

Health and Safety Policies and Procedures

Laurentian University
August 2005



Laurentian University
Université Laurentienne

Table Of Contents

i	Environmental/Health and Safety Policy	1
ii	Responsibilities and Rights	2
iii	Right to Refuse Work	2
iv	Right to Stop Work	2
1	Reporting Accidents or Injuries	2
	During Normal Working Hours	3
	Critical Injury	3
	Notification of Critical Injury	3
	Preserving the Accident Scene	3
	Non-Critical Injury	4
	After Normal Working Hours	4
	Critical Injury	4
	Non-Critical Injury	4
	Security Emergency Number	4
2	Workplace Safety and Insurance Board Reports	5
	Reporting Accidents	5
	Failure to Comply	5
3	Security Services	5
4	Health Services	5
5	Fire Safety Procedures	6
	First Response	6
	Fire Alarm Testing	6
	Fire Wardens	6
6	Occupational Health and Safety Act	6
	Who Is Covered	6
	Joint Health and Safety Committee	7
	Other Safety Committees on Campus	8
	WHMIS Regulation	8
	Internal Responsibility System	9
	Reporting Problems in the Workplace	9
	In the Event of an Emergency	9
7	Environmental Policy	9
8	Radiation Safety Policy	10
9	Non-Smoking Policy	10
10	Education and Employment Equity	10
11	Harassment Education and Complaints Committee	11
12	Employee Assistance Program (EAP)	11
13	AIDS (HIV) Policy	11
14	Other Training Programs	11
15	Telephone Numbers	12

i - Environmental/Health and Safety Policy

Laurentian University recognizes the value of every member of the campus community, and it is, therefore, vitally interested in the health and safety of all persons working, studying, residing, or visiting on or within its premises, wherever situated.

It is the policy of Laurentian University to provide and maintain a safe and healthy work environment for all employees, students and visitors, to protect them from injury or occupational disease through the enforcement of legislative requirements as contained in the Ontario Occupational Health and Safety Act, Environmental Protection Act, their Regulations, and other statutes, plus all policies, rules, or instructions as may be issued by the University.

Both the Employer and all employees are responsible jointly for compliance and enforcement of the rules and regulations, and to take appropriate steps to prevent accidents, occupational illnesses, injuries, or adverse effects upon the natural environment.

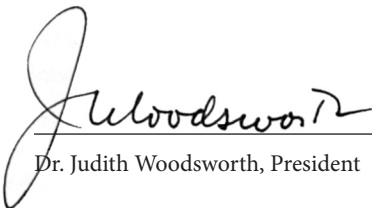
Laurentian University, as the Employer, is ultimately responsible, through its Board of Governors, for the provision of a safe working environment, as well as for the health and safety of its employees, and is committed to the provision of funds sufficient for the supply of human and material resources as may be necessary to carry out these responsibilities.

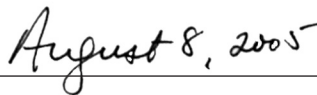
Deans, Chairs, Research Supervisors, Non-Academic Managers and Supervisors are responsible for the safety of employees, students, and visitors who work and study within their areas of jurisdiction, and for compliance with statutory and University requirements. Supervisors will be held accountable for the health and safety of workers under their supervision.

Employees have a duty to protect their own health and safety by working in compliance with the law, as well as with safe work practices and procedures established by the University, and to report hazards and violations to supervisory staff for correction.

It is the responsibility of all external contractors, sub-contractors, and their workers to meet or exceed the legislative and the University's health and safety and environmental requirements.

The health and safety of each individual on University premises is the joint responsibility of all members of the University community and includes the Board of Governors, management, faculty and staff, as well as students, visitors, contractors, and their sub-contractors. Disciplinary or other action may be necessary in instances where work practices or other activities are in contravention of, or not in accordance with, the Environmental/Health and Safety Policy of Laurentian University, the Occupational Health and Safety Act, the Environmental Protection Act and their Regulations, or other relevant legislation.


Dr. Judith Woodsworth, President



Date

ii - Responsibilities and Rights

Under the terms of the Occupational Health and Safety Act (O.H.S. Act), employees have the responsibility to report to their Supervisors 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.

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 (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.

iii - Right to Refuse Work

Under the provisions of the O.H.S. 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 both the Worker, the Supervisor, and other interested parties. For further information, employees are referred to Section 43 of the Act for clarification.

iv - Right to Stop Work

Certain members of the Joint Health and Safety Committee, who have been Certified under 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.

1. 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 or Department Head within 24 hours. The Supervisor or Department Head must then immediately advise Human Resources (Occupational Health and Safety) of the accident, to 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 initiate this contact with Human Resources (Occupational Health and Safety). 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.

