor using prescribed medication that could affect their work must report the use of the medication to the site supervisor and Project Coordinator.
3. Horseplay of any kind will not be tolerated.
4. Individual portable music devices are not allowed (radio, CD player, iPod, MP3).
5. No defacing of the University property will be tolerated. This includes any clothing or equipment that was issued to you.
6. Unauthorized removal of University property is cause for immediate removal and the possibility of the contract cancellation.

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## ACCIDENT / INJURY ILLNESS REPORTING

The purpose of this procedure is to identify the requirements for reporting workplace injuries and illnesses arising out of the scope of contract work on Victoria University property. This is essential to ensure the appropriate follow-up care of the victim.

Investigations are done to fulfill legal obligations and the internal requirements of Victoria University. This will also provide the opportunity to determine causes and take appropriate action to prevent a recurrence.

**When to Report:** The following categories of injuries and illnesses will be reported, regardless of the nature or severity of the event:

- Fatality
- Critical Injury
- Lost Time Injury
- Health Care
- First Aid
- Property Damage
- Near Miss
- Fire
- Environment Release
- Occupational Illness

**How to Report:** Report all workplace injuries / illnesses following Victoria University's Accident/Incident procedure.

**Notify/Recording:** In the event of a workplace injury/illness, the Contractor will immediately inform the employee's immediate manager and the Project Coordinator contact person at Victoria University. The manager will complete the Employee Accident/Incident Investigation Report providing a copy to Human Resources so that the appropriate paperwork can be completed and the proper authorities can be notified. In the event of a critical or fatal injury/illness, the Ministry of Labour must be notified by telephone immediately so that they can attend at the scene to perform an investigation. The accident scene may not be disturbed and must be secured. Paperwork required to be submitted to the Ministry of Labour must be submitted within 48 hours of the injury/illness.

## HAZARD REPORTING

The purpose of this procedure is to outline hazardous situations that may endanger the health and safety of the University's personnel and students.

### **Hazardous Condition/Acts:**

**Unsafe Acts:** Behaviours which could lead to an accident

- Examples of Unsafe Acts: can include using equipment in an unsafe or careless manner and/or not using personal protective equipment as required.

**Unsafe conditions:** Circumstances which could allow the accident to occur

- Examples of Unsafe Conditions: can include inadequate, improper or lack of guarding, work surfaces, electrical grounding requirements not observed, containers that are not labelled, these are just a few of many unsafe conditions that can exist in a workplace.

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When reporting a hazardous condition/act it must be done immediately and verbally

- An observed hazardous condition/act must be reported immediately to the Contractor supervisor on site and the Project Manager.
- It is the role of the Contractor contact to ensure that any hazardous condition or act is followed up with a timely response or action.

## **EMERGENCY EVACUATION PLAN**

Victoria University has identified the following emergencies as most likely to occur at their workplace including the external environment:

- Fire
- Medical emergency
- Power failure
- Gas leak
- Chemical spill
- Weather conditions
- Criminal acts
- Workplace violence
- Bomb threats

### **Contractors:**

Upon discovering a situation requiring evacuation:

- Remain calm and inform your supervisor and Project Coordinator.
- Advise workers in the immediate vicinity.
- Advise all other employees, students and visitors to evacuate the building by triggering the alarm system (use red pull stations) to signal evacuation.
- From a safe location call 9-1-1 and, if possible, the Residence Services Desk at 416-585-4524.
- Upon evacuation notification, leave the building immediately by the nearest exit and report to the designated area for roll call. For specific designated areas by building please see the Victoria University Fire Evacuation plan.
- Do not take elevators.
- The last person out shall close the doors.

### **DO NOT RE-ENTER THE BUILDING UNTIL ADVISED BY A FIRE OFFICIAL.**

- Evacuation of all or part of the campus grounds will be coordinated by the Physical Plant Department.

### **In Case of Severe Weather or Utility Disruptions:**

In the event of severe weather conditions (such as severe thunder/lightning storms, tornados) or utility disruptions (such as power failure), it may be necessary to shut down operations. Evacuation to internal areas of the building will be determined by the Senior Managers or employees may be authorized to leave work.

### **DO NOT RETURN TO WORK UNTIL ADVISED BY SENIOR MANAGEMENT.**

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## THE RIGHT TO REFUSE UNSAFE WORK

This procedure will identify and describe steps to be taken in case of a Work Refusal by a contractor employee, as prescribed by the Occupational Health and Safety Act and applicable regulations. See *OHSA, RSO 1990 C.O.1 Section 43(3), 50*.

The University accepts its responsibilities and is committed to compliance with all the requirements of applicable Health and Safety legislation.

### **Work Refusal by a Worker:**

A worker may refuse to work or do particular work where he or she has reason to believe that,

- (a) any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
- (b) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or
- (c) workplace violence is likely to endanger himself or herself; or
- (d) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker. R.S.O. 1990, c. O.1, s. 43

The work refusal must be reported to the Victoria University Project Coordinator immediately. The Project Coordinator will then follow the OHSA and Victoria University procedures.

## VICTORIA UNIVERSITY LOCKOUT PROGRAM

The purpose of this procedure is to ensure that all energy sources are isolated and effectively controlled prior to any work being done *on or in close proximity* to machinery or equipment.

This procedure applies to all locations within Victoria University and any Contractors working in these facilities.

This procedure applies to all energy sources: kinetic, chemical, potential, thermal, electrical, radiation.

### **Isolation Procedure for All Energy Sources:**

Isolation of energy sources takes place before starting work on any machinery, equipment or process. Isolation of energy sources is a five-step process: Lock, Tag, Clear, Try and Release.

#### Lock:

- The person in charge of the work will notify all affected personnel of the extent and duration of the shutdown of the machinery, equipment or process.
- The person in charge of the work will ensure that all machinery, equipment or process are shutdown, locked and tagged.
- Each individual working on or near the equipment must place their assigned lock and tag at the lockout point(s). A lockout scissor clip may be required.

#### Tag:

- A tag must be securely attached to each lock.

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- The tag used must be made of non-conductive material with the words “DO NOT OPERATE” written on it, the name of the worker and the date of the lockout.

Clear:

- The person in charge of the work will clear the machinery, equipment or process of any hazards or people.

Try:

- Once the person in charge of the work is assured that all sources of energy are locked-out and tagged and all is clear, he will try to activate the equipment.
- Make certain everyone stands clear, then have the equipment controls (push buttons, switches, etc) operated to ensure the machinery or equipment or process will not activate.
- Ensure the machinery/ equipment/ process controls are returned to the OFF or NEUTRAL position immediately after the test, and
  - Relieve or restrain any residual or stored energy, and
  - Ground electrical energy stored in capacitors, and
  - Test with appropriate test equipment and visually check to determine that energy sources have been neutralized.

Release:

- If it is assessed that everything is properly locked out, the person in charge will release the equipment for work to be done.
- Equipment removed from service because of safety concerns must be locked, tagged, cleared and tried by the person in charge of the work to ensure it cannot be used.
- The individual worker’s lock and tag must remain on any system that was rendered inoperable until such time that:
  - They complete the repair of the system and it is safe to operate, or
  - They turn over responsibility for the system to another person, and the lock and tag of the individual accepting the responsibility is properly affixed to the equipment. Workers coming on shift must place their personal locks on all the lockout points before the workers going off shift remove their locks. Alternatively, the manager may lock the lock-out points before workers going off shift remove their locks to ensure continuity of the lock-out until workers coming on shift can apply their personal locks.

**Locks Can Only Be Removed By The Owner:**

- If an employee fails to remove a lock and tag and leaves the site, and can be reached, he may authorize the Maintenance Manager to cut off the lock. If the employee cannot be reached, the Maintenance Manager after checking that the equipment can be operated safely may authorize the removal of the lock and tag. A lock removal form must be completed and be kept on file.
- The employee is to be contacted regarding his lock being removed at the earliest opportunity to ensure that he does not return to work on the equipment and not realize that his lock has been removed and the equipment may be energized.

**Stored Energy Hazards:**

- Can include electrical capacitance, batteries, spring-loaded devices, suspended weight, compressed air or gas.
- Each type of energy source requires an appropriate means of isolation.

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### **Completion of Maintenance/Repairs:**

- Upon completion of the maintenance/repairs, the person in charge of the work will make a final inspection to ensure that all repairs are completed; all guards etc. have been replaced.
- All personnel are informed prior to the equipment being re-energized. The locks are removed in reverse sequence (the last person to put on the lock will be the first to remove it and the first person to put on the lock will be the last to remove it) and the equipment brought on line by the person in charge of the work.

### **Equipment Requiring Specific Handling:**

- Some equipment may require a specific “Isolation” procedure to ensure all sources of energy are de-energized. The Maintenance Manager will ensure that they (equipment and machinery) are identified and an appropriate specific “Isolation” procedure is in place and followed.

### **Multiple Person Lockout:**

- Each person working on the machinery, equipment or process is responsible for locking out the energy-isolating device. Multiple locks can be applied with scissor adapters.
- The first worker who applies the lock (must be an authorized University employee) must make sure the lockout is effective and the equipment will not start. When each worker has finished maintenance, the worker removes only his or her own personal lock. The worker who removes the last lock (who is the worker who applied the first lock) should check that all workers are in the clear and that the equipment can be safely restarted.

### **Multiple Point Lockout:**

- To effectively lockout equipment with multiple energy sources, lockout several energy-isolating devices.
- Any equipment, machinery or process specific lockout procedure will be required in order to identify all the lockout points.

### **Isolation of Electrical Energy Sources:**

- Electricity is the most common energy source that needs to be locked out.
- For plugged in type of equipment, a personal lock is not necessary if the person doing the work keeps the plug in view and under control while working on the equipment. If the worker must leave the equipment, then a lock is required. Before doing any work, the worker must ensure that all moving parts have stopped and are secured.
- For hard-wired equipment, the equipment or machine will need to be shut off making sure that all moving parts have come to a complete stop.

**ISOLATION BY MEANS OF START/STOP BUTTON OR OTHER CONTROL SWITCH OR PLCs IS NOT ACCEPTABLE.**

**PAY PARTICULAR ATTENTION TO ENSURE ALL MULTIPLE POWER SOURCES ARE IDENTIFIED AND INCLUDED IN ISOLATIONS.**

- Isolation of lighting circuits in electrical panels can be achieved by closing the circuit breaker and applying the lockout device with lock and tag.
- A licensed electrician will be used to remove circuit breakers, fuses and or perform work in the electrical panel.

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- When operating a power disconnect switch, employees must look away from the box, stand to one side of the switch box, on the side of the handle, and using their left hand, open or close the switch.

If the following will be required for lockout, the project coordinator must be contacted for consultation:

- Isolation for line breaking
- Pipeline/Pipe Flange Entry
- Isolation of Hydraulic or Pneumatic Systems

#### **Evaluation of Potential Hazards:**

- Maintenance and operating personnel shall inspect the job site prior to starting work. This inspection is for the purpose of developing a plan for the safe performance of the job.
- Evaluate all potential hazards associated with the job and plan the necessary precautions to prevent injury.

#### **Contractor:**

- It is the responsibility of workers assigned to isolate energy sources to adhere to all the requirements in this procedure.
- All workers who work on machinery or equipment requiring lockout are responsible for:
  - Locking out the energy-isolating device or placing a personal lock on the key securing system in a group lockout procedure.
  - Removing their personal lock upon completion of their work.
  - Keep control of the keys to their personal lock throughout the duration of the work.

### **HOT WORK**

The purpose of this procedure is to ensure that the process of conducting hot work is done safely and in such a manner that it does not endanger University staff, workers or property.

Hot work is defined as any welding, cutting, grinding or any other activity involving open flames, sparks or other ignition sources that may cause smoke or fire which may trigger detection systems. The following procedure will define how the hot work permit is to be filled out and what precautions must be taken before and during this process.

#### **Who May Perform Hot Work:**

- All individuals performing hot work will have undergone Victoria University's hot work training program.
- Hot work training is also required of all other maintenance personnel who may be assisting with the hot work.

#### **Personal Protective Equipment:**

- While performing hot work the worker will use the applicable personal protective equipment. This could include any or all of the following:

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- Respirator
  - Welding helmets and shield
  - Welding screens
  - Hearing protection (ear plugs)
  - Fire proof clothing
  - Leather gloves
  - Leather apron
  - Leather chaps

### **Initial Check / Protective Measures:**

- To be completed prior to the start of the job.
- Area secured/guarded – this is to be done to safeguard other personnel in the area or who may enter the area.
- To avoid explosion hazards, particular precautions must be adhered to when welding or cutting in a dusty or gaseous environment.
- Adequate ventilation must be provided. This may include the use of a portable ventilation system.
- Equipment to be used is in good repair – all equipment to be used for the job will be inspected prior to use and must be in good working order. Cylinders, piping and fittings used in welding and cutting must be protected against damage.
- Equipment must be cleaned of all combustibles and flammables – this is to prevent a fire from starting on the equipment being worked on.
- A 3-meter area around the job site is cleared of all combustibles, flammables, and cleared of any debris, dirt, rags or other unnecessary materials or equipment.
- Containers purged of flammable vapours – this is a special precautionary item and must be discussed with the Manager.
- Fire extinguishers – ensure that an adequate amount of fire extinguishers are at the job site, and are inspected and ready for use.
- Water hose – is a water hose available and in good working order?
- Hot work cannot be done within 8-meters of any explosives.
- When equipment controls being used are not readily accessible to the user or when the Manager or the Permit Holder deems it necessary a second person is required.
- Where hot work is performed near flammable or combustibles that cannot be removed, the area is to be wetted down. Apply protected covers, guards or metal shields; this is a special precautionary item to be done when necessary.
- To ensure that sparks are contained at the job site, all wall and floor openings are to be covered.
- Hoses and cables must be protected against damage.
- Put stub ends of welding rods in a suitable refuse container.
- Dirty and oily rags must be cleared from the hot work area prior to hot work beginning.
- An arc welding electrode or ground lead must never be hung over a compressed gas cylinder.
- In the case of electrical welding, the area will be kept free of electrode studs and metal scrap.
- Receptacles, for electrode studs are to be provided and used.

### **Fire Watch:**

- A fire watch will be provided during and for 60 minutes after work, including any coffee and lunch breaks.
- A fire watcher is supplied with the suitable extinguishers and, where practical, a charged small hose.
- A fire watcher is trained in the use of this equipment and in sounding the alarm.

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- A fire watch may be required for adjoining areas, above, and below.

### **Hot Work Permits:**

- A hot work permit is only required when welding, cutting, burning, etc. is performed in an area where it is not normally done. For example: a hot work permit is not required in a permanent welding shop/area. Before hot work is to begin, the maintenance employee must verify that the location has been examined, and precautions have been taken to prevent a fire. (see attached form)
- **See Project Coordinator contact person for the hot work permit.**

### **Filling Out the Hot Work Permit and Check List:**

- Proposal: To be completed by the person responsible for carry out the work
  - Building
  - Exact location of the proposed work
  - Nature of hot work to be undertaken
  - Signed
  - Date
  - Name (print in block capitals)
  - Position
  - Contractor (where applicable)
  - The checklist on the reverse of the form has been reviewed and the appropriate boxes have been ticked. The permit is **NOT** valid until the initial check list on the reverse of the form has been done and signed by the permit holder.
- Agreement: To be completed by the company fire officer or other nominated person.
  - Time of issue of permit (when the hot work starts)
  - Time of expiry of permit (when the hot work is completed and after the 1 hour fire watch)
  - Final fire check of the work area
  - Additional conditions or special precautions required – any special precautions that must be taken before the job can be started to ensure the safety of the permit holder, other personnel and equipment.
  - Signed
  - Name printed in BLOCK CAPITALS
  - Date
  - Position
  - The permit is **NOT** valid until the initial check list has been done and signed by the permit holder.
- Fire Watch: To be completed by member of staff or contractor responsible for the work before returning this permit to the issuer.
  - Signed
  - Name printed in BLOCK CAPITALS
  - Date
  - Position
  - Contractor if applicable
  - The permit is **NOT** valid until the initial check list has been done and signed by the permit holder.
  - Fire checks must be done and signed after the Hot Work is completed.
  - Once the one (1) hour fire watch is complete, the hot work permit must be signed off and filed with the Maintenance Manager.

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### **Emergency Situations:**

- In the event that the hot work may lead to a fire or another emergency situation an assistant will be provided with a fire extinguisher. This assistant will also be trained on the hot work procedures.
- In the event that the two workers cannot control the emergency situation they will immediately notify their manager and sound the appropriate alarms as outlined in Victoria University's Emergency Preparedness procedures.
- Workers will immediately leave the building by the closest and/or safest possible exit.

## **HEALTH AND SAFETY INSPECTIONS**

Health and safety inspection is an important element in achieving Victoria University's objectives in a safe and effective manner and Contractors must have knowledge and skill base necessary to conduct effective health and safety inspections of the job site.

The site supervisor or worker will conduct a site safety inspection to ensure the job site is safe before work is preceded. All unsafe conditions must be corrected immediately, if not within the control of the Contractor, must be reported to the site supervisor and project coordinator for investigation and correction.

## **FIRST AID REQUIREMENTS**

The purpose of this procedure is to ensure that first aid treatment is given immediately in accordance with First Aid Requirements (Regulation 1101) under the Workplace Safety and Insurance Act.

- Victoria University will ensure a certified first aider is available on every shift and that the first aid kit is in the charge of a certified first aider who works in the vicinity.
- All first aid treatments administered must be recorded in the first aid logbook by the certified first aider and shall include all the details surrounding the incident as described by the injured employee.

## **WORKPLACE VIOLENCE AND HARASSMENT**

The purpose of this policy is to provide a safe work environment for all employees of Victoria University, discourage and prevent acts of violence/harassment in the workplace before they occur, outline corrective measures to take in the event acts of violence/harassment occur in spite of all reasonable effort to prevent them; to undertake the measures that can be taken to support employees who are affected by such violence/harassment, and to comply with the Occupational Health and Safety Act (OHSA) and its Regulations.

### **Workplace Violence Policy Statement:**

The management of Victoria University is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence.

Violent behavior in the workplace is unacceptable from anyone. This policy applies to all staff, visitors, contractors, students or members of the public. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

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There is a workplace violence prevention program that reinforces this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

Victoria University, as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information that they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

*Definition:*

The exercise or attempted exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; or a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, or that could cause physical injury to the worker.

**Workplace Harassment Policy Statement:**

Victoria University is committed to creating a workplace that is free of workplace harassment.

Workplace harassment is defined in the Occupational Health and Safety Act as:

- (a) Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) Workplace sexual harassment

“Workplace sexual harassment” means,

- (a) Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker, and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

This Policy applies to activities that occur while on Victoria University premises and to work-related activities or social events occurring off-campus.

If you are a victim of workplace harassment please contact one of the following:

- Your Supervisor, or a more senior level Supervisor/Manager
- Your Human Resources Office, Director, HR (416) 585-4558

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In addition, employees who are represented by a union or association may also contact their union/association.

***Program***

The University's program for implementing this Policy is contained in the Victoria University Human Resources Guideline on Civil Conduct, which can be found online at <http://www.vicu.utoronto.ca/about/hr.htm>

***Penalty***

Any employee who subjects another employee to workplace harassment may be subject to disciplinary action up to and including termination of his/her employment.

A student who subjects any employee to workplace harassment may be subject to penalties under the Code of Student Conduct.

Others who subject any employee to workplace harassment may be subject to penalties that are appropriate in view of their relationship to the University.

***Related Documents***

In applying this Policy, the University is committed to acting conscientiously and in keeping with applicable legislation as well as its own policies and guidelines.

These include, for example:

- Ontario Occupational Health and Safety Act
- Ontario Human Rights Code
- Victoria University Human Resources Guideline on Civil Conduct
- University of Toronto Code of Student Conduct

In the event of an incident of workplace violence/harassment resulting in physical injury, access to appropriate first aid or medical aid will be provided by the manager/supervisor. Ambulance or police services may be contacted depending on the severity of the injury. Any acts of violence/harassment will not be tolerated and all reasonable and practical measures will be taken to prevent violence/harassment and protect employees from acts of violence/ harassment. Appropriate disciplinary and/or legal action will be taken according to the circumstances.

**COMMUNICATION**

This procedure will be communicated by the Project Coordinator to the Contractor and appropriate company staff.

**TRAINING/IMPLEMENTATION**

The Project Coordinator is responsible for advising the Contractor of his responsibility for training his employees and for ensuring that his sub-contractors are also appropriately trained.

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**EVALUATION**

- Evaluation of this procedure will be done on an annual basis OR if corrective action is identified due to an injury/illness or incident as a result of a contractor issue.

**FORMS**

- Occupational Health and Safety Policy
- Contract Employee List
- Contractor Health and Safety Agreement Checklist
- Contractor Health and Safety Responsibility Agreement

**REFERENCE MATERIALS**

Ontario *Occupational Health and Safety Act* and Regulations  
First Aid Requirements (Regulation 1101)  
Ontario Human Rights Code  
Victoria University Human Resources Guideline on Civil Conduct  
University of Toronto Code of Student Conduct

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to: All Facilities, Management, Joint Health and Safety Committee</b>	<b>Document to be posted: Yes</b>

**CONTRACTOR HEALTH and SAFETY AGREEMENT CHECKLIST**

Contractor Name: \_\_\_\_\_  
 Contractor's Rep.: \_\_\_\_\_ Phone and Fax No.: \_\_\_\_\_  
 Address: \_\_\_\_\_

(x) Check as Reviewed/Received	Review	Misc. Notes
	Signed Contractor Health and Safety Responsibility Agreement	
	Received updated health and safety policy	
	Received WSIB Clearance Certificate (no more than 60 days old)	
	Received up-to-date liability insurance certificate (Company listed as certificate holder with a min. of 2 million coverage)	
	Licenses & certificates of contractor employees or other applicable training requirements. For example: AZ license, welding ticket(s)	
	Forward the University Rules and Regulations to Contractor	
	Forward the University's Equipment Lockout Policy / Procedure to Contractor	
	Contractor to provide any MSDS for any WHMIS controlled products	
	Advise of any special hazards connected with the workplace i.e., emergency response procedures, hazardous areas, etc.	
	Advise Contractor all occupational injuries that occur on our property must be reported immediately	
	Review University's personal protective equipment requirements (PPE). It is the Contractor's responsibility to ensure that their employees possess and use all required PPE for their work	
	Received General Independent Contractor form (if applicable)	

Company Project Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Rep.: \_\_\_\_\_ Date: \_\_\_\_\_

*Once completed, this form and all attachments are to be sent to the **Occupational Health and Safety Coordinator's** Office*

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## CONTRACTOR HEALTH and SAFETY RESPONSIBILITY AGREEMENT

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ (the "Contractor"), having an office at \_\_\_\_\_ and \_\_\_\_\_ (the "Company") having a facility at \_\_\_\_\_.

**IN CONSIDERATION of the sum of two (\$2.00) dollars paid by each of the parties to the other (the receipt of which is acknowledged by each party) the parties covenant and agree as follows:**

1. The Contractor shall employ only orderly, trained, competent and skillful people to do the work and the Contractor's employees shall be fully covered under the Workplace Safety and Insurance Act by the Contractor and shall provide an up-to-date Clearance Certificate from the Workplace Safety and Insurance Board. All subcontractors must be approved in writing by the Company before commencing any work and the Contractor is responsible for ensuring that their employees comply with the terms of this Agreement.
2. The Contractor acknowledges and accepts all risk arising or pertaining to the ownership, possession, use or operation of its equipment in completing its services, whether in whole or in part, whether directly or indirectly, by an act of omission or negligence of the Contractor, or for those whom it is in law responsible.
3. The Contractor shall indemnify and save harmless the Company from any and all claims, demands, actions, losses or property damage arising directly or indirectly from the ownership, possession, use or operation of its equipment in completing its services, whether in whole or in part, whether directly or indirectly, by an act or omission or negligence of the Contractor, or for those whom it is in law responsible. Contractor shall protect and hold Company harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by Company in connection with such litigation. The indemnities contained in this Agreement shall not be prejudiced by and shall survive the termination of this Agreement.
4. Contractor shall, during any time in which it is providing services to the Company, take out and keep in full force and effect property damage and public liability insurance in which the limits of public liability and property liability shall not be less than two million (\$2,000,000) dollars per occurrence, the whole at the Contractor's sole cost and expense. All policies shall be written with insurance companies qualified to do business in the Province of Ontario and shall name the Company as an additional insured and a certificate acknowledging same must be provided to the Company.
5. **The Contractor shall abide by and shall ensure that each of the Contractor's employees and sub-contractor's employees (if applicable) abide by the Company's Health and Safety rules and regulations. The Contractor will also be able and willing at such times as recommended by the Company to provide additional precautions as deemed necessary by the Company for safe-guarding employees and equipment. The Contractor further acknowledges and agrees that any violation of Safety rules or regulations is justification for the immediate termination of its Contract with the Company, without any further obligation on the part of the Company.**
6. The Contractor shall, at its own expense, obtain and maintain in good standing all permits and licenses required by any authorities having jurisdiction over the business of the Contractor. The Contractor shall also comply with all federal, provincial and municipal governmental laws and regulations which are applicable to its business, and in particular, those affecting health and safety, workers' compensation and environmental matters.
7. This Agreement shall be constructed and enforced in accordance with the laws of the Province of Ontario and the parties agree to attend to the jurisdiction of the Courts of that Province.
8. This Agreement embodies the entire agreement of the parties with regard to the matter herein, and no other agreement shall be deemed to exist, except as entered into in writing by both parties to this Agreement.
9. The Contractor shall not assign this Agreement or any part of it and may not employ or retain anyone as a subcontractor or otherwise, to perform any part of its obligations under this Agreement without the prior written consent of the Company.
10. No contracted work offers will be granted by the Company unless this Agreements terms and conditions are fully accepted and agreed upon by the parties to the satisfaction of the Company.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

CONTRACTOR  
by: \_\_\_\_\_  
(authorized signing officer)

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

Print Title: \_\_\_\_\_

Witness: \_\_\_\_\_ (only if not a corporation)

COMPANY  
by: \_\_\_\_\_

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

Print Title: \_\_\_\_\_



# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b>

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## SUBJECT: 2.2 (A), (B) HEALTH & SAFETY OFFICER

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### PURPOSE

This procedure will demonstrate the University's commitment to health and safety by designating a Health and Safety Officer to ensure its sustained quality.

### SCOPE

The **Health and Safety Officer** will be responsible for the health and safety program throughout the University. The University's **Health and Safety Officer** will be appointed by the Bursar, Ray deSouza. This appointment will be reviewed annually.

### STANDARDS/PROCEDURES

The Health and Safety Officer, in conjunction with senior management, will review/revise the health and safety program/policy annually.

The following are the **Health and Safety Officer's** activities:

- Develop and implement health and safety standards and procedures.
- Insure that the Joint Health and Safety Committee minutes are documented and posted.
- Participate in monthly workplace inspections.
- Conduct hygiene tests, as required.
- Insure that the Joint Health and Safety Committee receives a copy of the testing results.
- Conduct annual audits of the University's health and safety program.
- Provide resources for health and safety training across the University.
- Be the University's contact for any Ministry of Labour inspections.
- In conjunction with senior management, review/revise the health and safety program/policy annually.

The **Health and Safety Officer** must have the following training as a minimum:

- Applicable Safety Legislation.
- Injury/Incident Investigation.
- Planned workplace Inspection.
- **OR** Basic Certification Training

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**ROLES AND RESPONSIBILITIES**

- The Bursar is responsible for enforcing this procedure.

**COMMUNICATION**

- Health & safety responsibilities will be communicated to the **Health and Safety Officer**.
- Written – ensure any documentation received from training is forwarded to the Bursar.

**TRAINING**

- The **Health and Safety Officer's** training records/and or certificates will be kept in her/his personnel file.

**EVALUATION**

- A review of the **Health and Safety Officer's** responsibilities will be carried out on an annual basis. This evaluation will measure each health & safety responsibility.
- The performance evaluation system must be formalized and measure each health & safety responsibility.

**FORMS**

- None

**RELATED PROCEDURES**

- Health and Safety Responsibilities

**REFERENCE MATERIALS**

- Occupational Health and Safety Act

<b>Approval signature:</b>	<b>Date:</b>
<b>Distribution to: Personnel file</b>	<b>Document to be posted: No</b>

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b>

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## **SUBJECT: 3.1 POSTED HEALTH AND SAFETY MATERIALS**

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### **PURPOSE**

The purpose of this procedure is to ensure the following health and safety material will be posted and /or be available in the workplace. It must be kept current.

### **SCOPE**

This procedure applies to all locations.

### **STANDARDS/PROCEDURES**

The University is required to know which Acts and/or regulations apply to its workplace. University employees must be able to access any applicable legislation that might apply.

The following material must be posted on all health and safety bulletin boards:

<b>ITEM</b>	<b>DATE OF ISSUE</b>
Victoria University Health and Safety Policy	Yearly
Victoria University Violence and Harassment Policies	Yearly
Occupational Health and Safety Act	Most current
- Industrial Regulations	Most current
- Construction Regulations	Most current
Material Safety Data sheets	Not more than 3 years old
Designated substances – At Physical Plant Department & to Person in Charge of the specific building.	If applicable - most current
Ministry of Labour – explanatory material <ul style="list-style-type: none"> <li>- Guide to the OHSA</li> <li>- Guide to WHMIS</li> <li>- Guide to JHSC</li> <li>- Guidelines for Safe operation of Man lift at Bader Theatre with Man lift</li> <li>- Health and Safety at work "Prevention Starts here"</li> <li>- Hazard Alert for Guarding at Food Services and Physical Plant Maintenance Department</li> </ul>	As released
Form 82 – In case of injury poster	First aid stations
First aid Regulation (1101)	First aid stations
First Aid Certified Employee Lists	First aid stations
Emergency Response and Safety Tips (Victoria University booklet) Personal Safety and Protection of Property (Victoria University booklet)	Placed by all primary phones
<ul style="list-style-type: none"> <li>- Joint Health and Safety Committee members' list</li> <li>- Joint Health and Safety Committee meeting dates</li> <li>- Joint Health and Safety Committee schedule of workplace inspections</li> </ul>	Most current
Reports <ul style="list-style-type: none"> <li>- Joint Health and Safety Committee minutes</li> <li>- Ministry of Labour</li> <li>- Injury / Incident summary</li> <li>- Joint Health and Safety Committee Inspections and Follow-ups</li> </ul>	Originals with the Health and Safety Officer
Emergency Fire Plan – at or near the enunciator panel for use by Fire Dept.	Most current

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## **ROLES AND RESPONSIBILITY**

- It is the responsibility of the Health and Safety Officer or designate to ensure the recommended health and safety material is posted and/or available in the workplace. It must be kept current.
- The Joint Health and Safety committee members conducting the monthly inspections will check the health and safety boards for compliance.

## **COMMUNICATION**

- All staff will be advised of the location of the Health and Safety materials during orientation.
- Managers may also remind staff during department meetings or other opportunities as deemed appropriate.
- Health and safety responsibilities will be communicated to all management and workers/supplied labour during the health and safety orientation training program (completed within 2 weeks of hire).
- Management is responsible for communicating any revisions to this policy to their staff at the beginning of each staff meeting.
- A completed copy of the orientation training form is to be forwarded to the Health and Safety Officer.
- Supplied Labour:
  - The supply of labour agency will receive a copy of the University's employee responsibilities and disciplinary procedure.
  - The agency is required to review the responsibilities and disciplinary procedure with the temporary worker(s) before they are sent to the University.
  - Upon arrival the departmental manager must review the worker responsibilities with each worker before they commence work.
  - Temporary workers will be required to sign an orientation form when the departmental manager has communicated their health and safety responsibilities to them.
  - The orientation form will be kept in the supplied labour employer file.
- Written – documentation received from training will be forwarded to the employee's manager.
- Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

## **TRAINING**

- All management and workers/supplied labour require training on their legislative and internal health and safety responsibilities.
- Each manager and worker/supplied labourer must sign the training record at the completion of the health and safety training session.

## **EVALUATION**

- A review of the management and worker/supplied labour responsibilities will be done on an annual basis. This evaluation will measure each health and safety responsibility.
- The performance evaluation system must be formalized and measure each health and safety responsibility.

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**FORMS**

None

**RELATED PROCEDURES**

Health and Safety Responsibilities

**REFERENCE MATERIALS**

Ontario Legislation – OHS Act Sections 25, 26, 27 and 28

Health and Safety Board List and Locations - see attached

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b>	<b>Document to be posted:</b> NO

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**VICTORIA UNIVERSITY**  
**HEALTH AND SAFETY BULLETIN BOARD LIST AND LOCATIONS**

1. The Bader Theatre health and safety bulletin board is located on the second floor, south corridor, across from the electrical room.
2. The Goldring Student Centre health and safety bulletin board is located on the main floor, in the photocopier room.
3. The Burwash Dining Hall health and safety bulletin board is located in the basement kitchen next to the supervisor's office.
4. The Emmanuel College health and safety bulletin board is located on the first floor in the Registrar's photocopier room.
5. The Margaret Addison Hall health and safety bulletin board is located on the first floor in the photocopy room.
6. The Northrop Frye Hall health and safety bulletin board is located on the first floor in the photocopy area of the Registrar's office.
7. The Pratt Library health and safety bulletin board is located on the third floor in room 308.
8. The Victoria College health and safety bulletin board is located in the the basement corridor near the time clock.
9. The second Victoria College health and safety bulletin board is located on the third floor in the hallway.
10. The Birge Carnegie health and safety bulletin board is located in the hallway on the first floor.

# VICTORIA UNIVERSITY

## HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> November 3, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> November 3, 2013

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### **SUBJECT: 4.1 (A), (B), (C) HAZARD IDENTIFICATION AND CONTROL**

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#### **PURPOSE**

The purpose of this procedure is to identify and eliminate workplace hazards. This includes knowing how to perform a health and safety analysis, what to do after completion of the analysis, and how to implement and communicate safety information.

The purpose of the Hazard Analysis is to ensure all employees are protected against Health and Safety hazards, and work in a healthy and safe environment. Results can include:

- Increased knowledge of the dangers inherent in the tasks of employees.
- Enhanced safety awareness, improved safety dialogue and communication among employees.
- Improved focus for workplace safety inspections.
- Improved risk management leading to increased accident prevention.
- Compliance with the Occupational Health and Safety Act.

#### **SCOPE**

This procedure applies to all locations.

#### **STANDARDS/PROCEDURES**

Recognizing and assessing hazards is the first step to controlling or eliminating risk. Methods of doing this include observation and reporting, inspection, task analysis, and trend identification.

Factors that contribute to making a job hazardous are identified as (also known as PEMEP):

- People (training),
- Equipment,
- Materials,
- Environment and
- Process (the way the work is done).

The degree of hazard or risk can be estimated using knowledge of the potential for a major injury (severity) and knowledge of probability of occurrence (For example: an inexperienced worker or a new job).

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## **How to do a Hazard Assessment**

1. Select a job or occupation or common hazard. Ideally, you should start with an item that has been identified as a health and safety problem.
2. Break down the tasks of this job into steps. Describe and list each step in the sequence they occur in a typical day.
3. Identify the hazards associated with each task/factor combination. Systematically go through every risk factor for every task, and consider what specific hazards might be involved. Make a list of both health and safety hazards.

### **Hazard Types:**

<b>Chemical</b>	compressed gases, flammables
<b>Physical</b>	noise, weather, heat, cold
<b>Biological</b>	exposure to blood, diseases, insect bites, plants
<b>Ergonomic</b>	computer work stations incorrectly adjusted, repetitive motions,
<b>Safety</b>	housekeeping, inadequate machine guarding, material handling and energy

### **Hazard Sources:**

<b>People</b>	actions, behaviours
<b>Equipment</b>	tools, production equipment
<b>Material</b>	raw materials, chemicals
<b>Environment</b>	noise, air quality
<b>Processes</b>	combination of the above

4. Assess the hazard. Evaluate the degree of risk that is the extent to which the hazard is likely to cause loss of life, permanent disability or serious injury, as well as, the probability of occurrence. When considering health hazards, you can consider the number of persons exposed and the duration of exposure. Where there is exposure to hazardous chemical, biological or physical agents, you may need to include workplace and personal exposure monitoring to ensure that exposures do not exceed regulated or recommended limits.

### **Rate the risk of the hazard as if the controls were not in place.**

The following classification system could be used to assess the level of risk for all hazards:

Class A (major)	= high risk, danger of death or permanent disability
Class B (moderate)	= medium risk, non-life threatening injury or illness
Class C (minor)	= low risk, slight injury or illness.

**Workwell requires that all 'Class A' risks/hazards have safe operating procedures and training is completed for workers exposed to these hazards [element 4.1(c)].**

The hierarchy in which controls should be considered are:

- Elimination (stop what is creating the hazard)
- Substitution (replace with something less likely to harm or damage)
- Isolation (separate what can be harmed or damaged from the hazard)
- Engineering (change the way of doing what is creating the hazard)
- Administrative (reduce exposure to the hazard).

5. Identify controls. Identify procedures or modifications needed to eliminate or control the hazards further if required. This may require changes to people factors, equipment, materials, procedures, tools, systems or processes.
6. Validate the analysis. Implement the additional required controls, if any, and then validate the analysis by observing the task in operation. Make sure that new hazards have not been introduced. Get feedbacks from the employees performing the job or a representative to see how the hazard controls work.

Below is an example of how to fill in the worksheet.

### WORKSHEET A: Hazard Analysis

**Job title /occupation/common hazards in a work environment:** Order Picker  
**Analyzed by:** John Idnc **Date:** 5 Feb 05  
**Reviewed by:** JHSC and 2 Order pickers **Date:** 28 Feb 05  
**Approved by:** Joe Safety, President **Date:** 15 Apr 05

JOB STEPS	IDENTIFIED HAZARDS	RISK LEVEL	CONTROLS
1. Fold cardboard into box.	Cuts	C (Low)	Cut resistant gloves
2. Place box on table.	Heavy lifting	B(Medium)	Use mechanical lifting devices or ask for assistance
3. Take 4 books from shelf.	Reaching	B (Medium)	Use an appropriate step stool for the height.
4. Place books in box.	No hazard identified	N/A	N/A
5. Taping boxes shut.	Repetitive wrist action	C (Low)	Job rotation Take breaks, do different task(s)
6. Place box on automated conveyor	Entanglement	A (High)	Guard placed on automated conveyor or change rollers to belt format

Filling in this column meets Workwell Criteria **4.1(a)**

Filling in these 2 columns meets Workwell Criteria **4.1(b)**

Some controls can include:

- Preventative maintenance
- Existing Procedures or policies – e.g. universal precautions, safe lifting protocol
- Training
- Personal Protective equipment - gloves
- Job rotation
- Engineering
- Pre-shift inspection

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## Important Reminder

**Element 4.1 (c)** requires that the University develops safe operating procedures for the activities that involve a major (A category) hazard. See the audit document under guidelines for more details.

Inform and instruct workers performing the activities that include the major (A category) hazard.

A hazard analysis should involve the workers who perform the job as well as their managers. Health and safety specialists may also participate. People familiar with the job should be asked about events that may affect normal operations. Equipment breakdowns, shift changes, or other intermittent events may lead to a sequence of steps different from the one being analyzed. You are demonstrating that the workers have a say in their job by including their feedback and therefore, are more likely to get buy-in to the safe work procedures that are implemented.

Explain the purpose of the hazard analysis to ensure full co-operation and participation of the employee. Assure the employee that the purpose is to make the job safer and not an evaluation of their work performance.

Observe jobs during normal working hours and situations. For example, if the job is normally done on the night shift, perform the analysis at night.

The following steps are required to conduct a Hazard Assessment, leading ultimately to the determination of level of risk for all hazards:

### Identify Hazards

Identify activities/processes that have potential for injury/illness and identify specific hazards that exist in these processes/activities. All areas and facets of the workplace are required to be reviewed for the identification of hazards.

Resources that could be used in conducting a hazard assessment:

- Legislation
- Existing practices and procedures
- Industry best practices
- Normal and abnormal operations
- Previous accident reports
- Physical inspection of the workplace
- Brainstorming – “ask what if...”
- Employee knowledge – unsafe conditions, known hazards

## ROLES AND RESPONSIBILITIES

The Health and Safety Officer is responsible for enforcing this procedure.

## TRAINING

All employees required to conduct hazard analysis will be trained in this procedure.

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**EVALUATION**

An evaluation of the hazard assessment will be done by the JHSC on an annual basis.

**FORMS**

Hazard Analysis Worksheet

**RELATED PROCEDURE**

Health and Safety Responsibilities

**REFERENCE MATERIALS**

Ontario Legislation – OHS Act Section

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to: All Managers, Joint Health and Safety Committee</b>	<b>Document to be posted:</b> NO

A Hazard Analysis worksheet will be completed for each job/occupational/common hazards in a work environment.

<b>VICTORIA UNIVERSITY WORKSHEET – HAZARD ANALYSIS</b>			
<b>Job title/occupation/common hazards in a work environment</b>			
<b>Analyzed by:</b>			<b>Date:</b>
<b>Reviewed by:</b>			<b>Date:</b>
<b>Approved by:</b>			<b>Date:</b>
<b>Job Steps</b>	<b>Identified Hazards</b>	<b>Risk Level</b>	<b>Controls</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

For all hazards rated A (Major) a Safe Operating procedure must be developed and all staff exposed to the hazard must be trained.

The original copy will be filed with the Health and Safety Officer. A copy will be kept with the Department Manager.

These forms must be available for the JHSC to review during inspections.

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b> January 24, 2019

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## SUBJECT: 4.2 (A) INJURY/ILLNESS REPORTING

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### PURPOSE

The purpose of this procedure is to identify the requirements for reporting workplace injuries and illnesses arising out of the scope of employment.

### SCOPE

This procedure applies to all employees of Victoria University and is to be used whenever a workplace injury or illness occurs.

### PROCEDURES

Victoria University has an Accident/Incident Reporting Process Map, which is included with all Medical Aid Packages. This Process Map outlines the Accident/Incident Reporting Process (see attached).

**When to report:** The following categories of injuries and illnesses will be reported, regardless of the nature or severity of the event:

- fatality
- critical injury
- lost time injury
- health care
- first aid
- property damage
- near miss
- fire
- environment release
- occupational illness

**How to report:** Report all workplace injuries / illnesses following Victoria University's Accident/Incident Process Map (see attached).

**Notify/Recording:** In the event of a workplace injury/illness, the employee's immediate manager is to be notified. The manager will complete the Employee Accident/Incident Investigation Report, providing a copy to Human Resources so that the appropriate paperwork can be completed and submitted to the WSIB and/or, in the case of a critical injury, the Ministry of Labour. In the event of a critical or fatal injury/illness, the Ministry of Labour must be notified by telephone immediately so that they can attend at the scene to perform an investigation. The accident scene may not be disturbed and must be secured.  
Paperwork submitted to the WSIB notifying of an accident is required to be submitted to the Board within 3 days of the injury.

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Paperwork required to be submitted to the Ministry of Labour must be submitted within 48 hours of the injury/illness.

**Treatment:** An employee is permitted to seek medical treatment for any workplace accident immediately following the event. Victoria University's Medical Aid Package will be provided to the employee to have the attending physician complete.

**Follow-up:** The Human Resources Department will be responsible for following-up with the injured worker and arranging the Modified Work Program. The Health and Safety Officer will also follow-up on all accident reports to ensure that the reports are investigated properly and to follow-up on any corrective actions listed.

### **COMMUNICATION/TRAINING**

- Communication of the injury/illness reporting procedure will be done on an annual basis by the Manager using either documented safety talks or in house training sessions.
- The Health and Safety Officer will monitor the use of the Employee Accident/Incident Report Form and, if needed training in its use will be provided to all employees.

### **EVALUATION**

Evaluation of this procedure and the Accident/Incident Report form will be done on an annual basis or as needed through the use of the procedure.

### **FORMS**

Employee Accident/Incident Report Form  
Victoria University Accident / Incident Process Map

### **RELATED PROCEDURES**

Health and Safety Responsibilities

### **REFERENCE MATERIALS**

Occupational Health and Safety Act and applicable Regulations  
Workplace Safety and Insurance Act  
WSIB – Regulation 1101

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to: All Managers, Joint Health and Safety Committee</b>	<b>Document to be posted: NO</b>

Victoria University  
**ACCIDENT / INCIDENT**

**PROCESS MAP**

**FIRST AID**

(Worker requires first aid on site  
– no lost time)

1. Ensure that proper first aid is administered immediately.

2. First Aider must complete **First Aid log** and sign immediately.

3. Worker returns to regular duties immediately.

4. Supervisor fills in **Accident/Incident Investigation Report** same day and sends to Physical Plant Administrative Manager. However if more than a band aid is required proceed to next step.

5. Fill in the following forms **Accident/Incident Investigation Report and Hazard Report** same day. Send copy to Human Resources and completed Reports to Physical Plant Administrative Manager within 2 days.

**MEDICAL AID**

(Worker requires medical attention:  
doctor, hospital – lost time)

1. Ensure that proper first aid is administered immediately.

2. Open **“Medical Aid Package Envelope”** and give the signed inner brown envelope to worker immediately.

3. Transport Employee to a Medical Facility with a **“Medical Aid Package Envelope”**.

4. Supervisor fills in **Accident/Incident Investigation Report** same day. Send copy to Human Resources and completed Report to Physical Plant Administrative Manager.

5. Physician completes **“Functional Abilities Form”** the same day.

6. Injured Worker provides completed **“Functional Abilities Form”** the same day.

7. Discuss return to work with injured worker and complete a Return to Work plan or Refusal document the same day.

8. Supervisor fills in **Hazard Report and Recovery Plan Form** Send copy to Human Resources within 3 days and completed Report to Physical Plant Administrative Manager

9. Human Resources fill in **WSIB Form #7** within 3 calendar days from accident/incident and send to WSIB, Supervisor, Worker, Physical Plant Administrative Manager within 7 business days; HR send Notice of Accident to Union within 4 days of accident/incident.

**INCIDENTS**

(Vehicle accidents,  
property damage, 3<sup>rd</sup> party injuries)

1. Complete **Accident/Incident Investigation Report Hazard Report** same day.

2. Send copy of the above to the Director of Finance and completed Reports to Physical Plant Administrative Manager. In the event that it involves an employee, send copy to Human Resources or in the event that it involves a student send copy to the Dean of Students.

