



**THORNELOE
UNIVERSITY**

AT LAURENTIAN

Health and Safety Policy and Programs

1. PURPOSE

The purpose of this handbook is to introduce employees to Thorneloe University's health and safety policy and programs, and their roles and responsibilities under the Occupational Health and Safety Act (the "Act").

2. INTRODUCTION

Thorneloe University's Policy on Health and Safety along with other health and safety policies, procedures and related information can be found on the University website (<http://www.thorneloe.ca/about/policy>).

In general, the Policy states:

- the University is committed to provide and maintain a safe and healthy work environment
- both the employer and all employees share the responsibility for health and safety in the workplace.

3. OCCUPATIONAL HEALTH AND SAFETY ACT

Who is covered?

The Ontario Occupational Health and Safety Act and its Regulations establishes the minimum standards for safe working conditions and practices for all employees and for all University activities being carried out either on or off campus. The Act and its Regulations apply to all Thorneloe University employees. This includes regular full-time, part-time, student employees – anyone who receives remuneration for work performed on campus. The Act places specific responsibilities upon the Employer: Thorneloe University; Supervisors: persons who direct and are responsible for the activities of workers; and Workers: anyone, including a student, who receives remuneration from the employer for performing designated duties.

Each faculty member, staff member, student and visitor has responsibility for her/his own personal safety and actions and for others affected by those actions. Supervisors and all other persons in authority must provide for worker safety in

areas and operations under their control. Management has a responsibility to ensure that the various facilities within the University are safe and to accepted standards, to provide education and training programs for all employees in order to make them aware of their responsibilities, and to instruct them in safe work practices.

References to the Occupational Health and Safety Act or other legislation are provided herein for convenience purposes only. For accurate reference, individuals are directed to the actual legislation. Copies of the Act and its Regulations are available for reference from the Library, Health and Safety Bulletin Boards throughout campus, on the Web at www.labour.gov.on.ca/english/hs/index.php, at Human Resources and Organizational Development (Occupational Health and Safety), and through members of the Joint Health and Safety Committee. Employees are encouraged to read over and become familiar with the various sections of the Act and its Regulations.

Joint Health and Safety Committee (JHSC) – Sudbury Campus

Section 9 of the Occupational Health and Safety Act requires the Employer to establish a Joint Health and Safety Committee in the workplace. Such a Committee is in place on the Sudbury campus, and is made up of the following members:

- Representatives (2) – Teaching Faculty
- Representatives (2) – Staff
- Representatives (1) - Administration

The Joint Health and Safety Committee is very active and meets on a regular basis. Minutes of every meeting are circulated to all members of the Committee.

Occupational Health and Safety Bulletin Board

The Health and Safety Bulletin Board can be found in the photocopy/mail room (T-154).

4. INTERNAL RESPONSIBILITY SYSTEM

The Internal Responsibility System is based on the principle that the workplace parties themselves are in the best position to identify health and safety problems and to develop solutions.

4.1 Duties, Responsibilities and Rights

The Occupational Health and Safety Act provides the basic framework for making Ontario's workplaces safe and healthy, and sets out the legal duties and responsibilities for the employer, supervisor, and employee.

Under the terms of the Act, employees have the responsibility to report to their Supervisor the existence of hazardous conditions contrary to good health and safety practices or which contravene any requirements of the Act. It is the Supervisor's responsibility to ensure that corrective action is taken at once.

The following is a summary of duties and responsibilities according to the Act (please refer to the Act for specific wording):

THE EMPLOYER MUST:

- prepare and review at least annually a written occupational health and safety policy, and develop and maintain a program to implement that policy;
- ensure that the equipment, materials, and protective devices provided by the employer are in good condition;
- provide information, instruction, and supervision to a worker to protect the health or safety of the worker;
- appoint a competent supervisor;
- acquaint a worker or a person in authority over a worker, with any hazard in the work;
- take every reasonable precaution to protect the worker.