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, then dial 911.

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

Definition

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 an eye.”

Notification of Critical Injury

Section 51(1) of the Occupational Health and Safety Act requires the Employer “to notify the Ministry Inspector, Health and Safety Committee, Area Safety Representative, and the Trade Union immediately, and the Director, Ministry of Labour, within 48 hours after an occurrence involving a critical injury.” Therefore, it is important that Human Resources (Occupational Health and Safety) 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 or Department Head, 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 to do so 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 the Health Services Office 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 the Health Services Office before leaving campus to see a Doctor or going home. If the Health Services Office is closed, the employee should contact Security.

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, then dial 911. If possible, also call Security at 673-2661 to advise them of the circumstances. Security is prepared to assist you in this regard by initiating a follow-up call to the ambulance, if required, or to direct the ambulance to your location when it arrives on campus. The following day, the employee must notify her/his immediate Supervisor of the incident. 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 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 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 Security as soon as possible. The after hours Security emergency telephone number is 673-2661.

2. 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 it if the accident necessitates health care or results in the worker not being able to earn full wages.”

The University, through Human Resources (Occupational Health and Safety), 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 (Occupational Health and Safety) can be reached by calling extension 3016.

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 Human Resources (Occupational Health and Safety), or your representative on the Joint Health and Safety Committee.

3. 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 and C.P.R. Training and are prepared to deal with safety issues which affect you.

For assistance or information during normal working hours, please call 673-6562.

For assistance after normal working hours or on weekends, please call 673-2661.

4. Health Services

Health Services is on campus to serve your needs. With usually both Doctor and Registered Nurses on duty during the normal work week, they have the personnel and expertise to treat you promptly and effectively and have 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 673-2661.

5. 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 fire 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, then dial 911.

If possible, close all windows, 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

Please note that the fire alarm systems are tested on a regular basis, in various buildings, between the hours of 8:15 a.m. and 9:15 a.m. every Tuesday, and this test should not be confused with an actual alarm situation. 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 shut off by qualified personnel.

Ask your Supervisor, or call Physical Plant and Planning, at extension 1500, to inquire about dates and times for fire bell testing in your area.

Fire Wardens

One or two Fire Wardens have been appointed for every floor of all campus buildings. A Chief Fire Warden has also been appointed for every building. It is their responsibility to see that everyone in their area evacuates the building safely and promptly when the fire alarm sounds. For your own safety, follow their instructions.

Ask your Supervisor for the name of the Fire Warden in your area. Find out the location of the nearest fire-pull station and fire extinguisher to your workplace. Learn the quickest means of exit from your floor and building. If you have any concerns regarding Fire Safety or require more detailed procedures, you are invited to contact the Chief of Security on campus, at extension 4882 or 6562.

6. 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 Laurentian University employees. This includes regular full-time, part-time, graduate students, grant employees - anyone who receives remuneration for work performed on campus. The Act places specific responsibilities upon the Employer: Laurentian

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 http://www.gov.on.ca/LAB/english/about/leg/ohsa_regs.html, at Human Resources (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

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 campus, and is made up of the following members:

Representative - United Steelworkers of America, Local 2020

Representative - Laurentian University Faculty Association (LUFA)

Representatives (2) - Laurentian University Staff Union (LUSU)

Representative - Science and Engineering Safety Committee

Representative - MIRARCO

Representative - Health Services

Representative - Laurentian University Administrative and Professional Staff Association (LUAPSA)

Director, Human Resources

Manager, Occupational Health and Safety

Manager, Purchasing, Insurance & Risk Management Services

The Joint Health and Safety Committee is very active on campus and meets on a regular basis. Minutes of every meeting are circulated to all members of the Committee, the Presidents of all Unions and Associations represented, the Executive Committee of the Board of Governors, and to senior administration. Check with the Manager, Occupational

Health and Safety, or with your Association or Union to find out more about the duties and responsibilities of Committee members, the name of your member, and how to reach them. For an updated list of Joint Health and Safety Committee members, please visit the Laurentian University Web Site at <http://laurentian.ca/personnel/English/eohs.htm> .

Other Safety Committees on Campus

Smaller safety committees are in place throughout the University. At present these include:

Chemistry and Biochemistry Safety Committee

Mirarco Health and Safety Committee

Mirarco Environmental Committee

Minutes from these committees, along with any comments or recommendations, are tabled at regular meetings of the Joint Health and Safety Committee.

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 Material Safety Data Sheet (MSDS) 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 MSDSs 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 MSDSs; 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.

An MSDS database is accessible through Laurentian University's Human Resources/Occupational Health and Safety Website.