**ACCIDENT / INCIDENT INVESTIGATION REPORT** (revised 01/2/2019)  
**TO BE COMPLETED WITHIN 24 HOURS OF ACCIDENT/INCIDENT**  
**SEND COPY TO HR AND ORIGINAL TO PHYSICAL PLANT ADMINISTRATIVE MANAGER**

**Section A: INFORMATION**      Employee:       Student:       Visitor:

Name of injured person: \_\_\_\_\_

Work address/Residence: \_\_\_\_\_  
 Street      Apt.      City/Town      Postal Code

Phone: \_\_\_\_\_      Date of Hire: \_\_\_\_\_      Student ID: \_\_\_\_\_  
 dd / mm / yyyy

Department: \_\_\_\_\_      Job Title: \_\_\_\_\_      Length of time in position: \_\_\_\_\_

**Accident Information:**

Date of Accident: \_\_\_\_\_      Time: \_\_\_\_\_  AM  PM  
 Date Reported: \_\_\_\_\_      Time: \_\_\_\_\_  AM  PM

Person Reported to: \_\_\_\_\_  
 (Name)      (Position)

Location of Accident: \_\_\_\_\_

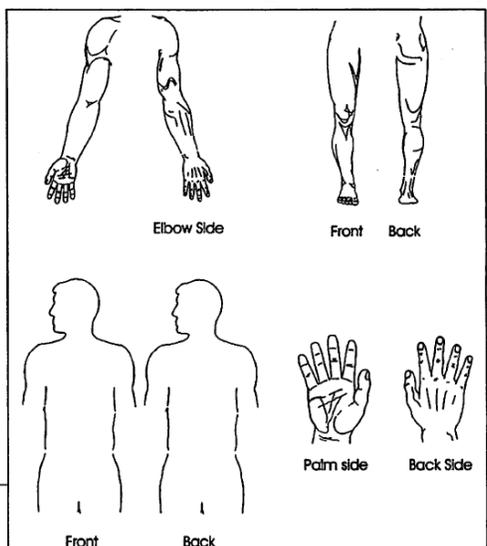
**Medical Information:**      Is this a work-related Injury?       Yes       No

Type of Injury/Incident:       First Aid       Medical Aid       Lost Time       Property/Near Miss

Where was medical attention sought: \_\_\_\_\_  
 Doctor Name or Hospital

Address      City/Town      Postal Code      Phone #

**Section B: INJURY REPORT**

<p><b>Injury Source (check all that apply):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Equipment</li> <li><input type="checkbox"/> Machinery</li> <li><input type="checkbox"/> Tools</li> <li><input type="checkbox"/> Materials</li> <li><input type="checkbox"/> Chemicals</li> <li><input type="checkbox"/> Electrical Source</li> <li><input type="checkbox"/> Temperature Extreme</li> <li><input type="checkbox"/> Violence</li> <li><input type="checkbox"/> Fire/Explosion</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p><b>Contact Type (check all that apply):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Struck Against</li> <li><input type="checkbox"/> Struck By</li> <li><input type="checkbox"/> Caught On</li> <li><input type="checkbox"/> Caught In</li> <li><input type="checkbox"/> Caught Between</li> <li><input type="checkbox"/> Slip/Trip/ Fall</li> <li><input type="checkbox"/> Overexertion</li> <li><input type="checkbox"/> Repetition</li> <li><input type="checkbox"/> Motor Vehicle</li> <li><input type="checkbox"/> Harmful Substance/Environ</li> </ul>	<p><b>Please indicate on the diagram the area of injury.</b></p>  <p>The diagram consists of four sets of line drawings. The first set shows an arm from the elbow down, with 'Elbow Side' labeled below. The second set shows a leg from the knee down, with 'Front' and 'Back' labeled below. The third set shows a human torso from the neck down, with 'Front' and 'Back' labeled below. The fourth set shows a hand from the wrist up, with 'Palm side' and 'Back Side' labeled below.</p>
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Other \_\_\_\_\_

**Area of Injury (check all that apply):**

- |                                |  |                                     |  |                                      |  |                               |
|--------------------------------|--|-------------------------------------|--|--------------------------------------|--|-------------------------------|
| <input type="checkbox"/> Head  | <input type="checkbox"/> Teeth                               | <input type="checkbox"/> Upper Back | <input type="checkbox"/> Face                                | <input type="checkbox"/> Eye(s)      | <input type="checkbox"/> Ear(s)                              | <input type="checkbox"/> Neck |
| <input type="checkbox"/> Chest | <input type="checkbox"/> Abdomen                             | <input type="checkbox"/> Lower Back | <input type="checkbox"/> Pelvis                              | <input type="checkbox"/> Other _____ |  |                               |
| <b>Shoulder</b>                | <input type="checkbox"/> Left <input type="checkbox"/> Right | <b>Wrist</b>                        | <input type="checkbox"/> Left <input type="checkbox"/> Right | <b>Hip</b>                           | <input type="checkbox"/> Left <input type="checkbox"/> Right |                               |
| <b>Arm</b>                     | <input type="checkbox"/> Left <input type="checkbox"/> Right | <b>Hand</b>                         | <input type="checkbox"/> Left <input type="checkbox"/> Right | <b>Thigh</b>                         | <input type="checkbox"/> Left <input type="checkbox"/> Right |                               |
| <b>Elbow</b>                   | <input type="checkbox"/> Left <input type="checkbox"/> Right | <b>Fingers</b>                      | <input type="checkbox"/> Left <input type="checkbox"/> Right | <b>Knee</b>                          | <input type="checkbox"/> Left <input type="checkbox"/> Right |                               |
| <b>Forearm</b>                 | <input type="checkbox"/> Left <input type="checkbox"/> Right | <b>Ankle</b>                        | <input type="checkbox"/> Left <input type="checkbox"/> Right | <b>Toe(s)</b>                        | <input type="checkbox"/> Left <input type="checkbox"/> Right |                               |
| <b>Lower Leg</b>               | <input type="checkbox"/> Left <input type="checkbox"/> Right | <b>Foot</b>                         | <input type="checkbox"/> Left <input type="checkbox"/> Right |                                      |  |                               |

**Injured Employee Statement: (employees are not required to provide medical or confidential information)**

Describe what happened to cause the accident/incident and what you were doing at the time. Include what the injury is and any details of equipment, materials, environmental conditions (temperature, work area, etc.) that may have contributed to the injury/incident. Please provide as much detail as possible, including weights, distances, type of movement, equipment, tools etc.

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**Names and work locations of all witnesses:**

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**SECTION C: WITNESS STATEMENT**

**Occurrence Information:**

Location of Occurrence: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_

Time of Occurrence: \_\_\_\_\_  AM  PM

Date Reported: \_\_\_\_\_

Time Reported: \_\_\_\_\_  AM  PM

**Statement Given By:**  Witness

Other \_\_\_\_\_

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

Work address: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

**Statement:**

Witness to record their statement in their own words or provide statement to be recorded and read back for verification – If additional space required, please attach pages to this report.

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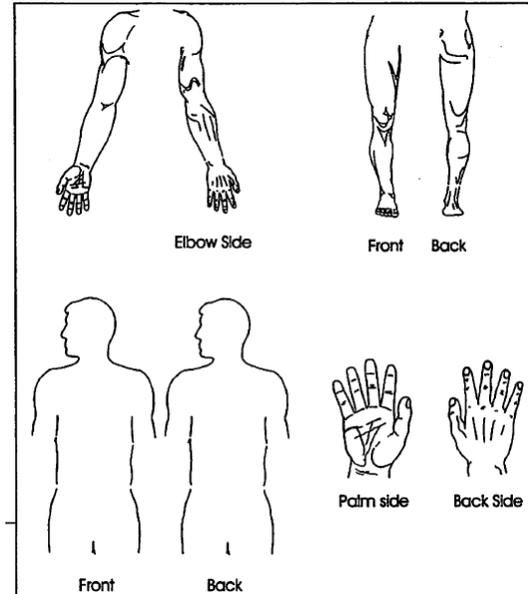
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Please indicate on the diagram the area of injury:



\_\_\_\_\_  
(Witness's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Injured employee's direct Manager's Signature

\_\_\_\_\_  
(Date)

**Section D: INVESTIGATIVE REPORT**  
To be completed by injured employee's direct Manager and Certified Worker Representative

1. **Description of occurrence:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Cause Analysis:**  
a) **Direct causes (describe substandard conditions/actions which may have caused the occurrence):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) **Basic causes (describe the underlying job factors which may have caused the occurrence):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) <b>Recommended Corrective Action:</b>	<b>Responsible Individual/Department</b>
_____	_____
_____	_____
_____	_____

**Report Completed by:**

\_\_\_\_\_  
Injured employee's direct Manager's Name & Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certified JHSC Worker Representative

\_\_\_\_\_  
Date

**SECTION E: CAUSE ANALYSIS (check all that apply)**

To be completed by injured employee's direct Manager

**Direct Causes:**

- Substandard Conditions
- Inadequate Protective Guards / Warning Devices
- Defective Machinery, Equipment or Tools
- Substandard Actions
- Operating at Unsafe Speeds
- Making Safety Devices Ineffective
- Substandard PPE
- Unauthorized Use of Equipment

**Basic Causes:**

- Job Factors
- Insufficient Supervision
  - Insufficient Work Procedures
  - Insufficient Training
  - Inadequate Purchasing
  - Inadequate Engineering Controls
  - Insufficient Maintenance
  - Abuse or Misuse

**Personal Factors:**

- Physical Restrictions
- Inadequate Capability
- Lack of Knowledge
- Lack of Training
- External Problems
- Job Stress

**SECTION F: CORRECTIVE ACTION FOLLOW-UP**

To be completed by injured employee's direct Manager

The purpose of this form is to ensure that the recommended corrective action has been taken to prevent future occurrences of the reported injury/incident.

**Corrective Action:**

**Responsible:**

**Date Completed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION G: REPORT REVIEWED BY**

\_\_\_\_\_  
Department Manager - PLEASE SIGN AND PRINT NAME  
(Injured employees direct manager)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Health & Safety Officer - PLEASE SIGN AND PRINT NAME

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Co-Chair – JHSC - PLEASE SIGN AND PRINT NAME

\_\_\_\_\_  
Date

\_\_\_\_\_  
Worker Co-Chair – JHSC - PLEASE SIGN AND PRINT NAME

\_\_\_\_\_  
Date

\_\_\_\_\_  
Injured Employee - PLEASE SIGN AND PRINT NAME

\_\_\_\_\_  
Date

## REPORT FORM DEFINITIONS

For more information please read **Subject 10.1 (A to J) Injury/Incident Investigations** from the Health and Safety Policies and Procedures Manual

FIRST AID INJURY – a minor injury requiring only first aid treatment.

MEDICAL AID INJURY – an injury requiring treatment by a health care professional.

LOST TIME INJURY – a disabling injury where the injured person is unable to report for the next regular shift.

PROPERTY DAMAGE ACCIDENT – accidental loss to equipment, material, and/or the environment.

INCIDENT (NEAR-MISS) – an undesired event that, under slightly different circumstances, could have resulted in personal injury, property damage or loss.

CRITICAL INJURY:

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involves the fracture of a leg, arm, foot, ankle, hand, wrist
- Involves the fracture of more than one finger, more than one toe, but not a single finger or not a single toe
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe
- Consists of burns to a major portion of the body
- Causes a loss of sight in an eye

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> December 5, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> December 4, 2013

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## SUBJECT: 4.2 (B) HAZARD REPORTING

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### PURPOSE

The purpose of this document is to outline a procedure to follow when reporting hazardous situations that may endanger the health and safety of the University's personnel.

### SCOPE

This procedure applies to all University personnel and is to be implemented when a potential or actual hazardous condition or act exists.

### Definitions:

Hazardous Condition/Acts:

**Unsafe Acts:** are behaviours, which could lead to an accident

Examples of unsafe acts: can include using equipment in an unsafe or careless manner and/or not using personal protective equipment as required.

**Unsafe conditions:** are circumstances, which could allow the accident to occur

Examples of unsafe conditions: can include inadequate, improper or lack of guarding, work surfaces, electrical grounding requirements not observed, containers that are not labelled, these are just a few of many unsafe conditions that can exist in a workplace.

### STANDARDS/PROCEDURES

- When reporting a hazardous condition or act it must be clearly defined.
- When reporting a hazardous condition/act it must be done immediately verbally and where warranted, using the Hazard Report Form. The Hazard Report form is to be completed if the hazard cannot be corrected immediately.
- It is the responsibility of the supervisor to fill in the Hazard Report form with the assistance of the worker.
- An observed hazardous condition/act must be reported immediately to the person in charge, the supervisor and the JHSC representative.
- The person who is identified to be responsible must rate all hazards as major, moderate or minor hazards.
- Using the hazard report form to detail what action will be initiated, by whom and when
- Ensure that follow-up on any action or response is completed in the appropriate time.

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**ROLES AND RESPONSIBILITIES**

- It is the responsibility of any worker to report to his or her supervisor, the existence of any hazard of which he or she is aware.
- It is the role of the supervisor to ensure that any hazardous condition or act is followed up with a timely response or action.
- It is the responsibility of Victoria University to maintain safe and healthy working conditions.
- It is the role of the supervisor to ensure that copies of the hazard report are distributed to the Senior Management of Victoria University and the JHSC.

**COMMUNICATION/TRAINING**

- Communication of the hazard reporting procedure will be conducted on an annual basis by the Supervisor or lead hand using either documented tool box talks or in house training sessions. Documentation to the effect must be forwarded to the Health and Safety Officer.
- The Health and Safety Officer will monitor the use of the hazard report form. Training in its use will be provided to all personnel.

**EVALUATION**

- Evaluation of this procedure and the hazard report form will be done on an annual basis or as needed through the use of the procedure.

**FORMS**

- Hazard Report Form

**RELATED PROCEDURES**

- Health and Safety Responsibilities

**REFERENCE MATERIALS**

- Occupational Health and Safety Act and applicable Regulations
- WSIB – Basic Certification manual

<b>Approval signature:</b>	<b>Date:</b>
<b>Distribution to:</b> All Management, JHSC	

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**Hazard Report Form**

Name of person reporting hazard: \_\_\_\_\_  
Department : \_\_\_\_\_ Working Location: \_\_\_\_\_  
Reported to: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Location of hazard concerns:  
\_\_\_\_\_  
\_\_\_\_\_

Please describe hazard concern/safety issue:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this is a repeat issue, whom have you reported to before:  
\_\_\_\_\_  
\_\_\_\_\_

**Supervisor/Health and Safety Officer:**

Rate hazard class using criteria listed below:

"A" (major)	High risk (immediately dangerous to life and health)
"B" (moderate)	Medium risk (medium term potential for non-life threatening injury)
"C" (minor)	Low risk (long term potential for slight injury or illness)

Corrective actions to be taken and timeline:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow up action required:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person responsible for follow up action: \_\_\_\_\_

Date finalized: \_\_\_\_\_

Signature of person reporting hazard: \_\_\_\_\_

Signature of Health and Safety Officer: \_\_\_\_\_

Signature of Department Manager: \_\_\_\_\_

Original to: Health and Safety Officer when all the recommendations are completed  
Copies to: The Bursar, Supervisor, and JHSC

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b>

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## **SUBJECT: 4.2 (C) EMERGENCY EVACUATION PLAN**

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### **PURPOSE**

The purpose of this procedure is to identify emergency situations and ensure that employees and students of Victoria University are aware of their roles and responsibilities during an emergency.

### **SCOPE**

This procedure applies to all locations.

### **STANDARDS/PROCEDURES**

Victoria University has identified the following emergencies as most likely to occur at their workplace including the external environment:

- Fire
- Medical Emergency
- Power failure
- Gas leak
- Chemical spill
- Weather conditions
- Criminal acts
- Workplace violence
- Bomb threats

### **GENERAL RESPONSIBILITIES**

#### **EMPLOYEES:**

- Remain calm
- Advise workers in the immediate vicinity of the emergency situation.
- Comply with all evacuation measures.
- Assist those with disabilities as required.

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## **GENERAL MANAGEMENT RESPONSIBILITIES:**

- Ensure that the emergency procedures are posted, implemented, complied with and reviewed annually.
- This annual review will cover;
  - Emergency equipment requirements
  - Emergency equipment locations
  - Selection, purchasing and distribution of emergency equipment
  - Updating workplace responsibilities
- Ensure that the responsibility to call external emergency services is clearly defined and that emergency numbers are posted.
- Ensure that an evacuation method is in place and in working order at all times.
- Ensure that roll call was conducted.
- Review the situational status with the emergency services.

## **IN CASE OF EMERGENCY REQUIRING EXTERNAL EVACUATION**

### **EMPLOYEES:**

Upon discovering a situation requiring evacuation

- Remain calm
- Advise workers in the immediate vicinity.
- Advise all other employees, students and visitors to evacuate the building by triggering the alarm system (use red pull stations) to signal evacuation, if required.
- From a safe location call 911 and, if possible, the Residence Services Desk at 416-585-4524 and UfT Police for urgent campus matters at 416-978-2222.
- Upon evacuation notification, leave the building immediately by the nearest exit and report to the designated area for roll call. For specific designated areas by building please see the Victoria University Fire Evacuation plan. Do not take elevators.
- Assist persons with disabilities in exiting the building. Contact the Residence Services Desk if a person with disabilities is located above or below the handicap access floor.
- The last person out shall close the doors.

### **DO NOT RE-ENTER THE BUILDING UNTIL ADVISED BY AN OFFICIAL**

The following responsibilities are for managers, as well as, floor wardens of the residences.

### **DESIGNATED MANAGER / FLOOR WARDENS:** Upon receiving notification:

- Ensure alarm has been sounded and from a safe location call 911. If possible, call the Residence Services Desk at 416-585-4524 to notify other emergency responders and UfT Policy at 416-978-2222.
- Ensure that the appropriate personnel have been alerted to meet the fire department, to direct them to the exact location of the fire and to provide information on any chemical hazards they may encounter (if applicable).
- Encourage employees and students to remain calm and to leave the building.
- Conduct a verbal roll call of all employees and students.

- 
- Review the situational status with the fire officials and coordinate with the appropriate emergency personnel both on campus and off.

### **SENIOR MANAGEMENT:**

- Create and maintain a floor plan of the campus containing the locations of appropriate emergency evacuation points and equipment locations.
- Appoint and notify personnel with responsibilities as outlined in this procedure.
- Conduct a yearly review of the procedures to ensure they are adequate.

NOTE: Senior Management shall ensure that floor plans with the evacuation routes are posted at each Enunciator Panel in all buildings and residences on University Property.

### **Campus Evacuation:**

- Evacuation of all or part of the campus grounds will be coordinated by the Physical Plant Department.
- All persons (faculty, staff and students) are to evacuate the site in question immediately and relocate to another part of the campus grounds or an off site area as directed.

### **Isabel Bader Theatre Evacuation:**

- Evacuation of the Isabel Bader Theatre will be conducted as per the procedures listed above.
- In the event of an emergency, a PA announcement will be made to ensure that all patrons of the theatre are warned to leave the building and are told the meeting location. During a performance, this announcement will be made by the Front of House Manager; and, during a lecture, the professor would make the announcement. In the case that the Front of House Manager is not available whoever has assumed the Front of House Manager duties will also assume this responsibility.

### **IN CASE OF SEVERE WEATHER OR UTILITY DISRUPTIONS**

In the event of severe weather conditions (such as severe thunder/lightening storms, tornados) or utility disruptions (such as power failure), it may be necessary to shutdown operations. Evacuation to internal areas of the building will be determined by the Senior Managers or employees may be authorized to leave work.

**DO NOT RETURN TO WORK OR HOME UNTIL ADVISED BY SENIOR MANAGEMENT.**

**The following responsibilities are for the Residences**

**DONS:** Upon receiving notification:

- Ensure the alarm has been sounded and from a safe location call 911. If possible, contact the Residence Services Desk at 416-585-4524 to notify other emergency responders.
- Ensure that the appropriate personnel have been alerted to meet the fire department to direct them to the exact location of the problem and to provide information on any chemical hazards they may encounter (if applicable).

- 
- Encourage residents to remain calm and to leave the building.
  - Conduct a roll call of all residents.
  - Review the situational status with the fire officials and coordinate with the appropriate emergency personnel both on campus and off.

### **SENIOR MANAGEMENT:**

- Create and maintain a floor plan of the campus containing the locations of appropriate emergency evacuation points and equipment locations.
- Appoint and notify personnel with emergency evacuation responsibilities.
- Conduct a yearly review of the procedures to ensure they are adequate.
- Declare the emergency over when so advised by the emergency services personnel.
- Coordinate the following emergency and essential services through the Physical Plant Department:
  - security,
  - food service in the residences,
  - housing and conference services,
  - snow removal (grounds crew),
  - emergency repair and maintenance,
  - communications.

### **GENERAL RESPONSIBILITIES:**

#### **1.0 Fire**

Fire extinguishers are located throughout each of Victoria University's buildings. Each fire extinguisher is inspected yearly by an external contractor. Security will document their review by dating the yellow tag on the extinguisher on a monthly basis. The use of a fire extinguisher is a voluntary act.

For specific fire evacuation outlines see the individual building fire plans and evacuations points.

#### **2.0 WHMIS**

Material Safety Data Sheets (MSDS) contain all of the hazard information regarding controlled hazardous products/chemicals in the workplace. MSDS lists information such as the toxicology properties, hazardous effects, proper handling and storage procedures, first aid procedures and personal protective equipment required for workers to work safely with the product. The MSDS's are located:

1. Food service - MSDS's applicable to their department
2. Maintenance - MSDS's applicable to their department
3. Rear entrance of Victoria College (at punch clock) – Complete set of MSDS's

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### **3.0 IN CASE OF POWER FAILURE**

#### **MANAGER:**

- Contact the Physical Plant Department to determine the extent of the power failure.
- Coordinate with the Physical Plant Department the appropriate internal or external evacuation plans as required.

#### **EMPLOYEES:**

- Shutdown and cease use of any machinery.
- Retrieve a flashlight for evacuations if necessary.
- Relocate to the appropriate evacuation points (if the appropriate alarms have been sounded)
- If you are trapped in an elevator, use the emergency telephone in the elevator to notify the Residence Services Desk.
- If the elevator does not have an emergency telephone, push the emergency alarm button (located on the front panel) which will signal your need for help.
- Plumbing failure/Flooding - cease using all electrical equipment. Notify the Physical Plant Department, during regular business hours; otherwise notify the Residence Services Desk.

#### **SENIOR MANAGEMENT:**

- Provide assistance to managers as needed.
- Notify appropriate personnel to meet with appropriate utility contractors.
- Initiate investigation into the source of the failure.
- Declare re-entry once advised by the appropriate emergency personnel.

### **4.0 CHEMICAL SPILL**

#### **EMPLOYEES:**

- Any spill of a chemical material is to be reported immediately to your manager.
- When reporting be specific about the nature of the involved chemical and area. Look for labels and WHMIS symbols to identify potential hazards.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible.
- Evacuate the area as outlined in the Emergency External Evacuation plan if not trained in spill response.
- Assist disabled employees to exit the building.
- Persons trained in chemical spill containment should begin spill containment immediately.
- Once outside move to the designated meeting area for external evacuations. Make sure to keep all walkways and streets clear for emergency vehicles.
- If requested, assist the Emergency Personnel, Police, and Security etc.

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## **MANAGER:**

- Once aware of the spill notify the Physical Plant Department and Security.
- If necessary, begin evacuation procedures to clear the spill area.
- Coordinate with the University of Toronto Police, Physical Plant Department, security, and any special spill response crews (if necessary).
- When a building alarm sounds, always call the Residence Services Desk to report the sounding alarm.
- Assist disabled persons in exiting the building.
- Conduct a roll call when an evacuation has been conducted.

## **SENIOR MANAGEMENT:**

- Establish procedures and train workers in response to spills as necessary.
- Notify the designated individual to meet with any spill response crews.
- Greet the Ministry of Environment as required.
- Ensure proper investigation procedures are initiated.
- Report the spill, when required, to the Ministry of Environment.
- Declare re-entry once notified by the appropriate Emergency Personnel.

## **5.0 PREVENTION OF CRIME ON CAMPUS**

### **EMPLOYEES:**

- If you witness a person acting suspiciously, climbing fencing or buildings, attempting forced entry into a building, committing vandalism, hiding in bushes, behind trees, or against the wall of a building;
  - Remove yourself to a safe location and prevent others from entering the premise or building.
  - Do not confront the intruder or enter the building.
  - Notify a manager of the incident without entering the building.
  - Call 911 if needed

### **MANAGER:**

- Initiate evacuation of the building as per the external evacuation plan.
- Notify the police and the Physical Plant Department.
- Remove yourself to a safe location and prevent others from entering the premise or building.
- Do not confront the intruder or enter the building
- Conduct roll call of evacuated employees.

### **SENIOR MANAGEMENT:**

- Notify the appropriate personnel to meet with the police when they arrive.
- Coordinate and follow the instructions given by the police.
- Notify and keep the senior management team updated.
- Initiate proper investigation procedures

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## **6.1 ROBBERY**

- Do not argue. Do as the robber asks.
- Lock the doors immediately after the robber has left and call 911.
- Write down the description of the robber in detail as soon as it is safe to do so.
- Do not touch a hold-up note or anything else the robber may have touched. Protect these areas for police examination.

## **7.0 GAS LEAK**

### **EMPLOYEES:**

- Cease all operations
- DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. Remember, electrical arcing can trigger an explosion!
- Vacate the area and notify your manager of the leak.

### **MANAGER:**

- Assess the scene to determine the extent of the leak.
- Notify the Physical Plant Department of the leak.
- Initiate evacuation procedures.
- If possible, shut off sources of spark or flame, without putting yourself in danger.

### **SENIOR MANAGEMENT:**

- Notify the appropriate emergency personnel to address the situation.
- Follow procedures as outlined by the gas/utility company.
- Maintain updated locations and procedures of gas and power shut off.
- Declare re-entry into the building(s) when so advised by the appropriate emergency personnel.

## **8.0 NATURAL DISASTERS AND WEATHER EMERGENCIES**

### **EMPLOYEE:**

- Comply with evacuation procedures.
- Notify other workers of the impending storm once aware of the emergency.
- Assist with disabled personnel as directed by your manager

### **MANAGER:**

- Initiate the appropriate evacuation procedures as directed by the Physical Plant Department,
- If safe to do so, arrange for non-essential equipment to be shutdown before evacuation is carried out.

- 
- In the event that the disaster has caused a power outage see the emergency procedures on “Power Outage” before proceeding.
  - Assist and provide for employees with special needs.
  - Advise workers of the impending storm.

### **SENIOR MANAGEMENT:**

- Notify emergency personnel as required.
- Advise the appropriate personnel to meet with the responding emergency services.
- Declare the end of the emergency when so advised by emergency services.

## **9.0 IN CASE OF BOMB THREAT**

### **EMPLOYEE:**

In the event of a bomb threat, the receptionist or person receiving the call shall:

- Remain calm and polite. Do not transfer the call.
- Signal other personnel nearby to contact the police and manager immediately.
- Record as much information about the call and caller as possible such as:
  - Time and date of call.
  - Location of the bomb (i.e. facility, division, location on the premises)
  - Details of the threat such as information about its appearance and timing (as given by caller).
  - Information about the caller such as gender, accent in voice, approximate age, motivation for threat etc.
  - Identify any background noises.
  - At the termination of the call immediately report to Security.
  - Evacuate building (if required) and aid police on their arrival with this information.

### **MANAGER:**

- Notify the Physical Plant Department and the University of Toronto Campus Police.
- Initiate evacuation procedures.

### **SENIOR MANAGEMENT:**

- Notify the appropriate personnel to meet with the arriving emergency services.
- Keep senior management apprised of the situation.
- Declare the emergency over when so advised by the appropriate personnel.

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## **10.0 IN CASE OF WORKPLACE VIOLENCE**

Response to violence in the workplace is another type of emergency situation, which shall be planned for. Workplace violence can take various forms such as:

- Threatening or inappropriate behaviours
- Verbal or written threats
- Verbal abuse
- Physical attacks
- Intimidation

### **EMPLOYEES:**

- Report the incident to your manager immediately.
- Do not retaliate; instead follow the proper procedures developed to rectify the situation.

### **MANAGER:**

- The manager shall document all information regarding the incident.
- An investigation into the incident shall be conducted to determine what steps are needed to prevent recurrence and determine applicable corrective actions.
- Shall notify the Health and Safety Officer, Human Resources, and police if necessary.
- Shall notify senior management of the incident.
- Shall confirm that the proper investigation procedures are being followed.
- Declare the emergency over when advised by the appropriate personnel

## **11.0 TRAINING:**

Conducting training on workplace violence is important for all employees. It shall ensure that all staff are aware of what behaviours are not tolerated, show senior management's commitment to employee's health and safety and ensure that staff know how to handle such situations. The training shall include:

- The University policy on workplace violence
- How to recognize violent situations
- The procedures and work practices developed to minimize employee risk
- Appropriate responses of workers and how to obtain assistance
- Procedure for reporting incidents

## **12.0 ADDITIONAL PROCEDURES:**

Please refer to the Victoria University document entitled "Emergency Responses and Safety Tips" (available from the Physical Plant Department) for additional procedures on the following:

- Suspicious objects
- Robbery

- 
- Threatening, harassing or obscene messages
  - Civil disturbances and demonstrations
  - Suspicious behaviour

### **13.0 PERSONAL SAFETY AND PROTECTION OF PROPERTY**

Please refer to the Victoria University document entitled “Personal Safety and Protection of Property” (available from the Physical Plant Department) for additional procedures on the following:

- Personal Safety
- Public Places
- Parking Lots and Garages
- Running
- University Buildings and Residences
- Elevators
- The Workplace
- Protecting Your Property

### **14.0 GAS SHUTDOWN PROCEDURES**

Gas leaks will be addressed by the gas supplier. The appropriate personnel will be notified to meet with them by the Physical Plant Department. Gas leaks will NOT be addressed by Victoria University personnel.

### **15.0 HYDRO SHUTDOWN PROCEDURES**

Hydro shutoffs will be addressed by the appropriate utility personnel as notified by the Physical Plant Department. In extreme circumstances under the notification of the appropriate utility personnel the campus electrician may perform shut off procedures as directed by the utility company.

## **ROLES AND RESPONSIBILITIES**

- The responsibilities for workers, managers, dons, senior management etc. are detailed in this procedure.
- The Health and Safety Officer will ensure that this procedure is enforced.

## **COMMUNICATION**

- The emergency evacuation plan will be communicated to all management and workers/supplied labour during the orientation training program (completed within 2 weeks of hire).
- Management is responsible to communicate any revisions to their staff at the beginning of each staff meeting.
- Copies of the training program can be found in the Health and Safety Officer’s office.
- Supplied Labour: The supply of labour agency will get a copy of our emergency evacuation plan. They are required to review the procedure with the temporary worker(s) before they are sent to our location. Upon arrival the department manager must review the procedure with each worker before they commence work. The temporary worker will be required to sign an orientation form when the department manager has communicated their health and

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safety responsibilities to them. The orientation form will be kept in their supplied labour employer file.

- Written – documentation received from training will be forwarded to the employee's manager.
- Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

## **TRAINING**

- All management and workers/supplied labour require training on emergency evacuation.
- Each manager and workers/supplied labourer must sign the training record at the completion of the health and safety training session.
- Training requirements (for specifics see the annual Training Needs Analysis)
  - WHMIS
  - Chemical spills
  - Fire extinguisher types and use
  - Initial job instruction training on Victoria University emergency policies
  - Location of Internal evacuation points for all managers
  - Fire and external evacuation points

## **EVALUATION**

- A review of the management and worker/supplied labour responsibilities will be done on an annual basis. This evaluation will measure each health and safety responsibility.
- The performance evaluation system must be formalized and measure each health and safety responsibility.

## **FORMS**

None

## **RELATED PROCEDURES**

- Orientation Program
- WHMIS Procedure
- Emergency Responses and Safety Tips
- Personal Safety and Protection of Property
- First Aid
- Accident Investigation

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**REFERENCE MATERIALS**

- Occupational Health and Safety Act (OHSA)
- Ontario Building Code
- Ontario Fire Code
- Municipal requirements
- Environmental Protection Act

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to: All Managers, Joint Health and Safety Committee</b>	<b>Document to be posted:</b> NO

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> November 3, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> November 2, 2013

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## **SUBJECT: 4.2 (D) EMERGENCY EQUIPMENT**

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### **PURPOSE**

The purpose of this procedure is to ensure compliance to the Ontario Fire Code and to ensure that adequate emergency equipment is available. A designated management person should be responsible to ensure the standard is met.

### **SCOPE**

This procedure applies to all locations.

### **STANDARDS/PROCEDURES**

Victoria University must have a complete list of all emergency equipment such as:

- Fire extinguishers/hoses
- Fire suppression system
- Pull stations
- Eye wash stations
- Fire exits
- Emergency Lighting
- Any other emergency equipment appropriate to the workplace. (Self-contained breathing apparatus, etc.)

The Health and Safety Officer and the Maintenance Manager must ensure that the equipment required follows the Building Code, Fire Code and any municipal or relevant legislation.

A documented review must be conducted by the Health and Safety Officer and Joint Health and Safety Committee annually and incorporate the following:

- Correct selection of equipment.
- Adequate equipment.
- Appropriate location of equipment.
- Training requirements for emergency equipment users.
- Checks, inspections, replacement and/or calibration requirements

The attached Emergency Equipment Log and Health and Safety Program Review form must be used.

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## **ROLES AND RESPONSIBILITIES**

- The Health and Safety Officer is responsible for enforcing this procedure.

## **COMMUNICATION**

- Emergency equipment locations will be communicated to all management and workers/supplied labour during the health and safety orientation training program (completed at time of hire).
- Management is responsible to communicate any revisions to their staff at the beginning of each staff meeting.
- Supplied Labour: The supply of labour agency will get a copy of our emergency equipment log. They are required to review the emergency equipment log with the temporary worker(s) before they are sent to Victoria University. Upon arrival the department manager must review the worker responsibilities with each worker before they commence work. The temporary worker will be required to sign an orientation form when the department manager has communicated their health and safety responsibilities to them. The orientation form will be kept in their supplied labour employee file.
- Written – ensure any documentation received from training is forwarded to the employee's manager.
- Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

## **TRAINING**

- All affected management and workers/supplied labour will receive training on emergency equipment locations.
- Each manager and workers/supplied labourer must sign the training record at the completion of the health and safety training session.

## **EVALUATION**

- A review of the emergency equipment will be done on an annual basis. This evaluation will measure the requirements of this procedure.
- The performance evaluation system must be formalized and measure each procedure requirement.

## **FORMS**

- Attached

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<b>RELATED PROCEDURES</b>
---------------------------

- New Employee Orientation
- JHSC Procedures

<b>REFERENCE MATERIALS</b>
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- Ontario Fire Code

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to: All Managers, Joint Health and Safety Committee</b>	<b>Document to be posted:</b> NO

**Victoria University  
Emergency Equipment Log/List**

Type of Equipment	Location	Inspection Frequency	Quantity	Date of Inspection
<b>Emergency Signs</b> 		Monthly		
<b>Eye Wash stations or deluge shower</b> 		Quarterly		
<b>Chemical Storage Cabinets</b> 		Monthly		
<b>First Aid Kits</b> 		Quarterly		
<b>Fire Extinguishers</b> 		Monthly and yearly by a 3 <sup>rd</sup> party		
<b>Fire Alarms</b> 		Annually		
<b>Emergency Lighting</b> 		Monthly		
<b>Defibrillator</b> 		Quarterly		
<b>Emergency Stretcher</b> 		Yearly		



# VICTORIA UNIVERSITY

## HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> February 6, 2012
<b>Location:</b> All locations	<b>Review/Revise Date</b> February 5, 2013

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### SUBJECT: 4.2 (E) REFUSAL TO WORK

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#### PURPOSE

This Procedure will identify and describe steps to be taken in case of a Work Refusal by an employee, as prescribed by the Occupational Health and Safety Act and applicable regulations. See *OHSA, RSO 1990 C.O.1 Section 43(3), 50*

#### SCOPE

The University accepts its responsibilities and is committed to compliance with all the requirements of applicable Health and Safety legislation. To this end we will endeavour to ensure that management, the Joint Health and Safety Committee and individual employees are knowledgeable of those sections of the health and safety legislation that directly affect them.

This procedure is applicable to all members of Victoria University.

#### STANDARDS/PROCEDURES

##### Work Refusal by a Worker

A worker may refuse to work or do particular work where he or she has reason to believe that,

- any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
- the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or
- workplace violence is likely to endanger himself or herself; or
- any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker. R.S.O. 1990, c. O.1, s. 43 (3).

##### Report of refusal to work:

Upon refusing to work or do particular work, the worker shall promptly report the circumstances of the refusal to the worker's employer or supervisor who shall forthwith investigate the report in the presence of the worker and, if there is such, in the presence of one of,

- a committee member who represents workers, if any; or
- a health and safety representative, if any; or
- a worker who because of knowledge, experience and training is selected by a trade union that represents the worker, or if there is no trade union, is selected by the workers to represent them, who shall be made available and who shall attend without delay. R.S.O. 1990, c. O.1, s. 43 (4). Worker to remain near workstation.

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### **Refusal to work following investigation:**

Where, following the investigation or any steps taken to deal with the circumstances that caused the worker to refuse to work or do particular work, the worker has reasonable grounds to believe that,

1. the equipment, machine, device or thing that was the cause of the refusal to work or do particular work continues to be likely to endanger himself, herself or another worker;
2. the physical condition of the workplace or the part thereof in which he or she works continues to be likely to endanger himself or herself; or
3. workplace violence is likely to endanger himself or herself; or
4. any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention continues to be likely to endanger himself, herself or another worker,

the worker may refuse to work or do the particular work and the employer or the worker or a person on behalf of the employer or worker shall cause an inspector to be notified thereof. R.S.O. 1990, c. O.1, s. 43 (6).

### **General Procedures**

#### **Stage 1**

1. The work refusal must be reported to the supervisor immediately.
2. The supervisor shall determine if the worker is refusing work or reporting a safety concern.
3. If it is determined to be a work refusal, the supervisor along with the worker must complete the Work Refusal Report.  
The supervisor shall conduct a preliminary investigation, and determine if immediate corrective action is necessary. If the dangerous circumstances cannot be resolved, the Supervisor shall contact the Health and Safety Officer. Until the first stage investigation is completed, the worker shall remain in a safe place near his or her workstation. R.S.O. 1990, c. O.1, s. 43 (5).
4. The Health and Safety Officer shall conduct an investigation in the presence of the worker, supervisor and JHSC worker representative and or union representative. Until the investigation is completed the worker shall remain in a safe place near his/her workstation.
5. The findings of the investigation shall be reported to the Bursar and the JHSC.
6. If following the investigation and any steps taken to deal with dangerous circumstances, the worker still has grounds to believe that the work is likely to endanger him or other workers, the worker or the Health and Safety officer shall contact the Ministry of Labour inspector.

#### **Stage 2**

7. A Ministry of Labour inspector shall investigate the refusal to work in the presence of the Health and Safety Officer, the Department Manager, the JHSC worker representative and the worker and /or the union representative.
8. The worker is to remain at a safe place near the work station, pending decision of the Ministry of Labour inspector. The worker may be assigned reasonable alternative work, or be given other directions.
9. Pending the Ministry of Labour inspector investigation no worker is to operate the equipment, machine or device being investigated unless, the worker has been advised of the other worker's reasons for refusal.

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10. The Ministry of Labour inspector shall give his/her decision, in writing as soon as is practicable, to the employer, worker and JHSC worker representative.
  11. If the inspector determines that no dangerous circumstances exist, the worker shall immediately return to regular duties.
  12. If the inspector determines the dangerous circumstances are likely to endanger the safety of a worker, the Manager shall order the process to be stopped until appropriate corrective actions are applied.
  13. Once the circumstances are corrected the Health and Safety Officer and JHSC worker representative shall inspect the process to ensure that the potential for injury has been eliminated. The worker shall return to regular duties.

**Investigation by inspector:**

- An inspector shall investigate the refusal to work in consultation with the University or a person representing the University, the worker, and if there is such, the person mentioned in clause (4) (a), (b) or (c). R.S.O. 1990, cO.1., s.43 (4)

**Decision of inspector:**

- The inspector shall, following the investigation referred to in subsection (7), R.S.O. 1990, c. O1 s43 (8), decide whether the machine, device, thing or the workplace or part thereof is likely to endanger the worker or another person. R.S.O. 1990, c. O.1, s. 43 (8).

**Idem:**

- The inspector shall give his or her decision, in writing, as soon as is practicable, to the employer, the worker, and, if there is such, the person mentioned in clause (4) (a), (b) or (c) R.S.O. 1990, c O.1, s. 43 (4 (a), (b), (c). R.S.O. 1990, c. O.1, s. 43 (9).

**Worker to remain at a safe place pending decision:**

- Pending the investigation and decision of the inspector, the worker shall remain at a safe place near his or her work station during the worker's normal working hours unless the employer, subject to the provisions of a collective agreement, if any,
  - a) assigns the worker reasonable alternative work during such hours; or
  - b) subject to section 50, where an assignment of reasonable alternative work is not practicable, gives other directions to the worker. R.S.O. 1990, c. O.1, s. 43 (10).

**Duty to advise other workers:**

- Pending the investigation and decision of the inspector, no worker shall be assigned to use or operate the equipment, machine, device or thing or to work in the workplace or in the part of the workplace being investigated unless, in the presence of a person described in subsection (12), R.S.O. 1990, c.O.1, s.43 (12) the worker has been advised of the other worker's refusal and of his or her reasons for the refusal. R.S.O. 1990, c. O.1, s. 43 (11).

**Idem:**

- The person referred to in subsection (11), R.S.O. 1990, c.O1, s.43 (11), must be,
  - a) a committee member who represents workers and, if possible, who is a certified member;
  - b) a health and safety representative; or

- 
- c) a worker who because of his or her knowledge, experience and training is selected by the trade union that represents the worker or, if there is no trade union, by the workers to represent them. R.S.O. 1990, c. O.1, s. 43 (12).

**Entitlement to be paid:**

- A person shall be deemed to be at work and the person's employer shall pay him or her at the regular or premium rate, as may be proper,
  - a) for the time spent by the person carrying out the duties under subsections (4) R.S.O. 1990, c. O1, s43 (4) and (7) R.S.O. 1990, c. O1, s43 (7) of a person mentioned in clause (4) (a), (b) or (c) R.S.O. 1990, c. O1, s43 (4); and
  - b) for time spent by the person carrying out the duties under subsection (11) R.S.O. 1990, c.O1, s. 43 (11); of a person described in subsection (12). R.S.O. 1990, c. O.1, s. 43 (13).

**Bilateral Work Stoppage:**

*See OHSO RSO 1990 C.0.1 Sections 43, 44, 45, 46, 47, 48, 49, 50*

- a) A certified member who has reason to believe that dangerous circumstances exist at a workplace may request that a supervisor investigate the matter and the supervisor shall promptly do so in the presence of the certified member.
- b) A certified member may request that a second certified member representing the other workplace party investigate the matter if the first certified member has reason to believe that dangerous circumstances continue after the supervisor's investigation and remedial actions, if any.
- c) The second certified member shall promptly investigate the matter in the presence of the first certified member.
- d) If both certified members find that the dangerous circumstances exist, the certified members may direct the supervisor to stop the work or to stop the use of any part of a workplace or of any equipment, machine, device, article or thing.
- e) The supervisor shall immediately comply with the direction and shall ensure that compliance is effected in a way that does not endanger a person.
- f) If the certified members do not agree whether dangerous circumstances exist either certified member may request that a Ministry of Labour inspector investigate the matter. The Ministry of Labour inspector shall provide both members with a written decision.

<b>ROLES &amp; RESPONSIBILITIES</b>
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**Senior Management**

- Promote and encourage safety awareness

**Health and Safety Officer**

- Conduct Work Refusal Investigation as needed
- Make recommendations for correcting hazard situation
- Notify Ministry of Labour in case of continued dispute
- Assist Supervisor in determining safe alternative work for employee
- Provide work instructions for worker taking over the position for duration investigation
- Provide written report to senior management and the JHSC

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### **Managers/Supervisors**

- Address worker's health and safety concern
- Notify the Health and Safety Officer and the Bursar in case of work refusal
- Assign the worker to alternative duties for duration of investigation
- Participate in work refusal investigation
- Implement recommended corrective actions

### **Joint Health & Safety Committee Worker Representative:**

- Participate in work refusal investigation
- Provide recommendations for corrective actions
- Accompany MOL inspector for duration of investigation

### **Employee:**

- Report all unsafe practices/conditions to shift supervisor, JHSC or the Health and Safety Officer
- Work in accordance or conform with Victoria University Health and Safety Policies and Procedures.

## **COMMUNICATION**

- All staff will be advised of this procedure during orientation. This procedure will be reviewed annually by senior management or more frequently if the joint health and safety committee or Health and Safety Officer, determines such a review and revision is necessary or if there is a change in circumstances that may affect the health and safety of a worker. Any changes to the Work Refusal Procedure will be communicated to all JHSC members, employees, supervisors, and managers.

## **TRAINING**

- The Health and Safety Officer and the JHSC shall review training requirements on an annual basis, and ensure that training is conducted. All supervisors and managers, and JHSC members shall receive appropriate Legislative Requirements Training.

## **EVALUATION**

- The procedure will be reviewed annually by the JHSC and the Health and Safety Officer to ensure compliance to current legislation. The frequency and outcomes of work refusals will also be monitored and evaluated on both an ongoing and annual basis with an emphasis on safety and improvement strategies.

## **FORMS**

- Work Refusal Report

## **RELATED PROCEDURES**

- Hazard Recognition
- JHSC
- Health & Safety Responsibilities
- Workplace Violence and Harassment

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<b>REFERENCE MATERIALS</b>
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- Occupational Health and Safety Act, Industrial Regulations 851, CPI Audit

**Definitions and Terminology**

- JHSC- Joint Health and Safety Committee
- MOL- Ministry of Labour
- Dangerous Circumstances- Situation in which, a provision of the OHS Act is being contravened and the contravention poses a danger or a hazard such that a delay in controlling it may seriously endanger the worker.
- Certified Member- A JHSC member that has attended an approved certification course has been certified by the Agency or competent person and has been designated as a certified member of the JHSC membership.

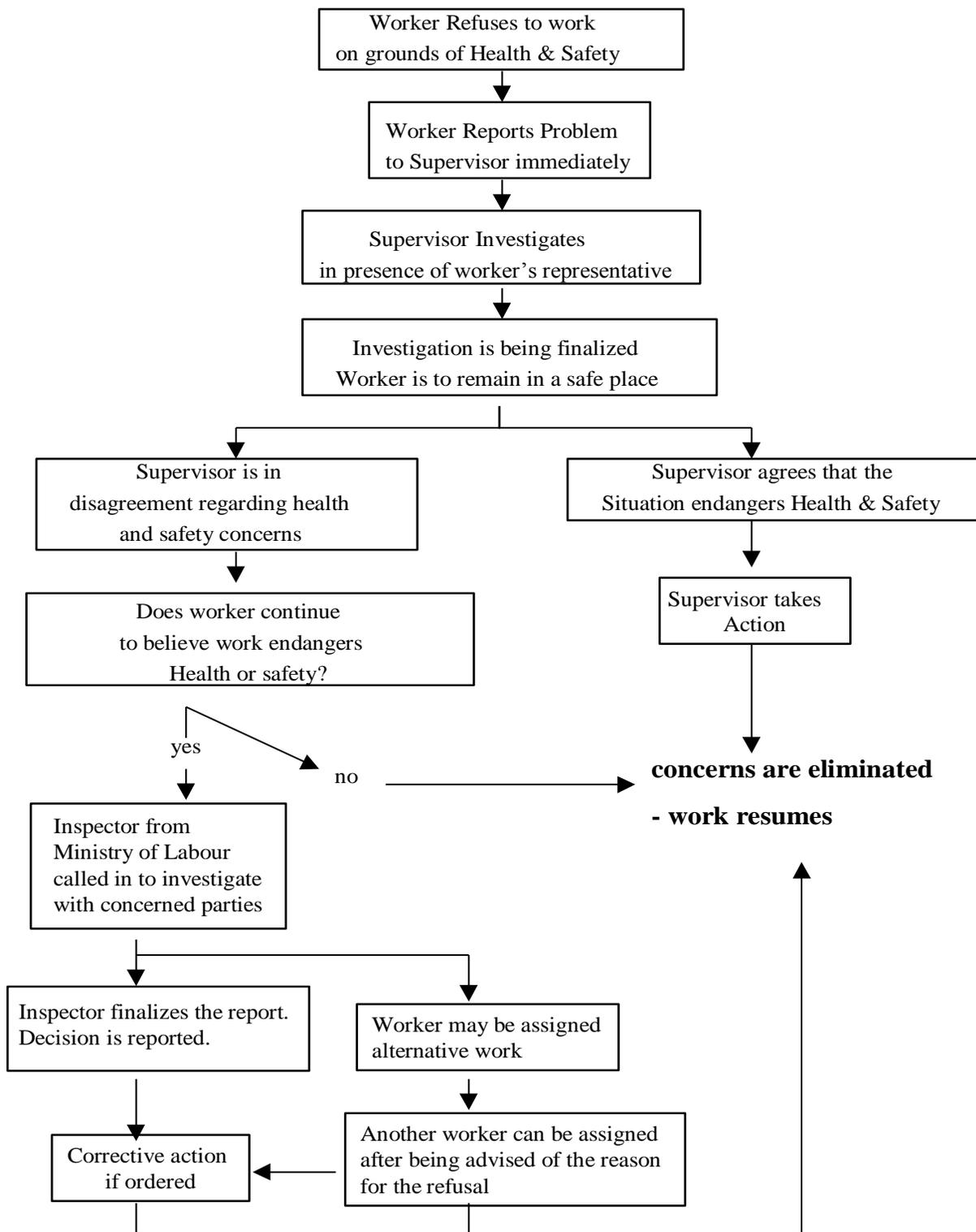
Appendix  
Refusal to Work algorithm

<b>Approval signature:</b>	<b>Date:</b>
<b>Distribution to:</b> All Management, JHSC	

**VICTORIA UNIVERSITY  
WORK REFUSAL REPORT**

<b>Section A. Employee Completes this Section</b>		
Name of Employee:	Time:	Date:
Name of Supervisor:		
Location of Work Refusal:		
Task Assigned:		
Employee Comments:		
Employee Signature:		
<b>Section B. Supervisor Completes this Section</b>		
Date of Investigations:	Time of Investigation:	
Supervisor's Observations after Investigation:		
Action Recommended:		
Supervisor's Signature:		
<b>Section C. JHSC Member Completes this Section</b>		
JHSC member Observations after Investigation:		
Employee and JHSC member satisfied that concerns have been resolved: yes ( ) no ( )		
Action Recommended:		
JHSC Member Signature:		
<b>OHS Completes this Section</b>		
Ministry of Labour Required    yes ( )    no ( )		
Date Called:	Time Called:	
MOL Investigator:	Orders written: yes ( ) no ( )	Ref. #

**Refusal to Work on Grounds of Health & Safety Concerns**



# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b>

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## SUBJECT: 4.2 (F) LOCKOUT

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### PURPOSE

The purpose of this procedure is to ensure that all energy sources are isolated and effectively controlled prior to any work being done *on or in close proximity* to machinery or equipment.

