



Health & Safety Orientation


What's your role?

***Environmental & Occupational Health Support Services
EOHSS***



McMaster University Workplace and Environmental Health & Safety Policy

McMaster University **Risk Management Manual Program**

Complete Program Title: Workplace & Environmental Health and Safety Policy	Risk Management Manual (RMM) Number: 100
Approved by:  President and Vice-Chancellor	Date of Most Recent Approval: January 2014
Date of Original Approval: January 2005	Supersedes/Amends Program dated: January 2013
Responsible Executive: President and Vice-Chancellor	Enquiries: Environmental and Occupational Health Support Services (EOHSS) ehass@mcmaster.ca

DISCLAIMER: *If there is a discrepancy between this electronic program and the written copy held by the program owner, the written copy prevails.*

McMaster University is committed to provide and maintain healthy and safe working and learning environments for all employees, students, volunteers and visitors. This is achieved by observing best practices which meet or exceed the standards to comply with legislative requirements as contained in the Ontario Occupational Health and Safety Act, Environmental Protection Act, Nuclear Safety and Control Act and other statutes, their regulations, and the policy and procedures established by the University. To support this commitment both McMaster University and its employees are responsible jointly to implement and maintain an Internal Responsibility System directed at promoting health and safety, preventing incidents involving occupational injuries and illnesses or adverse effects upon the natural environment.

McMaster University is equally committed to preventing accidents in the workplace. This is achieved by continuous improvement of risk management programs, workplace inspections and health and safety training programs. The University is committed to a fair and consistent approach to early and safe reintegration to our workplace following occupational injuries and illnesses.

The University is responsible for the provision of information, training, equipment and resources to support the Internal Responsibility System and ensure compliance with all relevant statutes, this policy and internal health and safety programs. Managers and Supervisors are accountable for the safety of workers within their area, for compliance with statutory and University requirements, and are required to support Joint Health and Safety Committees. Employees are required to work in compliance with statutory and University requirements, and to report unsafe conditions to their supervisors.

Contractors and subcontractors undertaking to perform work for McMaster University must, as part of their contract, comply with all relevant workplace and environmental health and safety statutes and meet or exceed the University's Workplace & Environmental Health and Safety Program requirements.

In addition to the above stated managerial responsibilities, Deans, Directors, Chairs, Research Supervisors and other Managers are also accountable for the safety and prevention of accidents involving students, volunteers and visitors who work and/or study within their area of jurisdiction. Students are required by University policy to comply with all University health, safety and environmental programs.

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Policy Page 2

of procedures and programs to provide for the Vice President, Administration

facilitating the development, implementation and under this policy. This is achieved through the and at supporting the Internal Responsibility System of occupational, environmental, public health and

side reports to the University Board of Governors and Environmental Health and Safety System and teaches of workplace health and safety. Workplace es.

- Prevention
- Commitment
- Inclusiveness
- Benchmarking
- Co-operation

Posted with the Act, "Prevention Starts Here" poster and other information on your local health & safety board

Risk Management Manual



Occupational Health and Safety Act

- Applies to all employees
- Identifies specific responsibilities for employers, supervisors, and workers
- Sets three basic rights for employees which include the right to participate, the right to know and the right to refuse unsafe work



New and Young Workers

- Studies show that new and young workers are four times more likely to get hurt during their first month on the job than at any other time
- Attend training
- Ask questions if you are unsure
- Supervisors need to be extra diligent



Employer Responsibilities

- Identified in Sections 25 & 26 of the Occupational Health and Safety Act (OHSA)
- Create and post a Health and Safety policy
- Develop programs (RMM) that implement the policy
- Ensure policies and procedures are being followed
- Make sure the correct personal protective equipment, materials and devices are utilized where required
- Take every precaution reasonable in the circumstances for the protection of the workers



Employer Responsibilities

- Employers are to eliminate hazards where possible and otherwise control the hazard
- Ensure workers are aware of the hazards and understand how to work safely
- Provide information, instruction and supervision to a worker to protect the health and safety of the worker
- When appointing a supervisor, appoint a competent person