Employees will be advised of upcoming dates for WHMIS training, which will be available in both official languages. Employees will be given printed material which they may take home and keep for future reference.

If you have any questions about the WHMIS Regulation, please contact Human Resources (Occupational Health and Safety) at extension 3016.

Internal Responsibility System

Reporting Problems 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 Human Resources (Occupational Health and Safety). There should be a very infrequent need for this level of action.
5. Human Resources (Occupational Health and Safety) 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.

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, Director, or Human Resources (Occupational Health and Safety). 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.

7. Environmental Policy

Laurentian University is concerned about the environment and, following recognized guidelines, has 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 (Occupational Health and Safety).

The University has also initiated a blue box recycling program on campus, which includes cans, fine and computer paper, newspaper, clear and coloured glass, corrugated cardboard, and PET plastic. Please note that not all of these items are being collected in all areas of the campus at the present time. For details on specific items now being collected in your work area, the exact collection/pickup locations or other information, please contact the Department of Physical Plant and Planning at extension 1500.

8. Radiation Safety Policy

A Radiation Safety Policy document has been developed to provide policies for the safety aspects and the use of radioisotopes at Laurentian University. The Radiation Safety Policy describes the general policies on the procurement, the safe use of radioisotopes for research purposes, and the storage and disposal of radioactive wastes. The Radiation Safety Policy document is an integral part of the University's radioisotope licence, and, as such, is documented with the Canadian Nuclear Safety Commission (CNSC).

If you have questions about the Radiation Safety Policy, please contact the Radiation Safety Officer at extension 2400 or Human Resources (Occupational Health and Safety) at extension 3016.

9. Non-Smoking Policy

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

Smoking is prohibited within all University buildings and vehicles, except private apartments in the Married Student Residence building. Smoking is also prohibited within nine meters (30 feet) of any entrance or exit at all University buildings. Contact Human Resources for your copy of the Non-Smoking Policy.

10. Education and Employment Equity

The mandate of this Office is to coordinate the implementation of the Education and Employment Equity Policies of Laurentian University. Central activities include broad-based consultation with University departments and constituent groups and planning for an equitable working and learning environment. As part of working towards a discrimination-free environment, the Office also handles harassment complaints and the maintenance of University Policies on these issues. For further information, contact the Human Resources Office at extension 6581.

11. Harassment Education and Complaints Committee

The Laurentian University Harassment Education and Complaints Committee is composed of faculty, staff, and students from the Laurentian University Community and is chaired by the Community Rights Advisor. The central purpose of the Committee is to investigate and act upon complaints of harassment in accordance with University Policy. Confidentiality is assured. For copies of the University Policy and Procedures on this issue and for further information, please contact the Community Rights Advisor at extension 3422.

12. Employee Assistance Program

Laurentian University has an excellent Employee Assistance Program (EAP) 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 Services, extension 1055.

13. Aids (HIV) Policy

Laurentian University has an AIDS (HIV) Policy in place. The University is committed to providing members of the University community who are affected with HIV and/or an HIV-related illness the opportunity to remain integral members of the community and to maintain their academic employment and social relationships.

Health Services is the designated contact on campus for issues relating to any communicable disease including HIV. You may call during normal working hours at extension 1067.

14. Other Training Programs

From time to time, the University offers health and safety related training programs in such fields as First Aid; Cardiopulmonary Resuscitation (CPR); personal health and fitness. Also, Non-Violent Crisis Intervention Training is provided by Security personnel. These programs are usually offered on a first-come basis, as enrolment may be restricted because of annual budget limitations. In some cases, a modest fee may be charged. Notice of program offerings are usually sent to all departments for posting.

15. Telephone Numbers

Human Resources (Occupational Health and Safety)

Extension 3016

Information or assistance on matters relating to employee safety and safety in the workplace; to report an accidental injury or industrial disease; and to complete a Workplace Safety and Insurance Board accident claim form.

Department of Security and Parking

Extensions 4882 or 6562

Information on fire safety and fire regulations; lost and found items; parking; and regular campus security items.

After Hours Emergency

673-2661 (direct line)

Medical or other assistance.

Health Services

Extension 1067

Medical assistance, services or information. Doctor and Nurses are on duty during normal working hours.

Employee Assistance Program (EAP)

Extension 1055

Human Resources

Extension 6581

Information on University employee benefits; employee job and working conditions, etc.

Department of Physical Plant and Planning

Extension 1500

To report regular maintenance items; electrical, mechanical, heating or ventilation problems; day janitorial services.

POLICE - FIRE - AMBULANCE EMERGENCIES

Remember: First dial "9" for an outside line, then dial 911.