### SCOPE

This procedure applies to all workers involved in managing, administering or completing work on energized equipment.

This procedure applies to all energy sources: kinetic, chemical, potential, thermal, electrical, radiation.

This procedure applies to all locations within Victoria University and any contractors working in these facilities.

### PROCEDURES

#### ISOLATION PROCEDURE FOR ALL ENERGY SOURCES

Isolation of energy sources takes place before starting work on any machinery, equipment or process. Isolation of energy sources is a five-step process: Lock, Tag, Clear, Try and Release

#### Lock:

- The person in charge of the work will notify all affected personnel of the extent and duration of the shutdown of the machinery, equipment or process.
- The person in charge of the work will ensure that all machinery, equipment or process are shutdown, locked and tagged.
- Each individual working on or near the equipment must place their assigned lock and tag at the lockout point(s). A lockout scissor clip may be required.

#### Tag:

- A tag must be securely attached to each lock.

- 
- The tag used must be made of non-conductive material with the words “DO NOT OPERATE” written on it, the name of the worker and the date of the lockout.

**Clear:**

- The person in charge of the work will clear the machinery, equipment or process of any hazards or people

**Try:**

- Once the person in charge of the work is assured that all sources of energy are locked-out and tagged and all is clear, he will try to activate the equipment:
  - Make certain everyone stands clear, then have the equipment controls (push buttons, switches, etc) operated to ensure the machinery or equipment or process will not activate; and
  - Ensure the machinery/equipment/process controls are returned to the off or neutral position immediately after the test, and
    - 1) Relieve or restrain any residual or stored energy, and
    - 2) Ground electrical energy stored in capacitors, and
    - 3) Test with appropriate test equipment and visually check to determine that energy sources have been neutralized.

**Release:**

- If it is assessed that everything is properly locked out, the person in charge will release the equipment for work to be done.
- Equipment removed from service because of safety concerns must be locked, tagged, cleared and tried by the person in charge of the work to ensure it cannot be used.
- The individual worker’s lock and tag must remain on any system that was rendered inoperable until such time that:
  - They complete the repair of the system and it is safe to operate or
  - They turn over responsibility for the system to another person, and the lock and tag of the individual accepting the responsibility is properly affixed to the equipment. Workers coming on shift must place their personal locks on all the lockout points before the workers going off shift remove their locks. Alternatively, the manager may lock the lock-out points before workers going off shift remove their locks to ensure continuity of the lock-out until workers coming on shift can apply their personal locks.

**Locks can only be removed by the owner:**

- If an employee fails to remove a lock and tag and leaves the site, and can be reached, he may authorize the Maintenance Manager to cut off the lock. If the employee cannot be reached, the Maintenance Manager after checking that the equipment can be operated safely may authorize the removal of the lock and tag. A lock removal form must be completed and be kept on file.

- 
- The employee is to be contacted regarding his lock being removed at the earliest opportunity to ensure that he does not return to work on the equipment and not realize that his lock has been removed and the equipment may be energized.

### **STORED ENERGY HAZARDS**

- Can include electrical capacitance, batteries, spring-loaded devices, suspended weight, compressed air or gas.
- Each type of energy source requires an appropriate means of isolation.

### **COMPLETION OF MAINTENANCE/REPAIRS**

- Upon completion of the maintenance/repairs, the person in charge of the work will make a final inspection to ensure that all repairs are completed; all guards etc. have been replaced.
- All personnel are informed prior to the equipment being re-energized. The locks are removed in reverse sequence (the last person to put on the lock will be the first to remove it and the first person to put on the lock will be the last to remove it) and the equipment brought on line by the person in charge of the work.

### **EQUIPMENT REQUIRING SPECIFIC HANDLING**

- Some equipment may require a specific “Isolation” procedure to ensure all sources of energy are de-energized. The Maintenance Manager will ensure that they (equipment and machinery) are identified and an appropriate specific “Isolation” procedure is in place and followed.

### **MULTIPLE PERSON LOCKOUT**

- Each person working on the machinery, equipment or process is responsible for locking out the energy-isolating device. Multiple locks can be applied with scissor adapters.
- The first worker who applies the lock (must be an authorized University employee) must make sure the lockout is effective and the equipment will not start. When each worker has finished maintenance, the worker removes only his or her own personal lock. The worker who removes the last lock (who is the worker who applied the first lock) should check that all workers are in the clear and that the equipment can be safely restarted.

### **MULTIPLE POINT LOCKOUT**

- To effectively lockout equipment with multiple energy sources, lockout several energy-isolating devices.
- Any equipment, machinery or process specific lockout procedure will be required in order to identify all the lockout points.

### **ISOLATION OF ELECTRICAL ENERGY SOURCES**

- Electricity is the most common energy source that needs to be locked out.
- For plugged in type of equipment, a personal lock is not necessary if the person doing the work keeps the plug in view and under control while working on the equipment. If the

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worker must leave the equipment, then a lock is required. Before doing any work, the worker must ensure that all moving parts have stopped and are secured.

- For hard-wired equipment, the equipment or machine will need to be shut off making sure that all moving parts have come to a complete stop.

### **ISOLATION BY MEANS OF START/STOP BUTTON OR OTHER CONTROL SWITCH OR PLCs IS NOT ACCEPTABLE.**

### **PAY PARTICULAR ATTENTION TO ENSURE ALL MULTIPLE POWER SOURCES ARE IDENTIFIED AND INCLUDED IN ISOLATIONS.**

- Isolation of lighting circuits in electrical panels can be achieved by closing the circuit breaker and applying the lockout device with lock and tag.
- A licensed electrician will be used to remove circuit breakers, fuses and or perform work in the electrical panel.
- **When operating a power disconnect switch, employees must look away from the box, stand to one side of the switch box, on the side of the handle, and using their left hand, open or close the switch.**

### **ISOLATION FOR LINE-BREAKING**

- Line-breaking hazards include shock along the pipeline, which can result in a rupture; damage to flange faces; exposure to pressures, corrosive materials, hot steam or condensate; and danger from failing pipe sections once the pipeline integrity has been disturbed.

### **EVALUATION OF POTENTIAL HAZARDS**

- Maintenance and operating personnel shall inspect the job site prior to starting work. This inspection is for the purpose of developing a plan for the safe performance of the job.
- Evaluate all potential hazards associated with the job and plan the necessary precautions to prevent injury.

### **PREPARE THE JOB SITE**

- Regardless of the procedures to render the pipeline and connected equipment non-hazardous, all lines shall be treated as though they are under pressure.
- Scaffold shall be erected, where needed, with consideration given to an escape route.
- Barrier shall be set up, as required, to keep unauthorized people away.
- Pipelines to be opened shall have additional supports provided so that the pipeline section does not fall when flange, coupling, connector or joint is opened.

### **ISOLATION**

- The point where the equipment will be cut or parted shall be isolated by the nearest valve (closed and chain locked and tagged) on each side of the point of entry.
- Where pumps are involved, lockout procedures must be followed.
- Bleed all pressure (if any) from the isolated section of the pipeline.

- 
- If the line being opened is connected to a common header, it may be necessary to lockout valves and blank off the downstream side as well. Never depend on check valves to prevent flow of contents in any pipeline.

### **DRAIN CONTENTS – BLEED PRESSURE**

- Pipelines and equipment shall be drained into suitable containers, rather than allowing the contents to run over the ground.

### **PERSONAL PROTECTION**

- Know the location of the nearest safety shower, eye wash bottle or constant flow station. See your Victoria University contact if temporary means will be required.
- The type of Personal Protective Equipment that shall be worn for breaking the first flange on a line or system will be dictated by the chemical contact hazard that may be present. Personal Protective Equipment shall not be used to replace proper job preparation or safe work methods, but it shall be utilized to provide personnel with an added level of protection.
- Regardless of the material, the individuals breaking any line must wear splash proof goggles. Where acids, caustic, other corrosives and hot fluids are involved, protective clothing such as PVC coat, pants, rubber boots, gloves, goggles and face shield must be worn.

### **PIPELINE/PIPE FLANGE ENTRY**

- The point of entry into a line, or equipment containing hazardous material, shall be adequately sheathed, where practical, to prevent spraying or splashing of material.
- The studs on opposite sides of the flange shall be loosened first.
- Remove a series of studs and attach the first flange jack or wedge.
- Open the flange far enough to determine if any material remains in the pipelines.
- Always keep the body out of direct line of material that could be discharged from the open line.
- Remove the stud directly opposite the studs previously removed, once the pressure is relieved, attach the second flange jack or wedge.
- Proceed to remove other studs, as necessary, following the same diagonal sequence.
- If nuts and bolts must be cut off, mechanically or with a torch, and there is a possibility of the line or equipment being under pressure, each nut and bolt that is cut off shall be replaced with a new nut and bolt. Tighten before cutting off the next bolt.

### **CLOSE THE ENTRY**

- Broken lines remaining in place shall have all openings blanked or capped off to prevent drips or spills.
- Removed sections of lines and equipment shall be handled cautiously until inspected and decontaminated.
- Mark each section of removed line and indicate previous content on the line/pipe. The line/pipe is now presumed to be empty

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## COMPLETE THE JOB

- If contaminated lines or equipment are transferred to the maintenance shop for repairs, they shall be tagged, with a warning sign identifying the contamination or condition, until they can be properly decontaminated. They shall not be stored outdoors.
- The job is not complete until all safety tags, lockout, scaffolding and barriers are removed.

## ISOLATION OF HYDRAULIC OR PNEUMATIC SYSTEMS

- Identify the machinery or equipment that needs to be locked out.
- Stop the machine. Make sure that all moving parts have come to a complete stop.
- Find the energy source and disconnect it. Disconnect the electrical power to the pump/compressor or close the valve feeding the cylinder.
- Apply a personal lock to the electrical disconnect or to the valve. To make sure that all parts have been secured against inadvertent movement, you may have to pin or block a “weight” that is being supported by the stored pressure in the cylinder.
- Test the lockout to make sure de-energization is effective. Test to make sure the pump or compressor will not start and that the flow does not bypass the valve. Make sure there is no residual pressure in the lines, reservoirs, or accumulator feeding the cylinder. Bleed any residual pressure. Test to ensure that there is zero energy in the system.

<b>ROLES AND RESPONSIBILITY</b>
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### Health and Safety Officer

- Evaluates the procedure for its effectiveness and reviews this procedure every year or as required.

### Maintenance Manager

- Ensure that all potential hazards are evaluated, the necessary precautions taken, and that personnel assigned to isolate energy sources are properly trained prior to any work being done on machinery, equipment or process;
- Must provide personal locks to employees;
- Must implement written procedures where required;
- Administers this procedure in the building; and
- Verifies that the procedure is in use.

### Worker

- It is the responsibility of workers assigned to isolate energy sources to adhere to all the requirements in this procedure.
- All workers who work on machinery or equipment requiring lockout are responsible for:
  - 1) Locking out the energy-isolating device or placing a personal lock on the key securing system in a group lockout procedure
  - 2) Removing their personal lock upon completion of their work
  - 3) Keep control of the keys to their personal lock throughout the duration of the work

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## COMMUNICATION

- The University arranges for all workers to be trained in isolation procedures.
- Job requirements are communicated to each worker.
- Persons who have placed tags on equipment are asked to remove their tags upon confirmation the work is complete.
- Prior to the equipment being re-energized, all workers at the work location are informed prior to the start-up.
- The worker and the manager communicate regarding work demands and equipment status.

## TRAINING

### Training Requirements

- Employees required to isolate energy sources will receive training.

### Frequency of Training

- The initial training will be provided before an employee is required to isolate an energy source.
- Follow-up training is provided every 2 years.

Training is provided for all new machinery, equipment or processes.

### Type of Training

- The training will include classroom theory (legislative requirements, internal procedure, and specific procedures) with quiz and practice (actual isolation of machinery or equipment).
- The training can also be equipment, machinery or process specific.

## FORMS

Lock Removal Form.

## EVALUATION

Training records are maintained and kept up to date at each building

## RELATED PROCEDURES

Health and Safety Responsibilities

## REFERENCE MATERIALS

None

## DEFINITIONS

Assigned Lock: This is a lock for which the worker personally controls the key.

Clear: The process of ensuring that no one is near the system before it is checked to ensure that all power is out.

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Chemical Energy:	Chemical energy refers to the energy that can be released by a chemical reaction. Hazardous chemical energy can be released with flammable, combustible, and corrosive substances.
Energy Source:	Includes but is not limited to electrical, mechanical, radiation, process liquids, steam, air, water, oil, hydraulic, and vapour sources.
Electrical Energy:	Conductors, motors, and generators are sources of electrical energy. Both low voltage and high-voltage equipment and conductors can injure or kill workers. Maintenance work on lighting systems or electrical panels, for example, requires lockout.
Isolating Energy Sources:	This means stopping and securing the machinery, equipment, process or system to protect workers from danger. Such stopping and securing must eliminate or control the danger to the safety and health of workers from unexpected start up of the machinery, equipment, process or system, or the release of hazardous energy or substances.
Energy Isolating Device (Control Device)	This is a device that physically prevents the transmission or release of an energy source to machinery or equipment (the main power source). Typical energy isolating devices include switches, circuit breakers, and valves. Stop buttons on control circuits and programmable logic controllers (PLCs) cannot be used as energy-isolating devices.
Kinetic Energy:	The energy of moving equipment or moving materials.
Lock:	Lock is the use of locks to positively secure the control device(s) used to control the hazardous energy or other hazard.
Lockout:	Means to physically neutralize all energies in a piece of equipment before beginning any maintenance or repair work. Lockouts generally involve: <ul style="list-style-type: none"> <li>• stopping all energy flows (for example, by turning off switches, or valves on supply lines);</li> <li>• locking switches and valves;</li> <li>• securing the machine, device, or power transmission line in a de-energized state (for example, by applying blocks or blanks, or bleeding hydraulic or pneumatic pressure from lines).</li> </ul>
Person in Charge of the Work:	Individual responsible to ensure that the work is done safely and according to the procedure. This individual can also be the person carrying out the actual work. This individual is not necessarily a manager.

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Potential Energy: Potential energy is the energy in suspended, elevated, or coiled materials. An example would be the forks of a forklift truck.

Release: The process of releasing the equipment for the work to be done on it. This means that all is safe to release the system to work on.

Tag: Tag is the use of a Danger tag to warn people that the equipment or process was locked-out of service. It indicates the reason and the name of the person in charge.

Thermal Energy: Thermal energy is the energy in heat, which is found in steam, hot water, fire, gases, and liquified gases.

Try: The process of trying out the equipment by pushing its' start button to ensure that all sources have been locked-out. This is the process of verifying that all areas of the process or equipment are secured before work is done on it.

Radiation: Radiation energy includes non-ionizing and ionizing radiation.

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b> Physical Plant JHSC	<b>Document to be posted:</b>  NO

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**LOCK REMOVAL**

Lock Owner: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Persons witnessing lock removal: \_\_\_\_\_  
\_\_\_\_\_

Area Supervisor's name: \_\_\_\_\_

Location and equipment/job affected: \_\_\_\_\_

Reasons for lock removal: \_\_\_\_\_

Attempts to contact the owner of the lock(s)

Time: \_\_\_\_\_ Place: \_\_\_\_\_

Time: \_\_\_\_\_ Place: \_\_\_\_\_

Time: \_\_\_\_\_ Place: \_\_\_\_\_

Time: \_\_\_\_\_ Place: \_\_\_\_\_

Area or equipment checked for:

Obstructions: \_\_\_\_\_ Tools: \_\_\_\_\_ Personnel: \_\_\_\_\_

Signs of Work: \_\_\_\_\_ Safe to Operate: \_\_\_\_\_

Lock removed by: \_\_\_\_\_

Lock out restored: \_\_\_\_\_ or equipment started  
and checked for correct operation: \_\_\_\_\_

Signatures:

Witness Area	Supervisor	Manager	H&S Officer
_____	_____	_____	_____

Information reviewed by Manager, Health and Safety and owner of lock.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Action Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b>

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## **SUBJECT: 4.2 (G) CONFINED SPACE**

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### **PURPOSE**

The purpose of this procedure is to provide a generic program for the identification of risks associated with work in confined spaces. A confined space means a fully or partially enclosed space (a) that is not both designed and constructed for continuous human occupancy, and (b) in which atmospheric hazards may occur because of its construction, locations or contents or because of work that is done in it.

### **SCOPE**

This procedure applies to all individuals working in or around any confined spaces.

### **STANDARDS/PROCEDURES**

#### **General**

#### **(a) Identification of Confined Spaces**

Confined spaces shall be identified to indicate that they are a confined space, or under which conditions they are a confined space. At Victoria University, these spaces could include, but are not limited to:

- Pressure Vessels (Hot water tanks)
- Sump Pits

#### **(b) Equipment**

Equipment and materials required to carry out these safety requirements will be provided by the University.

#### **(c) Confined Space Entry**

Only designated authorized and trained individuals will be allowed to enter any confined space.

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## (d) Prohibitions

No person shall enter any confined space (as defined) unless they are an *authorized worker*, or upon written approval and authorization of the Health and Safety Officer.

### Key Points

- The MOL method will be used to recognize each confined space.
- The hazards of each confined space will be assessed by a competent person.
- A competent person will develop a plan for controlling hazards identified.
- The worker must be competent in confined space entry to identify the work procedures required to enter the confined space.
- Duties of the workers must be clear before entry. The immediate manager will be responsible for the communication.
- Coordination documents must be prepared by Maintenance if more than one contractor is entering the confined space at the same time.
- Protective clothing and personal protective equipment must be used at all times.
- Isolation of energy and control of material movement must be maintained at all times. Specific lockout procedures will be required for each confined space before entry.
- Qualified attendants must be established.
- Ensure that there is reasonable means of egress from all parts of the confined space.
- Ensure that ventilation and purging is established and allows acceptable air levels to be achieved and maintained.
- Establish method of communication to allow immediate contact with necessary personnel if rescue or assistance is required, confirm alarm system.
- The worker must be trained in emergency rescue procedures, CPR, and artificial respiration.
- Before entry, the vessel or confined space must be tested by a competent worker located outside the confined space for oxygen content, combustible gas (L.E.L.) and toxic gases.
- Continuous monitoring will be required of the vessel or confined space atmosphere to detect changing conditions.
- The worker must be conversant with Non-Entry Rescue Procedures.
- Rescue equipment must be inspected by a competent worker before use.

### Pre-entry

- Ensure that the following equipment is available at a minimum:
  - Portable 4 gas detector
  - Emergency life support apparatus (ELSA-10)
  - Portable air ventilation blower with air duct hose
  - Full body harness
  - Tripod with winch
  - Ladder (if required)
  - Protective clothing as required (i.e. safety glasses, gloves, hard hat, respirator)
- Ensure the air in the confined space is safe. This is accomplished by drawing a sample from the confined space with the gas detector. Sample for 3 minutes and record results on the confined space entry permit.
- If the air test has given an unsafe result, ventilate the space for a minimum of 20 minutes, then repeat step 2. Continue until air in the space is safe.

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- Only when the air in the confined space is tested safe and the confined space entry permit is completed, can the trained employee enter the confined space.

### **Entry**

- Confined space work is to be performed by a minimum of two (2) competent workers, one of whom will monitor all activities from outside the confined space.
- Full body harness and lifeline shall be worn by the entrant for the duration of the entry.
- The person entering the confined space shall carry the gas detector and ensure that it is functioning for the duration of the entry.
- The person entering the confined space shall ensure the ELSA-10 is at the site where the work is being performed.
- Upon reaching the work area, the gas detector is to be mounted in a location within the worker's reach and must be at head level while work is being performed. Perform all work tasks in a safe manner.
- Should the detector indicate an alarm condition:
  - Put on the ELSA-10 immediately
  - Retreat from the confined space with the gas detector
  - Do not re-enter without ventilating and re-testing
  - In the event where the space cannot be purged contact your manager and DO NOT ENTER.

### **Rescue**

- Under no circumstances is any person to enter a confined space to affect a rescue until additional help and sufficient equipment is available.
- Activate emergency response. Call 911 for medical assistance.
- If possible, retrieve the worker and remove the worker from the confined space via body harness tripod and winch line.
- When a worker is removed and is not breathing: apply artificial resuscitation until help arrives or the worker is revived.
- At no time is the attendant to enter the confined space.

### **Potential Hazards**

- Lack of natural ventilation
- Oxygen deficient atmosphere
- Flammable/explosive or toxic atmosphere
- Unexpected release of hazardous energy
- Limited entry and exit
- Physical barriers or limitation to movement
- Uneven or slippery conditions
- Not using appropriate lockout procedures

<b>ROLES AND RESPONSIBILITIES</b>
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- Managers are responsible to facilitate and/or provide proper instruction to their workers on protection requirements including Confined Space Entry and Emergency Egress procedures.

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- The University Maintenance Department will keep a record of every confined space plan, assessment, coordination document, training, entry permit, record of rescue equipment inspection and record of tests.

## **COMMUNICATION**

- This procedure will be communicated to all employees working in or around a confined space.
- Written – ensure any documentation received from training is forwarded to the employee's manager.
- Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

## **TRAINING**

- All employees working in and around confined spaces will receive training as required in the following topics
  - First aid and CPR
  - Operation of the wench and tripod
  - Operation of the monitoring meter
  - Hazard assessment of the confined space
  - The topic of confine space
  - Ventilation or purging of the confined space
  - Non entry rescue
  - Respirators
- Each manager and worker/supplied labourer must sign the training record at the completion of the health and safety training session.
- The attendant outside the confined space must be at minimum, trained in First aid and CPR.

## **EVALUATION**

- A review of this procedure will be done on an annual basis. This evaluation will measure each health & safety responsibility.
- The performance evaluation system must be formalized and measure each health & safety responsibility.

## **FORMS**

- Attached

## **RELATED PROCEDURES**

- Health and Safety Responsibilities

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<b>REFERENCE MATERIALS</b>
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- Confined Space Regulation 632/05
- MOL Guidelines for Confined Space July 2005

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b> JHSC Physical Plant	<b>Document to be posted:</b>  NO

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**CONFINED SPACE ENTRY PERMIT**

The Manager shall ensure that the following information is completed prior to any confined space work on the project:

Managers Name: \_\_\_\_\_ (Sub) contractor: \_\_\_\_\_

Assessment Performed By: \_\_\_\_\_

Proposed Entry Date(s): \_\_\_\_\_ Permit End Time: \_\_\_\_\_ Permit Start: \_\_\_\_\_

Name/Area of Confined Space: \_\_\_\_\_

Location of Confined Space (attach map if required):  
\_\_\_\_\_

**Drawing of confined space (all isolation points):**

\_\_\_\_\_

Access/Egress of Confined Space:  
\_\_\_\_\_

Access/Egress Location:  
\_\_\_\_\_

Activities Inside Confined Space:  
\_\_\_\_\_  
\_\_\_\_\_

**MONITORING EQUIPMENT**

Air Testing Equipment: \_\_\_\_\_ Serial #: \_\_\_\_\_ Last Calibrated: \_\_\_\_\_

**AIR QUALITY RESULTS**

Time of Test: \_\_\_\_\_ Location: \_\_\_\_\_ Results: \_\_\_\_\_

Tester Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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ATMOSPHERIC HAZARDS (EXISTING OR INTRODUCED)

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HAZARD CONTROLS

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PERSONAL PROTECTIVE EQUIPMENT

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PHYSICAL HAZARDS

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---

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HAZARD CONTROLS

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PERSONAL PROTECTIVE EQUIPMENT (TYPE)

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Attendant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Communication Method to Workers and to Summon Rescue

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Adequate Training                      Yes                       No

Rescue Equipment Required?    Yes                       No                       If yes, list:

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List other workers in the area, who may pose a risk or hazard to the Confined Space or may delay a rescue:

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Location of the nearest meeting point:

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Alternate meeting point:

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# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> David Prediger	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b>

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## SUBJECT: 4.2 (H) HOT WORK

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### PURPOSE

The purpose of this procedure is to ensure that the process of conducting hot work is done safely and in such a manner that it does not endanger University staff, workers or property.

### SCOPE

Hot work is defined as any welding, cutting, grinding or any other activity involving open flames, sparks or other ignition sources that may cause smoke or fire which may trigger detection systems. The following procedure will define how the hot work permit is to be filled out and what precautions must be taken before and during this process.

### STANDARDS/PROCEDURES

Based on the potential risks associated with performing hot work the following hazards have been identified:

#### Physical Hazards Include:

- Radiation
- Noise
- Extreme Temperatures
- Infra-radiation
- X-Rays
- Electrical Energy
- Visible light
- Gamma Rays
- Stray Currents

#### Chemical Hazards Include:

- Fumes
- Vapours/Gases
- Dusts

#### Biological Hazards Include:

- Bacteria
- Fungi
- Viruses

#### Fire/Explosion:

- There is always a threat of a fire or explosion occurring when performing hot work. This results from either chemicals reacting with one another to form explosive or flammable mixtures or sparks from cutting and grinding.

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## **WHO MAY PERFORM HOT WORK**

- Hot work will be performed by the plumber and trained maintenance personnel.
- All individuals performing hot work will have undergone Victoria University's hot work training program.
- Hot work training is also required of all other maintenance personnel who may be assisting with the hot work.

## **PERSONAL PROTECTIVE EQUIPMENT**

- While performing hot work the worker will use the applicable personal protective equipment. This could include any or all of the following:
  - Respirator
  - Welding helmets and shield
  - Welding screens
  - Hearing protection (ear plugs)
  - Fire proof clothing
  - Leather gloves
  - Leather apron
  - Leather chaps

## **PERSONNEL REQUIRED**

- Trained maintenance staff
- Trained maintenance manager

## **INITIAL CHECK / PROTECTIVE MEASURES**

- To be completed prior to the start of the job.
- Area secured/guarded – this is to be done to safeguard other personnel in the area or who may enter the area.
- To avoid explosion hazards, particular precautions must be adhered to when welding or cutting in a dusty or gaseous environment.
- Adequate ventilation must be provided. This may include the use of a portable ventilation system.
- Equipment to be used is in good repair – all equipment to be used for the job will be inspected prior to use and must be in good working order. Cylinders, piping and fittings used in welding and cutting must be protected against damage.
- Equipment must be cleaned of all combustibles and flammables – this is to prevent a fire from starting on the equipment being worked on.
- A 3-meter area around the job site is cleared of all combustibles, flammables, and cleared of any debris, dirt, rags or other unnecessary materials or equipment.
- Containers purged of flammable vapours – this is a special precautionary item and must be discussed with the Manager.
- Fire extinguishers – ensure that an adequate amount of fire extinguishers are at the job site, and are inspected and ready for use.
- Water hose – is a water hose available and in good working order?
- Hot work cannot be done within 8-meters of any explosives.

- 
- When equipment controls being used are not readily accessible to the user or when the Manager or the Permit Holder deems it necessary a second person is required.
  - Where hot work is performed near flammable or combustibles that cannot be removed, the area is to be wetted down. Apply protected covers, guards or metal shields; this is a special precautionary item to be done when necessary.
  - To ensure that sparks are contained at the job site, all wall and floor openings are to be covered.
  - Hoses and cables must be protected against damage.
  - Put stub ends of welding rods in a suitable refuse container.

### **ADDITIONAL RULES**

- Dirty and oily rags must be cleared from the hot work area prior to hot work beginning.
- An arc welding electrode or ground lead must never be hung over a compressed gas cylinder.
- In the case of electrical welding, the area will be kept free of electrode studs and metal scrap.
- Receptacles, for electrode studs are to be provided and used.

### **FIRE WATCH**

- A fire watch will be provided during and for 60 minutes after work, including any coffee and lunch breaks.
- A fire watcher is supplied with the suitable extinguishers, and, where practical, a charged small hose.
- A fire watcher is trained in the use of this equipment and in sounding the alarm.
- A fire watch may be required for adjoining areas, above, and below.

### **HOT WORK PERMITS**

- A hot work permit is only required when welding, cutting, burning, etc. is performed in an area where it is not normally done. For example: a hot work permit is not required in a permanent welding shop/area. Before hot work is to begin, the maintenance employee must verify that the location has been examined, and precautions have been taken to prevent a fire. (see attached form)

### **FILLING OUT THE HOT WORK PERMIT AND CHECK LIST**

**Proposal:** To be completed by the person responsible for carry out the work

- Building
- Exact location of the proposed work
- Nature of hot work to be undertaken
- Signed
- Date
- Name (print in block capitals)
- Position
- Contractor (where applicable)

- 
- The checklist on the reverse of the form has been reviewed and the appropriate boxes have been ticked. The permit is **NOT** valid until the initial check list on the reverse of the form has been done and signed by the permit holder.

**Agreement:** To be completed by the company fire officer or other nominated person.

- Time of issue of permit (when the hot work starts)
- Time of expiry of permit (when the hot work is completed and after the 1 hour fire watch)
- Final fire check of the work area
- Additional conditions or special precautions required – any special precautions that must be taken before the job can be started to ensure the safety of the permit holder, other personnel and equipment.
- Signed
- Name printed in BLOCK CAPITALS
- Date
- Position
- The permit is **NOT** valid until the initial check list has been done and signed by the permit holder.

**Fire Watch:** To be completed by member of staff or contractor responsible for the work before returning this permit to the issuer.

- Signed
- Name printed in BLOCK CAPITALS
- Date
- Position
- Contractor if applicable
- The permit is **NOT** valid until the initial check list has been done and signed by the permit holder.
- Fire checks must be done and signed after the Hot Work is completed.
- Once the 1 hour fire watch is complete, the hot work permit must be signed off and filed with the Maintenance Manager.

## **EMERGENCY SITUATIONS**

- In the event that the hot work may lead to a fire or another emergency situation an assistant will be provided with a fire extinguisher. This assistant will also be trained on the hot work procedures.
- In the event that the two workers cannot control the emergency situation they will immediately notify their manager and sound the appropriate alarms as outlined in Victoria University's Emergency Preparedness procedures.
- Workers will immediately leave the building by the closest and/or safest possible exit.

## **ROLES AND RESPONSIBILITIES**

It is the responsibility of the Maintenance Manager to enforce this procedure and ensure that all maintenance workers conducting hot work are trained in its' requirements. The manager is responsible for determining when and how the hot work procedure is to be used.

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## COMMUNICATION

- All procedures will be communicated to University employees annually.
- Health & safety responsibilities will be communicated to all management and workers/supplied labour during the health and safety orientation training program (completed within 2 weeks of hire).
- Management is responsible to communicate any revisions to their staff at the beginning of each staff meeting.
- Copies of the orientation training program can be found in the Health and Safety Officer's office.
- Supplied Labour: The supply of labour agency will get a copy of our employee responsibilities and disciplinary procedure. They are required to review the responsibilities and disciplinary procedure with the temporary worker(s) before they are sent to the University. Upon arrival the department must review the worker responsibilities with each worker before they commence work. The temporary worker will be required to sign an orientation form when the department manager has communicated their health and safety responsibilities to them. The orientation form will be kept in their supplied labour employer file.
- Written – ensure any documentation received from training is forwarded to the employee's manager.
- Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

## TRAINING

- The maintenance manager and maintenance staff will be trained in both the technical and safety aspects of their work. The training will include but not be limited to:
  - Hazard identification
  - Safe welding, brazing, cutting procedures
  - Fire and safety precautions
  - Control methods
  - Proper use and maintenance of the welding equipment
  - Proper use and maintenance of the personal protective equipment
  - Proper use and completion of the hot work permit
  - Training records will be maintained in the employees Human Resources file.

## EVALUATION

- A review of the management and worker/supplied labour responsibilities will be done on an annual basis. This evaluation will measure each health & safety responsibility.
- The performance evaluation system must be formalized and measure each health & safety responsibility.
- This procedure will be reviewed annually by both the Joint Health and Safety Committee and the Maintenance Manager at Victoria University.

## FORMS

- Hot Work Permit

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<b>RELATED PROCEDURES</b>
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- Health and Safety Responsibilities

<b>REFERENCE MATERIALS</b>
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- Ontario legislation – OHSa section 25, 26, 27 and 28
- CSA Standards.

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b> JHSC Physical Plant	<b>Document to be posted:</b>  NO

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## Hot Work Permit

<b>PROPOSAL</b>
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**To be completed by the person responsible for carrying out the work.**

Building: \_\_\_\_\_ Exact location of proposed work: \_\_\_\_\_

Nature of hot work to be undertaken: \_\_\_\_\_  
\_\_\_\_\_

The above location has been examined and the precautions listed on the reverse side of this form have been complied with as indicated.

Signed: \_\_\_\_\_ Name (BLOCK CAPITALS): \_\_\_\_\_

Date: \_\_\_\_\_ Position: \_\_\_\_\_

Contractor (where applicable): \_\_\_\_\_

<b>AGREEMENT</b>
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**To be completed by the company fire officer or other nominated person.**

This Hot Work Permit is issued subject to the following conditions:

Time of issue of permit: \_\_\_\_\_ Time of expiry of permit:\* \_\_\_\_\_

A final fire check of the work area shall be made, not before: \_\_\_\_\_

Additional conditions required: \_\_\_\_\_

Signed: \_\_\_\_\_ Name (BLOCK CAPITALS): \_\_\_\_\_

Date: \_\_\_\_\_ Position: \_\_\_\_\_

<b>FIRE WATCH</b>
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**To be completed by member of staff or contractor responsible for the work before returning this permit to the issuer.**

The work area and all adjacent areas to which sparks and heat might have spread (such as floors below and above, and areas on other sides of walls) have been inspected and found to be free of fire following completion of work.

Time inspection completed (**This must be at least 1 hour after work was completed**): \_\_\_\_\_

Signed: \_\_\_\_\_ Name (BLOCK CAPITALS): \_\_\_\_\_

Date: \_\_\_\_\_ Position: \_\_\_\_\_

Contractor (where applicable): \_\_\_\_\_

*\*It is not desirable to issue permits for protracted periods. Fresh permits should be issued, for example, where work extends from morning to afternoon.*

N.B.: Where work is being carried out by a contractor, the issuer of the permit should ensure that the contractor has complied with the requirements prior to work being carried out, and should be satisfied that the area is free of fire when work is completed.

## PROCEDURE FOR HOT WORK PERMITS

The person nominated to authorise hot work, normally the fire or safety officer, must have experience or training in the problems associated with hot work and be of suitable status to ensure compliance with the procedures.

Prior to the commencement of work a **hot work permit** should be obtained from the authorised person. This should be done on every occasion that hot work of any type is undertaken within or upon the fabric of established buildings or any structures or plant in the open. This procedure should also apply to construction sites once fitting out has commenced, and to all buildings which are being refurbished.

A hot work permit should not be issued without considering the significance of any other permits to work in the vicinity, or adjacent manufacturing processes which may involve the use of flammable liquids or gases.

A hot work permit should also be issued for a specific task that is undertaken in a clearly identified area. Hot work permits should not be issued for protracted periods. Separate hot work permits should be issued for work which extends from morning to afternoon periods.

Before completing the first part of the hot work permit, the person responsible for carrying out the work should

complete the check-list shown below to indicate that fire protection measures are adequate, suitable precautions have been taken and the equipment to be used is safe.

If the person authorized to issue the hot work permit is not satisfied with the arrangements, further measures may be requested, and any additional conditions should be entered in the space provided. The earliest time at which a final firecheck should be made will also be specified. This will normally be at least one hour after the time of expiry of the hot work permit, when work must be complete. If trained personnel will not be available to make this check (for example in the case of a permit issued late in the day) work must not be commenced.

The hot work permit should be completed in duplicate, with the top copy being handed to the person responsible for carrying out the work. The second copy should be retained by the issuer who may wish to inspect the site of the work or instigate spot checks to ensure that conditions have been met and that work is complete before the hot work permit expires.

The completed form should be returned to the issuer and retained for future reference.

## HOT WORK PERMIT CHECK LIST

**Can this job be avoided? Is there a safer way?** (The person carrying out this check should tick the appropriate boxes.)

### FIRE PROTECTION

- Where sprinklers are installed they are operative.
- A trained person not directly involved with the work will provide a continuous fire watch during the period of hot work and for at least one hour after it ceases, in the work area and those adjoining areas to which sparks and heat may spread.
- At least two suitable extinguishers or a hose reel are immediately available. Both the personnel undertaking the work and providing the fire watch are trained in their use.
- Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm/calling the fire brigade.

### PRECAUTIONS WITHIN 10 METRES (MINIMUM) OF THE WORK

- Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non-combustible or purpose made blankets, drapes or screens.
- Flammable liquids have been removed from the area.
- Floors have been swept clean.
- Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered.
- Protection (non-combustible or purpose made blankets, drapes or screens) has been provided for:
  - Walls, partitions and ceilings of combustible construction or surface finish
  - All holes and other openings in walls, partitions and ceilings through which sparks could pass.
- Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.
- Enclosed equipment (tanks, containers, dust collectors etc) has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust.

### EQUIPMENT

- Equipment for hot work has been checked and found to be in good repair.
- Gas cylinders have been properly secured.

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b>

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## **SUBJECT: 4.2 (I) PROCESS, EQUIPMENT PURCHASE/AND OR MODIFICATIONS**

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### **PURPOSE**

The purpose of this procedure is to ensure that any goods purchased are assessed for existing or potential hazards and to ensure that appropriate controls are put in place. This procedure also applies to any modifications of existing processes or equipment.

### **SCOPE**

Victoria University recognizes that the most effective way to eliminate workplace injuries and illnesses is to prevent its employees from being exposed to hazardous job tasks, equipment, material, machinery, chemicals, etc.

Regulatory compliance and industry standard safety practices are expected to be adhered to:

- At the design stage
- In the purchase specifications
- During construction and/or
- Installation phases

### **STANDARDS/PROCEDURES**

The following guidelines have been established to help Victoria University achieve its goals of eliminating workplace hazards.

#### **1.0 PURCHASE OF MACHINERY AND EQUIPMENT**

- 1.1 In situations where the equipment or machinery is new to Victoria University, the following guidelines shall apply:
- The Department Manager(s) will, along with the manufacturer, evaluate the equipment for potential hazards (i.e., noise, guarding, etc.).
  - The Department Manager(s) are to be trained on the safe operation of the equipment.
  - The Department Manager(s), in consultation with the manufacturer, will devise a comprehensive pre-operation checklist for the equipment.
  - The Department Manager(s) will provide training for all staff in:

- 
1. Performing a pre-operation inspection of the equipment and the documentation thereof.
  2. Safe operation, cleaning or replacement of parts or repair to the equipment, along with the use of the required PPE.
  3. Providing pre-operation and inspection checklists to the Health and Safety Officer of the University for review, the documentation of training as well as who has received such training. New employees to be using the equipment are to receive training and documentation of training to be given to the Health and Safety Officer.

## **ROLES & RESPONSIBILITIES**

### **The Department Manager shall:**

- Insure that the new purchase meets an appropriate legislation and industry standards (i.e., CSA).
- Include a review of any MSDS as they apply to any chemicals being introduced into the workplace.
- Ensure the review outlines the use, storage or disposal requirements.
- Ensure that all the appropriate controls are put in place to either eliminate or control the hazard.

## **COMMUNICATION**

- This procedure will be communicated to all managers responsible for purchasing supplies and equipment.

## **TRAINING**

- All managers will be fully trained in the purchasing of equipment. Records will be maintained following the completion of the training.

## **FORMS**

- Equipment Pre-Use Inspection Form

## **RELATED PROCEDURES**

None

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<b>REFERENCE MATERIALS</b>
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Ontario Legislation – OHSa section 25, 26, 27 and 28

Ontario Legislation – OHSa Industrial Regulations Section 7 “Pre-Start Health and Safety Reviews”

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to: All Manager, Joint Health and Safety Committee</b>	<b>Document to be posted: NO</b>

# EQUIPMENT PRE-USE INSPECTION FORM

**Date:** \_\_\_\_\_ **Employee:** \_\_\_\_\_

**Number** \_\_\_\_\_ **Equipment Name:** \_\_\_\_\_

**Week of** \_\_\_\_\_

<b>VISUAL INSPECTION ITEMS:</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
Personal Protective Equipment requirement							
Fuel level (add fuel if required before operating)							
No leaking fuel							
Guards in place to prevent access to moving parts							
No damaged electrical plugs or connections for electrical equipment							
No damaged extension cords							
Safety switch operational							
Complete walk around of equipment							
Underneath and around machine for oil leaks							
Hoses, fittings for oil leaks							
Damaged or broken parts							
Restraining seat belt							
Steps and hand rails clean							
Equipment fittings greased							
Bucket condition							
Tools and equipment secured in place							
Windshield condition							

OPERATIONAL INSPECTION ITEMS:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>DAILY CHECK: To prevent trouble from occurring it is important to know the condition of the tractor well. Check it before starting. To avoid personal injury check and service the tractor on a level surface with the engine shut off and parking brake "ON"</b>							
Walking inspection, check for lose bolts							
Walking inspection, check for tire pressure							
Walking inspection, check for any leaks							
Walking inspection, check for broken parts							
Coolant level							
Clean grill and radiator screen							
Air cleaner evacuation valve when used in a dusty place							
Brake and clutch pedal							
Indicators, gauges, and meters							
Refuel							
Hydraulic controls							
Steering							
Check transmission operator							
Head lights and signal lights operating							
Brakes							
Emergency/parking brake							
Windshield wiper operation and solution spray							
Operating brake lights							
<b>INSPECTORS INITIALS</b>							
<b>DEFICIENCIES</b>	<b>ACTION TAKEN</b>			<b>CORRECTED BY</b>		<b>DATE</b>	
<b>SUPERVISOR'S SIGNATURE</b>							

**SIGN OUT PRE-OPERATION CHECK FOR MACHINES**  
**SNOW BLOWER / GRAVELY/ GAS LINE TRIMMER / LAWN MOWER / BACKPACK BLOWER / BANNERMAN / HEDGE TRIMMER / TURF VAC**

	PERSON	MACHINE USED	COMMENTS	DATE	TIME IN	TIME OUT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b>

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## SUBJECT: 4.2 (J) PERSONAL PROTECTIVE EQUIPMENT

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### PURPOSE

The purpose of this procedure is to ensure that all personal protective equipment purchased by Victoria University adheres to CSA Standards and is maintained in safe working condition.

### SCOPE

This procedure reviews the various forms of personal protective equipment, their applicable CSA standards and additional requirements for their use.

The use of Personal Protective Equipment is the last line of defence in the effort to prevent injuries. It is important that PERSONAL PROTECTIVE EQUIPMENT:

- Is kept clean at all times
- Is protected from damage when not in use
- Is stored in the designated places when not in use or at end of the shift
- Return damaged equipment immediately, to receive a replacement (where applicable).

### STANDARDS/PROCEDURES

All staff will wear the required personal protective equipment when required.

The following table outlines Victoria University's personal protective equipment requirements:

- Personal Protective Equipment (PPE) is designed and provided to erect an effective barrier between a worker and potentially hazardous objects, substances or environments.
- When operations and/or policy dictate the use of PPE, the use of such equipment is mandatory. These circumstances are outlined in the Personal Protective Equipment Use Checklist at the end of the policy.
- Managers will monitor and evaluate the use and effectiveness of all PPE and will recommend improvements when necessary.
- The manager is responsible for ensuring that all workers are properly trained in the use, care, and limitations of all PPE they are required to use.
- The manager is responsible for ensuring that sufficient quantities of required PPE are available to allow each worker to complete his/her job efficiently and safely. It is the

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manager who will supply the personal protective equipment to their employees and who will purchase the equipment required for the work.

- Each worker is responsible for ensuring that required PPE is used and cared for in accordance with manufacturer and University specifications.

## **Selecting PPE**

PPE must meet the following requirements:

- Provide desired protection against the hazard to which the worker will be exposed
- Maximum comfort coupled with minimum weight
- Minimum restriction of essential body movement
- Durability
- Respirator fit testing where required.

## **Standards**

PPE must meet the following standards:

- Headwear CAN/CSA-Z94.1-92 (R1998)
- Hearing Protection CAN/CSA-Z94.2-94
- Eye and Face Protection CAN/CSA-Z94.3-99
- Footwear CAN/CSA-Z195-M92
- Respiratory Protection CAN/CSA- Z94.4-11
- Fall Arrest Equipment See Section on Fall Arrest (Page 4)

## **Hearing Protection**

- Employees shall not be exposed to noise in excess of the occupational exposure limits set out in the tables located on page 6 of this section. This may be accomplished (in order of preference) by:
  - Instituting engineering controls
  - Work practices/administrative controls
  - Providing personal hearing protectors
- There are three types of recognized hearing protectors available for use in effectively reducing noise exposure.
- In most cases ear plugs are acceptable hearing protectors. Cotton plugs are not acceptable and will not be used.

## **Eye and Face Protections**

When required, workers shall be provided with and required to wear approved and proper-fitting eye and face protection.

Face and eye protection shall be kept clean and in good repair. The use of this type of equipment with structural or optical defects is prohibited.

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Employees whose vision requires the use of corrective lenses in spectacles and who are required to wear eye protection shall be protected by goggles/face shield (whichever provides optimum protection) or spectacles of one of the following types:

- Spectacles where protective lenses provide optical correction.
- Goggles that can be worn over corrective spectacles without disturbing the adjustment of the spectacles.
- Goggles that incorporate corrective lenses mounted behind the protective lenses.

## **Radiant Energy Protection**

Welding and cutting operations that present a serious hazard to workers' eyes must be treated accordingly. Eye and face protection in accordance with CAN/CSA Standard W117.2, Code for Safety in Welding, Cutting and Applied Allied Processes, shall be provided.

- Helmets or hand shields shall be used during all arc welding or cutting operations.
- Goggles or other suitable eye protection shall be used during all gas welding or oxygen cutting operations. Spectacles with side shields and cover-type goggles may be used for all gas welding and oxygen cutting operations.
- All operators and attendants of resistance welding or resistance brazing equipment shall use transparent shields and goggles, depending on the particular job, to protect their faces and eyes, as required.
- Helmets and hand shields shall be made of a material which is an insulator for heat and electricity. Helmets, shields and goggles shall not be readily flammable and shall be capable of withstanding sterilization.
- Helmets and hand shields shall be arranged to protect the face, neck and ears from direct radiant energy from the arc.
- Helmets shall be provided with window lenses and filter cover plates designed for easy removal.
- All parts shall be constructed of a material which will not readily corrode or discolour the skin.
- Goggles shall be ventilated to prevent fogging of the lenses as much as practicable.
- Cover lenses or plates shall be provided to protect each helmet, hand shield, or goggle filter lens or plate.
- All glass for lenses shall be tempered, and suitability free from striations, air bubbles, waves, and other flaws. Except when the lens is ground to provide proper optical correction for defective vision, the front and rear surfaces of lenses and windows shall be smooth and parallel.
- Lenses shall bear some permanent distinctive marking by which the source and shade may be readily identified.
- Helmets and goggles shall be well maintained. They shall not be transferred from one worker to another without being disinfected.
- The table at the end of this section is a guide for selection of the proper shade numbers.
- Screens shall be provided for arc and MIG welding to protect other workers.