THE SUPERVISOR MUST:

- advise the worker of any potential or actual danger to the health and safety of the worker;
- provide the worker with written instructions about measures and procedures for the protection of workers;
- ensure a worker works in a manner required by the Act and with the proper protective devices;
- ensure a worker uses or wears the equipment, protective devices, or clothing required;
- address any health and safety concerns/hazards of which they are aware;
- take every reasonable precaution to protect the worker.

THE WORKER MUST:

- work in compliance of the Act and regulations;
- report any hazards or contravention of this Act to the supervisor;
- wear any equipment, protective devices, or clothing that the employer requires;
- report any defect in protective gear that may endanger himself/herself or someone else to the supervisor;
- not remove or alter any protective device;
- not operate or use any equipment in such a manner as to endanger himself/herself or someone else.

4.2 Worker Rights

It is the unconditional right of all members of the University community to bring, without prejudice, health and safety concerns to their Supervisors, to Human Resources and Organizational Development (Occupational Health and Safety), or to the Joint Health and Safety Committee. The Supervisor, in every case, must be informed of a concern before a complaint is taken elsewhere.

Right to Participate

Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns through worker membership on the Joint Health and Safety Committee or through the worker health and safety representative.

Right to Know

Workers have the right to know about any potential hazards to which they may be exposed. This means the right to be trained and to have information on machinery, equipment, working conditions, processes and hazardous substances (i.e. WHMIS).

Right to Refuse Work

Under the provisions of the Act, workers have the right to refuse to perform work which they believe may endanger the health or safety of themselves or another Worker. There are strict guidelines to be followed in this instance by the Worker, the Supervisor, and other interested parties. For further information, employees are referred to Section 43 of the Act for clarification.

Right to Stop Work

Certain members of the Joint Health and Safety Committee, who have been certified under the provisions of the Act and who believe that dangerous circumstances exist, may request that a Supervisor and, subsequently, another certified member investigate. Under certain circumstances, and following specific guidelines, the certified members may bilaterally issue a stop work direction. Employees are referred to Section 45 of the Act for clarification.

5. REPORTING PROBLEMS (HAZARDS) IN THE WORKPLACE

The Occupational Health and Safety Act outlines the specific duties and responsibilities of the Employer and Supervisor. The Act also requires the Worker to work in compliance with the Act and its Regulations, to use or wear protective equipment or clothing required by the Employer, and to report to the

Employer or Supervisor the absence of, or defect in, any equipment or protective device of which he or she is aware.

In order for the “internal responsibility system” to function properly, normal lines of communication should be maintained as much as possible. If a Worker notices a health or safety hazard in the workplace, the proper steps to take are:

1. correct the problem, if it can be done, easily, quickly, and safely;
2. advise her/his Immediate Supervisor or Department Chair/Director of the problem right away. At this stage, the majority of all problems should be resolved. If the matter is still not resolved; then
3. advise your Union or Association Health and Safety Representative;
4. the two of you should repeat steps (1) and (2). If the matter is still unresolved, then contact the Office of the President. There should be a very infrequent need for this level of action.
5. The Office of the President will again review all previous steps. If the matter cannot be resolved, then other members of the Health and Safety Committee may be called upon for their assistance. Finally, if still unresolved, the Ministry of Labour may be contacted.

5.1 In the Event of an Emergency

Of course, in the event of a life-threatening situation, or if a very serious safety hazard is noted, then the employee should take immediate steps to notify her/his Supervisor and/or the Office of the President. Other employees or passers-by in the area should be warned of the hazard and, if possible, a person left to guard the area until someone comes to correct the problem or to take charge of the situation.

6. REPORTING ACCIDENTS OR INJURIES

Every accident, whether or not it results in injury or is a “near-miss” occurrence, must be reported to your Supervisor and/or the Office of the President within 24 hours. The Supervisor and/or President must provide when applicable, details for completion of a Form 7 to the Workplace Safety and Insurance Board. In those circumstances where the employee has no immediate Supervisor, or the Supervisor is absent, then the employee must contact the Office of the President.