Selection of Shade Numbers	
Welding Operation	Shade Number
Soldering	2
Torch Brazing	3 or 4
<b>Oxygen Cutting:</b>	
Up to 1 inch	3 or 4
1/8 to 1/2 inch	4 or 5
1/2 inch and over	6 or 8
<b>Shielded Metal-Arc Welding:</b>	
1/16, 3/32, 1/8, 5/32 inch Electrodes	11
3/16, 7/32, 1/4 inch Electrodes	12
5/16, 3/8 inch Electrodes	14
<i>Gas Tungsten-Arc Welding</i>	
Non-Ferrous	11
Ferrous	12

In gas welding or oxygen cutting where the torch produces a high yellow light, it is desirable to use a filter or lens that absorbs the yellow or sodium line in the visible light of operation.

### Fall Arrest

When operating the man lift, working above 10 feet without the proper barriers in place or any other situations requiring use of a fall arrest system, the system must meet with the following standards:

Devise	CSA Standard
Shock absorbers	CAN/CSA Z259.11
Self-retracting devices	CAN/CSA Z259.2.2
Descent control devices	CAN/CSA Z259.2.3
Fall arresters (rope grabs)	CAN/CSA Z259.2.1
Harnesses	CSA Z259.10
Safety belts	CSA Z259.1
Lanyards	CSA Z259.1

### Head Protection

- On “hardhat” jobs, workers and contractors will be required to wear protective headwear which meets CAN/CSA-Z94.1-92 Regulation for Industrial Headwear.
- Hardhats are required when overhead work is in progress, and on job sites that require the use of hardhats regardless of the type of work.
- Hard hats must not be written on with markers and or stickers applied without the permission of your manager.

## Foot Protection

- Maintenance and grounds employees are required to wear sturdy work boots, which will provide adequate protection against injury to the feet.
- Employees must purchase and wear footwear that meets CAN/CSA-Z195-M92, Protective Footwear criteria (i.e. steel toes, sole penetrating and ankle protection).

Effective immediately, the following policy applies to all employees and all visitors entering the work site:

- Steel toe shoes or safety caps must be worn if you are to enter work areas where there is a potential for injury.
- Street shoes are allowed in the office area only.
- Custodial/Food Service workers should wear shoes that cover the entire foot.
- Sunscreen and hats for individuals working outdoors for long periods of time.

Personal Protective Equipment	Steel Toed Footwear	Safety Glasses
Acceptable	Green Triangle 	 CSA A49.2
Who must wear	All Staff working in areas with potential for injury	All Staff working or entering areas with potential for injury
When must it be worn	At all times	At all times.
Who Supplies	Victoria University	Victoria University
Replacement Process	\$175.00 Annually.	The manager will replace the glasses after an inspection is conducted on the existing ones

## Protective Clothing

All workers are required to wear outer and under clothing suited to the task being performed on all our projects. In designated areas, working in short pants, shorts, skirts, muscle shirts or working with no shirt is prohibited. Prior to the start of the job, managers will determine the requirement for specialized protective clothing.

Noise Levels	
Column 1	Column 2
Sound Level in Decibels	Duration – Hours per 24 Hour Day
85	8
92	6
95	4
97	3
100	2
102	1 ½
105	1
110	½
115	¼ or less
Over 115	No Exposure

**ROLES AND RESPONSIBILITIES**

It is the responsibility of all staff and managers to comply with the applicable components of the Personal Protective Equipment Procedure.

**COMMUNICATION**

- The Personal Protective Equipment Procedure will be communicated to all staff during the orientation and will be reviewed on an annual basis to ensure proper use and compliance.
- Health and safety responsibilities will be communicated to all management and workers/supplied labour during the health and safety orientation training program (completed at time of hire).
- Management is responsible to communicate any revisions to their staff at the beginning of each staff meeting.
- Copies of the orientation training program can be found in the Health and Safety Officer’s office.
- Supplied Labour: The supply of labour agency will get a copy of our employee responsibilities and disciplinary procedure. They are required to review the responsibilities and disciplinary procedure with the temporary worker(s) before they are sent to our University. Upon arrival the department manager must review the worker responsibilities with each worker before they commence work. The temporary worker will be required to sign an orientation form when the department manager has communicated their health and safety responsibilities to them. The orientation form will be kept in their supplied labour employer file.
- Written – ensure any documentation received from training is forwarded to the employee’s manager.
- Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

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## TYPES OF JOBS

### **Groundskeeping:**

- Green patch safety shoes at all times
- Safety glasses and gloves
- Victoria University Uniforms
- Hard hats
- Dry wall masks
- Safety vest or coat with safety markings
- Hearing protection when operating all groundskeeping equipment

### **Food Services Workers and Managers**

- Clothing as per food handling instructions
- Safety glasses and gloves while handling chemicals
- Hand protection when cleaning cutting blades
- Closed toe anti-slip shoes

### **IT Workers**

- Safety glasses while operating the disc crusher
- Close toe shoes

### **Maintenance Workers and Managers:**

- Green patch safety shoes at all times
- Gloves
- Hard hats
- Safety glasses when using power tools
- Safety glasses when the job will entail air borne particulates
- Electrician – rubber gloves, insulated tools and arc flash protection clothing
- Particulate respirator in dusty environments

### **Conservator:**

- Protective gloves when handling chemicals
- Safety glasses when handling chemicals

### **Mail Room Workers:**

- Hearing protection while operating the paper folding machine
- Closed toe shoes

### **Housekeeping Workers and Managers:**

- Air purified respirators when applying protective coatings to the floors
- Closed toe shoes
- Rubber gloves when exposed to chemical cleaners and biological indices
- Safety glasses when exposed to chemical cleaners and biological indices
- For the handling of bed bugs, disposal suit, gloves and boot covers.

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**TRAINING**

- Staff will be fully trained in the use, maintenance and storage of all personal protective equipment. Records will be maintained following the completion of the training.

**EVALUATION**

- This procedure will be reviewed annually by the managers, JHSC and the Health and Safety Officer at Victoria University.
- A review of the management and worker/supplied labour responsibilities will be done on an annual basis. This evaluation will measure each health and safety responsibility.
- The performance evaluation system must be formalized and measure each health and safety responsibility.

**FORMS**

- None

**RELATED PROCEDURES**

- None

**REFERENCE MATERIALS**

- Ontario legislation – OHS Act
- CSA

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to: All Facilities requiring PPE, Senior Management, Joint Health and Safety Committee</b>	<b>Document to be posted:</b> NO

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> October 15, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> October 14, 2013

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## SUBJECT: 4.2 (K) NON-ROUTINE WORK

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### PURPOSE

The purpose of this procedure is to ensure that the risks associated with unfamiliar work are diminished and knowledge of the associated risks is gained through advanced planning.

### SCOPE

This procedure applies to all locations.

### STANDARDS/PROCEDURES

#### Definitions:

Activity:	A set of actions required to complete a job.
Non-Routine Work:	Activities that are not generally performed on a regular basis.
Safe Operating Procedures:	A set of instructions for a job, process or machine that when correctly followed will provide optimum safety to the worker.

In the event that a worker or manager identifies non-routine work, all involved must attend a pre-work meeting.

#### Pre-work Meeting

- The manager or experienced designate will conduct the pre-work meeting with all involved.
- During the pre-work meeting, all potential hazards associated with the non-routine task/activity must be identified. The hazards identified must be rated for loss potential (using the existing loss potential matrix included on the hazard reporting form).
- All controls must be identified and fully implemented.
- Safe operating procedures must be established and documented.
- All involved workers must be trained on the safe operating procedures. A record of training will be kept in the worker's Human Resources file.
- All necessary safety equipment required to complete the task/activity safely are outlined and their proper use must be demonstrated to all involved.

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## **Non-routine Work evaluation**

- The worker(s) must demonstrate their ability to complete the task/activity to the manager or experienced designate.
- The manager or experienced designate will not allow the worker to commence any work until they are satisfied that the worker can complete the task/activity in a safe manner.

## **ROLES AND RESPONSIBILITIES**

- The manager will be responsible for initiating this procedure when required.
- It is the manager's responsibility to ensure that work activities are assigned to the appropriate workers.
- It is the workers responsibility to participate and follow any controls developed or Safe Operating Procedures.

## **COMMUNICATION**

- Health & safety responsibilities will be communicated to all management and workers/supplied labour during the health and safety orientation training program (completed at the time of hire).
- Management is responsible to communicate any revisions to their staff at the beginning of each staff meeting.
- Copies of the orientation training program can be found in the Health and Safety Officer's office.
- Supplied Labour: The supply of labour agency will get a copy of our employee responsibilities and disciplinary procedure. They are required to review the responsibilities and disciplinary procedure with the temporary worker(s) before they are sent to our company. Upon arrival the department manager must review the worker responsibilities with each worker before they commence work. The temporary worker will be required to sign an orientation form when the department manager has communicated their health and safety responsibilities to them. The orientation form will be kept in their supplied labour employer file.
- Written – ensure any documentation received from training is forwarded to the employee's manager.
- Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

## **TRAINING**

- All staff will be fully trained in the Safe Operating Procedures, the use, maintenance and storage of all personal protective equipment. Records will be maintained following the completion of the training.

---

**EVALUATION**

- A review of the management and worker/supplied labour responsibilities will be done on an annual basis. This evaluation will measure each health & safety responsibility.
- The performance evaluation system must be formalized and measure each health & safety responsibility.

**FORMS**

- None

**RELATED PROCEDURES**

- None

**REFERENCE MATERIALS**

- Ontario legislation – OHSa section 25, 26, 27 and 28.

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to: All Managers, Joint Health and Safety Committee</b>	<b>Document to be posted:</b>  NO

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> September 23, 2014
<b>Location:</b> All locations	<b>Review/Revise Date:</b> September 22, 2015

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## SUBJECT 4.2 (L): AUTOMATIC EXTERNAL DEFIBRILLATOR PROTOCOL

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### PURPOSE

An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious and who are not breathing. The AED will analyze the heart rhythm and advise the operator if a rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

### SCOPE

This procedure applies to all employees of Victoria University who have a valid First Aid Certificate and/or CPR level A plus AED Certificate.

### STANDARDS/PROCEDURES

The following section outlines the requirements for this procedure.

Sudden Cardiac Arrest (SCA) occurs when the heart's electrical system malfunctions and the heart itself stops beating. It's unpredictable and can happen to anyone, anywhere, anytime. It is fatal unless treated quickly. The only effective treatment for SCA is early defibrillation. Defibrillation is an electrical shock that re-starts the heart.

Employees of Victoria University

- Report any use or tampering of an AED to the Physical Plant Department ;
- Do not in any way tamper with the AED except for the purpose of responding to a cardiac emergency. When the AED panel box door is opened an alarm will sound indicating a medical emergency.
- In the event of a cardiac emergency, first call 911, and then notify the Victoria University Residence Services Front Desk at 416-585-4524.
- In the absence of trained personnel, and after 911 has been notified, remain with patient until trained responders arrive.

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AEDs are located in the following areas and available when the facility is open.

**NORTHROP FRYE:** located outside of the Bursar's office, 1<sup>st</sup> floor (1)

**E.J. PRATT LIBRARY:** located behind the circulation desk, 1<sup>st</sup> floor (1)

**MARGARET ADDISON HALL:** located in photocopy room beside Front Desk (1)

**EMMANUEL COLLEGE:** located outside of Registrar's office on 1<sup>st</sup> floor (1)

**ISABEL BADER THEATRE:** located to the right of the front entrance door (1)

**BURWASH DINING HALL:** located on the ground floor, behind the cashier (1)

**VICTORIA COLLEGE:** located on the 1<sup>st</sup> floor, across from office 108 (1)

**GOLDRING STUDENT CENTRE:** located on the basement level, bottom of stairs to Ned's Café (1)

### **AED Inspection**

A third party consultant will inspect the AED quarterly and ensures the supplies and the AED is operational.

- AED kit supplies.
- AED battery life.
- AED electrodes.
- AED operation and status.

Once this person has checked the AED, the person will initial the Inspection Check list. If any problems are noted, that person will immediately notify the Physical Plant Department.

The flashing green ready light from the indicator tab indicates the AED is operational and ready to use. If at any time the ready light is not blinking, please inform the Physical Plant Department.

When the door to the AED panel is opened, an alarm will sound indicating an emergency situation.

The names of all Victoria University Employees who have been trained in the use of the AED are posted on the side of the panel box indicating names and phone numbers.

### **ROLES AND RESPONSIBILITIES**

The Physical Plant Department will be responsible for the maintenance of the AED equipment.

### **COMMUNICATION**

This procedure will be communicated to all employees of Victoria University who have a valid First aid Certificate and/or CPR level A plus AED Certificate.

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**TRAINING**

Records of training will be maintained by the Safety Officer and Departmental Managers.

**EVALUATION**

This procedure will be reviewed annually by the JHSC, Safety Officer and other applicable managers at Victoria University.

**FORMS**

Inspection checklist and sign off form

**RELATED PROCEDURES**

First Aid Certificate and/or CPR level A plus AED Certificate.

**REFERENCE MATERIALS**

Operational Manual for the AED is located in each box.

<b>Approval signature:</b>	<b>Date:</b>
<b>Distribution to: Personnel file, All Managers, Joint Health and Safety Committee</b>	<b>Document to be posted: No</b>

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**DEFIBRILLATOR INSPECTION CHECKLIST**  
(TO BE POSTED INSIDE THE DEFIBRILLATOR BOX)

<b>Date</b>	<b>Kit supplies</b>	<b>Battery life</b>	<b>Electrodes</b>	<b>Operation &amp; status</b>	<b>Signature</b>
<b>January</b>					
<b>February</b>					
<b>March</b>					
<b>April</b>					
<b>May</b>					
<b>June</b>					
<b>July</b>					
<b>August</b>					
<b>September</b>					
<b>October</b>					
<b>November</b>					
<b>December</b>					

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b>

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## **SUBJECT: 5.1 (A), (B) WORKER REPRESENTATIVES**

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### **PURPOSE**

The purpose of this procedure is to ensure that the Worker Representative(s) of the Joint Health and Safety Committee at Victoria University are aware of their rights and responsibilities under the Occupational Health and Safety Act.

### **SCOPE**

Victoria University believes that all Worker Representatives are an integral part of the University's Health and Safety Program and accepts its responsibilities under the Occupational Health and Safety Act. By presenting recommendations to management and actively supporting all health and safety activities, the Worker Representatives play a leading role in accident and illness prevention. Victoria University is committed to actively supporting the Worker Representatives and ensuring it meets all legislative requirements.

The following procedure is intended to help the Worker Representatives function in a manner which best suits the health and safety needs of Victoria University. Worker Representatives are expected to be familiar with the various procedures, objectives, duties, responsibilities, etc. as outlined in this procedure.

The names and workplace locations of all Worker Representatives are posted at each of the Health and Safety boards.

### **STANDARDS/PROCEDURES**

#### **Selection Process:**

Six workers representative will be elected by their peers. Individuals can volunteer or be nominated. The worker representatives will be made up of four elected USW workers, one elected CUPE Local 3902 worker, one VIC-UTFA worker and one USW Local 1998 worker alternate. The term of the Worker Representative is 3 years from the date of election.

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## **Replacement Process:**

Should an elected representative not be able to continue, the previous election results (if not more than 3 years old) will be used to select the person receiving the next amount of votes.

## **Submission of Recommendations:**

- Why:** A function of the Worker Representative is to make recommendations to the employer and the workers for the improvement of the health and safety of the workers.
- Who can submit:** The Worker Representative will submit their recommendations on the company recommendation form within 3 days of the hazard identification.
- Who is it submitted to:** Victoria University (management).
- What can be submitted:** Any health and safety recommendation to rectify a situation that may be a source of danger or hazard to a worker(s).
- When:** As soon as the source of danger or hazard is identified which must be within 3 working days.
- How:** In writing on the company's recommendation form.

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**VICTORIA UNIVERSITY**  
**HEALTH AND SAFETY RECOMMENDATIONS TO MANAGEMENT**

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

RE: \_\_\_\_\_

Reasons for recommendation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requirements for implementation (supporting documentation may be attached)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date presented to management: \_\_\_\_\_

Day                      Month                      Year

(The date of this recommendation becomes the reference number).

Submitted by: \_\_\_\_\_

Recommendation presented to: \_\_\_\_\_

Expected date of response: \_\_\_\_\_

Day                      Month                      Year

Note: The Occupational Health and Safety Act (OHSA) states that an employer who received written recommendations from the Worker Representative shall respond in writing within 21 days.

**VICTORIA UNIVERSITY  
MANAGEMENT RESPONSE  
TO JOINT HEALTH AND SAFETY COMMITTEE RECOMMENDATIONS**

Facility: \_\_\_\_\_ Date: \_\_\_\_\_

Re: Response to recommendations received on: \_\_\_\_\_  
Day Month Year

Management agrees with the recommendation(s):  Yes  No

Note: If management agrees with the recommendation(s), please complete the next section of this form. However, if there is a disagreement with or an alternative to the recommendation, please provide the reasons or an explanation.

Implementation for recommendation (timetable, actions taken, actions to be taken, etc.)

(a) \_\_\_\_\_  
\_\_\_\_\_

(b) \_\_\_\_\_  
\_\_\_\_\_

Disagreement with, or, alternative to, recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date recommendation returned to the Joint Health and Safety Committee: \_\_\_\_\_  
Day Month Year

Responding Management signature: \_\_\_\_\_

Response received by the JHSC on: \_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
Signature Management Co-chair

\_\_\_\_\_  
Signature Worker Co-chair

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## EVALUATION

This procedure and the effectiveness of the Certified Worker Representative will be reviewed annually by the Joint Health and Safety Committee and Senior Management Team at Victoria University. Key performance indicators will also be reviewed on an ongoing basis with quarterly and year end reports to evaluate the overall health & safety of Victoria University and to make appropriate recommendations.

<b>RELATED PROCEDURES</b>
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None

<b>REFERENCE MATERIALS</b>
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Ontario legislation – OHSA

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b> <b>All Managers, Joint Health and Safety Committee Members</b>	<b>Document to be posted:</b> NO

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b> February 1, 2018

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## **SUBJECT: 5.2 (A), (B), (C), (D), (E) HEALTH AND SAFETY COMMITTEE**

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### **PURPOSE**

The purpose of this procedure is to ensure that the Joint Health and Safety Committee at Victoria University is meeting its intended function as per the Occupational Health and Safety Act, which is to aid in the protection of our workers by identifying and resolving health and safety concerns.

### **SCOPE**

Victoria University believes that a Joint Health and Safety Committee is an integral part of the University's Health and Safety Program and accepts its responsibilities under the Occupational Health and Safety Act. By presenting recommendations to management and actively supporting all health and safety activities, the committee can play a leading role in accident and illness prevention. Victoria University is committed to actively supporting the committee and ensuring it meets all legislative requirements.

The following procedure, as agreed to by the Committee and Management, is intended to help the Joint Health and Safety Committee function in a manner which best suits the health and safety needs of Victoria University. Members are expected to be familiar with the various procedures, objectives, duties, responsibilities, etc. as outlined in this procedure.

The names and workplace locations of all Joint Health and Safety Committee members are posted at each of the Health and Safety boards.

### **STANDARDS/PROCEDURES**

#### **Joint Health and Safety Roles, Responsibilities and Procedures**

1. To monitor the Health and Safety policy and make recommendations to Senior Management where necessary.
2. To inspect a portion of the workplace monthly (so that the entire workplace is inspected yearly) and assist in accident investigations as required by legislation or University policy.
3. To carry out all the legislative duties and responsibilities of the committee as required by the Occupational Health and Safety Act such as:
  - Being present at any MOL inspection

- 
- Involvement at work refusals, if necessary
  - Bi-lateral work stoppage
  - Being consulted about proposed testing strategies, and being present at the beginning of any testing regarding health and safety. The University shall notify the Committee of all Health and Safety testing and provide reports of the findings.
4. To obtain information from the Employer and identify potential or existing hazards of materials, processes or equipment and make recommendations for solutions to management.
  5. The committee shall foster cooperation and open dialogue between all employees of Victoria University on all matters relating to Occupational Health and Safety.
  6. To provide leadership in matters relating to Health and Safety whenever the opportunity presents itself.
  7. Disagreements within the Joint Health and Safety Committee will be settled by a consensus of the committee members.

### **Structure of Joint Health and Safety Committee**

The Health and Safety Committee will consist of twelve (12) members: six (6) Management and six (6) Worker members. There will be one (1) appointed person to serve in the capacity of Recording Secretary. This person will be agreed upon by Management and Worker members and shall not be considered a member of the committee.

1. Four (4) worker members are elected or appointed by the USW Local 1998, one (1) member is selected by CUPE Local 3902, and one (1) member is selected by VIC-UTFA to represent faculty and librarians.
2. Each worker group must elect or appoint an alternate committee member selected for their employee group. The role of both employee and management alternate members is to attend meetings when necessary, and normally do not perform other JHSC duties. The alternate member will be notified when they are required to attend a JHSC meeting.
3. The Management representatives are appointed by the Senior Management Team. Management must also have an alternate committee member selected in the circumstance that an original committee member is unable to carry out their duties.
4. The Worker Representatives will serve for a mandate of three years. Any member can seek another three-year term.
5. Three committee members (with at least one management and two worker representatives) must be present to form a quorum.
6. In the event that not enough worker or management representatives were selected, the process to select additional members, as stated at the beginning of this section will be repeated.

If there is difficulty in recruiting Joint Health and Safety Committee members, management and each employee group will:

- Make additional efforts to promote the benefits of becoming a Joint Health and Safety Committee member.
- Provide information to staff on the roles and responsibilities of the Joint Health and Safety Committee.

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Worker Certified Member:	The workers will decide who will become the designated certified worker member. The designated certified worker member shall investigate cases where a worker is killed or critically injured in accordance with OHSA.
Management Certified Member:	The management members on the Joint Health and Safety Committee will decide who will become the designated certified management member. The designated certified management member shall investigate cases where a worker is killed or critically injured in accordance with OHSA.
Selection of Worker Co-Chair:	The worker members on the Joint Health and Safety Committee will decide who will become the worker co-chair.
Selection of the Management Co-Chair:	The Senior Management of Victoria University will appoint the management co-chair.

At least one worker member and one management member will be certified as required by the Occupational Health and Safety Act. The management of Victoria University will encourage certification of all committee members.

### **Responsibilities of Co-Chair Person(s)**

1. The Co-Chair schedules meetings and notifies members of meetings.
2. The Co-Chair prepares the agenda, and distributes the agenda at least 1 week prior to the scheduled meeting.
3. The Co-Chair alternate presiding at meetings.
4. The Co-Chair ensures that all agenda items are addressed and that each committee member is heard and that items end with a positive decision.
5. The Co-Chair reviews and approves the minutes. The minutes are distributed within 2 weeks following the meeting.
6. The Co-Chair is responsible for delegating and ensuring that the committee carries out its duties.
7. The Co-Chair ensures the follow-up of committee recommendations.
8. The Co-Chair monitors the length of a JHSC member's term to ensure adequate representation per established procedure.
9. The Co-Chair invites specialists or resource persons as required. Any guests that may attend must provide two weeks' notice to the Co-Chairs, for inclusion in the agenda.
10. The Co-Chair not presiding at the meeting will fill in as Recording Secretary in the absence of the appointed Recording Secretary.

### **Meetings**

The Joint Health and Safety Committee will meet once every three months or more frequently as deemed necessary. A member of a committee is entitled to one hour

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or such longer period of time as the committee determines is necessary to prepare for each committee meeting. A member of the committee shall be deemed at work during preparation time, meeting times and when carrying out their duties as JHSC members.

### **Guidelines for Making Recommendations:**

The Joint Health and Safety Committee will submit recommendations of action to control workplace hazards. These could come to their attention through workplace inspections, hazard assessments, quarterly report or committee discussion. These recommendations will serve to control unnecessary hazards in the workplace, making the University a safer place to work.

The Occupational Health and Safety Act (OHSA) states that an employer who received written recommendations from the Joint Health and Safety Committee shall respond in writing within 21 days.

Recommendations must be in writing, or submitted by completing the “Joint Health and Safety Committee Recommendation Form”, which will meet the following criteria:

1. Define the hazard
2. Collect all the necessary information:
  - Description of the process and workplace layout
  - History/details of previous accident and investigations
  - Comments and suggestions from managers and workers in the area concerned
  - Maintenance schedules and manufacturers specifications
3. Consider the possible solutions, taking into account:
  - The actual and potential seriousness of the problem
  - The range of possible solutions
  - The practicality of the solution being recommended

### **Submission of Recommendations:**

**Why:** A function of the Joint Health and Safety Committee is to make recommendations to the University and the workers for the improvement of the health and safety.

**Who can submit:** Either Co-Chair with the agreement of the JHSC. If the committee has failed to reach consensus about making recommendations and after attempting in good faith to do so, either Co-Chair of the committee has the power to make written recommendations to the Employer.

**Who is it submitted to:** The Senior Management.

**What can be submitted:** Any health and safety recommendation to rectify a situation that may be a source of danger or hazard to a worker(s), or recommending health and safety improvements in the workplace.

**When:** As soon as the source of danger is identified.

**How:** In writing or on the University’s “Joint Health and Safety Committee Recommendation Form.”



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**Victoria University**  
**Management response to Joint Health & Safety Committee Recommendations**

**Location:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**RE: Response to recommendations received on** \_\_\_\_\_

**Date recommendation received by management:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

**Management agrees with the recommendation (circle):** Yes No

Note: If management agrees with the recommendation, complete the next section of this form. However, if there is disagreement with or an alternative to the recommendation, please provide reasons or explanation.

**Implementation for recommendation (timetable, actions taken, actions to be taken, etc.)**

\_\_\_\_\_  
\_\_\_\_\_

**Disagreement with, or, alternative to, recommendations**

\_\_\_\_\_  
\_\_\_\_\_

**Date recommendation returned to the Joint Health & Safety Committee:**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

**Responding Management signature:** \_\_\_\_\_

**Response received by the Joint Health & Safety Committee on:**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
Management Co-chair

\_\_\_\_\_  
Worker Co-Chair

---

**TRAINING**

Members will attend training each year to promote effective contributions of each member and to ensure an efficiently operating Joint Health and Safety Committee. This training may be in house or in the form of outside seminars or courses. In order to facilitate effective problem solving, the committee will have a basic understanding of:

1. Current legislative requirements
2. Joint Health and Safety Committee roles and responsibilities
3. Technical issues such as:
  - a. Process and layout
  - b. Machinery hazards and methods of guarding
  - c. Fire protection/emergency procedures
  - d. Lifting equipment and their hazards
  - e. Industrial hygiene such as noise, dust, fumes, toxic substances

Special skills in:

1. Understanding the process for managing health and safety issues
2. Accident investigation
3. Workplace inspection
4. Hazard recognition and control
5. Work refusal
6. Work stoppage (unilateral and bilateral)
7. Basic health and safety talks

**EVALUATION**

This procedure and effectiveness of the Joint Health and Safety Committee will be reviewed annually by the Joint Health and Safety Committee and the Senior Management at Victoria University. Key performance indicators will also be reviewed in a semi-annual basis in order to evaluate the overall health & safety of Victoria University and to make appropriate recommendations.

**RELATED PROCEDURES**

None

**REFERENCE MATERIALS**

Ontario legislation – OHSA

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b> All Managers, Joint Health and Safety Committee Members	<b>Document to be posted:</b> NO

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b> April 4, 2017

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## SUBJECT: 6.1 (A) TRAINING NEEDS REVIEW

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### PURPOSE

The purpose of this procedure is to establish a program to identify the training requirements for all Victoria University employees and to maintain a system whereby training needs are being met and kept current.

### SCOPE

This procedure applies to all employees of Victoria University.

### STANDARDS/PROCEDURES

A training needs review will be conducted, at a minimum, annually to ensure the training requirements at Victoria University are current. The review will be based on the following:

- Review of legislative updates.
- Review of each occupation.
- Review of new or modified equipment and/or processes.
- Review of employee training records, including new hires, transferred or promoted employees.

### Implementation Protocol

- Establish training objectives based on accident trends and identified hazards.
- Determine training methods.
- Time table for completion of training.
- Evaluation of training.

The training needs review at Victoria University is a fundamental element of the continuous improvement plan.

---

**COMMUNICATION**

This procedure will be communicated to all employees of Victoria University upon hiring and orientation. The need for re-training will be reviewed and communicated on an annual basis.

**TRAINING**

Records of training will be maintained by the Safety Officer and Departmental Managers.

**EVALUATION**

This procedure will be reviewed annually by the JHSC, Safety Officer and other applicable managers at Victoria University.

**RELATED PROCEDURES**

None

**REFERENCE MATERIALS**

Occupational Health & Safety Act  
Industrial Regulation 851

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b> All Managers and JHSC Members	<b>Document to be posted:</b> NO

**VICTORIA UNIVERSITY  
HEALTH & SAFETY EDUCATION/TRAINING**

Employee Name:			Date of Issue:		
Dept. Manager's Approval:			Training Period:		
Location:					
	<b>Define the training requirements (mandatory /recommended)</b>	Timeframes for training completion	Assigning Responsibility for training delivery	Evaluate the training	Record of Training
Asbestos (basic) Training - online					
Asbestos Training I					
Asbestos Training II					
Accident/Incident Investigation					
AODA – Accessible Customer Service					
Basic Worker/Supervisor Awareness (MOL)					
Cold Stress					
Confined Space					
Early Safe Return to Work					
Electrical Safety					
Emergency Preparedness					
Employing Young Workers					
Employee Orientation					
Employee Safety Program					
Ergonomics/MSD prevention - online					
Fall Arrest Protection					
Fall Protection Equipment					
Fire Exit Doors and Emergency Equipment					
Fire Warden Procedures					
First Aid/AED					
Genie Lift					
Grounds Hazards					
Harassment and Violence in the Workplace					
Health, Safety & the Law/Due Diligence					
Health and Safety Policy					
Health and Safety Workplace Inspections					
Heat Stress					
Hot Work					
Initial Job Instruction					

	Define the training requirements (mandatory /recommended)	Timeframes for training completion	Assigning Responsibility for training delivery	Evaluate the training	Record of Training
Injury and Hazard Reporting					
Ladder Safety					
Lockout Energy Hazards					
Office Hazards					
Overexertion/Safe Lifting/ Material Handling					
MSDSOnline					
Noise Hazards					
Personal Protective Equipment					
Promotion/Transfer Orientation					
Propane Safety					
Respirator Program					
Revised Accident Process					
Safety Competency for Management and JHSC					
Slips, Trips and Falls - online					
Tool Safety					
WHMIS - online					
Working Alone					

Health & Safety Officer's Signature:	
Distribution to: 1 copy retained by department 1 copy retained by Human Resources 1 copy retained by Health & Safety Officer	Revised: March 2019

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> May 28, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> May 28, 2013

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## SUBJECT: 6.1 (B) APPLICABLE LEGISLATION

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### PURPOSE

The purpose of this procedure is to outline the training requirements for all employees of Victoria University as it pertains to the applicable legislation.

### SCOPE

This procedure applies to all employees of Victoria University.

### STANDARDS/PROCEDURES

Training will involve responsibilities under the Occupational Health and Safety Act as well as internal safety responsibilities. A formal record of training will be maintained to demonstrate that all training requirements have been met.

#### All Employees

All Victoria University employees will receive training, which will include:

- Legislated health and safety responsibilities
- Right to refuse work
- Right to participate (JHSC and Health and Safety Representative)
- Health and safety policy
- Early and Safe Return to Work obligations
- Records of training

In conjunction with the "Health and Safety Officer", the departmental managers, will conduct an annual review of employee training needs for the coming year. This is to ensure that all employees are familiar with their responsibilities and the legal framework for health and safety in Ontario.

### COMMUNICATION

This procedure will be communicated to all employees of Victoria University upon hiring and orientation. The need for re-training will be reviewed and communicated on an annual basis.

---

**TRAINING**

Records of training will be maintained by the Safety Officer and Departmental Managers.

**EVALUATION**

This procedure will be reviewed annually by the JHSC, Safety Officer and other applicable managers at Victoria University.

**RELATED PROCEDURES**

None

**REFERENCE MATERIALS**

Occupational Health & Safety Act  
Industrial Regulation 851

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b> All Managers and JHSC Members	<b>Document to be posted:</b> NO

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> May 28, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> May 28, 2013

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## **SUBJECT: 6.1 (C) WHMIS**

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### **PURPOSE**

The purpose of this procedure is to outline the training requirements for all employees of Victoria University as it pertains to Workplace Hazardous Materials Information System (WHMIS)

### **SCOPE**

This procedure applies to all employees of Victoria University.

### **STANDARDS/PROCEDURES**

- A Training needs review will be conducted, at a minimum, annually to ensure the training requirements at Victoria University are current.
- Job Specific WHMIS Training will be conducted during New Employee Orientation training sessions and as often as new controlled products are introduced to the workplace.
- Generic WHMIS Training will be conducted for employees not requiring job specific WHMIS when new employee commences work.
- Refresher WHMIS training will be conducted annually for all employees.
- Victoria University will also ensure the training is evaluated and documented.

### **COMMUNICATION**

This procedure will be communicated to all employees of Victoria University upon hiring and orientation. The need for re-training will be reviewed and communicated on an annual basis.

### **TRAINING**

Records of training will be maintained by the Safety Officer and the Departmental Managers. Online and onsite WHMIS training is provided to all employees as a generic refresher through a third part consulting company.

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**EVALUATION**

This procedure will be reviewed annually by the JHSC, Safety Officer and other applicable managers at Victoria University.

**RELATED PROCEDURES**

None

**REFERENCE MATERIALS**

Occupational Health & Safety Act  
WHMIS Regulation

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b> All Managers and JHSC Members	<b>Document to be posted:</b> NO

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b>

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## **SUBJECT: 6.1 (D) DESIGNATED SUBSTANCES**

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### **PURPOSE**

The purpose of this procedure is to outline the training requirements for all employees of Victoria University as it pertains to Designated Substances.

### **SCOPE**

This procedure applies to all employees of Victoria University.

### **STANDARDS/PROCEDURES**

A Training needs review will be conducted, at a minimum, annually to ensure the training requirements at Victoria University are current.

Victoria University has identified Asbestos as being present in the workplace and has developed a control program and a training program for its employees and managers that includes:

- The health effects associated with asbestos.
- The measures and procedures required under the designated substance program
- Evaluation and documentation of the training.

### **COMMUNICATION**

This procedure will be communicated to all employees of Victoria University upon hiring and orientation. The need for re-training will be reviewed and communicated every two years.

Contractors who maybe working in the vicinity of asbestos will be informed of the locations at the time of orientation to the work to be performed.

### **TRAINING**

Records of training will be maintained by the Safety Officer and Departmental Managers.

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**EVALUATION**

This procedure will be reviewed annually by the JHSC, Safety Officer and other applicable managers at Victoria University.

**RELATED PROCEDURES**

Asbestos Control Program

**REFERENCE MATERIALS**

Occupational Health & Safety Act  
Industrial Regulation 851  
Designated Substance Regulation

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## **SUBJECT: 6.1 (E) EMPLOYER REQUIRED CERTIFICATIONS / COMPETENCIES**

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### **PURPOSE**

The purpose of this procedure is to ensure all employer required certifications and/or competencies for Victoria University employees are kept current.

### **SCOPE**

This procedure applies to all employees at Victoria University who perform specialized/specific work.

### **STANDARDS/PROCEDURES**

Training needs review and Health and Safety records of training will indicate the renewal date/expiry date of all certifications and the timelines for their achievement. It will be the responsibility of the Safety Officer to maintain the health and safety record of training and to review it annually for any required training updates/renewals.

As a part of the review, a list of positions requiring certifications/competencies will be developed that will identify acceptable standards. Training will be provided for all employees who perform specialized/specific work.

### **COMMUNICATION**

This procedure will be communicated to all managers and employees of Victoria University who require certification for specialized/specific work functions.

### **TRAINING**

Records of training will be maintained by the Safety Officer and Departmental Managers.

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**EVALUATION**

This procedure will be reviewed annually by the JHSC, Safety Officer and other applicable managers at Victoria University.

**RELATED PROCEDURES**

None

**REFERENCE MATERIALS**

Occupational Health & Safety Act  
Industrial Regulation 851  
Construction Regulations 213/91

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## SUBJECT: 6.1 (F) MATERIAL HANDLING

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### PURPOSE

The purpose of this procedure is to ensure Victoria University employees are trained in the proper methods and precautions to lift, move, carry, support and remove materials manually or with a material handling device. This training will include both theoretical and practical methods of conveying the information to our employees.

### SCOPE

This procedure applies to all employees of Victoria University.

### STANDARDS/PROCEDURES

Victoria University will ensure that training in the following areas is conducted for its employees.

#### Material Handling

Training will include manual lifting techniques and the use of mechanical lifting devices.

#### Man Lift

Only trained and authorized operators are permitted to operate Man Lifts. Training shall include both a theoretical and practical session.

Training includes:

- Legislative requirements
- Fundamentals of powered Man Lifts
- How environmental conditions can affect Man Lifts performance
- Basic Man Lifts truck operating skills
- Rules and practices for safe Man Lifts truck operations
- Load handlings, manoeuvring and travelling
- Stopping and starting
- Pre-use checklists
- Proper storage of Man Lifts

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**COMMUNICATION**

This procedure will be communicated to all employees of Victoria University who require certification in the operation of material handling equipment and to those employees whose positions require them to perform manual material handling.

**TRAINING**

Records of training will be maintained by the Safety Officer and Departmental Managers.

**EVALUATION**

This procedure will be reviewed annually by the JHSC, Safety Officer and other applicable managers at Victoria University.

**RELATED PROCEDURES**

None

**REFERENCE MATERIALS**

Occupational Health & Safety Act  
Industrial Regulation 851  
Construction Regulations 213/91  
Canadian Standards Association (CSA)

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## **SUBJECT: 6.1 (G) (H) TRAINING ORIENTATION/PROMOTION/TRANSFER**

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### **PURPOSE**

The purpose of this procedure is to ensure that all employees, regardless of their level in the organization, receive an orientation to health and safety.

### **SCOPE**

This procedure applies to all employees of Victoria University.

### **STANDARDS/PROCEDURES**

All employees, regardless of the level in the organization, must receive health and safety orientation, this applies to:

- Newly hired employees
- Employees returning from an extended absence
- Employees hired on a contract basis
- Student employees
- Supply of labour employees

The following persons carry out this orientation:

- Departmental Manager or Lead Hand
- Safety Officer or designate

Orientation on health and safety must be completed within the first two weeks of hire.

Components of training will include:

- Health and safety policy,
- Employee responsibilities and rules,
- Standards and procedures for
  - Reporting injury and illness
  - Reporting hazards
  - Emergency plan
  - Early and safe return to work
  - Occupational Health and Safety Act including Rights as a worker
  - Joint health and safety committee
  - Specific responsibilities for level of authority

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Promotion/transfer orientation is required for employees who have been:

- Promoted from worker to a managerial position, or
- Transferred from one job to another (regardless of the length of time in the position)

Training requirements include:

- Review of operating instructions for equipment/process
- Identification of hazards and controls
- Review of any safe operating procedures

Training must be completed within the first two weeks of employment in the new position. The departmental manager or lead hand will conduct training.

A follow-up evaluation will be conducted after three months.

### **COMMUNICATION**

- This procedure will be communicated to all employees.
- Written – documentation received from the orientation is to be forwarded to the employee's manager.
- Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

### **TRAINING**

Records of training will be maintained by the Safety Officer and the Departmental Manager.

### **EVALUATION**

This will be conducted after three months by the employee's manager.

### **RELATED PROCEDURES**

None

### **REFERENCE MATERIALS**

Occupational Health and Safety Act  
New Hire Health and Safety Orientation Program PowerPoint presentation.

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<b>Distribution to:</b> All Managers and JHSC Members	<b>Document to be posted:</b> NO

## Employee Health and Safety Orientation Checklist

**To be completed for:**

- Staff – new
- Staff - promoted or transferred
- Staff - returning from extended absence

**Employee Name:** \_\_\_\_\_

- Employees hired on a contract basis
- Student Employees
- Supply of labour employees

Employee Initials		Date	Manager Initials
	Discuss commitment to Health and Safety		
	Review the roles and expectations for Senior Management and/or Departmental Manager and/or employee		
	Identify where the Health and Safety policy is located		
	Review safe work practices and standard operating procedures (provide required equipment training)		
	Discuss hazards associated with employee's job (Refer to Job Hazard Analysis)		
	Arrange for an ergonomic assessment, if necessary		
	Review the process for reporting hazards, near misses, injuries and illnesses		
	Job/task specific training		
	Introduce new employee to the Emergency personnel for the work location		
	Review emergency response procedures		
	Advise Emergency personnel if employee is classified as a "Person Requiring Assistance"		
	Review First Aid Kit (location and contents) and first aid procedures		
	Identify fire exits, defibrillators and eyewash stations locations		
	Introduce to designated first aid employee		
	Review Health and Safety Bulletin Board and discuss contents		
	Review and train on the following procedures: <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• Visitor Safety Policy</li> <li>• Emergency Plan</li> <li>• Personal Protective Equipment Policy</li> <li>• Pre-Use Inspection Policy</li> <li>• Preventative Maintenance Policy</li> <li>• ESRTW Program</li> <li>• Material Handling</li> </ul>		
	Explain the workplace inspection program		
	Introduction to the Joint Health and Safety Committee and/or Health and Safety Representative		
	Train in the applicable personal protective equipment the employee is required to wear.		
	Tour the facility and review emergency procedures and other workplace requirements. For example where personal protective equipment is required.		

Date of completion: \_\_\_\_/\_\_\_\_/\_\_\_\_ (D/M/Y)

Signature of Employee \_\_\_\_\_

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## SUBJECT: 6.1 (I) INITIAL JOB INSTRUCTION

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### PURPOSE

The purpose of this procedure is to ensure that each newly hired or promoted/transferred employee is provided with initial job instruction orientation training to ensure that the employee is properly trained in all aspects of health and safety necessary to ensure his/her safety on the job.

### SCOPE

This procedure applies to all newly hired, promoted or transferred employees or employees returning to the workforce from an extended absence.

### STANDARDS/PROCEDURES

The training will include safety and hazard training and the proper use of all protective equipment used on the job. All employees shall also receive proper training in their job activities. This training will include the specific critical knowledge and skill requirements needed to perform each job and as such, shall be periodically tested and retrained.

The employee's manager (or delegate) will deliver the initial job instruction which will include, but not be limited to, the following:

- Review of operating instructions for equipment/processes
- Identification of hazards and recommended controls
- Review of safe operating procedures

Upon completion of such training, the employee and manager will complete the training checklist(s) to ensure that all topics have been covered and understood by the employee. After three months, the employee shall participate in an individual follow-up session with his/her manager to discuss any safety procedures and problems, and to allow for the employee to express any safety concerns, etc.

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**COMMUNICATION**

This procedure will be communicated to all newly hired, promoted/transferred employees of Victoria University or those employees returning from an extended absence.

**TRAINING**

Records of training will be maintained by the Safety Officer and Departmental Manager.

**EVALUATION**

This procedure will be reviewed annually by the JHSC, Safety Officer and other applicable managers at Victoria University.

**RELATED PROCEDURES**

None

**REFERENCE MATERIALS**

Occupational Health & Safety Act  
Industrial Regulation 851  
Construction Regulations 213/91

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## SUBJECT: 6.1 (J) HEALTH AND SAFETY INSPECTIONS

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### PURPOSE

The purpose of this procedure is to ensure that each manager and Joint Health and Safety Committee member is thoroughly trained in conducting health and safety inspections of Victoria University's premises.

### SCOPE

This procedure applies to all managers and joint health and safety committee members.

### STANDARDS/PROCEDURES

Health and safety inspection training is an important element in achieving Victoria University's objectives in a safe and effective manner. It is the policy of Victoria University that all managers and members of the joint health and safety committee be thoroughly trained so that they have the knowledge and skill base necessary to conduct effective health and safety inspections of the workplace.

### COMMUNICATION

This procedure will be communicated to all managers and members of the joint health and safety committee.

### TRAINING

Records of training will be maintained by the Safety Officer and Departmental Manager.

### EVALUATION

This procedure will be reviewed annually by the JHSC, Safety Officer and other applicable managers at Victoria University.

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<b>RELATED PROCEDURES</b>
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None

<b>REFERENCE MATERIALS</b>
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Occupational Health & Safety Act  
Industrial Regulations 851  
Construction Regulations 213/91

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## SUBJECT: 6.1 (K) INJURY/INCIDENT INVESTIGATION

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### PURPOSE

The purpose of this procedure is to ensure that each manager and Joint Health and Safety Committee member is thoroughly trained in conducting Injury/Incident Investigations.

### SCOPE

This procedure applies to all managers and joint health and safety committee members.

### STANDARDS/PROCEDURES

Investigations are done to fulfill legal obligations and the internal requirements of Victoria University as well as to determine the overall cost effect of an accident or incident. This will also provide the opportunity to determine causes and take appropriate action to prevent a recurrence.

It is the policy of Victoria University that all managers and members of the joint health and safety committee be thoroughly trained so that they have the knowledge and skill base to conduct effective injury/incident investigations.

Investigations also help to determine the validity, degree and level of disability of the victim(s).

This is essential to ensure the appropriate follow-up care of the victim within the early and safe return to work program.

Training will include:

- Legislative requirements
- Responsibilities
- Conducting effective investigations
- Interviewing techniques
- Return to work program
- Reports and follow-up

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**COMMUNICATION**

This procedure will be communicated to all managers and members of the joint health and safety committee.

**TRAINING**

Records of training will be maintained by the Safety Officer and Departmental Manager.

**EVALUATION**

This procedure will be reviewed annually by the JHSC, Safety Officer and other applicable managers at Victoria University.

**RELATED PROCEDURES**

Early and Safe Return to Work (ESRTW)

**REFERENCE MATERIALS**

Occupational Health & Safety Act  
WSIB Regulations

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## **SUBJECT: 6.1 (L) JOINT HEALTH AND SAFETY COMMITTEE**

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### **PURPOSE**

The purpose of this procedure is to ensure that each member of the joint health and safety committee receives training specific to the requirements of the committee in accordance with the Occupational Health and Safety Act and Victoria University's internal requirements.

### **SCOPE**

This procedure applies to all members of Victoria University's Joint Health and Safety Committee.

### **STANDARDS/PROCEDURES**

In accordance with the requirements of the Occupational Health and Safety Act, Management will ensure that there is a certified health and safety worker and a certified management representative on the committee. Training will be provided on an ongoing basis for existing members.

Training will include:

- Roles
- Responsibilities and
- Functions of committee / representatives

Basic Certification training will be completed when necessary to fill empty positions.

### **COMMUNICATION**

This procedure will be communicated to all members of the Joint Health and Safety Committee.

### **TRAINING**

Records of training will be maintained by the Safety Officer and Departmental Manager.

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**EVALUATION**

This procedure will be reviewed annually by the JHSC, Safety Officer and other applicable managers at Victoria University.

**RELATED PROCEDURES**

Injury/Incident Investigation  
Health and Safety Inspections  
Early and Safe Return to Work

**REFERENCE MATERIALS**

Occupational Health & Safety Act

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## **SUBJECT: 6.1 (M) EMERGENCY PREPAREDNESS AND RESPONSE**

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### **PURPOSE**

The purpose of this procedure is to ensure that all employees of Victoria University receive instruction on the University's Emergency Response Plan.

### **SCOPE**

This procedure applies to all employees off Victoria University.

### **STANDARDS/PROCEDURES**

Victoria University will provide training on the emergency response plan to all employees. This training will include, but not be limited to:

- Who to notify in the event of an emergency
- The emergency evacuation plan
- Use of emergency equipment

All newly hired employees will receive this training as part of their employee orientation.

### **COMMUNICATION**

This procedure will be communicated to all employees of Victoria University.

### **TRAINING**

Records of training will be maintained by the Safety Officer and Departmental Manager.

### **EVALUATION**

This procedure will be reviewed annually by the JHSC, Safety Officer and other applicable managers at Victoria University.

### **RELATED PROCEDURES**

Employee Orientation

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Personal Protective Equipment  
Emergency Responses, Personal Safety and Protection of Property booklet.

<b>REFERENCE MATERIALS</b>
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None

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## **SUBJECT: 6.1 (N) PERSONAL PROTECTIVE EQUIPMENT**

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### **PURPOSE**

The purpose of this procedure is to ensure that all employees of Victoria University receive instruction on the proper use, care and maintenance of Personal Protective Equipment required by the Occupational Health and Safety Act and applicable Regulations and by the internal requirements of Victoria University.

### **SCOPE**

This procedure applies to all employees off Victoria University.