The Supervisor, with the cooperation of the employee, will also be required to complete a Supervisor’s Accident Report Form. These forms are examined by the Joint Health and Safety Committee and, if appropriate, corrective action may be recommended to make the workplace or job safer, and the employee more safety conscious. All names are kept strictly confidential within the Committee. Remember, every accident or “near-miss” must be reported.

6.1 During Normal Working Hours

Critical Injury

If, during normal working hours, the Worker has sustained a “critical injury,” dial 911, as quickly as possible, and request ambulance assistance. **Remember: first dial “9” for an outside line, and then dial 911.** To assist ambulance personnel in locating the patient/victim, please notify Laurentian Security by dialing 705-673-6562 or extension 6562. Security is prepared to assist you in this regard by initiating a follow-up call to the ambulance, if required, and provide First Aid, Cardio Pulmonary Resuscitation (CPR) or Assisted External Defibrillation (AED), if necessary.

In the interim, if time permits, call or ask another person to call Health and Wellness Services to advise them of the occurrence. They may be in a position to offer help or advice until the ambulance arrives.

Definition of Critical Injury

The Occupational Health and Safety Act, Regulation 834, defines “critical injury” as follows:

“1. For the purpose of the Act and its Regulations ‘critically injured’ means an injury of a serious nature that,

- (a) places life in jeopardy;
- (b) produces unconsciousness;
- (c) results in a substantial loss of blood;
- (d) involves the fracture of a leg or arm, but not a finger or toe;
- (e) involves the amputation of a leg, arm, hand or foot, but not a finger or toe;
- (f) consists of burns to a major portion of the body; or
- (g) causes the loss of sight in an eye.”

Notification of Critical Injury

Section 51(1) of the Occupational Health and Safety Act requires the Employer “to notify the Ministry of Labour Inspector, Health and Safety Representative, Joint Health and Safety Committee, trade union, if any, immediately of the occurrence involving a critical injury, and within 48 hours of the occurrence send to a Ministry of Labour Director a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe including the names and addresses of injured parties, witnesses, and physicians or surgeons involved.”

Therefore, it is important that the Office of the President be advised of the critical injury as quickly as possible so that they may comply with this requirement. As indicated previously, this would normally be done by the supervisor, but in some

circumstances could also be done by the employee, a co-worker, or some other person.

Preserving the Accident Scene

It is important to fully protect the scene of any critical accident. In this regard, Sec. #51 (2) of the O.H.S. Act states that:

“(2) Where a person is killed or is critically injured at a workplace, no person shall, except for the purpose of, (a) saving life or relieving human suffering; (b) maintaining an essential public utility service or a public transportation system; or (c) preventing unnecessary damage to equipment or other property, interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of, or connected with, the occurrence until permission so to do has been given by an Inspector.”

Non-Critical Injury

In case of a non-critical injury during normal working hours, whether it requires treatment or not, the employee shall inform her/his immediate Supervisor, and report directly to LU Health and Wellness Services located on Student Street in the Single Student Residence. The Nurse and/or Doctor on duty will provide any required first-aid treatment and will give the Worker an Incident Report outlining the treatment given. The employee will then take the Incident Report to the Doctor of her/his choice if further treatment is required, or if directed to return to work will give the Incident Report to her/his Supervisor upon return to the workplace. The employee must report to Health and Wellness Services before leaving campus to see a Doctor or going home. If the office of Health and Wellness Services is closed, the employee should contact Security.

6.2 After Normal Working Hours

Critical Injury

In case of a “critical injury” after normal working hours, dial 911 to request ambulance assistance as quickly as possible. **Remember: first dial “9” for an outside line, and then dial 911.** To assist the ambulance personnel in locating the patient/victim on campus, please notify Laurentian Security by dialling 705-673-6562 or extension 6562. Security is prepared to assist you in this regard by initiating a follow-up call to the ambulance, if required, and provide First Aid, Cardio Pulmonary Resuscitation (CPR) or Assisted External Defibrillation (AED), if necessary.