### **STANDARDS/PROCEDURES**

All employees of Victoria University will be informed of the personal protective equipment (PPE) requirements associated with their jobs. An employee required to wear protective clothing or use personal protective equipment or devices shall be adequately instructed and trained in the use and care of the clothing, equipment or device before wearing or using it.

This training will be provided by the manager for the employee and documentation pertaining to the training will be maintained. This information will be reviewed with the employee upon their hire and annually thereafter.

### **COMMUNICATION**

This procedure will be communicated to all employees of Victoria University.

### **TRAINING**

Records of training will be maintained by the Safety Officer and Departmental Manager.

### **EVALUATION**

This procedure will be reviewed annually by the JHSC, Safety Officer and other applicable managers at Victoria University.

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<b>RELATED PROCEDURES</b>
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Employee Orientation

<b>REFERENCE MATERIALS</b>
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Occupational Health and Safety Act  
Industrial Regulation 851  
Construction Regulations 213/91  
CSA Standards for Personal Protective Equipment

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## SUBJECT: 6.1 (O) OTHER TRAINING REQUIREMENTS

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### PURPOSE

The purpose of this procedure is to ensure that all employees of Victoria University receive instruction and training on functions that may not be part of routine work.

### SCOPE

This procedure applies to appropriate employees of Victoria University.

### STANDARDS/PROCEDURES

#### Compressed Gas/Propane

Any employee who may be required to handle compressed gas/propane must be properly trained as per the requirements set out by the Technical Standards and Safety Authority. A formal training program must be delivered to those required to connect and disconnect cylinders from various propane powered equipment, such as barbeques. A formal record of training will be maintained as part of the training.

#### Fall Protection

An employee shall be adequately protected by a fall protection system that meets the requirements of section 26 of the Regulations for Construction Projects where an employee is exposed to any of the following hazards:

- Fall more than 3 metres
- Falling more than 1.2 metres, if the work area below is used as a path for a wheelbarrow or similar equipment
- Falling into operating machinery
- Falling into water or another liquid
- Falling into or onto a hazardous substance or object
- Falling through an opening in a work surface.

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Victoria University shall ensure that an employee who may use a fall protection system is adequately trained in its use and given adequate oral and written instruction by a competent person. Victoria University shall ensure that the person who provides the training and instruction prepares a written training and instruction record for each worker and signs the record. The training and instruction record shall include the worker's name and the dates on which training and instruction took place. Victoria University shall make the training and instruction record for each worker available to an inspector on request.

Victoria University shall ensure an approved rescue plan is in place before working at heights commences. The rescue plan must be able to rescue the victim.

### **Rescue Procedure**

If an employee falls, and their fall is arrested by fall protection equipment, the following procedure will be used to rescue the worker:

- An elevating work platform will be kept on site at all times that will be high enough to reach any worker who has fallen.
- Before workers attempt a rescue, they must ensure that they have all the required personal protective equipment for themselves and for the casualty (fall protection equipment for themselves, and at least a new lanyard for the victim).
- Depending on the lifting capabilities of the elevating work platform being used (if it can lift safely two people plus the casualty) two workers will manoeuvre the elevating work platform beneath the fallen worker.
- The workers will bring the lift up directly underneath the fallen worker until the injured worker touches the floor of the elevating work platform.
- Once the casualty is safely on the floor of the elevating work platform, only then can the rescue workers disconnect his/her fall protection device.
- The rescue workers must then connect the casualty's harness to the elevating work platform for the trip down.
- The elevating work platform must reach high enough for the casualty to touch the floor.
- When the casualty reaches the ground, the first aid responder will attend to them and the casualty will be taken to the closest medical facility to be attended by a doctor.
- If the casualty is unconscious or there is reason to suspect a back or a neck injury, emergency services must be called before any rescue attempt is made. It is important that you not allow the victim to lie on the ground, as this can cause a heart attack and multiple organ failure when the deoxygenated blood comes flooding back to the heart. Keep the person in a kneeling position, then a sitting position for the first 30 minutes after the rescue. Emergency personnel must be informed of how long the employee was suspended in the fall arrest to ensure correct medical attention.
- Prolonged suspension from a fall arrest systems can cause orthostatic intolerance, which in turn can result in physical injury, or potentially, death. Research indicates that suspension in a fall arrest device can result in unconsciousness, followed by death, in less than 30 minutes as blood begins to pool in the lower extremities. A person suspended after a fall can feel dizzy in as little as three minutes, experience loss of consciousness in as little as 10 minutes.

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## Heat/Cold Stress

Employers have a duty under section 25(2)(h) and supervisors under section 27(2)(c) of the Occupational Health and Safety Act to take every precaution reasonable in the circumstances for the protection of a worker. This includes developing hot and cold environment policies and procedures to protect workers in hot and cold environments.

The employer should implement a heat/cold stress prevention program that establishes:

1. worker training in the hazards, health effects and prevention of heat/cold related illness;
2. criteria or monitoring method (e.g. acting on heat wave/wind chill warnings or alert notices by Environment Canada or calculating humidex/wind speed from temperature and humidity measurements or WBGT measurements);
3. a monitoring/sampling plan (e.g. when, where and what to measure or monitor);
4. responses or preventative measures (e.g. increase frequency of breaks, reduce the work pace and workload, avoid working in direct sunlight, schedule heavy work for cooler part of day, wear hat and sun screen outdoors, etc.);
5. responses or preventative measures (e.g. dressing in proper layers of clothing, acclimatizing workers to working conditions and required protective clothing, establishing warm-up schedule, provide warm shelter, use buddy system, suitable equipment, pace of work to avoid sweating or low activity);
6. a water supply plan and encourages hydration (e.g. at least 1 cup every 20 min.);
7. a plan to provide warm sweet drinks and soups (increases caloric intake and prevents dehydration which may increase risk of cold injury); and
8. first aid and emergency responses, including monitoring of worker symptoms, and investigating incidents of health related illnesses.

### COMMUNICATION

This procedure will be communicated to all employees of Victoria University whose job requires specialized knowledge of these topics.

### TRAINING

Records of training will be maintained by the Safety Officer and Departmental Manager.

### EVALUATION

This procedure will be reviewed annually by the JHSC, Safety Officer and other applicable managers at Victoria University.

### RELATED PROCEDURES

None

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<b>REFERENCE MATERIALS</b>
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Occupational Health and Safety Act  
Industrial Regulation 851  
Construction Regulations 213/91  
Technical Standards and Safety Authority (TSSA)  
CSA Standards for Fall Protection Equipment

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## **SUBJECT: 7.1 (EXCLUDING J) FIRST AID REQUIREMENTS**

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### **PURPOSE**

The purpose of this procedure is to ensure that first aid treatment is given immediately in accordance with First Aid Requirements (Regulation 1101) under the Workplace Safety and Insurance Act.

### **SCOPE**

This procedure applies to all employees of Victoria University.

### **STANDARDS/PROCEDURES**

- First aid kits shall be located within quick and easy access for all employees.
- Each first aid kit must contain the supplies stated in Regulation 1101.
- Victoria University will ensure a certified first aider is available on every shift and that the first aid kit is in the charge of a certified first aider who works in the vicinity.
- All first aid treatments administered must be recorded in the first aid logbook by the certified first aider and shall include all the details surrounding the incident as described by the injured employee.
- The first aid log book will contain the following information:
  - The date of the injury
  - The time of the injury
  - The names and work locations of the witnesses and the injured person
  - The nature and location of the treatment given
  - The name of the first aider
- A listing of the first aiders will be posted inside all first aid stations.
- The first aid kits will be inspected on a quarterly basis by the designate of the Health and Safety Officer.

- Victoria University will maintain, at a minimum, one stretcher and two blankets in accordance with the requirements set out in Regulation 1101.
- Victoria University will incur the cost of transportation for injured workers.
- When the worker requires health care and/or is absent from work beyond the day of the injury as a result of the incident, a Form 7 (Employer's Report of Injury/Disease) shall be completed by the human resources department. This form will be forwarded to the Workplace Safety and Insurance Board within three (3) days of the incident. If the legislated reporting period is not observed the University may be fined a late filing charge.

### **COMMUNICATION**

- All procedures will be communicated to Victoria University employees annually.
- Written – ensure any documentation received from training is forwarded to the employee's manager.
- Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

### **TRAINING**

- According to the First Aid Requirements (Regulation 1101) under the Workplace Safety and Insurance Act, at least one person per shift must be trained in First Aid and have a valid First Aid certificate.
- Just prior to the expiry date, all employees shall renew First Aid training. If a trained employee leaves, another employee must be trained in their place.

### **EVALUATION**

- A review of the first aid procedures will be done on an annual basis. This evaluation will measure the effectiveness of the program.

### **RELATED PROCEDURE**

- None

### **REFERENCE MATERIALS**

- Ontario legislation – OHSA
- Reg. 1101

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b> All Management, JHSC	<b>Document to be posted:</b> NO

## VICTORIA UNIVERSITY FIRST AID LOG SHEET

DEPARTMENT: \_\_\_\_\_

FOR THE PERIOD OF: \_\_\_\_\_

Name of injured person	
Date of injury (D/M/YR)	
Time of Injury	
Name of Witness(es)	
Nature/Location of Treatment	
Name of First Aider	

Name of injured person	
Date of injury (D/M/YR)	
Time of Injury	
Name of Witness(es)	
Nature/Location of Treatment	
Name of First Aider	

Name of injured person	
Date of injury (D/M/YR)	
Time of Injury	
Name of Witness(es)	
Nature/Location of Treatment	
Name of First Aider	

## **LOCATIONS OF OFFICIAL FIRST AID KITS**

### **VICTORIA COLLEGE**

- Located in the Physical Plant lunch room, attached to the wall (1).
- Located in the IHPST Office – Front desk drawer (2).
- Located in the Student Caffeinds, behind the counter (1).
- Located in the Maintenance shop, room 002 (1).

### **BURWASH DINING HALL KITCHEN**

- Located to the right of the stairs leading to kitchen, wall by Supervisor's office. (1)
- Located on the 1<sup>st</sup> floor of the dining hall, by the high tables. (1)

### **MARGARET ADDISON HALL**

- Located in photocopy room beside Front Desk, attached to the wall. (1)

### **PRATT LIBRARY**

- Located in the room 308, third floor lounge, attached to the wall. (1)
- Located behind circulation desk on top of defibrillator. (1)
- Located across from CRRS front desk, 3<sup>rd</sup> floor, inside cabinet (1).

### **NORTHROP FRYE HALL**

- Located in the Registrar's office in the photocopy room. (1)

### **BADER THEATRE**

- Located on the 2<sup>nd</sup> floor, behind restricted door, attached to the wall. (1)
- Located at the Box Office on the main level. (1)

### **ANNESLEY HALL**

- Located in the student workshop, basement level. (1)

### **GOLDRING STUDENT CENTRE**

- Located in the Alumni Affairs & Advancement office, photocopy, room 322. (1)
- Located in the food prep area in Ned's Cafe, basement level. (1)
- Located in the photocopy room in Dean's office space on ground floor, room 122. (1)

### **EMMANUEL COLLEGE**

- Located in the circulation desk area on 3<sup>rd</sup> floor, on bookshelf. (1)
- Located in the Registrar's office below mail shelves. (1)

### **63 CHARLES STREET WEST**

- Located in the kitchen, 1<sup>st</sup> floor. (1).

### **65 CHARLES STREET WEST**

- Located in the kitchen, 1<sup>st</sup> floor. (1).

April 2019

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray de Souza, Bursar	<b>Date of Issue:</b> September 17, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> September 16, 2013

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## **SUBJECT: 7.1 (J) FIRST AID TRANSPORTATION**

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### **PURPOSE**

The purpose of this procedure is to ensure that the University will provide transportation to the hospital, doctor's office or worker's home when necessary, following an injury or illness. This ensures that the workers and staff at Victoria University receive prompt first aid attention and follow the proper Workplace Safety and Insurance Board claims process whenever necessary.

### **SCOPE**

Victoria University is committed to preventing workplace injuries and illnesses. It is important that as injuries occur our employees receive prompt first aid treatment, and that the Workplace Safety and Insurance Board claims information is dealt with in an efficient and effective manner.

The following procedures have been developed to help ensure prompt treatment of any injuries and to define the steps required when more than first aid treatment is required.

### **STANDARDS/PROCEDURES**

#### **Responsibilities**

The worker's responsibilities are defined in Section 1.1. The Employer's and Manager's responsibilities are defined in Section 1.2. It is the responsibility of the Health and Safety Officer to ensure that this procedure is enforced.

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## Procedure

### 1.0 In All Cases of Injury/Illness

#### 1.1 The worker must:

1. Get first aid immediately.
2. Tell the employer/manager of any injury or the possible onset of a work related disease/condition.
3. File a claim for workplace insurance benefits promptly, when more than first aid treatment/advice is needed. At the same time, give written consent to the release of functional abilities form information to Victoria University.
4. Choose a doctor or a qualified health professional. Once a claim has been submitted, do not change health professionals without permission from the Workplace Safety and Insurance Board.
5. Cooperate with Victoria University and the Workplace Safety and Insurance Board in health care treatment.
6. Cooperate with Victoria University and the Workplace Safety and Insurance Board in your early and safe return to work.
7. Complete and return all Workplace Safety and Insurance Board forms promptly. A copy of the Form 6 must be given to Victoria University.
8. Report to the Workplace Safety and Insurance Board any changes in income, return to work status, or medical condition.
9. If the worker refuses medical attention or transportation for medical attention they will be required to sign the appropriate documents.

#### 1.2 Traveling Companion Duties if required:

1. The traveling companion be trained in First Aid and will not be held responsible for any actions taken in good faith to assist the injured worker.
2. Where transportation by ambulance is not warranted, the preferred method of transportation to a hospital, doctor's office or employee's residence will be by taxi.
3. The travelling companion will take the functional abilities form for the injured worker and give it to the health care professional for completion.
4. Responsibilities of the individual traveling with the injured worker:
  - 1) Continue to administer first aid, if required.
  - 2) Ensure an injury package is taken, (containing the Functional Abilities Form, Material Safety Data Sheet (if necessary)) to the medical facility.
  - 3) Maintain contact with the University providing updates when the worker has reached their destination.
  - 4) Return to the University to provide additional follow-up and complete the injury/incident documentation.
5. Additional duties may be added based on each individual circumstance.

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### **1.3 Employer and Manager Duties:**

The University will provide transportation to the hospital, doctor's office or worker's home when necessary, following an injury or illness. The preferred method of transportation if required is an ambulance. Should this method of transportation not be appropriate then the University will call for a taxi. The injured worker will be accompanied by the first aid attendant or designate.

Should the employee refuse the transportation, the University will:

- Identify any other transportation methods that the worker would prefer.
- Reiterate the importance of accepting the transportation to the hospital, doctor's office or worker's home.
- Call 911 and get the ambulance attendant to administer medical attention on site.

The worker will not be allowed to continue work until medical clearance is provided.

## **COMMUNICATION**

All procedures will be communicated to Victoria University employees annually.

Written – ensure any documentation received from training is forwarded to the employee's manager.

Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

## **TRAINING**

None

## **EVALUATION**

A review of the first aid procedures will be done on an annual basis. This evaluation will measure the effectiveness of the program.

## **FORMS**

- Refusal of Medical Attention
- Refusal of Transportation for Medical Attention

## **RELATED PROCEDURE**

- Incident/Illness Reporting
- Accident Investigation
- Early and Safe Return to Work

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<b>REFERENCE MATERIALS</b>
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- Ontario legislation – OHSA
- Regulation 1101

<b>Approval signature:</b>	<b>Date:</b>
<b>Distribution to:</b> All Management	

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**VICTORIA UNIVERSITY  
REFUSAL OF MEDICAL ATTENTION**

I \_\_\_\_\_ (Name of Employee) have been injured on the job and refuse to get medical attention at the request of the company. I understand Victoria University has the legal responsibility to provide medical attention promptly because of a workplace injury and Regulation 1101.

Name of injured employee: \_\_\_\_\_

Signature of injured employee: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Witness: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Date: \_\_\_\_\_

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**VICTORIA UNIVERSITY**  
**REFUSAL OF TRANSPORTATION FOR MEDICAL ATTENTION**

I \_\_\_\_\_ (Name of Employee) have been injured on the job and refuse to accept transportation for medical attention at the request of the company. I understand Victoria University has the legal responsibility to provide transportation for medical attention promptly because of a workplace injury and Regulation 1101.

Name of injured employee: \_\_\_\_\_

Signature of injured employee: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Witness: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Date: \_\_\_\_\_

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> November 1, 2013
<b>Location:</b> All locations	<b>Review/Revise Date:</b> November 1, 2014

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## **SUBJECT: 8.1; 8.2; 8.3 INSPECTIONS (MANAGEMENT, JOINT HEALTH & SAFETY COMMITTEE, OPERATOR PRE-USE INSPECTIONS)**

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### **PURPOSE**

The purpose of this procedure is to protect the staff, workers, and visitors of Victoria University by proactively looking for potential and actual hazards through consistent inspections and to ensure corrective action is taken before potential or actual hazards can cause harm.

### **SCOPE**

**The Ontario Occupational Health and Safety Act Section 25(2) (e) states:**

"An employer shall afford assistance and cooperation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions."

WORKPLACE INSPECTION is one of the most important tools used, for the purpose of controlling loss. When properly used and implemented, it will reveal hazards (acts and or conditions) that could, if not corrected, result in:

- Injury to people
- Damage to equipment
- Loss of materials
- Reduced productivity
- Harm to the environment

### **STANDARDS/PROCEDURES**

- 1) Inspectors will use the following tools to conduct appropriate planned inspections:
  - Walkthrough Inspection Instructions,
  - Floor plan if available,
  - Inspection Checklist,
  - Inspection Worksheet,
  - Previous inspection report(s),
  - Incident/injury reports to review if corrective action, if needed, has been taken.
- 2) Establish an annual documented schedule for workplace inspections.

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- 3) Hazard classification is a practical and valuable tool when used in conjunction with the reporting of substandard acts and conditions that could result in a loss. Any hazards or unsafe conditions observed while conducting the inspection are corrected, immediately, if possible. This includes notifying the University's management team member where the hazard was identified and recording the notification on the inspection Worksheet.
  - 4) A minimum of 2 employee contacts or activities will be conducted during each workplace inspection.
  - 5) Those conducting the inspection must sign the original completed inspection worksheet.
  - 6) Completed inspection reports are posted on the health and safety board within one week after completion.

### **The Inspection Report**

To be an effective record keeping document, an inspection report must have the following:

1. The inspection report must be clearly written, or when possible have the report typed. Supervisors, managers and the Joint Health and Safety Committee will use their departmental specific Workplace Inspection Forms as provided by the Health and Safety Officer in the Physical Plant Department.
2. Each item shall be sequentially numbered, followed by the appropriate hazard classification. Items that are carried over from the previous report for any reason (lack of information, no action taken or incomplete) shall be entered at the top of the report. Leave space after each item for recommendations for remedial action.
3. There shall be two files of inspection reports. One shall be a working file to be used for reference until follow-up is complete. The second file shall be a complete master file for central reference in the program administration. This file contains the reports where all items have basic causes identified and the remedial actions followed up on and completed.

### **Items that continue to require attention or action shall be noted for special considerations and or recommendations.**

Definition: Inspector refers to management, workers, operators of equipment or machinery and members of the Joint Health & Safety Committee and/or worker representatives. It does NOT refer to a MOL inspector.

### **Unplanned Inspections**

Unplanned inspections (informal inspections) are an important hazard awareness tool. Although it is a legal responsibility for all personnel to report hazardous conditions/practices, this procedure is intended for managers. By implementing this procedure, it requires that managers take the time required to inspect critical areas of the operation, as they conduct their regular duties.

The important element of an unplanned inspection is the follow-up. The following steps are intended to provide/ensure follow-up:

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## **MANAGERS:**

1. Having observed a hazardous practice, instruct the employee on proper procedure. If the practice is a contravention of a University rule, warn the employee that recurrence will result in disciplinary action. Record in a logbook, the name of the employee, the date of the infraction and a description of the infraction and that a warning was provided. If the employee was previously warned about a contravention of the safety rules, implement disciplinary action, as per policy. Ensure that the original copy is given to the employee and a second copy placed in the employee file.
2. Record in logbook the date, the location of the condition and the name of the person with whom the condition was discussed.
  - Record the remedial action taken or planned to be taken and the date when it will be taken.
3. File this information from your logbook into a file titled "UNPLANNED INSPECTIONS".
4. On a weekly basis, items which are outstanding from the daily unplanned inspections shall be transferred to the weekly planned inspections to ensure all issues are addressed and corrective actions taken.

## **After the inspection**

1. The Inspectors will forward the original, completed worksheet and checklist to the Health and Safety Officer within one week of the date of inspection.
2. The Inspector establishes and reinforces the 21 day timeframe to correct hazards subject to review by the Health and Safety Officer.
3. The Health and Safety Officer will in turn review and forward copies to each appropriate manager(s) and to Senior Administration for action relating to the identified items.
4. The Health and Safety Officer is advised that a response or action must occur within 21 days of the inspection
5. Each manager, by forwarding an updated Monthly Inspection Worksheet, notifies the University's Health and Safety Officer of the action taken to resolve the identified hazard and the date of resolution.
6. The University's Health and Safety Officer receives a copy of the updated worksheet.
7. Any action points still outstanding at the manager's meeting require an action plan with a proposed date for resolution.
8. If a new hazard is created, it must be rated (A, B, or C), and recommendations for corrective action developed including assigned time frames, documentation (who, what, when) and a documented follow-up report by the manager.

The following classification system could be used to assess the level of risk for all hazards:

  - Class A (major) = high risk, danger of death or permanent disability
  - Class B (moderate) = medium risk, non-life threatening injury or illness
  - Class C (minor) = low risk, slight injury or illness.
9. A specific inspection schedule with dates and participants must be documented.
10. After the initial inspection the follow-up should be completed.

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## RESPONSIBILITIES

It is the responsibility of all workers, management and the Joint Health and Safety Committee to ensure compliance to the inspection standards/procedures.

### Specific Roles & Responsibilities

Senior Management will conduct and record annual workplace inspections. Senior Management will review all other workplace inspections.

Managers/Supervisors will conduct and record quarterly workplace inspections of their assigned work areas. Managers will review all workplace inspections conducted by supervisors, and have them forwarded to the Health and Safety Officer.

The Joint Health and Safety Committee and/or Worker Representative will conduct and record monthly workplace inspections as indicated on the Joint Health and Safety Committee schedules. Inspection reports will be forwarded to the Health and Safety Officer for review and response if applicable.

Equipment Operators will conduct and record daily pre-shift inspections of all equipment or machinery used. Equipment Operators will forward all relevant documentation to the appropriate manager.

## COMMUNICATION

The inspection process and its importance will be introduced during orientation and reviewed annually with all staff.

## TRAINING

All members of The University Management Team, Managers, Joint Health and Safety Committee Members and/or Health and Safety Officer will attend Workplace Inspection training within three months of assuming their position.

This training will address the following items;

- Why inspect the workplace.
- The principles of an effective inspection.
- How to identify hazards.
- How to prepare and conduct an inspection, how to follow up, make recommendations and facilitate resolution (where possible) of identified hazard/risk.

**Directors and Managers will ensure that all employees who are asked to conduct inspections receive “how to conduct an inspection” training prior to their first inspection.**

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**EVALUATION**

Management evaluates the compliance and effectiveness of this procedure at least annually and then reflects results through a performance measure.

The Joint Health and Safety Committee will also review and evaluate the compliance, effectiveness and status of unresolved identified hazards of the planned inspections on an on-going and annual basis.

**RELATED PROCEDURES**

- Preventive Maintenance Procedure
- Joint Health and Safety Procedure

**REFERENCE MATERIALS**

- Occupational Health and Safety Act, Section 8 and/or 9
- OSACH – effective Joint Health and Safety Committee

**APPENDICES**

- Workplace Inspection Recording Form
- JHSC Workplace Inspection Recording Form

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to: All Managers Joint Health and Safety Committee</b>	<b>Document to be posted: No</b>

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray DeSouza, Bursar	<b>Date of Issue:</b> August 20, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> August 19, 2013

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## **SUBJECT: 9.1 (A TO F) PREVENTATIVE MAINTENANCE FOR UNIVERSITY VEHICLES**

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### **PURPOSE**

The purpose of this procedure is to ensure all Victoria University vehicles are consistently inspected and maintained to ensure optimum safety and efficiency.

### **SCOPE**

This standard applies to all Victoria University owned Vehicles. The maintenance schedule that will be followed will be the manufacturers suggested preventive maintenance program in the owner's manual. Preventive maintenance will be conducted every three months or every 5,000 kilometres whichever comes first.

### **STANDARDS/PROCEDURES**

An inventory of all vehicles requiring maintenance will be kept by the Grounds lead hand and the Maintenance Manager. All preventative maintenance programs and inspections in use and new programs as they are created for new vehicles in the workplace will be based on the following criteria:

1. Manufacturer's recommendations
2. Industry standards
3. Legislated requirements
4. Employer's Best Practices

The above listed criteria and inspection requirements will be readily available for each vehicle with the Maintenance Manager.

Inspections will be conducted as dictated by the Maintenance Manager. All physical inspections must address the following criteria on the attached standardized form:

1. List of items (parts) to be inspected
2. Inspector name and signature
3. Date of inspection
4. Description of the work performed
5. Reporting of any deficiencies
6. Recommendations for correcting deficiencies identified

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7. Action taken (who, what, when)

Inspections and maintenance work will be done either internally or externally by qualified personnel. Internal inspectors and maintenance workers will have specific training and orientation in regards to the maintenance they are performing.

External maintenance will be performed by an authorized service contractor.

### **Pre-operation Inspections of all vehicles**

1. A complete inventory of all equipment requiring pre-operation inspections is to be kept by the Maintenance Manager.
2. Pre-operational inspections will be conducted on the standardized departmental pre-operation inspection forms. These forms are available from the Maintenance Manager. A computer based inspection program is acceptable.
3. All inspection forms are to be reviewed weekly by the Maintenance Manager for follow up on any action taken or scheduled during the week.
4. The Maintenance Manager is to conduct random checks on pre-operation inspections once a month to confirm that the inspection forms are being correctly filled out.
5. Pre-operational inspections will be performed and recorded by the operator each day at the beginning of the shift if the equipment is to be used during the day.
  - In the case that equipment is unexpectedly needed during the day the operator will conduct the pre-operational inspection before it is put into use.
  - Inspections are not required more than once a day.
  - The Grounds Lead Hand must be informed immediately of a safety/mechanical problem for correction before the vehicle can be operated.

### **Recording System**

A standardized recording system will be used to record all vehicle maintenance procedures. This system will identify the inspector, the date of the inspection, a description of the work performed, a report of any problems or deficiencies with the equipment in question, recommendations of corrective action and an area for actual action taken to amend the problem.

<b>COMMUNICATION</b>
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The preventive maintenance and maintenance of Victoria University's vehicles will be introduced at the orientation and reviewed annually to the grounds keeping staff who operate the vehicles or who are involved in the program.

<b>RESPONSIBILITIES</b>
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It is the responsibility of the Maintenance Manager and the maintenance staff to ensure compliance and the review of these procedures. When contracting out the preventative and

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maintenance services, it will be the responsibility of the Maintenance Manager to ensure that the contractor complies with Victoria University's procedures.

**TRAINING**

All preventative maintenance activities will be conducted by a qualified person. To be a qualified individual the individual must have working knowledge and training of the vehicle use and function, safety hazards associated with the equipment, and understanding of the legal obligations towards that equipment. This qualification will be brought about through job specific training, equipment maintenance training or manager instructed training.

**EVALUATION**

Victoria University's Preventative and Maintenance program will be reviewed annually by the Maintenance Manager. The annual review will address the following issues:

- Responsibility is assigned
- Schedule for review
- Identify opportunities for program improvement
- Recommendations for corrective action should be submitted to the Maintenance Manager.
- Follow up on corrective actions.

The Maintenance Manager will review this procedure annually.

**RELATED PROCEDURES**

- Inspection Procedure
- JHSC Procedure
- Occupational Health & Safety

**REFERENCE MATERIALS**

Occupational Health and Safety Act

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b>	<b>Document to be posted:</b>  NO

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**VICTORIA UNIVERSITY  
PREVENTATIVE MAINTENANCE RECORDING FORM**

The assigned maintenance personnel must complete this form. The original is to be submitted to the Maintenance Manager at the end of every week and it will be kept on file in the Maintenance records.

<b>ITEM</b>	<b>INFORMATION</b>
<b>List of items (parts to be inspected)</b>	
<b>Inspector's name and signature</b>	
<b>Date of inspection</b>	
<b>Reporting any deficiencies</b>	
<b>Recommendations for correcting identified deficiencies</b>	
<b>Action taken (who, what, when)</b>	

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray DeSouza, Bursar	<b>Date of Issue:</b> May 11, 2016
<b>Location:</b> All locations	<b>Review/Revise Date:</b> January 24, 2019

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## SUBJECT: 10.1 (A to J) ACCIDENT/INCIDENT INVESTIGATION

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### PURPOSE

The purpose of this procedure is to ensure that sufficient information is gathered so that it can be determined whether an injury arose out of, and in the course of, an employee's employment and if it was preventable, to prevent the injury/incident from recurring.

### SCOPE

Regular review of the following injury/incident types to determine any investigative needs:

- First Aid
- Health Care
- Near Miss

#### Definitions:

**First Aid:** Includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only.

**Health Care:** An injury that results in attention received from a recognized health care provider but that does not result in time away from scheduled work or a wage loss.

**Near Miss:** An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material.

The following categories of injury/incidents may produce a loss to people, equipment, material and environment. Immediate investigation of the following is required:

**Fatality:** An injury that results in the loss of life.

**Critical Injury:** As defined by the Ontario Regulation 834:

- Places life in jeopardy

- Produces unconsciousness
- Results in substantial loss of blood
- Involves the fracture of a leg, arm, foot, ankle, hand, wrist
- Involves the fracture of more than one finger, more than one toe, but not a single finger or not a single toe
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe
- Consists of burns to a major portion of the body
- Causes a loss of sight in an eye

Lost Time:	A work related injury that results in the injured employee missing scheduled time from work resulting in a wage loss.
Property Damage:	An event where contact is made between two objects resulting in alteration to one or both of the objects.
Occupational Illness:	A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that normal physiological mechanisms are affected and the health of the worker is impaired.
Environmental Release:	An accidental discharge of a physical, biological or chemical substance into the workplace and/or community.
Fire/Explosion:	An event where undesired combustion occurs.

## STANDARDS/PROCEDURES

### **Manager Responsibilities (injured employees direct manager):**

- The responsible manager investigates the injury/incident and completes the investigation within 24 hours of the injury/incident.
- In the case of personal injury the manager ensures that the injured employee(s) receives appropriate healthcare.
- The manager contacts a worker representative from the joint health and safety committee (JHSC) designated to investigate the injury/incident, to assist in the investigation.
- The manager notifies the appropriate University personnel as soon as possible.

**Note:** The manager and the worker representative can request assistance from other managers or any other source that may be available. They are also responsible for securing the scene of the injury/incident in the case of a critical injury or fatality.

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## **Joint Health and Safety Committee:**

- The certified worker representative investigates all injuries/incidents.
- The certified worker representative must be involved in the investigation of a fatality or critical injury.
- The certified worker representative and the manager together conduct the investigation and assist in completing the report. Both the manager and the certified worker representative sign the injury/incident investigation report.
- Where required by legislation the worker representative submits a copy of the injury/incident investigation to the appropriate authority. The Internal report must be submitted to the Health and Safety Officer. For external reporting to the Ministry of Labour, See Regulation 851, Industrial Regulations Part 1 Section 5.1 “Notice of Accidents” if required to provide a report to the Ministry of Labour.
- The Committee ensures that the investigation reports are completed and signed by the appropriate worker and management representatives of the Joint Health and Safety Committee.

## **Investigator Responsibilities:**

### Collect Information:

- Interview the workers involved.
- Interview the witnesses.
- Interview the outside experts if applicable (i.e. suppliers, equipment designers, etc.).
- Ensure the interviews are conducted as soon as reasonably possible.
- The interviews should be conducted in a quiet place, one on one.
- The interviews must be documented.

### Scene Assessment:

- Make observations, on-site assessment of the scene (site, equipment, material).
- Use photographs, sketches, drawings, etc. to document the scene.

### Identify Contributing Factors:

- The factors to consider are People, Equipment, Material, Environment and Process.

### Write Report:

- Use the Victoria University Accident/Incident Report form to identify contributing factors through a review of items such as maintenance records, location layout, training records, time of day, length of service in this work area, etc. . Consideration is given to lack of safety equipment enforcement and/or the need for safety equipment.
- The standard investigation reporting form must capture all the requirements contained in the investigation procedure.
- Copies of the investigation report are to be sent to the appropriate people.

### Recommendations for Corrective Action:

- The responsibilities must be assigned.

- 
- The recommendations are to be documented on a standard form.
  - The recommendations must focus on corrective action(s) pertaining to all the contributing factors identified.

Recommendations should specify:

- What?
- Why?
- When?

Recommendations are to be acted upon:

- Responsibility must be assigned.
- The actions must be recorded on a standard form, which must include:
  - What has been done,
  - Who has completed the actions, and
  - When the actions were completed.

## **COMMUNICATION**

- Health & safety responsibilities will be communicated to all management and workers/supplied labour during the health and safety orientation training program (completed within 2 weeks of hire).
- Each manager is responsible for the communication of any revisions to their staff at the beginning of each staff meeting.
- Copies of the orientation training program can be found in the Health and Safety Officer's office.
- Supplied Labour: The supply labour agency will receive a copy of the University's employee responsibilities and disciplinary procedure. The agency is required to review the responsibilities and disciplinary procedure with the temporary worker(s) before they are sent to the University. Upon arrival the department manager must review the worker responsibilities with each worker before they commence work. The temporary workers will be required to sign an orientation form when the department manager has communicated their health and safety responsibilities to them. The orientation form will be kept in their supplied labour employer file.
- Written – ensure any documentation received from training is forwarded to the employee's manager.
- Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

## **TRAINING**

- All managers and committee members who are required to conduct investigations will receive formal investigation training. This training will occur within the first month of appointment to the committee or as a manager.
- All management and workers/supplied labour require training on their legislative and internal health and safety responsibilities.
- Each manager and worker/supplied labourer must sign the training record at the completion of the health and safety training session.

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**EVALUATION**

- A review of the management and worker/supplied labour responsibilities will be done on an annual basis. This evaluation will measure each health & safety responsibility.
- The performance evaluation system must be formalized and measure each health & safety responsibility.

**RELATED PROCEDURES**

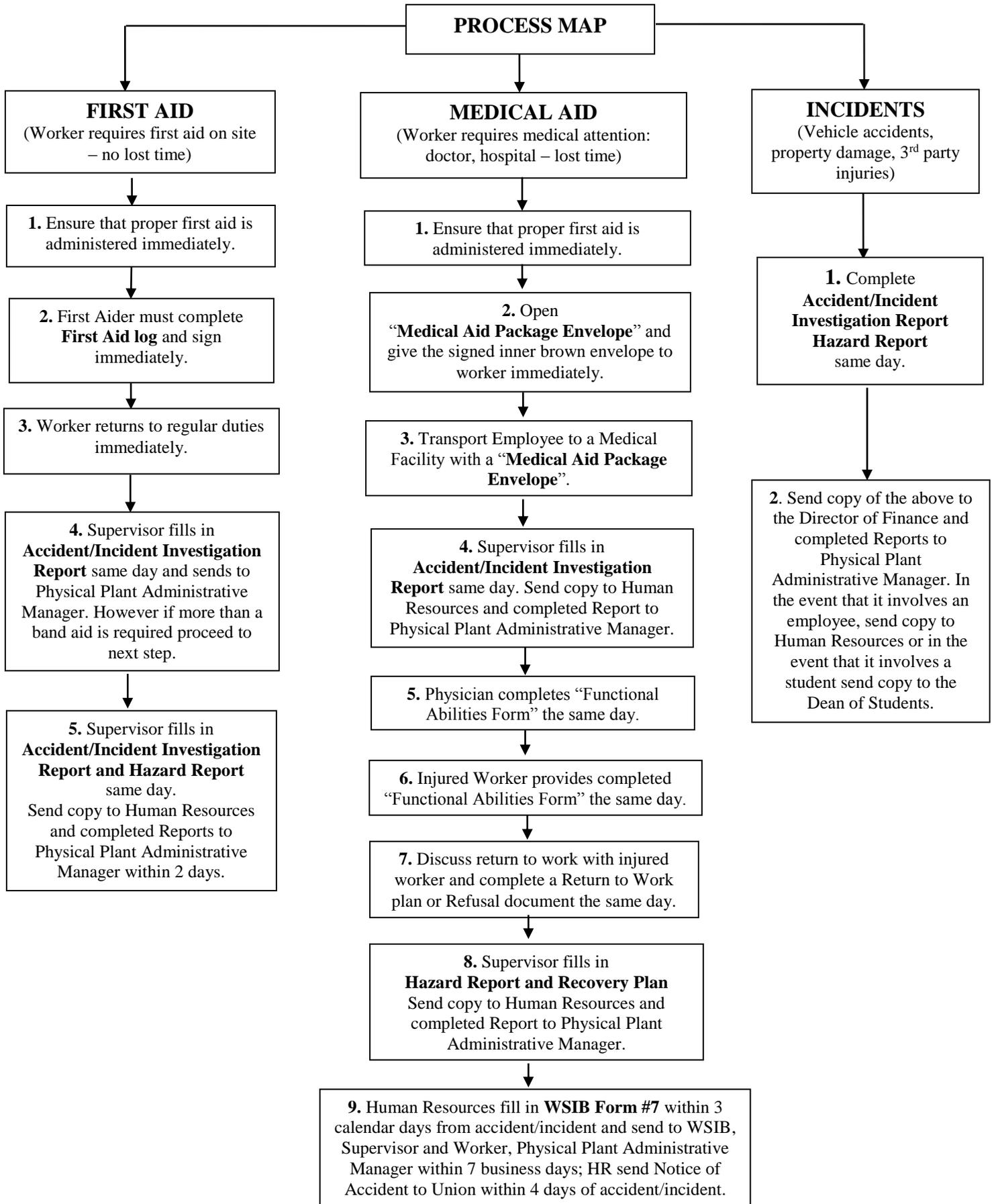
None

**REFERENCE MATERIALS**

Ontario legislation – OHSA section  
Victoria University – Accident/Incident Process Map  
Victoria University – Accident/Incident Investigation Report  
WSIB Regulations

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to: All Managers, JHSC Members</b>	<b>Document to be posted:</b>  NO

Victoria University  
**ACCIDENT / INCIDENT**



**ACCIDENT / INCIDENT INVESTIGATION REPORT** (revised 01/24/19)  
**TO BE COMPLETED WITHIN 24 HOURS OF ACCIDENT/INCIDENT**  
**SEND COPY TO HR AND ORIGINAL TO PHYSICAL PLANT ADMINISTRATIVE MANAGER**

**Section A: INFORMATION**      Employee:       Student:       Visitor:

Name of injured person: \_\_\_\_\_

Work address/Residence: \_\_\_\_\_

Phone: \_\_\_\_\_ Street \_\_\_\_\_ Apt. \_\_\_\_\_ City/Town \_\_\_\_\_ Postal Code \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Student ID: \_\_\_\_\_  
dd / mm / yyyy

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_ Length of time in position: \_\_\_\_\_

**Accident Information:**

Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Date Reported: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Person Reported to: \_\_\_\_\_  
(Name) (Position)

Location of Accident: \_\_\_\_\_

**Medical Information:**      Is this a work-related Injury?       Yes       No

Type of Injury/Incident:       First Aid       Medical Aid       Lost Time       Property/Near Miss

Where was medical attention sought: \_\_\_\_\_  
Doctor Name or Hospital

Address \_\_\_\_\_ City/Town \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone # \_\_\_\_\_

**Section B: INJURY REPORT**

<p><b>Injury Source (check all that apply):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Equipment</li> <li><input type="checkbox"/> Machinery</li> <li><input type="checkbox"/> Tools</li> <li><input type="checkbox"/> Materials</li> <li><input type="checkbox"/> Chemicals</li> <li><input type="checkbox"/> Electrical Source</li> <li><input type="checkbox"/> Temperature Extreme</li> <li><input type="checkbox"/> Violence</li> <li><input type="checkbox"/> Fire/Explosion</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p><b>Contact Type (check all that apply):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Struck Against</li> <li><input type="checkbox"/> Struck By</li> <li><input type="checkbox"/> Caught On</li> <li><input type="checkbox"/> Caught In</li> <li><input type="checkbox"/> Caught Between</li> <li><input type="checkbox"/> Slip/Trip/ Fall</li> <li><input type="checkbox"/> Overexertion</li> <li><input type="checkbox"/> Repetition</li> <li><input type="checkbox"/> Motor Vehicle</li> <li><input type="checkbox"/> Harmful Substance/Environ</li> </ul>	<p><b>Please indicate on the diagram the area of injury.</b></p> <p>The diagram consists of four line drawings. The top row shows a right arm from the elbow side and a right leg from the front and back. The bottom row shows a human torso from the front and back, and two hands from the palm side and back side.</p>
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Other \_\_\_\_\_

**Area of Injury (check all that apply):**

- |                                |                                  |                                     |                                 |                                      |                                 |                               |
|--------------------------------|----------------------------------|-------------------------------------|---------------------------------|--------------------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> Head  | <input type="checkbox"/> Teeth   | <input type="checkbox"/> Upper Back | <input type="checkbox"/> Face   | <input type="checkbox"/> Eye(s)      | <input type="checkbox"/> Ear(s) | <input type="checkbox"/> Neck |
| <input type="checkbox"/> Chest | <input type="checkbox"/> Abdomen | <input type="checkbox"/> Lower Back | <input type="checkbox"/> Pelvis | <input type="checkbox"/> Other _____ |                                 |                               |

- |                  |                               |                                |                |                               |                                |               |                               |                                |
|------------------|-------------------------------|--------------------------------|----------------|-------------------------------|--------------------------------|---------------|-------------------------------|--------------------------------|
| <b>Shoulder</b>  | <input type="checkbox"/> Left | <input type="checkbox"/> Right | <b>Wrist</b>   | <input type="checkbox"/> Left | <input type="checkbox"/> Right | <b>Hip</b>    | <input type="checkbox"/> Left | <input type="checkbox"/> Right |
| <b>Arm</b>       | <input type="checkbox"/> Left | <input type="checkbox"/> Right | <b>Hand</b>    | <input type="checkbox"/> Left | <input type="checkbox"/> Right | <b>Thigh</b>  | <input type="checkbox"/> Left | <input type="checkbox"/> Right |
| <b>Elbow</b>     | <input type="checkbox"/> Left | <input type="checkbox"/> Right | <b>Fingers</b> | <input type="checkbox"/> Left | <input type="checkbox"/> Right | <b>Knee</b>   | <input type="checkbox"/> Left | <input type="checkbox"/> Right |
| <b>Forearm</b>   | <input type="checkbox"/> Left | <input type="checkbox"/> Right | <b>Ankle</b>   | <input type="checkbox"/> Left | <input type="checkbox"/> Right | <b>Toe(s)</b> | <input type="checkbox"/> Left | <input type="checkbox"/> Right |
| <b>Lower Leg</b> | <input type="checkbox"/> Left | <input type="checkbox"/> Right | <b>Foot</b>    | <input type="checkbox"/> Left | <input type="checkbox"/> Right |               |                               |                                |

**Injured Employee Statement: (employees are not required to provide medical or confidential information)**

Describe what happened to cause the accident/incident and what you were doing at the time. Include what the injury is and any details of equipment, materials, environmental conditions (temperature, work area, etc.) that may have contributed to the injury/incident. Please provide as much detail as possible, including weights, distances, type of movement, equipment, tools etc.

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**Names and work locations of all witnesses:**

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**SECTION C: WITNESS STATEMENT**

**Occurrence Information:**

Location of Occurrence: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_

Time of Occurrence: \_\_\_\_\_  AM  PM

Date Reported: \_\_\_\_\_

Time Reported: \_\_\_\_\_  AM  PM

**Statement Given By:**  Witness

Other \_\_\_\_\_

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

Work address: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

**Statement:**

Witness to record their statement in their own words or provide statement to be recorded and read back for verification – If additional space required, please attach pages to this report.

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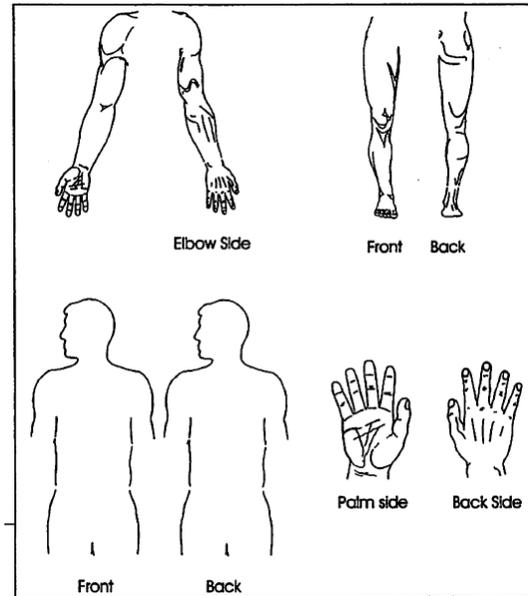
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Please indicate on the diagram the area of injury:



\_\_\_\_\_  
(Witness's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Injured employee's direct Manager's Signature

\_\_\_\_\_  
(Date)

**Section D: INVESTIGATIVE REPORT**  
To be completed by injured employee's direct Manager and Certified Worker Representative

1. Description of occurrence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Cause Analysis:

a) Direct causes (describe substandard conditions/actions which may have caused the occurrence):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Basic causes (describe the underlying job factors which may have caused the occurrence):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Recommended Corrective Action:

Responsible Individual/Department

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Report Completed by:**

\_\_\_\_\_

Injured employee's direct Manager's Name & Department

\_\_\_\_\_

Date

\_\_\_\_\_

Certified JHSC Worker Representative

\_\_\_\_\_

Date

**SECTION E: CAUSE ANALYSIS (check all that apply)**

To be completed by injured employee's direct Manager

**Direct Causes:**

- Substandard Conditions
- Inadequate Protective Guards / Warning Devices
- Defective Machinery, Equipment or Tools
- Substandard Actions
- Operating at Unsafe Speeds
- Making Safety Devices Ineffective
- Substandard PPE
- Unauthorized Use of Equipment

**Basic Causes:**

- Job Factors
- Insufficient Supervision
- Insufficient Work Procedures
- Insufficient Training
- Inadequate Purchasing
- Inadequate Engineering Controls
- Insufficient Maintenance
- Abuse or Misuse

**Personal Factors:**

- Physical Restrictions
- Inadequate Capability
- Lack of Knowledge
- Lack of Training
- External Problems
- Job Stress

**SECTION F: CORRECTIVE ACTION FOLLOW-UP**

To be completed by injured employee's direct Manager

The purpose of this form is to ensure that the recommended corrective action has been taken to prevent future occurrences of the reported injury/incident.

**Corrective Action:**

**Responsible:**

**Date Completed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION G: REPORT REVIEWED BY**

\_\_\_\_\_  
Department Manager – PLEASE SIGN AND PRINT NAME  
(Injured employees direct manager)

\_\_\_\_\_

Date

\_\_\_\_\_  
Health & Safety Officer – PLEASE SIGN AND PRINT NAME

\_\_\_\_\_

Date

\_\_\_\_\_  
Management Co-Chair – JHSC – PLEASE SIGN AND PRINT NAME

\_\_\_\_\_

Date

\_\_\_\_\_  
Worker Co-Chair – JHSC – PLEASE SIGN AND PRINT NAME

\_\_\_\_\_

Date

\_\_\_\_\_  
Injured Employee – PLEASE SIGN AND PRINT NAME

\_\_\_\_\_

Date

## REPORT FORM DEFINITIONS

For more information please read **Subject 10.1 (A to J) Injury/Incident Investigations** from the Health and Safety Policies and Procedures Manual

FIRST AID INJURY – a minor injury requiring only first aid treatment.

MEDICAL AID INJURY – an injury requiring treatment by a health care professional.

LOST TIME INJURY – a disabling injury where the injured person is unable to report for the next regular shift.

PROPERTY DAMAGE ACCIDENT – accidental loss to equipment, material, and/or the environment.