The employee must notify her/his immediate Supervisor and the Office of the President of the incident as soon as possible. Please remember that the employer has an obligation under the Occupational Health and Safety Act to

report to the Ministry of Labour, and others, any critical injury suffered by an employee on campus, regardless of the time of occurrence. (See “Notification of Critical Injury” section above.)

Non-Critical Injury

Employees who require medical treatment for a non-critical injury after normal working hours, should proceed to the Emergency Department of the nearest hospital offering this service, after first having notified Laurentian Security. If necessary, Security is prepared to offer you transportation to the hospital. The following day, the employee must notify her/his immediate Supervisor of the incident.

Security Emergency Number

Any injury occurring after normal working hours, whether requiring treatment or not must be reported to Laurentian Security as soon as possible. The Security emergency telephone number is 705-675-6562 or extension 6562.

6.3 Workplace Safety and Insurance Board Reports

Reporting Accidents

Section 121 of the Workplace Safety and Insurance Act requires that “the employer shall notify the Board within three days after learning of an accident to a worker employed by her or him or if the accident necessitates health care or results in the worker not being able to earn full wages.”

The University has an obligation to report every injury involving medical aid or absence from work (lost time injury) to the Workplace Safety and Insurance Board within a specified period of time. Consequently, it is imperative that the accident reporting procedure, as outlined in Section 1, be complied with as quickly as possible. Human Resources and Organizational Development (Occupational Health and Safety) can be reached by calling extension 3016 or 3061.

Modified Work Program

Thorneloe University has a Return to Work Program in accordance with the Workplace Safety and Insurance Act. This program is intended to assist with early and safe return to work for individuals who have suffered a work-related injury.

Failure to Comply

Failure to follow the above-noted procedures may jeopardize the earnings and/or affect any subsequent claim of the employee for Workplace Safety and Insurance benefits. If you have any questions regarding any of the foregoing items, please contact the Office of the President, or your representative on the Joint Health and Safety Committee.

7. EMERGENCY PROCEDURES

Emergencies in the workplace can occur in various forms, such as fire, explosion, gas leak, chemical spill, power outage, bomb threats and violence, which are covered in the Thorneloe University formal emergency plan. Your supervisor should discuss emergency procedures specific to your work area.

7.1 Laurentian Security Services

A team normally comprised of one female and one male Security Officer is available 24 hours per day, seven days a week. The officers have acquired First Aid, Cardio Pulmonary Resuscitation (CPR) and Assisted External Defibrillation (EAD) Training, and are prepared to deal with safety and security issues which affect you.

For assistance or information, please call 705-673-6562 or extension 6562.

7.2 Laurentian Health and Wellness Services

Health and Wellness Services is on campus to serve your needs. With usually a Doctor, Nurse Practitioner and Registered Nurses on duty during the normal work week, they have the personnel and expertise to treat you promptly and effectively and the means to quickly arrange for ambulance service or any other specialized treatment that may be required.

They can be reached by calling extension 1067 during normal working hours. For assistance after normal working hours, please contact Security at 705-673-6562 or extension 6562.

7.3 First Aid

First Aid Station

The First Aid Station is located in the Photocopy/Mail Room (T-254). Laurentian Security Officers also carry a portable First Aid kit in their Security vehicles. In addition, a First Aid kit may be located in your work area. All First Aid treatment should be documented.

First Aid Person

In case of a non-critical injury during normal working hours, employees shall report directly to the Health and Wellness Services Office, where the staff is trained in First Aid and CPR. Security Officers are also trained in First Aid and CPR. Security services are available 24 hours per day.

First Aid Kits

First Aid kits are located in various areas in our buildings.

Assisted External Defibrillation (AED)

An Assisted External Defibrillation (AED) device is located in the Main Office (T-150).

7.4 Fire Safety Procedures

First Response

If you should be the first person to notice a fire, DO NOT attempt to extinguish it unless you are confident it can be done in a prompt and safe manner utilizing a hand-held re extinguisher. The first thing to do is to proceed to the nearest fire-pull station and pull the alarm. Then, if it can be done safely, telephone the local Fire Department by dialing 911. Remember, first dial "9" for an outside line, and then dial 911.