INCIDENT (NEAR-MISS) – an undesired event that, under slightly different circumstances, could have resulted in personal injury, property damage or loss.

- CRITICAL INJURY:
- Places life in jeopardy
  - Produces unconsciousness
  - Results in substantial loss of blood
  - Involves the fracture of a leg, arm, foot, ankle, hand, wrist
  - Involves the fracture of more than one finger, more than one toe, but not a single finger or not a single toe
  - Involves the amputation of a leg, arm, hand or foot but not a finger or toe
  - Consists of burns to a major portion of the body
  - Causes a loss of sight in an eye

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray DeSouza, Bursar	<b>Date of Issue:</b> August 20, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> August 19, 2013

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## **SUBJECT: 11.1 (A) SENIOR MANAGEMENT - CONTINUOUS IMPROVEMENT PLAN**

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### **PURPOSE**

The purpose of this procedure is to develop, implement and improve a formal health and safety program for Victoria University.

### **SCOPE**

This procedure applies to all members of the senior management team at Victoria University.

### **STANDARDS/PROCEDURES**

#### **Continuous Improvement Plan**

The senior management at Victoria University will initiate and maintain a plan for continuous improvement of the Health and Safety program. The continuous improvement plan will address:

- Relevant goals to be achieved according to Victoria University's needs.
- Target dates for progress review and completion of each goal.
- Resources required to accomplish each goal.

The objectives of the health and safety program are as follows:

- To provide a safe and healthy working environment for all employees.
- To minimize or eliminate hazards associated with work processes.
- To ensure that the highest levels of health and safety are achieved through a comprehensive health and safety program and promotion of safety and well-being of all employees.
- To reduce the number of unsafe acts and conditions, thereby reducing the number of accidents, before the annual review of the program.
- To ensure a health and safety training needs analysis is conducted annually.

- 
- To minimize or eliminate damage to property and equipment.

Senior management at Victoria University will prepare a written occupational health and safety program and review it annually with the Joint Health and Safety Committee. It is the responsibility of senior management to ensure that the program is implemented, maintained and communicated to ensure a safe working environment.

All improvements to Victoria University's health and safety program will be recorded, and the successes will be communicated to all employees by posting information on each health and safety bulletin board or where necessary, through a training or orientation session.

#### **Schedule of Review:**

- The Continuous Improvement Plan will be reviewed in January and September of each year.

#### **Responsibilities:**

- The Health and Safety Officer will develop the written program.
- The Health and Safety Officer will develop the health and safety component of the orientation with the input of the Joint Health and Safety Committee.
- The department managers are to review and implement the orientation and the Continuous Improvement Plan.
- The department manager or designate must administer the program.

#### **Senior Management Involvement:**

- Senior management will review, approve and sign off on the Continuous Improvement Plan.

#### **Distribution of Progress Reports:**

- The reports are to be distributed to senior management after each review meeting which are held in January and September.
- The progress reports are to be posted on the employee health and safety boards.

### **EVALUATION**

The existing health and safety policy and program will be reviewed at least annually. This will be done to meet the requirements of Section 25(2) (j) of the Occupational Health and Safety Act and to ensure all programs, policies and procedures are in line with current legislated requirements.

All managers will be notified of the results of the review and will be orientated on the changes to the program. Included in this review will be an analysis of all senior management inspections, departmental manager inspections, the Joint Health and Safety Committee inspections, and operator pre-shift inspection. The purpose of this review is to identify any

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ongoing or recurring problems as well as to determine if the incidence rate of unsafe acts or conditions is on the rise.

Victoria University will ensure all health and safety program changes are communicated.

<b>REFERENCE MATERIALS</b>
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Ontario legislation – OHSA

<b>Approval Signature:</b>	<b>Date:</b>
<b>Distribution to: all facilities, Senior Management, Joint Health and Safety Committee</b>	<b>Document to be posted: No</b>

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> November 3, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> November 2, 2013

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**SUBJECT: 11.1 (B), (C), (D), (E), (F), (G), (H) SENIOR MANAGEMENT**

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## **PURPOSE**

The purpose of this procedure is to provide the Senior Management with the University's expectations of responsibility towards the Health and Safety Program.

## **SCOPE**

This procedure applies to all members of Senior Management at Victoria University.

## **STANDARDS/PROCEDURES**

### **B. Health and Safety Trends**

Senior Management will review Victoria University's Health and Safety trends on an annual basis. Management will review the patterns and take corrective action.

The Health and Safety Officer, in conjunction with the Joint Health and Safety Committee will prepare the safety trends review.

The following documentation will be reviewed when developing the safety trends review:

- Injury/illness causes
- Workplace inspections
- Injury/Illness investigations
- Hazard reports
- Work refusal reports
- The Joint Health and Safety Committee information available
- All other health and safety information available

The Health and Safety Officer will create the summary of all injuries and near misses and review patterns of occurrence. The report will take into consideration: by shift, by injury type, time of day, type of equipment.

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Suggested categories for the trends review are:

- The number of work accident, fatalities and critical injuries
- The number of lost workdays
- The number of non-fatal cases that required medical aid without lost workdays.
- The incidence of occupational disease

### **C. Recommendations**

The Senior Management of Victoria University will provide a written response to the Joint Health and Safety Committee within 21 days of receiving a recommendation.

The management's written response will be completed using the 'Management Response to JHSC Recommendations' form. The original will be sent to the Worker Co-chair with additional copies to the Management Co-chair, the Health and Safety Officer and will also be attached to the next management minutes.

If management accepts the recommendation(s), a timetable for action must be outlined and provided to the Joint Health and Safety Committee. The response must include actions taken and actions to be taken, etc.

If management decides against acting on the Joint Health and Safety Committee recommendation(s), reasons must be given in writing, on the 'Management Response to JHSC Recommendations' form.

The original forms received from and sent to the JSHC will be kept with the Worker Co-chair. Copies will be sent to the Management Co-chair, Health and Safety Officer and will be attached to the next scheduled management minutes.

### **D. and G. Communication Program: On and Off the Job Communication**

It is the responsibility of the Health and Safety Officer, the Joint Health and Safety Committee, Management and Supervisors to communicate health and safety information.

Victoria University will maintain a program for off the job safety. Off the job safety promotes health and safety as an overall cultural benefit not specifically related to the workplace. The program will communicate on current issues by one or more of the following methods:

- Poster program
- Newsletter or payroll inserts
- Safety talks
- Electronic messages
- Health and safety bulletin boards

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## **E. Integrates Health and Safety into all Aspects of the Organization**

The management at Victoria University will ensure integration of the health and safety program relating to all aspects of the organization through the following methods:

- Inspections performed by Managers, the Joint Health and Safety Committee, and Senior Management
- Appropriate training
- Management is carrying out duties as described in the employer's safety program
- Thorough investigation of incidents
- University wide application of the health and safety program requirements
- Employee participation

## **F. Records Health and Safety Program Reviews and Changes**

- Health and Safety Program documents receive an identifier
- There is a main controlled copy
- There is an annual audit of the health and safety documents to ensure:
  - Current within 12 months
  - Uniformity
  - Completeness
- Record all program reviews and/or revisions
- Revised documents are distributed
- Ensure all documentation indicates the following:
  - Date of issue
  - Date of review/revision

## **H. Senior Management Performs Workplace Inspections**

### **Definition:**

Executive Management at Victoria University includes the following:  
President, Bursar, Principals, Directors, Registrar, Dean of Students, Chief Librarian.

Executive Management responsibilities CAN NOT be delegated to someone else.

- Inspections shall be performed through one of the following or an equivalent method:
  - Personal tour of the workplace
  - Inspect with management
  - Inspect with the JHSC/Worker Health and Safety Representative
- Schedule of dates and inspections
- Inspections should concentrate on critical or important health and safety items (not a comprehensive inspection).

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## **COMMUNICATION**

All information concerning health and safety will be communicated by Management and the Joint Health and Safety Committee on a regular basis. Management and the Joint Health and Safety Committee information is posted and updated on the health and safety bulletin boards. Postings on each health and safety bulletin board shall be updated as necessary. Each health and safety bulletin board must be included in the Joint Health and Safety Committee monthly inspections to ensure all postings are current. All communication will be recorded.

The communication programs address the following:

- Review of health and safety program components
- Injury/incident trends
- Investigation reports
- Claims experience reports
- Inspection reports
- The Joint Health and Safety Committee minutes
- Early and safe return to work participant summary
- New health and safety legislation
- MOL inspection reports
- Continuous improvement plan progress

## **TRAINING**

According to the First Aid Requirements, Regulation 1101 (under the Workplace Safety and Insurance Act), at least one person per shift must be trained in First Aid and have a valid First Aid certificate. Victoria University will ensure that at least two people are trained per each building.

Just prior to the expiry date, all employees shall renew First Aid training. If a trained employee leaves, another employee must be trained in their place.

## **EVALUATION**

The existing health and safety policy and program will be reviewed at least annually. This will be done to meet the requirements of Section 25(2) (j) of the Occupational Health and Safety Act and to ensure all programs, policies and procedures are in line with current legislated requirements.

All managers will be notified of the results of the review and will be orientated on the changes to the program. Included in this review will be an analysis of all Senior Management inspections, department manager inspections, the Joint Health and Safety Committee inspections, and operator pre-shift inspection. The purpose of this review is to identify any ongoing or recurring problems as well as to determine if the incidence rate of unsafe acts or conditions is on the rise.

The health and safety program changes will be documented and a controlled copy will be made available by the Health and Safety Officer.

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Victoria University will ensure all health and safety program changes are communicated.

**RELATED PROCEDURE**

Accident Investigation  
Early and Safe Return to Work

**REFERENCE MATERIALS**

Ontario legislation – OHSA

<b>Approval Signature:</b>	<b>Date:</b>
<b>Distribution to:</b> Senior Management and Joint Health and Safety Committee	<b>Document to be posted: No</b>

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> November 3, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> April 4, 2017

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## **SUBJECT: 12.1 (A TO F) EARLY AND SAFE RETURN TO WORK**

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### **PURPOSE**

The purpose of this procedure is to outline the Early and Safe Return to Work Program, which affords modified duties for injured employees. The program will ensure that, as a University, we will make reasonable efforts to accommodate injured employees with modified duties.

Victoria University is committed to developing and maintaining a safe and healthy environment for all of our employees.

### **SCOPE**

The Human Resources Department and the Health and Safety Officer, in collaboration with the departments, have implemented a modified duty program. The program will assist in promoting a timely and safe return to work of employees with work related injuries/illnesses. The program will reduce the impact of Workplace Safety and Insurance Board costs.

Victoria University is committed to establishing a fair and consistent policy to provide meaningful and fulfilling employment for permanently and temporarily disabled employees where a modified program is medically authorized. It is our intention to provide a practical rehabilitation program that will assist in the return of injured employees to a productive role while meeting the requirements of the Occupational Health and Safety Act and the Workplace Safety and Insurance Act

### **STANDARDS/PROCEDURES**

#### **Definition of "MODIFIED DUTY"**

Modified Duty is the modification of an employee's position that allows the employee to carry out the work assigned within the employee's physical capabilities.

#### **Principles of Modified Duty**

The University recognizes that the temporarily disabled employee can and should be performing meaningful, productive employment. The modified duty program gives structure and organization to this principle and recognizes the University's, union(s), and employee(s) joint responsibility to participate in the rehabilitation of the employee.

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### **Specifically:**

- The work must be meaningful, productive, and safe and the result must have value.
- The work provided must not aggravate the employee's disability.
- The worker's disability must not constitute an additional hazard to the employee or fellow employee(s) while performing the duties assigned.
- The work must assist the employee in returning to their original position if possible. The duration of the modified duty will be determined at the commencement of the program wherever possible.
- Prior to starting the modified duty the employee and Victoria University will sign an agreement with respect to the hours of work, the reporting requirements and the nature of the modified duty position.
- The employee's physician statement and the requirements of Victoria University will be reviewed for the modified duty position.
- The employee will be required to schedule appointments and therapy at reasonable times so as not to conflict with Victoria University's timetable.
- The employee is required to supply medical progress reports every two weeks or as frequently as may be needed.

## **ROLES AND RESPONSIBILITIES**

### **Victoria University:**

- To provide a fair and consistent rehabilitation policy for employees injured on or off the job or disabled due to illness or injury.
- To make reasonable efforts to provide a meaningful employment for temporarily disabled employees and promote modified duty.
- To facilitate communication between the department, the employee, the treating agency of the employee, and the Human Resources Department.
- To assist in the modification of the workplace.
- To involve the work forces and ensure co-operation from the bargaining units.
- To explain the objectives and requirements.
- Penalties can be issued by WSIB if the organization does not participate in the WSIB Return to Work Program.

### **Human Resources:**

- To collaborate, support and consult with all key players in matters relating to the labour relations, accommodation, Human Rights and union matters relating to the Early and Safe Return to Work program.
- To determine in consultation with the manager or designate, if the position can be modified.
- To monitor the progress of the employee's modified duties through regularly scheduled meetings with the employee and manager.
- Ensure medical follow-up is obtained at a schedule defined by Victoria University. The schedule of the meetings can be decided on a case by case approach.
- To liaise with the employees treating agency and other agencies when required.
- Meet with the employee and establish written goals and objectives. These will be established and agreed upon by the employee, department and Victoria University.
- Whenever possible, to develop a modified duty program in consultation with the employee's treating agency, the employee and the department manager.

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- To ensure that there is no conflict with the collective agreement (where applicable).
  - Determine and maintain medical monitoring and treatment with the use of the Functional Abilities Form. The frequency of medical contacts can be determined on a case by case basis.

#### **Immediate Manager/Supervisor:**

- To advise the employee of the availability of the modified duties or transitional work program and provide the required forms.
- To assist in the creation of, and support the employee's modified duty program.
- To maintain communication with the employee on modified duty and monitor the progress and the effectiveness, on an individual case by case basis.
- To inform other employees in the department of program goals.
- Regular meetings will be scheduled with the employee to communicate and assist in the evaluation of the program's effectiveness.
- Communicate with the injured worker; document the communication on the Contact Log.
- This communication is to be on a regular basis, at least once a week or as frequent as may be required. This will be determined on a case by case basis.
- To schedule bi-weekly meetings with the worker.

#### **The Employee:**

- To maintain regular contact with the immediate manager/supervisor and Human Resources
- To take an active and co-operative role in developing their modified duty program.
- To communicate any concerns or problems to their immediate manager/supervisor and the Human Resources Department.
- To obtain the necessary forms from the treating agencies as may be required by Victoria University. The employee may be responsible for the costs of any forms that are required.
- To ensure that other scheduled rehabilitation activities such as physical therapy or doctor's appointments are continued while on modified duty. These appointments are to be arranged whenever possible during non-work hours.
- To cooperate with all requests for documentation as required by the Workplace Safety and Insurance Board and Victoria University.
- Injured employees may be denied WSIB benefits if not being cooperative with the organization's return to work program.

#### **Health Care Providers:**

- To provide up to date medical information.
- Fill in the forms as requested.
- Act as a resource.

#### **Workplace Safety and Insurance Board:**

- Process a claim on timely basis.
- Act as a resource.
- Follow the Workplace Safety and Insurance Act.

#### **The Union:**

- To counsel its members on the benefits of cooperation in the "MODIFIED DUTY" program.
- To cooperate in placement of temporary modified duty employees.

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## **Workplace Safety and Insurance Board Reporting Requirements**

- Wage changes – Modified Work Agreement Form
- Changes in duties/duration of program – Recovery Plan Form
- Failure to cooperate – Modified Work Agreement Form
- End of program – Recovery Plan Form

## **Temporary Accommodations**

It is the policy of Victoria University to make reasonable efforts to provide temporary suitable and/or temporary alternative, employment to an employee unable to perform the essential duties of their pre-injury job as a result of an injury or illness. This accommodation is known as an Early and Safe Return to Work Rehabilitation Program. Each department will be responsible for temporarily accommodating any employee unable to perform their regular duties in an Early and Safe Return to Work Rehabilitation Program.

Where the “home” department is unable to provide a pre-injury or a comparable work assignment, efforts will be made to temporarily accommodate the employee in a value added manner.

During the process of temporary accommodation, work shall be temporarily accommodated within an employee’s functional ability as outlined by the treating health professional. This temporary accommodation process shall consider many variables such as the hours of work prescribed, duties assigned, shift, and duration of temporary accommodation to name a few. For the purposes of definition: temporary suitable and/or temporary alternative employment for an employee unable to perform the essential duties of their pre-injury job is a generally accepted period of time of 8 to 12 weeks of gradually increasing functions and/or duties to allow the worker to return to their pre-injury function. Extensions to this generally accepted period of time for temporary accommodations might be considered where reasonable and medically supported on an individual basis.

Each worker presents their own unique circumstances in terms of temporary accommodation and accordingly the scope and duration, where reasonable and medically supported, of such temporary accommodation will be discussed with the employee before their return to work. The University shall only temporarily accommodate an injured worker when it is safe and prudent to do so, and under terms where the University can monitor the safety & health of you, our employee.

Please note permanent accommodations and accommodations that involve alternative arrangements require the input of the immediate manager/supervisor, the Human Resources Department and the Health and Safety Officer, and where required representatives of the employee’s Union.

<b>RESPONSIBILITIES</b>
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It is the responsibility of all staff, managers, and the union to understand and comply with the Early and Safe Return to Work procedures

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**COMMUNICATION**

This procedure will be communicated to all employees of Victoria University upon hiring and orientation. The need for re-training will be reviewed and communicated on an annual basis.

The immediate manager/supervisor and the Human Resources Department will discuss the Early and Safe Return to Work program with staff during the event of illness or injury.

**TRAINING**

All Managers will undergo training upon hire (within the first 3 months) and review on an annual basis.

The JHSC members, union Stewards and all staff are encouraged to attend the annual training session in order to understand the principals, processes and Victoria University's commitment to the Early and Safe Return to Work Program.

**EVALUATION**

The Early and Safe Return to Work Program will be monitored on a regular basis for effectiveness utilizing the following key performance indicators (KPI's):

- Lost Time Severity Rates & Costs
- Number of Lost Time Accidents
- Days lost on Average
- Cost of Claims

The data will be circulated and reviewed by all managers, senior management and the JHSC

**RELATED PROCEDURES**

None

**FORMS**

Return to Work - Contact Log  
Modified Work Agreement  
Recovery Plan

**REFERENCE MATERIALS**

- Return to Work Self-Assessment Guide for Ontario Workplaces (2790A)
- Workplace Safety and Insurance Act - Return to Work section

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to: All Managers, Joint Health and Safety Committee</b>	<b>Document to be posted:</b> NO

**VICTORIA UNIVERSITY  
RETURN TO WORK – CONTACT LOG**

Employee' Name:	Phone No.
Supervisor/Manager:	Phone No.
Return to work Date:	Review Date:
	Target Date:
Treating Physician(s) _____	Phone No(s). _____
WSIB Claim Number:	
WSIB Claims Adjudicator:	Phone No.

DATE OF CONTACT	PERSON CONTACTED	CONTENTS OF CONVERSATION

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**VICTORIA UNIVERSITY  
MODIFIED WORK AGREEMENT**

(To be completed in all cases of injury that could lead to work accommodations)

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor/Manager: \_\_\_\_\_

We are pleased to offer you modified work in accordance with the functional abilities outlined by your medical professional.

Modified Job Duties	Start Date	End Date

You will be paid your normal rate/salary for the period of the modified work.

Your hours of work will be \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_.  
(Time) (Time) (Day) (Day)

The length of the accommodation period will depend on your recuperation and functional abilities as given by your medical provider, as well as, your cooperation in the program.

Your manager will monitor your progress and/or any concerns you may have. If at any point you experience difficulties on the job, please advise your supervisor immediately.

I have considered the above offer and agree to the proposed modified work duties and all conditions outlined:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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I have considered the above offer and decline for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that by refusing to participate in the modified work program, I may jeopardize my entitlement to the Workplace Safety Insurance Board's compensation benefits. I agree to keep my Manager and the Workplace Safety Insurance Board informed as to my ongoing medical status and ability to return to normal duties.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: October 2, 2008

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**VICTORIA UNIVERSITY  
RECOVERY PLAN**

Employee's Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Treating Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

WSIB Case Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_ Claim #: \_\_\_\_\_

Regular Job:

\_\_\_\_\_

**List the restrictions reported by the treating physician:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List the physical requirements of the essential duties of the target job:

Job Title: \_\_\_\_\_

**Essential duties:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Physical requirements:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Conduct a functional assessment by comparing the restrictions provided by the Medical Memorandum, the Employee's personal assessment, and the Physical Demands of available tasks.**

Week # \_\_\_\_\_ Dates \_\_\_\_\_

**Objectives:**

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**Tasks:**

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**Accommodations:**

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Duplicate this last section according to the number of weeks of modified duties.

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**Doctor's comments:**

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**Subject to our accommodating your recommendations, will you allow the employee to try this program?    Yes \_\_\_\_\_                      No \_\_\_\_\_**

Follow-up appointment (if required): Date:

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Doctor's signature:

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**EMPLOYEE'S NAME:** \_\_\_\_\_

**VICTORIA UNIVERSITY:** \_\_\_\_\_

PROGRESSIVE PLANNED REHABILITATION PLAN MAY BE ALTERED AT ANY TIME.

DESCRIPTION OF MODIFIED WORK	TARGET DATES	PROGRESS OBTAINED	DATE OF ASSESSMENT
WEEK 1			
WEEK 2			
WEEK 3			
WEEK 4			
WEEK 5			
WEEK 6			
WEEK 7			

	COMMENTS
_____ President	
_____ Signature of Employee	
_____ Signature of Supervisor	
c.c. Payroll JHSC Supervisor Senior Management WSIB Insurance Carrier: _____	

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray deSouza, Bursar	<b>Date of Issue:</b> July 13, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> April 28, 2017

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## **SUBJECT: 13.1 (A) WORKPLACE VIOLENCE**

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### **PURPOSE**

To provide a safe work environment for all employees of Victoria University, discourage and prevent acts of violence in the workplace before they occur, outline corrective measures to take in the event acts of violence occur in spite of all reasonable effort to prevent them. To undertake the measures that can be taken to support employees who are affected by such violence and to comply with the Occupational Health and Safety Act (OHS) and its regulations.

### **SCOPE**

This procedure applies to all employees/locations.

### **ROLES AND RESPONSIBILITIES**

#### **Managers/supervisors shall ensure:**

1. Assess the risk of workplace violence and communicate results to the Joint Health and Safety Committee and Health and Safety Representatives.
2. Awareness and training are provided to employees on workplace violence.
3. All incidents involving violence in the workplace are investigated and reported.
4. Take reasonable precautions to protect workers from possible domestic violence in the workplace.
5. Hazards related to unsafe conditions are identified and effective control measures for the protection of workers are implemented.
6. Employees work in compliance with this procedure and the OHS and its regulations.
7. Workers are permitted to remove themselves from harmful situations if they have reason to believe that they are at risk of imminent danger due to workplace violence.
8. Workers are monitored to ensure procedures are followed and, when violations occur, take appropriate action.

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## **Employees shall:**

1. Follow the requirements outlined in this procedure and work as directed by their manager/supervisor, in compliance with the OHSA.
2. Report to his/her employer any known or suspected incidents of workplace violence that may result in an injury.
3. Cooperate in the incident investigation process.
4. Participate in health and safety training regarding workplace violence.
5. Take all steps necessary to eliminate, prevent, and control violence in the workplace.

## **DEFINITIONS / TERMINOLOGY**

### **Workplace Violence**

The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker; or a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a workplace or that could cause physical injury to the worker.

## **PROCEDURES**

Violence in the workplace is more than physical assault, it is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment.

Workplace violence includes:

- Threatening behaviour: such as shaking fists, destroying property or throwing objects.
- Verbal or written threats: any expression of intent to inflict harm.
- Verbal abuse; swearing, insults or condescending language.
- Physical attacks: hitting, shoving, pushing or kicking.
- Pranks, vandalism, sabotage, theft, psychological trauma, anger-related incidents, rape, arson and murder are all examples of workplace violence.

Workplace violence is not limited to incidents that occur within a traditional workplace. Work-related violence can occur at off-site business-related functions (i.e., conferences, trade shows), at social events related to work, or away from work but resulting from work (i.e., a threatening telephone call to your home from a colleague/client).

Violence in the workplace can be prevented if everyone is committed to, and involved in creating a workplace violence prevention program. An effective and preventative program includes:

- Following the established violence prevention policy and standards.
- Conducting a risk assessment.
- Implementing workplace design and work practices to control violence hazards.
- Providing education and training for employees on how to prevent violence.
- Regularly inspecting the workplace and program review to ensure standards are maintained.

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7 types of violence have been identified and will be tracked:

- Staff to Staff
- Staff to Public
- Public to Staff
- Staff to Employer
- Employer to Staff
- Staff to Student
- Student to Staff

Any acts of violence will not be tolerated and all reasonable and practical measures will be taken to prevent violence and protect employees from acts of violence. Appropriate disciplinary and/or legal action will be taken according to the circumstances.

Management will provide information to a worker about a risk of workplace violence from a person with a history of violent behaviour if the worker can expect to encounter that person in the course of work, and if the worker may be at risk of physical injury. Personal information may be disclosed, but only what is reasonably necessary to protect the worker from physical injury.

All employees are responsible for preventing and reporting acts of violence that threaten or perceive to threaten a safe work environment.

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. All reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence must be implemented. Reprisal is defined as any act of retaliation, either direct or indirect.

The potential risk of violence in the workplaces shall be assessed.

All reports of incidents or potential incidents of violence will be taken seriously and will be dealt with by the immediate manager/supervisor in an appropriate and timely fashion.

A summary of the incident will be kept in the personnel file and all other related documents will be kept in a separate file.

### **Reporting Emergencies (Immediate Danger)**

(Weapons involvement, physical injury related to violent behaviour and obvious signs of abusive threatening behaviour):

- For threats of violence, assaults or other violent incidents contact your manager/supervisor immediately using your mobile phone with emergency contact numbers, if possible, or call 911 immediately. Critical information must be provided including the nature of the incident, whether emergency services are required, whether perpetrator(s) are still present, whether weapons are involved, etc.
- After the request for police involvement and the proper control of the emergency, the event particulars shall be recorded by the manager/supervisor.

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- The manager/supervisor may consult or request the participation of other workplace parties to review the details surrounding the situation and determine the appropriate corrective action to resolve the issue.

### **Reporting Non-Emergencies**

(Verbal threats, actions and/or activities that may in the future lead to activities that may result in an emergency):

- Employees are encouraged to report threatening statements or behaviour that gives one reasonable grounds to believe that there is a potential for workplace violence immediately to the manager/supervisor who will determine the appropriate response. Such reports may assist in identifying patterns of potential violence and may assist in the prevention of emergency situations in the future.
- The immediate manager/supervisor, once made aware of such allegations, may contact other workplace parties for advice and direction as may be necessary.

Workplace violence may extend off property and may occur outside of normal working hours. Therefore, this procedure will apply for any of the above listed behaviours that are determined through investigation to stem from, or are related to or can be linked back to the individuals' employment with Victoria University.

### **Detailed Investigation**

The manager/supervisor, in consultation with other workplace parties may initiate a detailed, formal investigation consulting with other workplace stakeholders, as necessary, and initiate appropriate corrective action as may be determined through the investigation.

Such a detailed investigation may be commenced on request by any stakeholder involved with the incidence of violence. The investigation may result in the matter being further dealt with under the provisions of the courts as may be deemed appropriate.

During investigations, fairness, impartiality, privacy and confidentiality issues as well as legislative requirements will be a primary consideration.

### **Support Services/Medical Assistance**

In the event of an incident of workplace violence resulting in physical injury, access to appropriate first aid or medical aid will be provided by the manager/supervisor. Ambulance or police services may be contacted depending on the severity of the injury.

In cases where other support services are deemed to be required, the immediate manager/supervisor shall advise and assist the employee to seek such service, and/or initiate the appropriate response.

All employees of Victoria University are encouraged to report any legitimate intimidation, threats or acts of violence. Employees should be confident that issues reported to their

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immediate manager/supervisor will be treated with sensitivity, fairness and impartiality, while maintaining privacy and confidentiality considerations at all times.

This procedure shall be referenced at all violence prevention training programs and shall be clearly referenced on related notices/signs that are posted in conspicuous locations at each workplace.

Any manager/supervisor, or other person in authority who receives a report of a violation or alleged violation of this procedure, shall evaluate the suspected violation and shall consult with other workplace parties.

Managers/supervisors shall respond to any emergency situations related to violence in the workplace by contacting 911 and activating the emergency response plan as may be necessary.

Managers/supervisors shall deal with all such issues brought to their attention with sensitivity, fairness, and impartiality. Privacy and confidentiality considerations shall be applied at all times when dealing with such issues.

### **Strategies to De-escalate Threatening Situations**

The following conflict resolution strategies may be helpful to de-escalate situations where an individual is exhibiting threatening or intimidating behaviour:

- Project calmness, move and speak slowly, quietly and confidently.
- Encourage the person to talk; listen closely and patiently.
- Maintain a relaxed but attentive posture.
- Position yourself at an angle to the person rather than directly in front.
- Arrange yourself so your access to emergency exits is not blocked.
- Acknowledge the person's feelings.
- Ask for small, specific favours such as asking the person to move to a quieter area, or to move outside.
- Use delaying tactics to give the person time to calm down, such as offering a drink of water (in a paper cup).
- Point out choices, break big problems into smaller ones.
- Avoid sudden movements and maintain three (3) to six (6) feet distance.
- Contact your manager/supervisor immediately when it is safe to do so.

### **Warning Indicators of Potential Workplace Violence**

Intimidating, bullying, belligerent, or other inappropriate and aggressive behaviour:

- Numerous conflicts with customers, co-workers, or supervisors.
- Bringing a weapon to the workplace (unless necessary for the job), making inappropriate references to guns, or making idle threats about using a weapon to harm someone.
- Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides.

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- Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide.
  - Direct or veiled threats of harm.
  - Substance abuse.
  - Extreme changes in normal behaviours.

## **COMMUNICATION/TRAINING**

Health & safety responsibilities will be communicated to all management, supervisors and workers/supplied labour.

All employees will be fully trained in the procedure.

Training is a critical component of any violence prevention strategy. Therefore, all employees shall receive appropriate training on:

- Know how to summon immediate assistance when workplace violence occurs or is likely to occur;
- Know how to report complaints or incidents of workplace violence to the employer;
- Know how the employer will investigate and deal with complaints and incidents of workplace violence;
- Understand and be able to carry out the processes in place to protect them from workplace violence.

Records of training will be maintained by the manager/supervisor and copies sent to the Human Resources department.

## **EVALUATION**

A review of the management/supervisors and worker/supplied labour responsibilities will be done on an annual basis. This evaluation will measure each health & safety responsibility.

## **FORMS**

Workplace Violence Incident Report Form

## **RELATED PROCEDURES**

Health & Safety Management/Supervisor Responsibilities  
Health & Safety Worker/Supplied Labour Responsibilities  
Workplace Harassment

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<b>REFERENCE MATERIALS</b>
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Ontario Occupational Health & Safety Act  
Ontario Human Rights Code  
University of Toronto Code of Student Conduct  
University of Toronto Policy on Sexual Violence and Sexual Harassment  
Victoria University Statement on Harassment and Violence  
Victoria University Administrative Policy – Safe Disclosure  
Victoria University Policy Statement on Workplace Violence  
Bill 168  
Bill 132

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to: All Managers, Joint Health and Safety Committee</b>	<b>Document to be posted: NO</b>



**SECTION IV – DESCRIPTION OF INCIDENT**

Provide, in detail, a written description of the incident, then proceed to CHECK ALL that apply below.

Knifed (or attempted)	<input type="checkbox"/>	Scratched	<input type="checkbox"/>	Vandalism (own property)	<input type="checkbox"/>
Slapped	<input type="checkbox"/>	Hit with hand/fist/other body part	<input type="checkbox"/>	Animal Attack	<input type="checkbox"/>
Threatened verbally	<input type="checkbox"/>	Hit with object	<input type="checkbox"/>	Arson	<input type="checkbox"/>
Threatened with a weapon	<input type="checkbox"/>	Assaulted with weapon	<input type="checkbox"/>	Bomb threat	<input type="checkbox"/>
Bitten	<input type="checkbox"/>	Assaulted sexually	<input type="checkbox"/>	Robbery	<input type="checkbox"/>
Grabbed	<input type="checkbox"/>	Shot (or attempted)	<input type="checkbox"/>	Other (describe)	<input type="checkbox"/>
Kicked	<input type="checkbox"/>	Vandalism (employer's property)	<input type="checkbox"/>		
Pushed	<input type="checkbox"/>	Vandalism (other's property)	<input type="checkbox"/>		

**SECTION V - WITNESSES**

List of witnesses (attach witness reports):

**SECTIONS VI TO XI TO BE COMPLETED BY INVESTIGATOR****SECTION VI**

Was complainant injured? Yes  No   
If yes, describe:

Was assailant injured? Yes  No   
If yes, describe:

Was injury report filed? Yes  No   
Date:

Was medical treatment provided?  
Complainant: Yes  No   
If yes, describe:

Assailant: Yes  No   
If yes, describe:

Was Security contacted? Yes  No

Was complainant referred to counseling/EAP?  
Yes  No

Was assailant referred to counseling/EAP?  
Yes  No

**SECTION VII**

Police notified? Yes  No

Date:

Time:

Responding Police Officer:  
Name:

Restraining order issued? Yes  No   
Date: Time:

Badge #:

Was assailant arrested? Yes  No   
Date: Time:

Municipality/Agency:

If yes, what were the charges?

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**SECTION VIII**

Measures taken to prevent recurrence:

**SECTION IX**

What remedy, if any, does the complainant request?

**SECTION X**

What happened to assailant? (Final disposition of incident). Describe specifically (arrested, disciplined, transferred, etc.)

**SECTION XI**

Name of investigator:

Position:

Department:

Work phone number:

Address or Work Location:

Relationship to complainant or assailant:

Signature:

Date of Report Submission:

**Submit form to Human Resources and Bursar after the report is complete.**

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray DeSouza, Bursar	<b>Date of Issue:</b> July 12, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> April 28, 2017

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## **SUBJECT: 13.1 (B) WORKPLACE HARASSMENT**

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### **PURPOSE**

To provide a safe work environment for all employees of Victoria University, discourage and prevent acts of harassment in the workplace before they occur, outline corrective measures to take in the event acts of harassment occur in spite of all reasonable effort to prevent them. To undertake the measures that can be taken to support employees who are affected by such harassment and to comply with the Occupational Health and Safety Act (OHSA) and its regulations.

### **SCOPE**

This procedure applies to all employees/locations.

### **ROLES AND RESPONSIBILITIES**

#### **Managers/supervisors shall ensure:**

1. Assess the risk of workplace harassment and communicate results to the Joint Health and Safety Committee and Health and Safety Representatives.
2. Awareness and training are provided to employees on workplace harassment.
3. All incidents involving harassment in the workplace are investigated and reported.
4. Hazards related to unsafe conditions are identified and effective control measures for the protection of workers are implemented.
5. Employees work in compliance with this procedure and the OHSA and its regulations.
6. Workers are permitted to remove themselves from harmful situations if they have reason to believe that they are at risk of imminent danger due to workplace harassment.
7. Workers are monitored to ensure procedures are followed and, when violations occur, take appropriate action.

#### **Employees shall:**

1. Follow the requirements outlined in this procedure and work as directed by their manager/supervisor, in compliance with the OHSA.

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2. Report to his/her employer any known or suspected incidents of workplace harassment that may result in an injury.
  3. Cooperate in the incident investigation process.
  4. Participate in health and safety training regarding workplace harassment.
  5. Take all steps necessary to eliminate, prevent, and control harassment in the workplace.

## PROCEDURES

### HUMAN RESOURCES GUIDELINE ON CIVIL CONDUCT

*This Guideline sets out the expectations of Victoria University (the University), through its Human Resources Office in the Office of the Bursar, on behalf of the President, regarding the standard of civil conduct that it trusts that all employees will maintain in their dealings with each other. It is intended to provide a guideline and framework for responding to situations where it is felt that the standard of civility has not been maintained, and also to assist in communicating expectations to all stakeholders in the Victoria University community.*

This Guideline constitutes a Workplace Harassment Program as required by the *Occupational Health and Safety Act* (the "OHS"). Victoria University's Human Resources Guideline on Civil Conduct may also be used in cases which deal with allegations of discrimination or workplace harassment that are based upon the prohibited grounds set out in the *Human Rights Code* (the "Code"), including workplace sexual harassment.

This Guideline describes what constitutes civil and uncivil conduct, discrimination and harassment, and sets out a general framework for staff members who are concerned that they have experienced such conduct. The University wishes to maintain a collegial work environment in which all employees behave in a civil manner and treat each other with respect and civility regardless of position or status in the organization. Victoria University will not condone uncivil conduct, discrimination or harassment.

Workplace harassment constitutes uncivil conduct within the meaning of this Guideline. Workplace harassment is defined in the OHS as follows:

"workplace harassment" means,

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment

"workplace sexual harassment" means,

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

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Under the Human Rights Code, every person has a right to equal treatment in employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. Under the Code, every person who is an employee also has the right to freedom from harassment in the workplace by the employer or agents of the employer or another employee because of any of the prohibited grounds.

In many cases, the determination of whether conduct is civil or uncivil depends on the context. Context can include the activities occurring at the time of the conduct. In an environment as diverse as the University, we must also be mindful of cultural differences that influence behaviour and the interpretation of that behaviour. The guideline is not intended to infringe on academic freedom including the academic freedoms and responsibilities articulated in the Memorandum of Agreement with its faculty members and librarians, but rather to describe conduct expected of all members of the community even when exercising their academic freedom.

Civil conduct includes:

- Treating others with dignity, courtesy, respect, politeness and consideration
- Speaking in tones of voice that are appropriate for the circumstances
- Being respectful of others' right to express their views, even if you disagree
- Managing conflict with others in a respectful way rather than a confrontational way

Some examples of behaviour that will generally not be viewed as civil are set out below.

- Shouting
- Profanity, abusive, aggressive or violent language directed at an individual or individuals
- Using props suggestive of violence
- Slamming doors
- Throwing objects
- Humiliating, degrading, demeaning, belittling, insulting, frightening or intimidating another person
- Distributing comments about an individual, whether verbally or in writing, including through electronic means such as email, web posting, text messaging, social media and other forms of electronic communication, that are unjustified and are likely to have a negative impact on the individual if he/she were to see them
- Telling inappropriate jokes

The following are examples of behaviours that are NOT in and of themselves considered uncivil conduct:

- Reasonable management action, taken in accordance with the relevant collective agreement or employment contract where applicable, such as:
  - Meetings, letters or conversations dealing with performance management, attendance management, coaching
  - Instructions given by a supervisor/manager such as what to do, how to do it, the expected standard of performance
  - Disciplinary action
  - Denial of leave requests
  - Requests for documentation to substantiate requests for leave
- Comments made in the context of peer review processes
- Differences of opinion or debate conveyed in a respectful manner

- 
- Interpersonal conflicts where the parties remain respectful of one another

### **Where to go if you have a concern or complaint**

The first step, whenever possible, is to approach the person whose conduct is at issue. That person may not be aware of how their behaviour is affecting you or others and should be given an early opportunity to change their behaviour.

If discussion with the person in question does not resolve the issue or if, for some reason, such discussion is not appropriate **please contact one of the following:**

- Your Supervisor, or a more senior level Supervisor/Manager
- Your Human Resources Office, Director, Human Resources at 416 585-4558

In addition, employees who are represented by a union or association may also contact their union/association.

If you require assistance in raising a complaint, you are encouraged to discuss the issue with the Director, Human Resources. The Director, Human Resources can assist you in determining such matters as whether there is an issue that should be raised, how to raise it, with whom to raise it, and the range of resolutions that might be possible.

Although an individual employee may choose not to file a formal complaint, in certain circumstances the University may be required to proceed with an investigation.

The University makes the following commitments:

- Your concerns will be heard.
- You will be given assistance in determining whether or not your concerns can be processed under this Guideline or whether some other process is more appropriate.
- If your concerns do not fall under this Guideline, you will be given advice regarding how you might pursue those concerns.
- You will be given assistance in determining whether or not you wish to pursue a complaint.
- You will be told of other resources that might be of assistance to you in the circumstances.
- If your complaint alleges a violation of this Guideline, you will be advised of the type of investigation that will be undertaken, the scope of the investigation, and the process that will be followed.
- If an investigation is not undertaken, you will have the opportunity to discuss other mechanisms through which your complaint or concerns could be raised/resolved.
- Information obtained by the University about an incident or complaint of uncivil conduct, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.
- Respondents to complaints will be provided with procedural fairness and the University will take their interests into account so as to minimize any risk of reputational or other impact while the complaint is being assessed and dealt with in a confidential manner.
- You and any employee who you have said engaged in harassment will be advised in writing in a timely manner of the results of an investigation and any corrective action that has been taken or will be taken as a result of the investigation, although you may not be advised of the details of any sanction against any other party.

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## **Responsibility of Complainant**

You have a responsibility to bring your complaint forward as soon as reasonably possible, so that it can be dealt with in a timely manner.

In the event of an investigation, you will have a responsibility to provide sufficient details to allow the person(s) against whom you are making a complaint to be able to respond to the complaint. In most cases where an investigation is to be done, you will be expected to particularize your complaint in writing. A written complaint (see the *Workplace Harassment Incident Report*) should specify the individual(s) who you believe engaged in discrimination/harassment, any witnesses, and the details of the conduct that gave rise to your complaint

You have a responsibility to respect confidentiality and to respect the other steps taken by the University to assist in maintaining both procedural fairness and a fair working environment for both you and the respondent while the complaint is being assessed. Please note that your obligation to respect confidentiality does not restrict you from seeking support and discussing your concerns in confidence with one or more support person(s), provided that they similarly agree to maintain confidentiality.

## **Responsibility for a complaint**

Primary responsibility for your complaint will rest with the Human Resources Office. The Human Resources office will be responsible for tracking, investigating and managing your complaint until its resolution. Responsibility for your complaint will rest with the Human Resources Office, however external investigators or other professionals may be asked to participate in the process.

Some employees are covered by collective agreements that deal with the subject of civil conduct. In such a case, the collective agreement provisions govern to the extent of any inconsistency with this Guideline.

Supervisors/Departments are also expected to contact the Human Resources Office regarding complaints that they receive.

Ultimately, the department may need to be involved in the implementation of any resolution. Accordingly, you need to be aware that a complaint can only proceed with the involvement of the department.

## **Investigating the Complaint**

The investigation of a complaint under this Guideline may proceed through one of several different mechanisms, depending upon contextual factors such as the subject-matter of the complaint and the parties involved in the complaint.

As described above with respect to protection of information from disclosure, efforts are made to provide appropriate protection of the confidentiality of information obtained during the investigation process. However, absolute anonymity is generally not possible since in almost all cases the respondent will need to know who is making the allegations, and others will need to know certain basic information in order to process the complaint.

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It should be understood that the word “investigation” does not necessarily involve a full-scale, complex inquiry. Often, informal inquiries and discussion, with the views of the parties being solicited and assessed, will be sufficient.

### **Informal Resolution**

In many cases, matters of uncivil conduct will be resolved through discussions between the parties with the assistance of a Manager and/or Director, Human Resources.

### **Resolution of Complaint**

Resolutions to complaints involving uncivil conduct, discrimination and harassment vary greatly, depending on such factors as the subject-matter of the complaint, the part of the University community of which the Complainant and Respondent are members (e.g., student, staff, visitor, contractor), and the specific policies and contracts applicable in the circumstances (e.g., Student Code of Conduct, Code of Behaviour on Academic Matters, Workplace Harassment Policy, employment policies, collective agreements).

Generally speaking, if a complaint is found to be substantiated it will result in some remedial action involving the respondent.

The University may request or require that one or more of the parties participate in processes including the following: training, coaching, mediation, or facilitation.

### **If you are not satisfied with the resolution of a complaint**

The available channels if you are not satisfied with the resolution of your complaint depend on the policies, contracts, collective agreement, or other documents that govern your relationship with the University and the relationship of others involved in the complaint. You should speak with the office that had responsibility for your complaint to determine what avenues are available in your circumstances.

Should a complaint result in disciplinary action against an employee that individual will have access to the normal grievance or other processes available to him or her under the applicable memorandum of agreement, collective agreement, policy, or other terms of employment.

### **Reprisals**

There will be no reprisals against persons who, in good faith, bring forward a complaint or otherwise take action under this Guideline. Reprisals may be the subject of a complaint under this Guideline.

### **Vexatious or bad faith complaints**

There may be penalties or sanctions for bringing forward concerns or complaints under this Guideline in bad faith or that are vexatious.

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## **Other processes**

The University reserves the right to not proceed under this Guideline or to stop any process that has started under this Guideline if before a resolution has been reached another process is engaged regarding the same subject matter, including the filing of a grievance, an application under the Code or any other legal process.

## **Annual review**

This Guideline will be reviewed at least annually.

## **COMMUNICATION/TRAINING**

Health & safety responsibilities will be communicated to all management, supervisors and workers/supplied labour.

All employees will be fully trained in the procedure.

Training is a critical component of any harassment prevention strategy. Therefore, all employees shall receive appropriate training on:

- Know how to summon immediate assistance when workplace harassment occurs or is likely to occur;
- Know how to report complaints or incidents of workplace harassment to the employer;
- Know how the employer will investigate and deal with complaints and incidents of workplace harassment
- Understand and be able to carry out the processes in place to protect them from workplace harassment.

Records of training will be maintained by the manager/supervisor and copies sent to the Human Resources department.

## **EVALUATION**

A review of the management/supervisors and worker/supplied labour responsibilities will be done on an annual basis. This evaluation will measure each health & safety responsibility.

## **FORMS**

Workplace Harassment Incident Report Form

## **RELATED PROCEDURES**

Health & Safety Management/Supervisor Responsibilities  
Health & Safety Worker/Supplied Labour Responsibilities  
Workplace Violence

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<b>REFERENCE MATERIALS</b>
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Ontario Occupational Health & Safety Act  
Ontario Human Rights Code  
University of Toronto Code of Student Conduct  
University of Toronto Policy on Sexual Violence and Sexual Harassment  
Victoria University Statement on Harassment and Violence  
Victoria University Administrative Policy – Safe Disclosure  
Victoria University Policy with Respect to Workplace Harassment  
Bill 168  
Bill 132

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to: All Managers, Joint Health and Safety Committee</b>	<b>Document to be posted: NO</b>

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## Workplace Harassment Incident Report Form

As soon as is reasonably possible, complainant and/or witness(es) of workplace harassment should document incident(s) by completing and filing this report form.

**NOTE: Not all questions may be applicable to each particular circumstance reported.**

<b>SECTION I</b>		
Date of Incident(s):	Time(s):	Date of Report:
Location of Incident(s):		
<b>SECTION II – COMPLAINANT</b>		
Name:	Contact Information:	
Address:	Home #:	
Department:	Work #:	
Location:	Cell:	
Position:	Email:	
Description:		
<input type="checkbox"/> Staff <input type="checkbox"/> Contractor		
<input type="checkbox"/> General Public <input type="checkbox"/> Customer		
<input type="checkbox"/> Student <input type="checkbox"/> Other: (Explain: family, visitor) _____		
<b>SECTION III – PERSON YOU ARE COMPLAINING ABOUT</b>		
Name:		
Relationship to person complaining about:		
Co-worker <input type="checkbox"/>	Family <input type="checkbox"/>	Supervisor <input type="checkbox"/>
Spouse/Partner <input type="checkbox"/>	Contractor <input type="checkbox"/>	General public <input type="checkbox"/>
Student <input type="checkbox"/>	Customer <input type="checkbox"/>	Other (specify): <input type="checkbox"/> _____

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**SECTION IV – DESCRIPTION OF INCIDENT(S)**

Please describe in as much detail as possible the incident(s) including: the names of the parties involved, any witnesses to the incident(s), events preceding the incident(s), details about the incident(s) such as behaviour and word used, and any additional details. Attach any supporting documents such as emails, handwritten notes or photographs. Physical evidence can also be submitted; if someone else has relevant documents, please note it as well.