If possible, close your window, make sure the room is evacuated, close the office corridor door, and briskly exit the building following instructions of the Fire Warden(s).

Fire Alarm Testing

Fire alarm systems are tested on a regular basis, and this test should not be confused with an actual alarm condition. During test, the fire bells may ring for periods ranging from 10 to 20 seconds; however, during an actual alarm, the bells will ring for a minimum period of five minutes or until silenced by qualified personnel.

8. ENVIRONMENTAL/HEALTH AND SAFETY POLICIES AND PROGRAMS

8.1 Environmental Policy

Thorneloe University is committed to the principles of responsible environmental stewardship through all of the University's lands, activities and functions.

The University, following recognized guidelines, has also developed and implemented procedures for the collection and subsequent off-campus disposal

of a variety of waste chemicals and hazardous products used and generated within the workplace. Further information regarding this can be obtained by contacting Human Resources and Organizational Development (Occupational Health and safety).

8.2 Smoking Policy

A Smoking Policy is in effect on campus which complies with the City of Greater Sudbury's Smoke-Free Public Places and Workplaces By-law 2002-300 and the Smoke-Free Ontario Act.

Smoking is prohibited within all University buildings, vehicles, enclosed public places and enclosed workplaces (areas covered by a roof). Smoking is also prohibited within nine meters (30 feet) of any entrance or exit at all University buildings.

8.3 Policy on Harassment and Discrimination

The goal of this policy is to promote a working and learning environment that is free of discrimination and harassment, to protect the health, safety and security of the University community, to outline rights, responsibilities and types of behaviour, which fall within the scope of this policy, and to outline procedures for handling and resolving complaints. This policy applies to all faculty, staff, students, volunteers, visitors and contractors.

If you believe that you are being harassed or discriminated against, the first thing is to tell the person to stop and tell them that such behaviour is inappropriate. You may also wish to consult with the Laurentian Office of Equity, Diversity, and Human Rights.

Confidentiality will be maintained at all times, unless the safety of members of our community is at risk or subject to the disclosure requirements under this Policy, the Freedom of Information and Protection of Privacy Act or any other applicable legislation.

8.4 Policy on Workplace Violence Prevention

The goal of this policy is to promote a safe and healthy workplace free from actual, attempted or threatened violence. The University recognizes that workplace violence is a safety and security issue and will take reasonable precautions to prevent workplace violence and to protect employees at the workplace.

9. EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

Thorneloe University has an excellent Employee and Family Assistance Program (EFAP) in place which is available to all members of the Laurentian community and is equipped to deal with problems ranging from drug and alcohol abuse to social, emotional, family, and health problems. For further information, please contact the Program Coordinator, at Health and Wellness Services, extension 1055.

10. IDENTIFICATION AND INSTRUCTION ON SPECIFIC WORKPLACE HAZARDS

The Identification of hazards in your workplace is key to preventing accidents. Hazards can be classified in four main groups:

- Physical Hazards will be present in most workplaces at one time or another. Examples of physical hazards include electrical hazards, unguarded machinery, loud noise and exposure to extreme heat or cold.
- Chemical Hazards are present when a worker may be exposed to any chemical in the workplace in any form. The Workplace Hazardous Materials Information System (WHMIS) is designed to make sure workers have the information they need to evaluate the hazards and take action to protect themselves.
- Biological Hazards derive from working with animals, people or infectious plant materials. Training for those working with products such as blood, fungi, bacteria, viruses is required.
- Ergonomic hazards occur when the type of work, body position and working conditions put strain on the body. Ergonomic hazards may include poor posture, repetition, force, improperly adjusted chairs to name a few.
- Safety hazards include risks involved when working with tools, machinery, materials, handling, tractors, welding, etc. Also covered are prevention of slips, trips and falls, as well as driving tips and working safely with compressed air.
- Psychosocial hazards are any hazards that affect the mental well-being or mental health of the worker and may have physical effects by overwhelming the individual coping mechanisms and impacting the workers' ability to work in a healthy and safe manner. Some examples include bullying, harassment, and workplace violence.