**SECTION V - WITNESSES**

List of witnesses (attach witness reports)

Signature of complainant: \_\_\_\_\_

Date: \_\_\_\_\_

**Please submit this form to Human Resources after the report is complete.**

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray DeSouza, Bursar	<b>Date of Issue:</b> December 7, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> December 6, 2013

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## SUBJECT: 14.1 MSD PREVENTION PROGRAM

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### PURPOSE

The purpose of this procedure is to create awareness of musculoskeletal disorders (MSDs) and the hazards associated with them, and to begin to address potential MSDs through recognition, assessment and control activities.

### SCOPE

This procedure applies to all faculty and staff of Victoria University.

### ROLES AND RESPONSIBILITIES

#### Employers shall:

- Have legal responsibilities for health and safety and must “take every precaution reasonable” to protect workers.
- Integrate ergonomics into the health and safety program.
- Make MSD hazard recognition training available to all workers.
- Ensure supervisors know how to recognize MSD hazards and know what to do if a worker reports a concern.
- Annually evaluate and update this program.
- Communicate evaluation results and acknowledge successes as required by this program.

#### Supervisors shall:

- Have legal responsibilities for health and safety, and must “take every precaution reasonable” to protect workers.
- Ensure workers are aware of MSD hazards in their job and MSD warning signs.
- Ensure workers use equipment and protective devices properly.
- Encourage workers to report signs and symptoms of MSD early.
- Respond promptly to worker reports of MSD signs and symptoms.
- Include MSD hazard recognition as part of regular inspections.
- Provide training for workers on general MSD awareness.
- Participate in all stages of identifying, recognizing, and controlling MSD hazards within their department.

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- Maintain records pertaining to training, communication, hazard identification, hazard analysis, and accident/incident investigation.

#### **Workers shall:**

- Attend training sessions to ensure they have been trained to do their job safely and know the hazards/factors that could cause MSDs.
- Report any signs and/or symptoms of MSDs to their supervisor (e.g. discomfort, numbness, tingling and/or pain).
- Report any unsafe acts, hazards, equipment problems, or any other unsafe tasks immediately to their supervisor.
- Cooperate with accident/incident investigations and with MSD hazard identification and assessment activities.
- Correctly use equipment provided by the employer and use appropriate body mechanics as per MSD prevention training provided (e.g. lift properly)
- Go to supervisor with questions, concerns, or requests for additional ergonomics/MSD hazard related training.
- Offer suggestions to improve working conditions to supervisor.

#### **Joint Health & Safety Committee**

- Get training on recognizing, assessing and controlling MSD hazards.
- Actively look for MSD hazards during activities such as workplace inspections and accident/incident investigations.
- Participate in an annual review of this program.

## **PROCEDURES**

#### **General**

- The MSD Prevention Program will be reviewed annually by Senior Management and the Joint Health and Safety Committee.
- New equipment and/or tools will be assessed in cooperation with Departmental Managers and JHSC for proper ergonomic design principles prior to purchase (Contact an Ergonomist if necessary).
- An ergonomic review will be provided to all workers involved and completed prior to any changes to people, equipment, materials, environment, or process.

#### **Reporting Discomfort/Pain/Injury**

- All workers will report to their supervisor if medical aid or lost time has occurred to complete an Accident/Incident Form. Otherwise, MSD hazards and any incidence of MSD signs and symptoms can be reported through worker discomfort surveys (Form 1B) or to their supervisor.
- Managers and supervisors will ensure positive reinforcement of workers that report MSD hazards, signs and symptoms.

#### **MSD Hazard Recognition**

- MSD Hazards will be identified using the following process:
  - Recognize jobs with **existing** MSD issues by:
    - Reviewing accident/incident investigation reports.

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- Reviewing discomfort surveys/reports of concerns.
  - Recognize jobs with **potential** MSD issues by:
    - Understanding the MSD hazards; posture, force, repetition, as well as other contributing factors.
    - MSD Prevention Checklist (Form 1A) – Completed by Supervisor conducting a Worker Discomfort Survey (Form 1B) – completed by worker.
    - Using the MSD Hazard Identification tool (Form 2) – completed by Supervisor.
    - Observations during workplace inspections.
    - Talking to workers.

### **MSD Hazard Assessment**

- A simple MSD screening assessment will be completed:
  - For all tasks identified in the MSD Prevention Checklist
  - When an MSD injury and/or discomfort has been reported for a particular task.
  - For any task that has two or more MSD injuries.
- The MSD Hazard Identification Tool (Form 2) may be used to assist the supervisor to identify any risks.
- The people/person completing the MSD screening assessment will recruit at least one worker from the job/task being assessed to assist and provide additional information for the assessment.
- The MSD screening assessment will include reviewing:
  - A summary of reports of pain and discomfort.
  - A summary report about worker concerns.
  - Information related to MSD claims for the job/task.
  - Information and concerns related to absenteeism and productivity.
  - The results of the Prevention Checklist (Form 1A)
- The MSD screening assessment will include collecting input from the following:
  - Other workers.
  - Workers who have experienced discomfort or injury on the job being assessed.
  - Supervisors.
- The people/person completing the MSD screening assessment will attempt to reach consensus on:
  - If an MSD hazard exists and/or if further action is required.
  - The type of MSD hazard(s) existing within the task.
  - The root cause of the hazard (the team should consider the following contributing factors: people, equipment, materials, environment, and process) – Accident/Incident Report form.

**When the people/person completing the MSD screening assessment do(es) not reach a consensus on the hazards/root cause of the MSD hazard, or they do not fully understand the hazard, or the hazard is quite complex, an Ergonomist may be called to complete an in-depth risk assessment comparing information to industry standards, or published guidelines.**

- If it is agreed that the task exposes the worker to an increased risk of injury, and/or an in-depth risk assessment indicates that the MSD risk for workers is increased, then steps will be taken to select and implement controls for MSD hazards.

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- If there is no indication that the task has an increased risk of MSD, and there is no history of MSDs or reports of pain/discomfort for the task, then no further action may be required. However, the workplace will continue to monitor the task.
  - If the in-depth risk assessment indicates that the risk of MSD for a job is acceptable, but the job or task has a history of MSDs and/or reports of pain/discomfort, then the workplace will consider the following:
    - Reviewing the risk assessment methods used to ensure that appropriate methods were used to identify and report MSDs.
    - Whether accommodations to address individual needs are necessary or possible.
    - If other factors not addressed during the risk assessment may be contributing to the development of MSDs.

### **MSD Hazard Control**

- If the results of the assessment indicate controls are necessary:
  - Recommendations regarding MSD hazard controls will be developed by the Supervisor (Contact Ergonomist if necessary).
- The people/team developing the controls will:
  - Ensure involvement of appropriate workers.
  - Reviews identified hazards and discuss priority hazards.
  - Brainstorm control options/ideas – Developing Solutions Worksheet (Form 3)
  - Review/investigate control options/ideas.
  - Select preferred control options.
- Recommendations regarding MSD hazard controls will be made as per the following priorities:
  - Engineering changes, where feasible, will be the preferred method of control.
  - If engineering controls are not feasible, administrative controls, work practices or personal protective equipment may be used.
  - Temporary control measures may be used, until more permanent controls can be implemented.

### **COMMUNICATION**

This procedure will be communicated to all employees of Victoria University upon hiring and orientation. The need for re-training will be reviewed and communicated on an annual basis.

### **TRAINING**

Records of training will be maintained by the Safety Officer and Departmental Managers.

### **EVALUATION**

This procedure will be reviewed annually by the JHSC, Safety Officer and other applicable managers at Victoria University.

### **RELATED PROCEDURES**

- Hazard Reporting
- Injury Reporting

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- Accident/Investigation

<b>REFERENCE MATERIALS</b>
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- Occupational Health & Safety Act
- Industrial Regulation 851
- Form 1A – MSD Prevention Checklist
- Form 1B – Worker Discomfort Survey
- Form 2 – MSD Hazard Identification Tool
- Form 3 – Developing Solutions Worksheet

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b> All Managers and JHSC Members	<b>Document to be posted:</b> NO



# VICTORIA UNIVERSITY

IN THE UNIVERSITY OF TORONTO

## MSD PREVENTION PROGRAM MSD Prevention Checklist – Form 1A

Completed by Supervisor: \_\_\_\_\_ Area \_\_\_\_\_: \_\_\_\_\_ Date: \_\_\_\_\_

JOB:		How many workers assigned to this job?		
Do workers performing this job:	YES	NO	If yes, what task	
<b>FORCE</b>				
Lift, lower or carry heavy objects?				
Have difficulties pushing or pulling items/objects?				
Do jobs that require difficult and forceful gripping with the hands?				
Use tools that require a great deal of effort to hold, control or use?				
Use the hands to pound or hammer things?				
Do other high force jobs not covered above?				
<b>AWKWARD POSTURE</b>				
Work with the hands above the shoulders or held far away from the body?				
Do jobs with one or both arms behind the body?				
Bend or twist the back/trunk?				
Bend or twist the neck forward, back or to the side?				
Hold the neck to one side (e.g. holding phone between ear and shoulder)?				
Need to bend or twist the wrist?				
Pickup or hold things using difficult grips (pinch grips, wide finger grips)?				
Need to use other awkward postures that are not covered above?				
<b>REPETITION</b>				
Have to lift, lower or carry objet repeatedly?				
Repeatedly push or pull things when doing their job?				
Repeatedly grip or manipulate things with the hands/fingers?				
Repeatedly use awkward back or neck postures?				
Repeatedly use poorly designed hand tools when doing their job?				
Repeatedly use awkward postures that are not covered above?				
Use hand tools that vibrate and/or are exposed to whole body vibration?				
Have too little space/clearance at the workstation/work area?				
Have to stay in awkward postures for a long time without a change?				
Sit or stand for long periods of time without a change in posture?				
Repeat the same task(s) every 30 seconds for 1 hour or more?				

If you answered "YES" to any of these questions the workers may be exposed to MSD hazards.

HOW MANY MSD RELATED REPORTS HAVE BEEN COMPLETED ON THIS JOB IN THE PAST YEAR? \_\_\_\_\_

## Worker Discomfort Survey – Form 1B

Discomfort surveys have been widely used to further identify and “quantify” musculoskeletal discomfort/pain felt by workers. The concept of the survey is simple. Workers are presented with a figure of a body. This figure is broken down into areas representing the major regions/limbs/joints of the body. The worker is asked to rate their level of discomfort for each body region by numbering their pain on a scale from 0 – 10. A score of 0 indicates no discomfort while a score of 10 indicates the worst discomfort every experienced.

The survey asks about other jobs that have been done in the past year in order to capture whether alternate work may have contributed to or been the cause of a worker’s discomfort. At the end of the survey, the workers are given the opportunity to identify what they think caused the problem. This enhances the workplace’s commitment to worker participation in the MSD prevention initiatives.

Just having one worker fill in one survey is not enough, as the survey is best suited for use on jobs with **10 or more workers**. Ideally, all workers who perform a job should take part in the survey. The suggested method for use of a discomfort survey is:

- Supervisor to meet with workers to be surveyed to discuss the survey, why it is being done, how it is filled out and the methodology you will use to conduct the survey. Stress that the survey is anonymous and voluntary.
- Workers should be asked to fill in the survey during work hours, and, ideally, without assistance. Assistance should be provided, however, on request.
- Data from the surveys can be used to identify the body area/regions/joints in which workers are experiencing discomfort or pain. This information can then be related back to what is known about the job demands in order to identify the jobs or activities that may be contributing to worker discomfort.
- Look for common areas of discomfort between workers. If a number of workers are reporting discomfort in the same body part(s) then an effort should be made to determine if the job is contributing to this discomfort.
- Survey results can also be used to prioritize jobs for further action. Those jobs with the highest number of discomfort areas or the highest ratings of discomfort severity would become primary candidates for hazard identification and determining the need for controls.
- Data from surveys taken before a modification to the job, production levels or work method can be compared to data from surveys taken after the change to see if the levels of discomfort have increased or decreased.
- If using the survey before and after implementing a control, make sure the survey is given out on the same day of the week and at the same time of the day – Monday morning results can be very different than Friday afternoon. Make sure enough time has elapsed between the before and after so that the impact of the change can be seen.



**WORKER DISCOMFORT SURVEY – FORM 1B**

The worker is asked to rate their level of discomfort for each body region by numbering their pain on a scale from 0-10. A score of 0 indicates no discomfort while a score of 10 indicates the worst discomfort ever experienced. All workers who perform a job should take part in the survey.

Date: \_\_\_\_\_ Job: \_\_\_\_\_ Area: \_\_\_\_\_

Hours worked/week: \_\_\_\_\_ Time on THIS job: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

1. Have you had pain or discomfort during this last year? [ ] Yes [ ] No (If NO, Stop here)
2. If YES, please rate the level of discomfort over the last MONTH by completing the “How much?” box using the scale of 0 to 10, with 0 being no discomfort and 10 being the worst discomfort ever.

<b>How Often?</b> Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly <input type="checkbox"/>	<b>How Much?</b> _____	Neck		Right Shoulder <b>How Often?</b> Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly <input type="checkbox"/>	<b>How Much?</b> _____
<b>How Often?</b> Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly <input type="checkbox"/>	<b>How Much?</b> _____	Left Shoulder		Upper Back <b>How Often?</b> Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly <input type="checkbox"/>	<b>How Much?</b> _____
<b>How Often?</b> Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly <input type="checkbox"/>	<b>How Much?</b> _____	Left Elbow / Forearm		Right Elbow / Forearm <b>How Often?</b> Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly <input type="checkbox"/>	<b>How Much?</b> _____
<b>How Often?</b> Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly <input type="checkbox"/>	<b>How Much?</b> _____	Left Wrist/ Hand		Lower Back <b>How Often?</b> Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly <input type="checkbox"/>	<b>How Much?</b> _____
<b>How Often?</b> Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly <input type="checkbox"/>	<b>How Much?</b> _____	Left Hip/ Thigh/ Buttock		Right Wrist/ Hand <b>How Often?</b> Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly <input type="checkbox"/>	<b>How Much?</b> _____
<b>How Often?</b> Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly <input type="checkbox"/>	<b>How Much?</b> _____	Left Knee		Right Hip/ Thigh/ Buttock <b>How Often?</b> Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly <input type="checkbox"/>	<b>How Much?</b> _____
<b>How Often?</b> Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly <input type="checkbox"/>	<b>How Much?</b> _____	Left Ankle/ Foot		Right Knee <b>How Often?</b> Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly <input type="checkbox"/>	<b>How Much?</b> _____
				Right Ankle/ Foot <b>How Often?</b> Rarely <input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly <input type="checkbox"/>	<b>How Much?</b> _____

Other jobs you have done in the last year (for more than 2 weeks)

**Note:** If more than 2 jobs, only include those you worked on the most.

Job : \_\_\_\_\_ Time in THIS job \_\_\_\_\_ Months \_\_\_\_\_ Weeks

Job : \_\_\_\_\_ Time in THIS job \_\_\_\_\_ Months \_\_\_\_\_ Weeks

**3. When did you first notice your discomfort? \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)**

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**4. What do you think caused the discomfort? Is it a specific task?**

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**5. Please comment on what you think would help to reduce your level of discomfort.**

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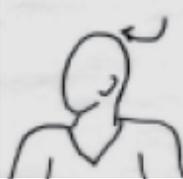
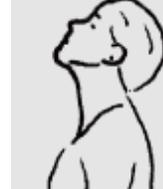
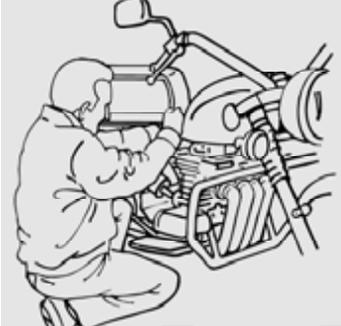
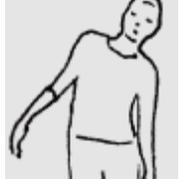
**6. Do you consider your discomfort to be a problem?**

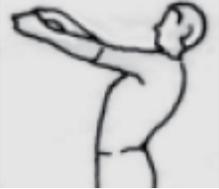
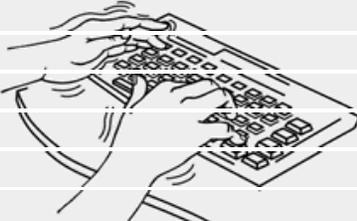
Yes       No

If yes, and you have not already completed an Accident/Incident Report, you are required to notify your supervisor to follow the reporting process.



**MSD HAZARD IDENTIFICATION FORM – FORM 2**

<b>Job Screened:</b>			
Movements or postures that are a regular and foreseeable part of the job, occurring more than one day per week, and more frequently than one week per year.		If done in this job ✓ The box	Number of workers performing this job?
<b>Awkward Postures</b>			<b>Comments/Observations</b>
	1. Working with the hand(s) above the head, or the elbow(s) above the shoulders for more than 2 hours total per day.	<input type="checkbox"/>	
	2. Working with the neck rotated more than 45 degrees in either direction for more than 2 hours total per day.	<input type="checkbox"/>	
 	3. Working with forward head/neck bent more than 20 degrees for more than 2 hours total per day.	<input type="checkbox"/>	
	4. Squatting more than 2 hours total per day.	<input type="checkbox"/>	
 	5. Working while sitting or standing with the back bent forward, sideways, or twisted more than 30 degrees for more than 2 hours total per day.	<input type="checkbox"/>	

	<p>6. Working while sitting or standing with the back bent more than 20 degrees, and with no support for the back, for more than 2 hours total per day.</p>	<input type="checkbox"/>	
	<p>7. Kneeling more than 2 hours total per day.</p>	<input type="checkbox"/>	
<p><b>High Hand Force</b></p>			<p><b>Comments/Observations</b></p>
	<p>8. Pinching an unsupported object(s) weighing 2 or more pounds per hand, or pinching with a force of 4 or more pounds per hand, more than 2 hours total per day (comparable to pinching half a ream of paper).</p>	<input type="checkbox"/>	
	<p>9. Gripping an unsupported object(s) weighing 10 or more pounds per hand, or gripping with a force of 10 or more pounds per hand, more than 2 hours total per day (comparable to clamping light duty automotive jumper cables onto a battery).</p>	<input type="checkbox"/>	
<p><b>Highly Repetitive Motion</b></p>			<p><b>Comments/Observations</b></p>
	<p>10. Repeating the same motion with the neck, shoulders, elbows, wrists, or hands (excluding keying activities) with little to no variation every few seconds, more than 2 hours total per day.</p>	<input type="checkbox"/>	
	<p>11. Performing intensive keying more than 4 hours total per day.</p>	<input type="checkbox"/>	

Repeated Impact		Comments/Observations	
	12. Using the hand (heel/base) of palm or knee as a hammer more than 10 times per hour, more than 2 hours total per day.	<input type="checkbox"/>	
Heavy, Frequent or Awkward Lifting (A sample scale can be used to determine the weight of materials).		Comments/Observations	
	13. Lifting objects weighing more than 75 pounds once per day or more than 55 pounds more than 10 times per day.	<input type="checkbox"/>	
	14. Lifting objects weighing more than 10 pounds if done more than twice per minute, more than 2 hours total per day.	<input type="checkbox"/>	
	15. Lifting objects weighing more than 25 pounds above the shoulders, below the knees or at arm's length more than 25 times per day.	<input type="checkbox"/>	
Moderate to High Hand-Arm Vibration (Closely estimate or obtain the vibration value of the tool in use).		Comments/Observations	
	16. Using impact wrenches, carpet strippers, chain saws, percussive tools (jack hammers, scalers, riveting or chipping hammers) or other tools that typically have high vibration levels, more than 30 minutes total per day.	<input type="checkbox"/>	
	17. Using grinders, sanders, jigsaws or other hand tools that typically have moderate vibration levels more than 2 hours total per day.	<input type="checkbox"/>	



### DEVELOPING SOLUTIONS WORKSHEET – FORM 3

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

This worksheet is designed to be used to determine control options and ideas. The worksheet encourages workplaces to consider potential MSD controls from all aspects of the job: work processes, equipment, materials, environment, and human elements. All the individuals involved in the MSD prevention program, and especially the workers, should take part in identifying controls that they think will help solve the problem.

<p>1. <b><u>Process</u></b></p> <ul style="list-style-type: none"><li>1.1. Self-paced jobs, cycle time allows for micro-breaks.</li><li>1.2. Job enlargement and/or job rotation.</li><li>1.3. Improved work/material flow.</li><li>1.4. Improve communication between workers performing job.</li><li>1.5. Improve communication between workers on adjacent jobs.</li><li>1.6. Improve communication between workers and production, quality, planning, engineering, etc. department.</li><li>1.7. Timely response to reports of defects, equipment breakdown, product/tool/equipment damage.</li></ul> <p>2. <b><u>Equipment</u></b></p> <ul style="list-style-type: none"><li>2.1. Mechanize a process.</li><li>2.2. Provide mechanical lifts, hoists, conveyors, motorized carts.</li><li>2.3. Improve workstation design/layout.</li><li>2.4. Workstation adjustability (sit/stand, height adjustable).</li><li>2.5. Preventive maintenance.</li><li>2.6. Pre-shift checklists/inspections.</li><li>2.7. Move control, displays, tools for easier use, visibility access.</li><li>2.8. Provide space for workers to move, allow unconstrained postures.</li><li>2.9. Provide material handling equipment for moving materials.</li></ul>	<p>3. <b><u>Materials</u></b></p> <ul style="list-style-type: none"><li>3.1. Organize stock on shelves taking weight into consideration.</li><li>3.2. Reduce use of sub-standard/poor quality materials.</li><li>3.3. Purchase materials in bulk containers.</li><li>3.4. Redesign packaging to include handles.</li><li>3.5. Store materials in areas that are easy to access.</li></ul> <p>4. <b><u>Environment</u></b></p> <ul style="list-style-type: none"><li>4.1. Organize workstation to enhance interactions.</li><li>4.2. Redesign workstation layout to provide space for movement and required tasks.</li><li>4.3. Improve housekeeping.</li><li>4.4. Comfortable working temperature.</li><li>4.5. Provide anti-fatigue matting.</li></ul> <p>5. <b><u>Human</u></b></p> <ul style="list-style-type: none"><li>5.1. Training:<ul style="list-style-type: none"><li>5.1.1. Signs and symptoms of MSDs.</li><li>5.1.2. MSD hazard awareness.</li><li>5.1.3. How to report MSDs/MSD hazards.</li><li>5.1.4. Work techniques and processes.</li></ul></li><li>5.2. Team-based solutions/participatory problem solving.</li><li>5.3. Reinforce need for use of equipment/controls that help reduce MSD risk.</li><li>5.4. Support for early reporting of concerns.</li><li>5.5. Personal protective equipment (in-soles, knee pads, anti-vibration gloves).</li><li>5.6. Production pressures and demands.</li></ul>
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## **APPENDIX A GLOSSARY OF TERMS**

**Absorption** – the entry of a substance into the body through broken or unbroken skin.

**Accident** – An unplanned event that results in harm to people, damage to property or loss to process.

**Accident Causation** – The many factors that act together to cause accidents. They include: personal factors, job factors, and lack of management control factors.

*Personal Factors:*

- Inadequate capability
- Lack of knowledge/skill
- Improper motivation
- Stress

*Job Factors:*

- Inadequate leadership or supervision
- Inadequate engineering
- Inadequate purchasing
- Inadequate maintenance
- Inadequate work standards/procedures
- Inadequate hazard controls

*Management Control Factors:*

- Inadequate program
- Inadequate program standards
- Inadequate compliance with standards
- Inadequate hazard controls

**Accident Investigation** – The process of systematically gathering and analyzing information about an accident. This is done for the purposes of identifying causes and making recommendations to prevent the accident from happening again.

**Accident Prevention** – The systematic application of recognized principles to reduce incidents, accidents, or the accident potential of a system or organization.

**Acute Effect** – A change that occurs in the body within a relatively short time (minutes, hours, days) following exposure to a substance.

**Acute Exposure** – A single exposure to a hazardous agent.

**Additive Effects** – The health effects of a mixture which are equal to the sum of the effects of the components of the mixture.

**Administrative Controls** – A category of hazard control that uses administrative/management involvement in order to minimize employee exposure to the hazard. Some examples are:

- Job enrichment
- Job rotation
- Work/rest schedules
- Work rates
- Periods of adjustment

**Agenda** – A plan or list of items to be considered at a meeting. It is usually circulated to members in advance of the meeting so that they are aware of what will be discussed.

**Agent** – Any substance, force, organism or influence that affects the body, a part of the body, or any of its functions. The effects may be beneficial or harmful.

**American Conference of Governmental Industrial Hygienists (ACGIH)** – An organization of industrial hygiene professionals that develops occupational health and safety programs. ACGIH develops and publishes recommended occupational exposure limits for hundreds of chemical substances and physical agents (see *threshold limit value*).

**Area Sampling** – Collection and analysis of representative samples of air in general work areas in order to determine the concentrations of any contaminants that are present.

**Asphyxiant** – A vapour or gas that can either reduce the oxygen content in the air or interfere with the body's ability to use oxygen. Exposure to an asphyxiant can result in unconsciousness or death due to being unable to breathe.

**Audiometric Testing** – Tests that are conducted to determine the hearing ability of a person. These tests may be used to establish an employee's baseline hearing, to identify any subsequent hearing loss, and to monitor the effectiveness of noise controls.

**Barrier Cream** – A cream designed to protect the hands and other parts of the skin from exposure to harmful agents. Barrier cream is also known as protective hand cream.

**Bilateral Work Stoppage** – Stoppage of work under the direction of the worker certified member and the management certified member when both members have reason to believe that dangerous circumstances exist.

**Biological Agent** – Any living organism (for example, virus or bacteria) that affects the body, a part of the body, or any of its functions. The effects may be beneficial or harmful.

**Biological Monitoring** – The use of medical tests (for example, blood, urine, exhaled air) to determine whether a person has been or is being exposed to a substance.

**Boiling Point** – The temperature at which a liquid changes to a vapour.

**Bonding** – The use of low-resistance material to connect two or more conductive objects that would likely undergo a build-up of static electricity. Bonding prevents the unwanted release of electrical energy, such as sparks. For example, transferring one flammable liquid from one container to another can release electrical energy if it is not bonded.

**Breathing Zone** – The area surrounding a worker's head. The make-up of air in this area is thought to be representative of the air that is actually breathed in by the worker.

**By-Product** – The product formed or released by a material during use in a process. This is produced in addition to the principle product. A by-product may be toxic, flammable or explosive.

**Cancer** – A disease characterized by an abnormal growth of cells.

**Carcinogen** – A chemical, physical or biological agent that can cause cancer in humans or animals.

**Certified Member** – A worker or management member of a joint health and safety committee who has successfully completed a special health and safety training program developed under an outside agency that has been approved by the Workplace Safety and Insurance Board of Ontario.

**Chemical Agent** – A chemical substance that affects the body, a part of the body, or any of its functions. The effects may be beneficial or harmful.

**Chronic Effect** – a change that occurs in the body over a relatively long time (weeks, months, years) following repeated exposure or a single over-exposure to a substance.

**Chronic Exposure** – Repeated exposure to a hazardous agent.

**Combustible** – Capable of catching fire and burning, usually a material that has a flash point above 37.8°C. See also *flammable*.

**Compensable Injury** – An injury for which the Workplace Safety and Insurance Board (in Ontario) will provide compensation because it arose out of and in the course of work.

**Compensation Claim** – A claim filed with the Workplace Safety and Insurance Board (in Ontario) by or on behalf of an employee who has suffered a disabling injury or illness, or death, arising out of and in the course of work.

**Competent Person** – The Occupational Health and Safety Act defines a competent person as a person who:

- Is qualified because of his or her knowledge, training and experience to organize the work and its performance.
- Is familiar with the provisions of the Act and the regulations that apply to the work; and
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Confined Space** – A space in which a hazardous gas, vapour, dust or fume may collect or in which oxygen may be used up because of the construction of the space, its location, contents, or the work activity carried out in it. It is an area which is not designed for continuous human occupancy and has limited opening for entry, exits or ventilation.

**Contaminant** – An unwanted material (for example, radioactive, biological or chemical) that is likely to harm the quality of the working environment. The most common workplace contaminants are chemicals that may be present in the form of dusts, fumes, gases or vapours.

**Controlled Product** – Any product or ingredient that meets the criteria for one or more of the classes of hazards established by the Workplace Hazardous Materials Information System (WHMIS). The classes are:

- Compressed gas
- Flammable and combustible materials
- Oxidizing materials
- Poisonous and infectious materials
- Corrosive materials
- Dangerously reactive materials

Use of these materials in the workplace is regulated under provincial workplace health and safety laws.

**Controls** – Measures designed to eliminate or reduce hazards or hazardous exposures. Examples include: engineering controls, administrative controls, personal protective equipment. Hazards can be controlled at the source, along the path to the worker, or at the worker.

**Corrosive** – A substance that will burn the skin or eyes on contact.

**Critical Injury** – The *Occupational Health and Safety Act of Ontario* defines critical injury as serious injury that:

- Is life-threatening
- Produces unconsciousness
- Results in a substantial loss of blood
- Involves the fracture of a leg, arm, foot, ankle, hand, wrist
- Involves the fracture of more than one finger, more than one toe, but not a single finger or not a single toe
- Involves the amputation of a leg, arm, hand or foot (but not a finger or toe)
- Consists of burns to a major portion of the body
- Causes the loss of sight in an eye

**Critical Parts** – The parts of machinery, equipment, materials, structures or other areas that are more likely than other components to result in a major problem or loss when worn, damaged, abused, misused, or improperly applied.

**Cumulative Trauma Disorder** – See *Repetitive Strain Injury*.

**Danger Zone** – An area or location where the probability of injury is high (for example, in the vicinity of saw blades).

**Decomposition** – The breakdown of a material or substance (by heat, chemical reaction, rotting or other process) into parts or elements.

**Dermal** – Relating to the skin.

**Dermatitis** – Inflammation of the skin. Symptoms of dermatitis may include: redness, blisters, and cracks in the skin.

**Designated Substance** – A biological, chemical or physical agent specified as a designated substance by a regulation made under the *Occupational Health and Safety Act of Ontario*. Designated substances are substances that are known to be particularly hazardous. The use of a designated substance in the workplace may either be not allowed or strictly controlled by law.

**Dilution Ventilation** – See *ventilation*.

**Disabling Injury** – An injury that prevents a person from coming to work or doing his or her usual job duties.

**Due Diligence** – The taking of every precaution reasonable in the circumstances for the protection of the health and safety of workers.

**Dust** – Fine particles of a solid that can remain suspended in air. The particle size of a dust is larger than that of a fume. Dusts are produced by mechanical action, such as grinding. Some dusts may be harmful to an employee's health. See *respirable particles*.

**Embryotoxin** – An agent that is harmful or poisonous to unborn children up to the end of the eighth week of development. See also *teratogen*.

**Emergency Plan** – Detailed procedures for responding to an emergency, such as a fire or explosion, a chemical spill, or an uncontrolled release of energy. An emergency plan is necessary to keep order, and minimize the effects of the disaster.

**Engineering Controls** – A category of hazard control that uses physical/engineering methods to eliminate or minimize the hazard. Examples of engineering controls include: ventilation, isolation, elimination, enclosure, substitution and design of the workplace or equipment.

**Environment** – The surrounding conditions, influences, and forces to which an employee is exposed in the workplace.

**Epidemiology** – The science that deals with the study of disease in a general population. The rate of occurrence and distribution of a particular disease (by age, gender or occupation) may provide information about the causes of disease.

**Ergonomics** – An applied science that studies the interaction between people and the work environment. It focuses on matching the job to the worker.

**Evaporation** – The process by which a liquid, without reaching its boiling point, changes into a vapour and mixes with the air.

**Explosive** – A substance, mixture or compound that is capable of producing an explosion.

**Exposure Records** – The records kept by an employer, or company doctor or nurse of an employee's exposure to a hazardous material or physical agent in the workplace. These records show the time, level and length of exposure for each substance or agent involved.

**Exposure Values** – The airborne concentration of a biological, chemical or physical agent to which it is believed nearly all workers may be exposed without experiencing any harmful effects.

1. Time Weighted Average Exposure Value (TWAEV) – the time weighted average concentration or levels of a chemical or biological agent for an 8-hour day or a 40-hour week to which it is believed nearly all workers may be exposed, day after day, without experiencing harmful effects.
2. Short-Term Exposure Value (STEV) – the maximum airborne concentration of a chemical, biological or physical agent to which workers may be exposed from time to time, provided that the exposure is for not more than 15 minutes, is not more often than four times in a work day, and at least 60 minutes have elapsed from the time of the last exposure.
3. Ceiling Exposure Value (CEV) – the maximum exposure to an airborne concentration of a chemical, biological or physical agent that is not to be exceeded for any length of time.

*Note:* Recommended exposure values established by ACGIH are known as Threshold Exposure Values. See *Threshold Exposure Values*.

**Fatality** – Death resulting from an accident.

**First Aid** – The immediate care given to a person who is injured or who suddenly becomes ill. It can range from disinfecting a cut and applying a bandage to helping someone who is choking or having a heart attack.

**Flammable** – Capable of easily catching fire and burning, usually a material that has a flash point below 37.8°C. See also *combustible*.

**Flash Point** – the lowest temperature at which a liquid will give off enough vapours to form a mixture that will burn if ignited. The lower the flash point, the higher the risk of fire.

**Fog** – Suspended droplets of a liquid that are produced by condensation or by the breaking up of a liquid (e.g. by splashing or foaming).

**Frequency** – See *injury frequency rate*.

**Fugitive Emission** – A gas, liquid, solid, vapor, fume, mist, fog or dust that escapes from process equipment, emission control equipment or a product.

**Fume** – Finely divided solid particles that are formed when a hot metal vapour cools and condenses. Fumes are usually associated with molten metals (for example, copper, lead or zinc and are often accompanied by a chemical reaction such as oxidation. See *oxidizing agent*).

**Gas** – A formless substance that expands to occupy the space of its container (for example, methane, acetylene).

**General Exhaust** – See *ventilation*.

**General Ventilation** – See *ventilation*.

**Glare** – Bright light that interferes with a person's ability to see. Glare causes discomfort and can lead to eyestrain and headaches.

**Grounding** – Electrical connection of one or more conductive objects to the earth through the use of metal grounding rods or other devices.

**Guarding** – Use of any device or combination of devices designed to keep any part of a worker's body out of the danger zone of a machine during its operating cycle. This usually involves guarding the point of operation, guarding power transmission components by fixed enclosures, and/or protecting the operator and nearby workers from flying fragments.

**Hazard** – The potential of any machine, equipment, process, material (including biological and chemical) or physical factor that may cause harm to people, or damage to property or the environment.

**Hazardous Material** – Any substance that may produce adverse health and/or safety effects to people or the environment.

**Health** – The World Health Organization has defined health as more than just the absence of disease. Rather, it is a state of complete physical, mental and social well-being.

**Health and Safety Policy** – A policy is a statement of intent, and a commitment to plan for coordinated management action. A policy should provide a clear indication of a company's health and safety objectives. This, in turn, will provide direction for the health and safety program. See also *health and safety program*.

**Health and Safety Program** – A systematic combination of activities, procedures, and facilities designed to ensure and maintain a safe and healthy workplace.

**Health and Safety Representative** – A representative selected under provisions of the Occupational Health and Safety Act of Ontario. A representative is usually required in a workplace with more than five but fewer than 20 employees. In such a workplace, workers must select one employee as a representative. Generally speaking, a health and safety representative has the same responsibilities and powers as a joint health and safety committee.

**Health Care** – Under the Workplace Safety and Insurance Act of Ontario, health care means:

- The aid of doctors and dentists
- The aid of professionals who practice without drugs
- Hospital and nursing services
- Artificial body parts and devices which may be necessary as a result of any work-related injury and
- The replacement or repair of such parts and devices when found necessary by the Board.

**Heat Exhaustion** – Overheating of the body. Heat exhaustion can happen when the body loses too much fluid (because of excessive sweating) or when conditions such as physical activity in a hot environment, prevent sweat from evaporating into the air.

**Heat Stroke** – A potentially deadly condition in which over-exposure to a very hot environment breaks down the body's ability to control its temperature and cool itself sufficiently. The body temperature rises to a very high (deadly) level.

**Housekeeping** – A way of controlling hazards along the path between the source and the worker. Good housekeeping means having no unnecessary items in the workplace and keeping all necessary items in their proper places. It includes proper cleaning, control of dust, disposal of wastes, clean-up of spills, and maintaining clear aisles, exits and work areas.

**Human Error** – This term is used today to include not just worker's errors, but engineering deficiencies and lack of adequate organizational controls which together account for the majority of accidents.

**Hygiene Practices** – A broad term for personal health habits that may reduce or prevent the exposure of a worker to chemical or biological substances. Hygiene practices include:

- Not smoking, eating or drinking in the work area
- Washing up before breaks and meals
- Removing contaminated clothing before leaving work
- Keeping street clothes separate from contaminated work clothing.

**Hypersensitive** – The condition of being reactive to substances that normally would not affect most people.

**Hypothermia** – A condition in which the body's temperature drops below normal (36°C or 96.8°F). It most frequently develops from being exposed to very low temperatures. Hypothermia can cause death.

**Ignition Source** – A source of energy, such as heat, flame, sparks or static electricity, that is capable of causing a fuel mixture to burn.

**Incident** – An unwanted event which, in different circumstances, could have resulted in harm to people, damage to property or loss to a process. Also known as a *near miss*.

**Incident Investigation** – The process of systematically gathering and analyzing information about an incident. This is done for the purposes of identifying causes and making recommendations to prevent the incident from happening again.

**Incompatible** – A term used to describe materials that could cause dangerous reactions if they come in direct contact with one another.

**Industrial Hygiene** – A science that deals with the anticipation, recognition, evaluation and control of hazards in the workplace. These hazards may cause sickness, harm to employee health, discomfort, and inefficient performance on the job. Also known as *occupational hygiene*.

**Ingestion** – The swallowing of a substance.

**Inhalation** – The breathing in of an airborne gas, vapour, fume, mist or dust.

**Injection** – To force or drive liquid or gas into the body.

**Injury Analysis** – The process of systematically evaluating injury statistics to identify trends in such areas as:

- Age, gender, occupation of those getting injured on the job
- Part of body involved
- Machinery involved
- Process or work activity involved
- Time of day
- Location
- Frequency (see injury frequency rate)
- Severity (see injury severity rate)

**Injury Frequency Rate** – The number of compensable injuries per 200,000 employee-hours of exposure. The following formula is used to calculate the injury frequency rate:

$$\frac{\text{Number of compensable injuries} \times 200,000 \text{ Hours}}{\text{Total hours worked}}$$

**Injury Severity Rate** – A number that relates total days lost due to compensable injuries to the total hours worked during a specific period. The following formula is used to calculate the injury severity rate.

$$\frac{\text{Number of Days Lost} \times 200,000 \text{ Hours}}{\text{Total Hours worked}}$$

**Inspection** – See *workplace Inspection*.

**Irritant** – A substance which, in sufficient quantities, can inflame or irritate the eyes, skin, or respiratory system (lungs, etc.). Symptoms include pain and reddening.

**Job** – the sum of all tasks carried out by a person toward the completion of some goal.

**Job Design** – The planning of a job and the establishment of procedures for performing that job so that the potential for injury and illness is reduced or eliminated. See also *ergonomics*.

**Job Enrichment** – Adding one or more related tasks or functions to an existing job. These may include some managerial functions (for example, planning, organizing, controlling).

**Job Hazard Analysis** – See *task analysis*.

**Job Rotation** – Moving an employee to one or more related jobs during a work shift.

**Joint Health and Safety Committee** – A committee established under provisions of the *Occupational Health and Safety Act of Ontario*. Joint Health and Safety Committees are generally required in workplaces with 20 or more workers. At least half the members of the committee must be workers who do not exercise any managerial functions; the worker members must be selected by the workers or, where there is one, the trade union. Management must appoint the remaining members from among persons who exercise managerial functions. The responsibilities and powers of the joint committees include: obtaining information on workplace hazards, identifying workplace hazards, and recommending how to make the workplace safer and healthier. See also *health and safety representative*.

**Latent Period** – The time that passes between exposure to a harmful substance or agent and the first sign(s) of damage or illness. Also known as *incubation period*.

**Legal Requirement** – Anything that is demanded of a person or organization by statute, regulation, common law or by-law.

**Liquid** – A formless fluid that takes the shape of its container, but does not necessarily fill it.

**Local Exhaust Ventilation** – See *ventilation*.

**Localized** – Restricted to one spot or area in the body and not spread throughout it. Compare with *systemic*.

**Lockout** – A specific set of procedures for ensuring that a machine, once shut down for maintenance, repair or other reason, is secured against accidental start-up or movement of any of its parts for the length of the shutdown.

**Loss Control** – Measures taken to prevent and reduce loss. Loss may occur through injury and illness, property damage, poor work quality, etc.

**Material Safety Data Sheet (MSDS)** – A form that contains detailed information about the possible health and safety hazards of a product and how to safely store, use and handle the product. Under the federal Hazardous Products Act, suppliers are required to provide MSDS's for all hazardous materials as a condition of sale.

**Medical Surveillance** – The systematic approach to monitoring health changes to workers to identify and determine which effects may be work-related.

**Melting Point** – The temperature at which a solid changes to a liquid. For mixtures, a range of temperatures may be given.

**Minutes** – A written record of the outcome of a meeting. Minutes of joint health and safety committee meetings are required by law, to be kept and made available to a Ministry of Labour Inspector for review.

**Mist** – Small droplets of a liquid that can remain suspended in air. Mists can form when a vapour condenses back to its liquid state, or when a liquid breaks up (for example, by splashing or atomizing).

**Monitoring** – the systematic measurement of health hazards to which workers are exposed. There are two types of measurements that can be taken: biological (worker) and environmental (workplace air).

**Musculoskeletal Injuries** – Injuries to the system of muscles, tendons, ligaments, joints, bones and related structures of the human body. Also known as *musculoskeletal disorders (MSD's)*.

**Mutagen** – An agent that causes sudden and permanent changes in one or more hereditary features, generally by modifying one or more genes (changes to genetic material). The changes may or may not be passed on to offspring.

**Nature of Injury or Illness** – The main physical characteristics of a workplace injury or illness (for example, burn, cut, sprain, dermatitis, hearing loss).

**Noise** – Unwanted sound that can lead to hearing loss or stress, or interfere with the ability to hear other sounds or to communicate.

**Nuisance Dust or Particle** – Dust that does not cause disease or harmful effects when exposures are kept at reasonable levels.

**Occupational Health** – The development, promotion, and maintenance of workplace policies and programs that ensure the physical, mental and emotional well-being of employees. These policies and programs strive to:

- Prevent harmful health effects because of the work environment
- Protect employees from health hazards while on the job
- Place employees in work environments that are suitable to their physical and mental make-up
- Address other factors that may affect an employee's health and well-being, such as:
  - Ineffective organization of work
  - Harassment and violence in the workplace
  - The need to balance work and family responsibilities (e.g. elder care, child care)
- Promote healthy lifestyles

**Occupational Hygiene** – See *industrial hygiene*.

**Occupational Illness** – A harmful condition or sickness that results from exposure in the workplace to a biological, chemical, or physical agent or an ergonomic hazard. See *ergonomics*.

**Occupational Safety** – The maintenance of a work environment that is relatively free from actual or potential hazards that can injure employees.

**Oxidizing Agent** – A substance that gives oxygen easily (this oxygen can fuel a fire) or reduces the hydrogen in other compounds. Some examples of oxidizing agents are peroxides, chlorates, perchlorates, nitrates and permanganates. Oxidization and reduction reactions always occur at the same time. See *reducing agent*.

**Part of the Body** – The part of a person's body that is directly affected by a workplace injury or illness (for example, head, ears, arm, wrist, back, leg, foot).

**Parts Per Million (ppm)** – Parts of gas or vapour per million parts of air by volume at room temperature. For example, 1 cubic centimeter of gas in 1 million cubic centimeters of air has a concentration of 1ppm.

**Personal Monitoring** – A technique used to determine an individual's personal exposure to a chemical, physical or biological agent. This is done by means of a sampling device worn on the worker's body (e.g. personal monitor). The monitoring of hazardous chemicals is done at the breathing zone; the monitoring of noise is done at the ears.

**Personal Protective Equipment (PPE)** – Any device worn by a worker to protect against hazards. Some examples are: respirators, gloves, ear plugs, hard hats, safety goggles and safety shoes.

**Physical Agent** – A source of energy (for example, noise, radiation, vibration, heat) that affects the body, a part of the body, or any of its functions. The effects may be beneficial or harmful.

**Policy** – See *health and safety policy*.

**Practice** – A set of guidelines that are helpful in carrying out a specific type of work.

**Prescribed** – As set out in the Regulations under any Act.

**Preventive Maintenance** – A system for preventing machinery and equipment failure through:

- Scheduled regular maintenance
- Knowledge of reliability of parts
- Maintenance of service records
- Scheduled replacement of parts
- Maintenance of inventories of the least reliable parts and parts scheduled for replacement.

**Procedure** – A step-by-step description of how to do a task, job, or activity properly.

**Program** – See *health and safety program*.

**Protective Hand Cream** – See *barrier cream*.

**Quorum** – The minimum number of management and worker members that the joint health and safety committee determines must be present in order to carry out its business.

**Radiation** – The energy transmitted by waves through space or some medium. There are two types of radiation: ionizing (for example, X-rays or radiation from a radioactive device) and non-ionizing radiation (for example, infra-red radiation, ultra-violet radiation).

**Reactivity** – The capability of a substance to undergo a chemical reaction with the release of energy. Unwanted effects include: pressure build-up, temperature increase, and formation of harmful by-products. These effects may occur because of the reactivity of a substance to heat, an ignition source or direct contact with other chemicals in use or in storage.

**Reason to Believe** – A conviction or belief that does not require empirical support or evidence.

**Reasonable Grounds to Believe** – A conviction or belief that requires empirical support or evidence.

**Reducing Agent** – A substance that accepts oxygen or gives up hydrogen during a chemical reaction. Oxidization and reduction always occur at the same time. See *oxidizing agent*.

**Repetitive Strain Injury** – A problem with the muscles, tendons or nerves that happens over time due to overuse. Examples of repetitive strain injuries include: carpal tunnel syndrome and tendonitis.

**Reproductive Hazards** – Any material that can affect the development of sperm or egg cells. This can lead to an inability to have children, birth defects and other harmful changes.

**Respirable Particles** – Small particles that can be breathed in and reach parts of the respiratory system where they may have a harmful effect (for examples, the lungs).

**Risk** – The probability of a worker suffering an injury or health problem, or of damage occurring to property or the environment as a result of exposure to or contact with a hazard.

**Root Cause** – The real or underlying cause(s) of an event. Distinguished from immediate cause(s) which are usually quite apparent.

**Route of Entry** – The method by which a contaminant can enter the body. There are four main routes of entry. Contaminants can be breathed in, swallowed, absorbed through the skin or injected into the bloodstream.

**Safety** – See *occupational safety*.

**Sampling** – The process of taking small representative quantities of a gas, liquid or solid for the purpose of analysis.

**Sensitizer** – A substance, which on first exposure causes little or no reaction in humans or test animals. However, on repeated exposure, it may cause a marked response not necessarily limited to the contact site. Skin sensitization (for example, to a metal such as nickel) is the most common form of sensitization in the workplace. Respiratory sensitization to a few chemicals (for example, isocyanates) is also known to occur.

**Severity** – See *injury severity rate*.

**Short Term Exposure Values (STEV)** – See *exposure values*.

**Skin** – A notation sometimes used with Threshold Limit Value (TLV) or Time-Weighted Average Exposure Value (TWAEV) exposure data. It indicates that the substance may be absorbed by the skin, mucous membranes and eyes. This additional exposure must be considered part of the total exposure to avoid exceeding the TLV or TWAEV for that substance.

**Solvent** – A substance that dissolves other substances. Many solvents are flammable.

**Source of Injury or Illness** – The object, substance, exposure or body motion that directly caused a workplace injury or illness (for example, boxes, powered hand tools, acids, leads, cold, running, walking).

**Stable** – The tendency of a material to remain in the same form under reasonable conditions of storage or use. Compare with *unstable*.

**Standard** – A guideline, rule, principle, or model that is used as a means to compare, measure or judge performance, quality, quantity, etc.

**Static Electricity** – An electrical charge that cannot move. This charge will eventually develop enough energy to jump as a spark to a nearby grounded or less highly charged object. If sparks occur in an ignitable vapour or dust mixture, it can cause an explosion or fire.