Dealing with Hazards

RACE is a commonly used process for dealing with hazards. RACE stands for Recognize, Assess, Control and Evaluate. These steps, when done in order, help the workplace identify and control hazards.

- Recognize where there are potential hazards in the workplace.
- Assess the hazard. You need to understand how likely it is that a worker will get hurt or made sick by the hazard.

- Control the hazards by looking for ways to get rid of the hazard or to make the job safer.
- Evaluate how well the hazard controls are working.

Your supervisor will introduce you to any specific workplace hazards, policies, procedures and/ or precautionary measures pertaining to your work area. Some of these policies/procedures can include, but are not limited to:

Asbestos Management Program
 Confined Space Procedures
 Working at Heights Procedures

10.1 WHMIS Regulation

The Workplace Hazardous Materials Information System (WHMIS) is a Regulation under the O.H.S. Act. WHMIS places responsibilities on the Employer to:

1. ensure that all containers of hazardous materials brought into the workplace have a WHMIS Label attached; as well as a Workplace Label for containers originating from within the workplace;
2. obtain from suppliers a Safety Data Sheet (SDS) for any products brought into the workplace which fall under the hazard criteria set out in the Controlled Products Regulations under the federal Hazardous Products Act and to make these SDSs available to all workers within the workplace; and
3. to set up a Worker Education System to make workers aware of the legislation and to instruct them about the content and significance of labels and SDSs; how to work safely with hazardous materials; the proper procedures for disposal of hazardous wastes; the use and care of personal protection equipment (PPE); and what to do in the event of an emergency such as a fire or chemical spill within the workplace.

All full-time and part-time employees (staff, faculty, student employees, etc.), regardless of the level in the organization, must receive WHMIS generic training. All employees who work with controlled products must also receive workplace specific training.

Employees will be advised of upcoming dates for WHMIS generic training. WHMIS training is also available on-line (on D2L).

10.2 Ergonomic Procedures

Thorneloe University values the role of its employees and strives to provide resources that will allow them to implement the ergonomic program. The University seeks to create an ergonomically-informed workforce and promote a

culture wherein employees are encouraged to make reasonable improvements at their work sites. In an attempt to improve the awareness of Musculoskeletal Disorders within the office setting, Laurentian University has created the Office Ergonomics Program to provide employees with information regarding this issue.

11. OTHER TRAINING PROGRAMS

All full-time and part-time employees (staff, faculty, student employees, etc.), regardless of the level in the organization, must receive health and safety awareness training.

Supervisors must ensure that employees under their direction, who are new, promoted, transferred or returning from an extended absence, attend health and safety awareness training as soon as possible.

12. TELEPHONE NUMBERS

Thorneloe University, Office of the President – 705-673-1730, x101

Laurentian Security, Risk Management and Parking Services – extension 6562

After Hours Emergency – 705-673-6562 (direct line) or extension 6562

Health and Wellness Services – extension 1067

POLICE – FIRE – AMBULANCE EMERGENCIES

Remember: First dial “9” for an outside line, and then dial 911.

13. ONTARIO’S HEALTH AND SAFETY SYSTEM PARTNERS

Ministry of Labour – www.labour.gov.on.ca – 1-877-202-0008

Develops, communicates and enforces occupational health and safety requirements and employment standards.

Workplace Safety Insurance Board – www.wsib.on.ca – 1-800-387-0750
Administers Ontario’s no-fault insurance for employers and their workers.

Public Services Health and Safety Association – www.pshsa.ca – 1-877-250-7444

Provides sector specific consulting, training, products and services. Serves health, education and municipal sectors.

Occupational Health Clinics for Ontario Workers – www.ohcow.on.ca – 705-523-2330

Dedicated to the identification and prevention of work-related illnesses and injuries.

Workers Health and Safety Centre – www.whsc.on.ca – 705-522-8200

Provides the highest quality training to workplaces of every size and sector.

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