**Stress** – A set of physical reactions that take place in the body in response to demands that are placed on it. These reactions prepare the body for action.

**Stressor** – A source of stress.

**Substitution** – The replacement of toxic or hazardous materials, equipment or processes with those that are less harmful.

**Synergistic Effects** – The health effects of two or more substances or agents that are greater than the sum of their separate effects.

**Synonym** – Another name or names by which a material is known. For example, methyl alcohol is also known as methanol or wood alcohol.

**Systemic** – Spread throughout the body; affecting one or more body parts or systems. Compare with *localized*.

**Task** – A set of related steps that make up a discrete part of a job. Every job is made up of a collection of tasks. For example, answering a phone or entering data into a computer are tasks of a secretary's job.

**Task Analysis** – A technique used to identify, evaluate, and control health and safety hazards linked to particular tasks. A task analysis systematically breaks down into their basic components. This allows each step of the process to be thoroughly evaluated. Also known as *job task analysis*.

**Teratogen** – An agent that causes birth defects by harming the unborn child. See also *embryotoxin*.

**Terms of Reference** – A written statement of the functions and operating procedures of a committee.

**Thinner** – a liquid (usually solvent-based) that is used to dilute paint, varnish, cement or other material to a desired consistency. Most thinners are flammable.

**Threshold Limit Value (TLV)** – A threshold limit value refers to the airborne concentration of a substance to which it is believed that nearly all workers may be repeatedly exposed day after day (for 8 hours per day) without harmful effects. Because of individual susceptibility, however, a small percentage of workers may experience discomfort from substances in concentrations at or below the threshold limit. A smaller percentage may be affected more seriously by aggravation of a pre-existing condition or by the development of an occupational illness.

**Time Weighted Average Exposure Value (TWAEV)** – See *exposure values*.

**Toxic** – Harmful or poisonous

**Toxic Substance** – Any substance that can cause acute or chronic effects to a person or is suspected to cause disease or injury under certain conditions.

**Trade Name** – The trademark name or commercial name for a material.

**Type of Injury/illness** – The event that directly resulted in a workplace injury or illness (for example, struck against, caught in, over-exertion).

**Unilateral Work Stoppage** – Stoppage of work under the direction of either the worker certified member or the management certified member when the member has reason to believe that dangerous circumstances exist.

**Unstable** – The tendency of a material to break down or undergo other unwanted chemical changes during normal handling or storage. Compare with *stable*.

**Vapour** – The form that a gas or liquid takes when it evaporates into the air.

**Ventilation** – The supplying and exhausting of air at the same time to an enclosed machine, room, or an entire building. There are two types of ventilation:

- **General or Dilution:** The air contaminants are diluted by natural or mechanical air exchange in the plant. This method is not appropriate for highly toxic contaminants.
- **Local Exhaust:** The contaminant is captured at its source, usually by the use of hoods, ducts or vents located near or directly over the source. This is the preferred method where toxic contaminants are released and there is the potential for worker exposure.

**Vibration** – The back and forth motion of an object (for example, tool, machinery or other piece of equipment) that occurs in a predictable pattern or manner. Over-exposure to vibration can harm a part of the body (for example, the fingers) or it can affect the whole body.

**Volatility** – The tendency or ability of a liquid to quickly vapourize into the air. Examples of volatile liquids include alcohol and gasoline. Liquids that are volatile must be carefully dispensed and stored. This includes paying special attention to temperature.

**Work Practices** – Procedures for carrying out specific tasks which, when followed, will ensure that a worker's exposure to hazardous situations, substances or physical agents is controlled by the manner in which the work is carried out.

**Work Refusal** – The right of a worker to refuse to work when the worker has reason to believe that he or she would be endangered by performing that work.

**Working Surface** – A surface or plane on which an employee walks or works.

**Workplace Hazardous Materials Information System (WHMIS)** – An information system implemented under the Federal Hazardous Products Act and provincial occupational health and safety laws to ensure communication of information on hazardous materials. The information delivery system under WHMIS requires 1) labels, 2) material safety data sheets (MSDS), and 3) worker education and training programs.

**Workplace Inspection** – A regular and careful check of a workplace or part of a workplace in order to identify health and safety hazards and to recommend corrective action. Workplace factors that have the potential to cause injury or illness to employees include: equipment, materials, processes or work activities, and the environment.

**Zero Energy State** – The state in which a machine has been made temporarily incapable of accidental start-up or movement. This state is achieved by shutting off or disconnecting all power sources, and draining, bleeding or blocking all residual energy sources such as gravity, hydraulics, compressed air, springs, and capacitors.

**Zero Exposure** – Exposure that is restricted to so low a level that it requires little or no attention.

## APPENDIX B HEALTH AND SAFETY RESOURCES

Public Services Health and Safety Association (PSHSA)  
4950 Yonge Street, Suite 902  
Toronto, ON M2N 6K1  
Tel. (416) 250-2131  
Fax (416) 250-7484  
[www.pshsa.ca](http://www.pshsa.ca)

Workplace Safety and Insurance Board (WSIB)  
200 Front Street West  
Toronto, ON M5V 3J1  
Tel. (416) 344-1000  
Fax (416) 344-4684  
[www.wsib.on.ca](http://www.wsib.on.ca)

Ontario Ministry of Labour  
400 University Avenue, 14<sup>th</sup> floor  
Toronto, ON M7A 1T7  
Tel. 1-877-202-0008  
Fax (905) 577-1316  
[www.labour.gov.on.ca](http://www.labour.gov.on.ca)

Canadian Society of Safety Engineering (CSSE)  
39 River Street  
Toronto, ON M5A 3P1  
Tel. (416) 646-1000  
Fax (416) 646-9460  
[www.csse.org](http://www.csse.org)

Industrial Accident Prevention Association (IAPA)  
5110 Creebank Road, Suite 300  
Mississauga, ON L4W 0A1  
Tel. (905) 614-IAPA  
Fax (905) 614-1414  
[www.iapa.ca](http://www.iapa.ca)

Construction Safety Association of Ontario (CSAO)  
21 Voyager Court South  
Etobicoke, ON M9W 5M7  
Tel. (416) 674-2726  
Fax (416) 674-8866  
[www.csa.org](http://www.csa.org)

Canadian Centre for Occupational Health and Safety (CCOHS)  
135 Hunter Street East  
Hamilton, ON L8N 1M5  
Tel. (905) 572-2981  
Fax (905) 572-2206  
[www.ccohs.ca](http://www.ccohs.ca)

American Conference of Governmental Industrial Hygienists (ACGIH)  
1330 Kemper Meadow Drive  
Cincinnati, Ohio 45240 USA  
Tel. (513) 742-2020  
[www.acgih.org](http://www.acgih.org)

Canada's National Centre for Occupational Health and Safety (CanOSH)  
[www.canoshweb.org](http://www.canoshweb.org)

**APPENDIX C**  
**THEATRE SAFETY**

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

<b>Approved by:</b> Ray DeSouza, Bursar	<b>Date of Issue:</b> March 14, 2012
<b>Location:</b> All locations	<b>Review/Revise Date:</b> March 13, 2013

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## SUBJECT: THEATRE SAFETY

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### PURPOSE

The purpose of this procedure is to protect Victoria University staff, visitors, the general public and renters of the Isabel Bader Theatre.

### SCOPE

This procedure covers the legislated and MOL guidelines for the live performance industry and general ladder and scaffold requirements.

### STANDARDS/PROCEDURES

The live performance industry is one such workplace that faces unique challenges to ensure the optimum health and safety of the artists and trades people who work here, and to prevent accidents. The Isabel Bader Theatre at Victoria University is regularly rented out to various groups to be used for live performances.

The following guidelines and procedures have been recommended by Ontario's Ministry of Labour and therefore, Victoria University requires that all groups renting the Isabel Bader Theatre must receive a Health and Safety Orientation from a designated representative of the Isabel Bader Theatre on the following:

- Review legislation such as:
  - Occupational Health and Safety Act
  - Industrial Establishment Regulation 851
  - Construction Project Regulation 213
  - WHMIS Regulation
  - MOL Guideline "Safety Guidelines for the Live Performance Industry in Ontario"
- Review and follow Victoria University's Health and Safety Manual.

The Industrial Health and Safety of the Ontario Ministry of Labour accepts that these guidelines provide reasonable protection for workers in live performance. The Ministry will refer to the **Safety Guidelines for the Live Performance Industry in Ontario**, along with the requirements of the *Occupational Health and Safety Act* (the Act) and other appropriate legislation such as *Regulations for Industrial Establishments* (the Regulations), *Workplace Hazardous Materials Information System* (WHMIS) Regulation, and *Regulations for Construction Projects*.

Victoria University has technical staff trained in live performance. Renters of the Isabel Bader Theatre must involve our theatre technician(s) in rehearsals as far as possible for these types of performances.

The following are applicable excerpts from the current version (as of August 2005) of the Ministry of Labour's **Safety Guidelines for the Live Performance Industry in Ontario**. Any future additions to this Ministry of Labour guideline will be reviewed by Victoria University's Joint Health and Safety Committee and added to this document. For definitions of the various terms following, please refer to the Ministry of Labour guideline document.

### **General Requirements:**

1. Each workplace shall have a copy of the Act, the Regulations and the *Safety Guidelines for the Live Performance Industry in Ontario* easily accessible for workers and management.
2. All workplaces shall follow the first aid requirements of Regulation 1101.
3. Fire regulations and WHMIS requirements shall be strictly observed. Anyone performing activities or using materials covered by these regulations must ensure that personnel likely to be affected are fully informed of all hazards. Refer to Health and Safety Policy entitled WHMIS for additional chemical hazard information. Rental groups are required to have in their possession updated MSDS's when WHMIS controlled products will be used.
4. Where a permanent health and safety committee exists in a live performance location, any incoming group of workers should select a safety representative from within the group.
5. All workplaces should have a health and safety notice board to warn all personnel of any hazardous procedure, to refer to the relevant health and safety guidelines, and to give the location of safety and first aid equipment. Where a call sheet is used, it should incorporate the day's health and safety information.
6. Communication is essential. Before the rehearsal of any potentially hazardous sequence, there should be a meeting of all relevant personnel for a thorough briefing. If substantial changes become necessary later on, another meeting should be held for all personnel involved, to confirm everyone's understanding of and agreement to the changes.

7. Rental groups are required to provide the manager of the theatre with updated WSIB clearance certificates before the rental agreement will be in effect and every 60 days thereafter during the rental agreement.
8. Rental groups are required to provide the manager of the theatre with proof of Liability Insurance before the rental agreement will be in effect.

## **HAND PROPS AND COSTUMES**

### **General Guidelines:**

1. The safety of performers and others who handle props and costumes should be taken into account in all stages of their design, purchase, construction, repair, maintenance and use. Consideration should be given to the safe integration of hand props and costumes with the other elements of the production, including but not limited to scenery, lighting, sound and performance venue.
2. The age, size and physical fitness of the performers should be taken into account in all stages of design, purchase, construction and use of hand props and costumes.
3. The responsibility for the construction, care and maintenance of individual items should be clearly assigned by the producing company.
4. Items constructed for a production should be accompanied by the maker's instructions for care and maintenance.
5. Props and costumes should be checked regularly for wear or damage and repaired or replaced when necessary.
6. Performers should inform the person(s) responsible as soon as possible of any repairs needed to maintain the safety of a costume or prop.
7. Performers should be given adequate instruction and rehearsal time to become accustomed to all props and costumes as they will be used in performance, including scene changes and costume quick changes.
8. The company should ask performers if they have any allergies to food, or props and costume materials.
9. Performers should inform the company as soon as possible about any allergies or adverse physical reactions to props and costume materials.
10. Paints, dyes, adhesives and solvents used in construction, repair and maintenance should be allowed to evaporate completely before the costume or prop is used.
11. Solvents used in cleaning should be allowed to evaporate and the article should be aired sufficiently before use.
12. Those portions of props or costumes which are likely to come in contact with the performer should be free of materials or finishes which could cause injury or harm.

13. Performers should be provided with assistance in cases where the combination of costume, props, scenery and/or lighting creates safety concerns.

## **HAND PROPS GUIDELINES**

1. Hand props should be designed, chosen and built with consideration for their specific use on stage.
2. Props should be checked for rough edges, chips, loose material or other potential hazards before being given to the performers.
3. Rehearsal props should be provided wherever practicable and should be as close as possible in size, weight and shape to the intended performance articles.
4. Performers should be informed of any changes made to a hand prop already in use and be given adequate time to work with the changed article.
5. Any addition or change in stage business that involves the use of hand props should be rehearsed with the props before it is included in the performance.
6. The use of open flame is not permitted.

## **COSTUME GUIDELINES**

1. Within the reasonable bounds of period, style and character, costumes should be designed, constructed and fit so as not to impede movement unnecessarily on or off stage.
2. The person(s) responsible for costumes should be informed as soon as possible about special movement required of a performer so that these movements may be anticipated in the construction and fit of the costume.
3. Rehearsal costumes should be provided wherever practicable and should be as close as possible in size, weight and shape to the intended performance articles.
4. All aspects of costumes should be fitted to avoid injury or unnecessary discomfort. Costumes, including masks, wigs and headgear,
  - (a) should provide a field of vision adequate for safe movement on and off stage;
  - (b) should not obstruct the performer's breathing or hearing;
  - (c) should be fitted and balanced to prevent headaches, neck or back strain.
5. During fittings, performers should be encouraged to consider their anticipated range of staged movement in each costume.
6. The combination of performer footwear and playing surface should provide the degree of traction necessary for the safe execution of the performance.

7. Costumes worn next to the skin should be cleaned/washed frequently. Other costume elements, including wigs, masks and headgear, should be cleaned/washed as necessary.

## **ORCHESTRA PITS**

Although the Isabel Bader Theatre does not have a below ground orchestra pit, the following guideline should be followed for orchestra seating at or below stage level.

## **RISERS/CHAIR RAILS ON RISERS**

1. Each riser on which seated musicians are required to play should be provided with chair rails of sufficient strength and height to prevent chairs or music stands from sliding off the edge of the riser.
2. The edges of all risers should be adequately marked.
3. Access points to the risers should be adequately marked.

## **SOUND LEVELS**

1. In the section on sound levels (page 14), the General Guidelines set forth recommended limits of impulse and steady state sound pressure levels, above which hearing conservation programs should be implemented. The Sound Level Reduction Guidelines outline several strategies which used singly, or in combination, are likely to provide a significant reduction in sound pressure levels received at the ear of the affected worker. It is recommended that where workers and management are jointly engaged in efforts to reduce the effect of possible short and long-term auditory damage to musicians performing in orchestra pits, reference be made to the Sound Levels Guidelines contained in the *Safety Guidelines*. It is hoped that these guidelines will help to obtain an acceptable sound environment without interfering with the artistic integrity of the production.

## **LIGHTING**

1. Adequate lighting should be provided both before and after performance to allow safe movement in and out of the pit.
2. Music stand lighting sufficient to prevent eye strain should be provided during the performance.
3. All music stand light levels and changes to levels, including dimming, blackouts and restoration, should be set and rehearsed before the first performance.

## **WIRING ON FLOOR**

### **Electrical Wiring:**

1. A pit plan showing seating, risers and stand placement should be given to the person responsible for the pit set-up in sufficient time to allow the pit to be wired safely with enough circuits for all the stands and other electrical requirements before the first rehearsal.
2. Adequate power should be provided for all stand lighting and any other electrical requirements.
3. If changes to the pit plan are required, sufficient notice should be given to the person responsible for the pit set-up.
4. All cables in the pit should be of adequate length and be taped down after the set-up is complete. No cable should be stretched to reach the plug-in box.
5. Re-plugging in the pit should be done only by a competent person.
6. All cables should be positioned so as not to impede the normal traffic patterns in the pit.

### **Audio Wiring:**

1. Placement of microphones should allow for adequate room for instrument performance and should not impede the traffic patterns in the pit.
2. The placement of cables should follow the same recommendations as those for electrical wiring, and should be done only by competent persons.

## **HOUSEKEEPING/FLOOR HAZARDS/FIRE HAZARDS**

1. Management should be responsible for general cleaning of the pit on a regular basis.
2. Each pit musician should be responsible for the removal of all personal items and garbage daily.
3. Instruments and cases should not be left where they interfere with safe access to and cleaning of the pit.
4. Garbage receptacles should be reasonably accessible to each pit area.
5. Open containers of water for reeds or beverages are a potential electrical hazard. Only covered containers should be brought into the pit.
6. The pit should be vacated during any major re-organization of the pit set-up.
7. At least two all-purpose fire extinguishers should be strategically placed in the orchestra pit.

8. All ceiling obstruction (sprinkler heads, light fixtures, pit cameras) should be protected and well-marked.
9. Personnel in the pit should be protected from any pyrotechnical debris.

### **PERFORMANCE SPACE/ERGONOMIC FACTORS**

1. Lack of sufficient space in which to play an instrument may cause repetitive motion strain or injury. A pit plan that gives adequate performance space for each musician should be provided by the contractor. Any problems with the pit set-up should be communicated to the contractor or the leader.
2. Proper seating for each performing musician should be provided in the form of a well-maintained chair of medium to low height with a flat back and a level seat.

### **PERFORMER FLYING AND AERIAL STUNTS**

During performer flying and aerial stunts there is a much greater chance of injury in the event of an accident than during normal performance activities.

There are many different types of performer flying and aerial stunts. Most of them can be rigged in a variety of ways. This document will not deal with the specific technical details of the various types of rigging. Instead, it will provide general guidelines for the principles of safe design, rigging and performance.

“Competent person” is defined in subsection (1) of the *Occupational Health and Safety Act*. With regard to performer flying and aerial stunts, this means that all parties involved must have the knowledge and training (through adequate rehearsal) to operate and perform the effect safely. It also means that they must be aware of any possible danger involved in operating or executing the effect.

Upon request, Victoria University will arrange for staff trained in this type of performance from IATSE Local 58. Renters will involve IATSE technician(s) in all rehearsals and practices for these types of performances.

### **AREAS OF RESPONSIBILITY GUIDELINES**

There should be a competent person responsible for the following aspects of the effect.

1. Design: planning the system that makes the effect possible.
2. Construction, assembly and rigging: putting together the necessary equipment, installing and inspecting it before its first use.
3. Operation: running the equipment that makes the effect possible.
4. Maintenance: inspecting and testing the equipment throughout its use to ensure that it continues to operate safely.

5. Rehearsal: determining that the effect has been sufficiently rehearsed to be performed safely.
6. Pre-performance check: determining, before each performance of the effect, whether it is still safe to be performed.
7. Performance: performing the effect.
8. Communication: ensuring that everyone involved in the effect will be kept up to date with all relevant information.

All parties involved in performing flying or aerial stunts should know who is responsible for each aspect of the effect.

### **TRAINING AND REHEARSAL GUIDELINES**

1. The operator or performer should be given adequate training and rehearsal time with a rigger or stunt coordinator.
2. All aerial stunts and flying system should have an assigned rigger or stunt coordinator. If the assigned rigger or stunt coordinator is not part of the running crew or cast, a person should be trained to carry out pre-performance maintenance and inspection of all flying systems and equipment and to call for any necessary stunt or fly warm-up before the performance.
3. If understudies or back-up operators are used, they should have full training and rehearsal by the stunt coordinator or rigger equal to that of the person they are replacing.

### **EQUIPMENT GUIDELINES**

1. Equipment used (ropes, lines, cables, harnesses and hardware) should be designed to support the weight of the performer comfortably and to bear live loads. The equipment should be manufactured for that purpose or be of an equivalent standard. The rigger or stunt coordinator should approve the use of all equipment.
2. Equipment should be rated at a minimum breaking strength to load ratio of 10 to 1.
3. All flying systems, equipment, knots and other tie-offs should be checked for wear, damage and integrity before every performance.
4. A retirement schedule for the replacement of equipment should be established by the rigger or stunt coordinator. The rigger or stunt coordinator determines which equipment, if any, needs such a schedule.

## SYSTEMS GUIDELINES

1. There should be clear access to the load-in point for the performer and operator.
2. When the operator is unable to hook up the performer, a competent person should be assigned to do so.
3. There should be sufficient visibility to hook up, check and operate the flying systems properly.
4. The drop zone, fly area (aerial arena) and landing point should be clear of obstruction according to the instructions of the rigger or stunt coordinator.
5. A hands-off catch should be incorporated into the rigging system. The system should include a method of safe retrieval of the performer or operator should the hands-off catch be used.
6. A safe communication system between the performer, operator and ground crew should be agreed upon.
7. The operator should be in a position that is secure and free from distraction.
8. Components such as webbing, rope or cable, which are susceptible to wear due to abrasion, should be backed up with a passive secondary. The passive secondary deployment should be checked during pre-performance inspection.
9. Static or fixed lines intended for active loads such as swinging or climbing should not be tied off directly to abrasive structures such as angle beams, which may damage or weaken the primary lines. Passive secondaries should be used when tying off load-bearing lines or ropes.
10. Passive secondaries should be installed in positions that will minimize the shock load if any load-bearing point fails.

**NOTE:** Section 2 of the Regulations permits alternative, equivalent arrangements. With regard to performer flying and aerial stunts, this means that one type of equipment or action may be substituted for another, so long as the safety of all parties involved in the effect is at least as great as it would be without the substitution.

**NOTE:** The Foy System and similar flying systems do not usually use hands-off catches and passive secondaries, which these guidelines recommend. However, Foy is generally accepted as one of the standard systems in the industry.

## PYROTECHNIC SPECIAL EFFECTS

Theatrical pyrotechnics are governed under the Federal Department of Energy, Mines and Resources Explosives Division Class 7.2.5. The federal regulations are currently being rewritten to reflect their use more accurately.

These guidelines have been adapted from the Ontario Film and Television Industry Section 21 Guidelines, the National Fire Prevention Association Code 1126 (Standard for the Use of Pyrotechnics), the California Film Industry Fire/Life Safety Handbook and the Alberta Section of Canadian Institute of Theatre Technology, Pyro Standards.

Any person who assumes the responsibility for pyrotechnics must have a clear understanding and working knowledge of the guidelines of the NFPA Code 1126 and the Department of Energy, Mines and Resources Explosives Division.

Victoria University will arrange with IATSE Local 58 for technical staff trained in this type of performance. Renters of the Isabel Bader Theatre must involve said technician in rehearsals and practices for these types of performances.

## **GENERAL GUIDELINES**

1. No child performer should be exposed to pyrotechnical effects unless written permission is received from a parent or guardian prior to rehearsal/performance.
2. "No Smoking" and "Explosives" signs shall be posted where pyrotechnics are stored and handled.
3. Handling, storage and preparation of pyrotechnic materials shall be in compliance with federal, provincial and local codes, and be within the manufacturer's guidelines.
4. No smoking shall be allowed where pyrotechnical devices are used.

**NOTE:** Smoking may be allowed in performance as blocked in rehearsal and if approved by the pyrotechnician and the authority having jurisdiction.

5. The transporting of pyrotechnical devices and materials shall be done in compliance with all applicable federal, provincial and local laws. Class 7.2.5 Explosives are covered under the *Transportation of Dangerous Goods Act*.
6. Sufficient number of the appropriate fire extinguishers shall be located within a reasonable distance of all pyrotechnical materials being loaded, prepared for firing and fired. The number shall be determined by the authority having jurisdiction.

## **PERFORMANCE GUIDELINES**

1. Whenever pyrotechnic special effects are to be used in a production, a pyrotechnician should be employed before the first rehearsal.
2. The pyrotechnician should ensure that the authority having jurisdiction (generally the fire department or a Department of Energy, Mines and Resources representative) has been notified of the use of pyrotechnics for the production.
3. Before the rehearsal/performance, all personnel involved with the production should be notified that pyro effects are to be employed. This notice should also appear in writing on the daily call sheet for rehearsals where pyrotechnics are used. The nature of the effects should be specified in the daily call sheet.

4. Before involving performers for the first time,
  - A dry run of the effects must take place on site to demonstrate timing, spacing and safety parameters;
  - Safety equipment and safety precautions such as fire extinguishers, warning and communication systems should be in place;
  - The intended action, possible deviations and the authority to abort should be made clear;
  - All performers and support personnel should be warned of exposure to a hazard when performing or otherwise carrying out their responsibilities in the vicinity of a pyrotechnic special effect;
  - The dry run should take place in an environment as free of distractions as possible.
5. Before any pyrotechnical sequence is performed for the first time, a technical rehearsal should be called.
6. In addition to the normal blocking notes kept by the stage manager, blocking for the pyrotechnical effects should be put in writing by the pyrotechnician and distributed to all involved departments and individuals.
7. The pyrotechnician should have the final authority to abort any effect.
8. The pyrotechnician should be in attendance whenever a pyrotechnical effect is executed in rehearsal or performance.
9. The stage manager or pyrotechnician should make clear to everyone involved in the production the location of exits and escape routes. The escape route must provide unobstructed passage to the exterior of the building, structure or workspace.
10. Whenever possible, only those performers and crew necessary for the success of the effect should be in close proximity to the effect. Other performers should remain at a safe distance (to be determined by the pyrotechnician).
11. Immediately before any performance the pyrotechnician should make a final check of wiring, position, hook-ups and pyrotechnic devices to ensure that all are in proper working order. Adequate time should be allowed for this check.
12. The pyrotechnician should have an unimpeded view of the effect. Where this is not possible, an assistant, who is in direct communication with the pyrotechnician and has an unimpeded view of the effect, should be assigned. The assistant should be familiar with the effect and the conditions that would qualify for aborting it.

13. Immediately after each performance the pyrotechnician should verify that all pyrotechnic devices have fired. Any unfired pyrotechnic materials or devices should either be fired or disposed of in accordance with the manufacturer's instructions.
14. If, at any time, substantial changes become necessary for the success of the pyrotechnical effect, a meeting should be called by the pyrotechnician to confirm everyone's understanding of and agreement to the change(s). All changes (location, quantity, and spacing) should be noted on the blocking plan and distributed to all involved departments and individuals.
15. The pyrotechnician may have one or more designated assistants who take on the responsibilities during the pyrotechnician's absence. The pyrotechnician should ensure that the assistant(s) has the proper knowledge and training in order to comply with the pyrotechnician's scope of work. In the event of the pyrotechnician's departure from the production, the responsibilities of the pyrotechnician will transfer to the assistant.

**NOTE:** Examples of assistants are stage manager, assistant electrician or anyone who demonstrates the knowledge required by the pyrotechnician as defined.

## **RIGGING SYSTEMS AND FALL ARREST**

### **OPERATION AND MAINTENANCE OF PERMANENT RIGGING SYSTEMS**

1. The owner of rigging equipment should ensure that proper equipment is used as intended and within the designed safety factor. The owner should ensure that all equipment is properly operated and maintained by a competent person.
2. The methods and frequency of maintenance of a rigging system should be determined by the owner or by a contractor on behalf of the owner in accordance with:
  - The manufacturer's or his/her agent's recommendations for maintenance;
  - The system's current condition;
  - The frequency and method of use of the rigging system;
  - The *Regulation for Industrial Establishments* under the *Occupational Health and Safety Act*.
3. The maintenance of a rigging system should include:
  - An inspection and examination by a competent person at least once a year of all parts and functions of the rigging system (Items that receive frequent use of considerable wear should be inspected more often.);
  - Cleaning, lubricating and adjusting all parts of the rigging at regular intervals, and repairing or replacing worn or defective components;
  - Repairing or replacing damaged or broken parts.

4. The inspector should be satisfied that the rigging system is in a safe operating condition and that the parts and functions will remain in a safe operating condition until the next scheduled inspection and examination.
5. A permanent log of maintenance and inspections should be kept. All entries should be signed by the inspector and verified by the owner or designate.
6. Where a part of a rigging system is replaced for any reason, the replacement part should be at least equivalent to the original part as supplied by the manufacturer or as specified in the design submission.
7. The operator should have such knowledge of and experience in operating the rigging system that,
  - The operator is able to operate the rigging system safely without supervision;
  - The operator is aware of all likely hazards in using the rigging equipment.

#### **TEMPORARY FLOWN SCENERY – HARD OR FRAMED**

1. The construction of individual pieces of flown scenic units, and the assembly of the pieces into the unit(s), will be done by a competent person or approved by a supervisor.
2. In constructing pieces of hard or framed scenic units to be flown, all elements should be joined by gluing and screwing or bolting or welding or an equivalent permanent method of joinery.
3. In flown units, pieces that move and that may create fouling hazards or may change the balance of the unit in the air should be secured before the unit is flown.
4. The pins or hinges used in the assembly of flown units should be safe-tied to the unit.
5. All load-bearing or potentially load-bearing hardware should be bolted or welded to the piece.
6. The assembled unit should be inspected by a competent person or supervisor before the unit is flown.

#### **TEMPORARY FLOWN SCENERY – PICK-UP POINTS AND LINES**

1. The number and placement of the pick-up points on a flown unit should be adequate to prevent any undue stress on or sagging within the unit.

The pick-up points on a flown unit should be placed to ensure the structural integrity of the unit. All flying hardware should be bolted or welded to the flown unit.

#### **TEMPORARY FLOWN SCENERY – SOFT**

1. Bottom pipe or chain in a pipe or chain pocket should be fastened securely to prevent the pipe or chain from falling out of the pocket.

2. The spacing and strength of ties should be adequate for the weight of the piece.

### **TEMPORARY FLOWN SCENERY – RIGGING**

1. All ropes, chains, bolts, clamps and other elements of the rigging of a flown unit should be of appropriate size and strength for the load that they will bear. Manufacturers' recommendations and guidelines for the use of such materials should be followed where available.
2. The minimum strength-to-load ratio for the elements of the rigging of a flown unit is eight-to-one (8:1).
3. Turn-buckles, trim chains and other devices for the adjustment of the trim of a flown unit should be secured in position.
4. Any ropes, chains or other lines on which scenery is flown should be safely terminated and secured.

### **FALL ARREST SYSTEMS AND EQUIPMENT**

1. Fall arrest practices, procedures and equipment are specified in Section 85 of the Regulations under the Act.

**NOTE:** Section 2 of the Regulations permits alternative, equivalent arrangements. The *Regulations for Window Cleaners and Construction Projects* should be consulted for alternative fall arrest systems.

### **SOUND LEVELS**

It is a unique characteristic of the live performance industry that performers and support staff are critically dependent on their hearing.

Acceptable sound levels have recently been the subject of re-assessment in Canada and the United States. The Occupational Safety and Health Administration in the U.S. recommends lowering the present limits. The Advisory Committee agrees that the present regulations for noise exposure limits and hearing protection (*Regulations for Industrial Establishments*, section 139) are not adequate for workers in live performance, and is recommending that the Ministry of Labour develop a new regulation to address this concern.

The following recommendations are intended to help prevent short and long-term auditory damage to workers without affecting artistic integrity.

### **GENERAL GUIDELINES**

1. Sound pressure level issues should be identified, addressed and resolved during the rehearsal period and before the first performance.
2. The exchange rate should be 3 dB.

3. Workers should not be exposed to impulse sound pressure levels in excess of 100 dB. Where sound levels about 100 dB cannot be avoided, a hearing conservation program shall be established to reduce the exposure to 100 dB or less.
4. Workers should not be exposed to steady state sound pressure levels in excess of 85 dB. Above this threshold, a hearing conservation program should be implemented to reduce the exposure to less than 85 dB.
5. Sound pressure level readings should be taken with a Type 2 sound meter that meets the CSA Standard Z107.2 rating. The meter should be set for the "A Weighted Network" with a slow meter response when measuring. Steady state sound pressure levels should be measured for a period of one minute to establish a leq.
6. Sound pressure levels should be measured at the ear of the worker most exposed to the sound source. All measurements should be taken at performance levels.
7. Hearing conservation programs are the mutual responsibility of workers and management and shall have the agreement of all parties involved. Both workers and management should understand the importance of annual hearing assessments.
8. Where a hearing conservation program is in place, an assessment log should be kept as proof of maintenance and "signed-off" by both management and workers.
9. In hearing conservation programs for long-running productions (in excess of six months), all workers in the program should have periodic hearing assessments.

## **SOUND LEVEL REDUCTION GUIDELINES**

The best way to reduce sound impact is to put a distance between source and worker. Even in a limited space, repositioning or re-angling the sound source can make a useful difference.

1. **Hearing Protection:** Uniform attenuator ear plugs are available in custom and non-custom forms. Other types of hearing protection are available for specific situations. An audiologist or other hearing health care professional should be consulted before choosing.
2. **Speakers:** Speakers and monitors should have minimal floor contact since low frequencies tend to travel through solid surfaces rather than through air. Reducing the surface contact of speakers and monitors will increase the low end frequencies received by audience and performers, so the overall sound level need not be as high. Workers should not be exposed to the backs of open speaker enclosures. Baffles between the worker and the speakers should also be used.
3. **Risers:** Raising the sound source 30-60cm (1-2 ft.) above the ear of the affected worker greatly reduces high frequency sound exposure. Because high frequency sounds, typically those produced by a speaker horn or a belled musical instrument, are directional, sound pressure levels above, below or to the side of the source are significantly lower than those in front of it.

4. **Spacing:** Wherever possible, 2-3m (6-8 ft.) of reflective floor surface should be left unoccupied in front of a performing group. This generates additional reflections, which raise the sound level in the audience but not on stage, so the overall level need not be as high.
5. **Isolation of Impulse Sound:** Workers should not be within 2m (6 ft.) of an impulse sound. Wherever possible, shields and baffles should be used and reflective surfaces around the sound sources should be acoustically treated to reduce the impulse effect. Where it is not possible to isolate the worker, additional hearing conservation should be used.
6. **Sound baffles and acoustical shields:** Baffles and Plexiglas shields may give protection if used with other strategies to reduce the overall sound exposure. However, acoustical baffles afford minimal effect unless they are within 18cm (7 in.) of the worker's head. In addition, the maximum high frequency attenuation is only about 15-17 dB.

## **STAGE COMBAT/STUNTS AND WEAPONRY**

In these guidelines a fight/stunt director is a competent person responsible for staging and coordinating all fights/stunts.

In these guidelines the weapons handler is a competent person responsible for the safety and security of all weapons.

Victoria University will arrange with IATSE Local 58 for technical staff trained in this type of performance. Renters of the Isabel Bader Theatre will involve this technician in rehearsals and practices for these types of performances.

## **STAGE COMBAT/STUNTS**

1. All stage combats and stunts should be choreographed or arranged by a fight/stunt director who has specific knowledge of the requested type of stunt.
2. The fight/stunt director should be consulted about the design of the physical elements (scenery, props, costumes and weapons) for the production.
3. The fight/stunt director should always take into account the physical limitations, training and skills of the individual artists.
4. When a fight/stunt director is not engaged for the duration of the production, a competent person should be chosen to observe fight rehearsals and consult with the fight/stunt director during rehearsals on all aspects of the fight/stunt, and to conduct and monitor all run-throughs of the fights/stunts prior to each performance.
5. Fights and stunts should be given adequate rehearsal time, such time requirements to be made in consultation with the fight director.

6. The actual weapon(s), prop(s), costume(s), footwear and stunt equipment used in the fight/stunt should be made available to the performer(s) to allow for adequate rehearsal time.
7. Stunts and fights should not be performed or rehearsed in temperatures or weather conditions that could compromise the safety of the participant, and in no case shall the temperature in an enclosed workspace be below 18°C as prescribed in section 129 of the *Regulations for Industrial Establishments*.
8. Rehearsal rooms should be of a size to allow for the safe use of weapons.
9. Appropriate first aid equipment, including ice packs, must be accessible.
10. There should be a person with first aid training present at all fight rehearsals and performances. Access to a telephone should be readily available in case of an emergency.
11. During fights/stunts visibility and visual perception shall be adequate to ensure the safety of the performers.
12. The floor surface should be free of debris and allow for secure footing for the performers.
13. The danger of repetitive strain and bruise injuries should be minimized.

#### **WEAPONS – GENERAL**

1. All weapons are dangerous. Never indulge in horseplay while in possession of any weapon.
2. Only weapons specifically made and designed for stage combat or approved by the fight director should be used. Ornamental (costume), antique or ceremonial weapons shall not be acceptable.
3. The fight director should be responsible for determining the safety of all weapons. In the absence of a fight director, the weapons handler should be responsible.
4. The weapons handler should maintain all weapons in safe working order and, if necessary, replace them.
5. The weapons handler may designate any necessary assistants and should be given adequate time to familiarize them with the procedures they must follow.
6. The only people to handle the weapon(s) shall be the weapons handler or assistant(s) and the performer who is to use it.
7. There should be a fight run-through on the day of each performance.
8. All weapons shall be secured when not in use.

## **WEAPONS – FIREARMS**

1. Firearms should be treated as loaded at all times.
2. Live ammunition must NEVER be used.
3. Smoking should not be permitted in any area where ammunition or powder is stored, and appropriate signs should be posted.
4. All pertinent federal, provincial and municipal laws and regulations shall be applied.
5. The weapons handler should:
  - Have the appropriate licences for the weapons in use;
  - Be familiar with the inspection and loading/unloading procedures for such weapons;
  - Be familiar with the applicable laws and regulations concerning the handling, transportation and storing of any blank ammunition, powder, etc. that may be required.
6. The weapons handler should be responsible for test firing all weapons to determine the safe working distance.
7. Firearms should be loaded as close to their “entrance” time as practicable.
8. Firearms shall be unloaded before storing.
9. Only the weapons handler or a designated assistant should load or unload a weapon.
10. In the event of a misfire or jam, only the weapons handler should attempt to fix it. If the handler is not sure what is causing the problem, the weapon shall be taken out of use until the cause can be determined.
11. Under no circumstances should a firearm be pointed at anyone.
12. Never fire a gun with dirt, sand or any foreign blockage in the barrel. Never put a weapon down in such a way that dirt or sand might cause a blockage.
13. All personnel with the production should be notified that weapons will be fired.

## **WEAPONS – BLADED**

1. All weapons should have their points made safe and their blades properly balanced.
2. All handles should provide a secure hold under fight conditions.
3. Retractable and non-retractable weapons should be set out separately and be clearly marked so that one cannot be mistaken for another.
4. Each actor should use the same weapon in all performances and pre-performance run-throughs.

5. Performers should check their own weapons prior to each performance in the presence of the weapons handler.

### **GENERAL THEATRE AND STAGE USE RULES FOR ISABEL BADER THEATRE:**

1. No smoking, eating or drinking is allowed on-stage or backstage except at the stage mangers console with prior permissions.
2. All backstage, on-stage and work areas shall be left clean after each use. Any department working in an area is responsible for leaving that area clean and safe.
3. A four-foot wide unobstructed passage shall be maintained through all areas at all times.
4. Unattended or unsecured scenery, properties, or tools are not allowed in any area outside the shops.
5. Thirty minutes prior to any orchestra rehearsal, sitzprobe, or artistic rehearsal all scenic and lighting activities onstage will stop.
6. Catwalks must be clean and clear of loose items. All tools in use above the stage must have a safety clip and scenic rigging above the stage shall only be performed at the discretion of the supervisory staff. Only electricians or A/V staff shall hang or re-hang electric and sound equipment.
7. The half roofs on each side of the stage must be kept clear of scenery, lighting equipment, rigging gear, cable, or other obstructions and there must always be a clear passage to the access ladders from backstage to the half roofs and from the half roofs to the pavilion roof.

### **LADDERS**

#### **GENERAL RULES**

1. Ladders are to be placed on a firm level surface.
2. A mud sill, safety shoes or cleats are to be used if the ladder rests on soft uncompacted or rough soil or is in danger of slipping on metal, concrete, masonry, or similar surfaces.
3. Straight ladders must be secured to prevent movement.
4. When standing on an extension ladder, its length should be such that you stand no higher than the second rung from the top.
5. Always face the ladder and have three points of contact when climbing up or down (two feet and one hand or two hands and one foot).
6. Never place a ladder on a box, cart, table, scaffold platform or on a vehicle.
7. When working from a ladder keep our body between the side rails.

8. Never use ladders horizontally as substitutes for scaffold planks.
9. Never straddle the space between a ladder and another object.
10. Only one person at a time is to use a ladder.
11. Whenever possible, avoid carrying tools or material when climbing up or down a ladder.
12. Clean your boots of any slippery materials (i.e. mud, snow or grease) before climbing up or down a ladder.
13. Long awkward ladders are to be set up by two people.
14. Inspect ladders you intend to use and never use ladders with weakened, broken, bent or missing steps, side rails, non-slip bases or that are defective in any other way.

### **LADDER PLACEMENT**

1. All ladders should be placed at an angle of one quarter the vertical distance measured from the level of the base to the upper point of contact. For example a four meter (12 feet) ladder should be placed one meter (3 feet) from the object against which the top is leaning.
2. Extend the ladder at least 90cm (3 feet) above the highest point to be reached.

See hard copy.

### **LADDER REQUIREMENTS**

1. Always ensure that areas surrounding the base and top of the ladder are clear of trash, materials and other obstructions.

## **SCAFFOLDS**

### **TYPES**

#### **Standard Frame Scaffold**

See hard copy.

#### **Walk-Through Scaffold**

See hard copy.

## Rolling Scaffold

See hard copy.

### **SUPERVISION AND INSPECTION**

1. The erection and dismantling of scaffolds must be carried out under the supervision of a person knowledgeable and experienced in such operations.
2. Employees erecting or dismantling scaffolds more than 2.5 meters (8 feet) high must be tied off with a lanyard and safety harness.
3. Erected scaffolds are to be inspected daily.
4. The person carrying out the daily inspection is to ensure that:
  - All fittings and accessories are installed
  - Tie-in requirements are met
  - Foundations and support surfaces have remained stable especially after a thaw
  - Guardrails are secured

### **FOUNDATIONS AND SUPPORT SURFACES**

1. Surfaces should be inspected to ensure that they can support all loads.

See hard copy.

2. Never use bricks, short pieces of lumber or scrap under scaffold legs to erect a scaffold in a level position. If padding is required to install the scaffold in a level position, it should consist of 51 mm x 254 mm (2" x 10") lumber at least 60 cm (2 feet) in length. The total thickness of the padding should not exceed 20 cm (8 inches). Ensure that the padding is structurally sound and nailed to resist movement from vibration.

## **FITTINGS AND ACCESSORIES**

1. Employees constructing scaffolds are to ensure that all parts, fittings and accessories required for a scaffold are installed in accordance with the manufacturer's instructions.
2. Adjustable base plates (screw jacks) must always be installed to allow for minor adjustments in order to keep scaffold plumb and level.
3. Base plates must always be installed and nailed to the mud sill after erecting and plumbing the first tier.
4. Scaffold base plates should rest centrally on the mud sill and the sill must project at least 30 cm (1 foot) beyond the scaffold leg.
5. Coupling devices that join scaffold frames together must, in every case, be installed. Never use nails or wires to couple frames. The following diagram illustrates various types of coupling devices.
6. Wheels or castors on rolling scaffolds must be attached to the frame and be equipped with brakes.
7. Guardrails consisting of a top rail, mid rail, and a toe board must be installed whenever the working platform is 2.5 metres (8 feet) or more high.

See hard copy.

## **BRACING AND TIE-IN REQUIREMENTS**

1. Scaffolds are to be braced vertically on both sides of every frame and horizontally at the joint of at least every third tier of frames.
2. At the point in which a scaffold is horizontally braced the scaffold is to be secured to the building or structure.
3. Scaffolds should be tied-in at every third frame vertically and every second frame horizontally.
4. The following diagram shows some typical tie-ins.

See hard copy.

## SCAFFOLD PLATFORMS

### LUMBER PLANKS

1. Planks must meet the requirements for select structural or No. 1 grades of Spruce-Pine-Fir (SPF) species group or Douglas fir. Planks will be identified with a permanent legible grade stamp.
2. Regularly inspect planks for defects as outlined in this diagram. Defective planks are not to be used.

See hard copy.

- To prevent sliding at least one end of a plank is to be cleated and that the platform is totally planked.

See hard copy.

3. To prevent sliding at least one end of a plank is to be cleated and that the platform is totally planked.
4. Scaffold planks must be installed so that they overhang by at least 15 cm (6 inches) but no more than 30 cm (12 inches).
5. Remove all ice, snow, oil, grease and other slippery material from planks.

6. Employees are to be aware of the load carrying capacity of scaffold planks; the following table provides guidance regarding spans and loads.

**Maximum Load on Planks for  
Scaffold Platforms 5 Feet in Width**

See hard copy.

Notes:

1. Planks are spruce-pine-fir species group (SPF)
2. Planks are at least 1Me" thick and at least 93/,"wide.
3. Grade is either Number 1 (No. 1) or select structural (SEL STR)
4. Allowable stresses conform to CSA Standard CAN3-086-1984 "Engineering Design in Wood".
5. No stress increases are included for load sharing or load duration.
6. Scaffold platforms are 5' wide and fully decked in
7. Loads indicated are the maximum for grade and loading conditions. Shaded areas indicate that no SPF grades are capable of carrying the loads.
8. As an alternative to the above, the employer may have a specific arrangement designed and certified by a professional engineer.

## **LOADING SCAFFOLDS**

1. Materials should be placed on a platform directly over a scaffold frame so that the frame is under the middle third of the pallet.

See hard copy.

2. Where a scaffold has already been erected and pallets cannot be placed directly over the frame, you are then to ensure that the platform supporting the pallet is constructed in accordance with the table on page 26 of this manual.

## **GUARDRAILS**

1. A guardrail is required at the perimeter, open sides and ends of a scaffold platform, work platform, runway or ramp if:
  - An employee may fall into water or other liquid or any hazardous substance or object;
  - An employee may fall a vertical distance of 2.4 metres (8 feet) or more.
2. A guardrail is required at the perimeter, open sides and ends of a scaffold platform, work platform, runway or ramp if it is being used as a path for a wheelbarrow and if an employee could fall a distance of 1.2 metres (4 feet) or more.
3. A wooden guardrail system consists of three components:
  - A top rail measuring not less than 38mm by 98mm (1.5' by 3.85')
  - A mid rail measuring not less than 38mm by 98mm (1.5' by 3.85')
  - A toe-board measuring not less than 100mm (4 inches) in height.

4. When constructing wooden guardrails, employees are to adhere to the following guidelines:
  - The top rail must be securely supported on posts that measure no less than 38mm by 98mm (1.5' by 3.85') that are spaced at intervals of not more than 2.4 metres (8 feet). The top rail is to be located not less than 0.9 metres (3 feet) and not more than 1.1 metres (3.5 feet) above the platform.
  - The mid-rail must be securely fastened to the inner side of the posts outlined in the paragraph above and located midway between the top rail and the toe-board.
  - The toe-board is to be securely fastened to the inside of the upright posts.

See hard copy.

## WOODEN GUARDRAIL SYSTEM

### **ERECTION PROCEDURES**

1. It is recommended that a crew of at least two employees construct the scaffold; one employee on the scaffold and one employee passing the material from the ground.
2. Platforms are to be fully decked in at each working level.
3. Tie-in and bracing requirements are to be adhered to while the scaffold is being constructed.
4. Bent braces or frames are not to be used and you are to ensure that all locking devices move freely and have fallen into place.
5. Check for plumb as each tier is erected and use the screw jacks to adjust level.
6. Ladders are to be installed as erection proceeds.
7. Once scaffold reaches the desired level, guardrails are to be immediately installed at all open edges.

## **DISMANTLING PROCEDURES**

1. Dismantling proceeds in the reverse order to the construction of the scaffold.
2. Each tier is to be completely dismantled and the material lowered to the ground before the next tier is dismantled.

## **ROLES AND RESPONSIBILITIES**

The Health and Safety Officer, the Joint Health and Safety Committee and the Theatre Manager will enforce the requirements of this procedure.

## **EVALUATION**

A review of this procedure will be done on an annual basis.

## **FORMS**

None

## **RELATED PROCEDURES**

- Health and Safety Procedure – Rules and Regulations
- Health and Safety Procedure – Emergency Procedures
- Health and Safety Procedure – Personal Protective Equipment
- Health and Safety Procedure – Hearing Conservation
- Health and Safety Procedure – Respiratory Protection
- Health and Safety Procedure – WHMIS

## **REFERENCE MATERIALS**

- Occupational Health and Safety Act

<b>Approved Signature:</b>	<b>Date:</b>
<b>Distribution to:</b> Isabel Bader Theatre Staff JHSC	<b>Document to be posted:</b>  NO