Supervisor Responsibilities

- Identified in Section 27 of the OHSA
- Communicate information about all hazards to their employees
- Develop and implement Standard Operating Procedures(SOPs) where appropriate
- Review a Job Hazard Analysis(JHA) with the worker
- Ensure training is completed and procedures are followed
- Respond to and investigate safety concerns
- Provide PPE and ensure employees are using it properly
- Respect and understand the three basic rights of all workers
- Take every precaution reasonable in the circumstances for the protection of the worker
- Recognize, Assess, Control, and Evaluate Hazards **RACE**



Hazard/Illness Definition

- As defined by the Ministry of Labour (MOL) an occupational hazard is a thing or situation with the potential to harm a worker
- Two Categories:
 - Safety hazards that cause accidents that physically injure workers
 - Health hazards which result in the development of disease
- “Hazard” represents a potential to cause harm
- Occupational illness is defined as a condition that results from exposure in a workplace to a physical, chemical or biological agent and the health of the worker is impaired



Occupational Illness

- In some cases, occupational illness can be caused by ongoing exposures to chemicals, fumes, toxic dusts, or germs and viruses in labs
- **Latency** – some illnesses may not result in an immediate sickness, but may develop over time



Supervisor Responsibilities

RECOGNIZE where there are potential hazards in the workplace.

- Observe the work as it's being performed
- Talk to workers about the work performed and the areas where the work occurs
- Participate in workplace and supervisory inspections
- Review reports and records that your workplace has about the work
- Listen to any concerns workers may have about the work they're doing and provide a resolution as may be required

RACE



Supervisor Responsibilities **ASSESS** the hazard.

- You need to understand how likely it is that a worker may be injured or obtain an illness from the hazard
- How does the hazard compare to legislation, standards and guidelines?
- How could the worker get injured or obtain an illness?
- Assess both the frequency and severity of the hazard



Supervisor Responsibilities

CONTROL the hazards by looking for ways to eliminate the hazard or to make the job safer.

- First step is to assess process to identify if hazard can be removed
- If removing the hazard is not possible, look for ways to prevent workers from coming in contact with the hazard, such as separating the hazard from the worker
- Consider engineering and administrative controls
- Personal protective equipment (PPE) should be the last option

RACE



Supervisor Responsibilities

EVALUATE how effectiveness of the controls on the hazard

- Talk about the work to the workers who report to you
- Observe them performing their work
- Listen to any concerns expressed by the worker and look for ways to **improve health and safety**
- Get advice if needed and escalate concerns where appropriate

RACE



Worker Responsibilities

- Identified in Section 28 of the OHSA
- Work in a safe manner to protect yourself and others around you
- Wear PPE as required by the employer
- Attend training and apply to the work you do
- Follow programs and procedures outlined by your department
- Report hazards to your supervisor
- Report any contraventions of the Act and regulations that apply
- Supervisors are also considered to be workers and have the same workplace duties and rights as workers



Right of Workers - Right to Participate

- All workers have a right to safety training
- Right to open communication around hazards
- May participate on the Joint Health and Safety Committees associated with McMaster University
 - These committees are made up of both worker and management representatives
 - To participate, contact:
 - EOHSS ext 24352
 - Faculty of Health Sciences Safety Office ext 24956
 - Your local bargaining unit, union or association



Rights of Workers - Right to know

- Is often associated with the Workplace Hazardous Materials Information System (WHMIS)
- This right includes all hazards including biological, physical, ergonomics, violence, etc.
- What precautionary measures are in place
- Mandatory training requirements under the Occupational Health and Safety Act- Occupational Health and Safety Awareness and Training Ontario Regulation 297/13 effective July 1,2014



Rights of Workers - Right to Refuse Unsafe Work

- Identified in Section 43 of the OHSA
- Reason to believe the equipment or physical condition of the workplace is like to endanger yourself or another worker, or that you are in danger from workplace violence
- Required to report refusal to your supervisor
- JHSC worker member and your supervisor will investigate
- EOHSS or FHS Safety office will assist
- Outcomes will be reviewed with you
- Ministry of Labour may be contacted if an agreement is not reached



Limitations to Work Refusals

- Work refusals are limited in some professions
 - Doesn't apply if the dangers associated with the work are inherent to the work (i.e. Police Officer)
 - Where the worker's refusal may directly endanger the life, health or safety of another person (i.e. Firefighter)



Reprisals

- As identified in Section 50 of the OHSA
- The Act strictly forbids any reprisal against employees for exercising their rights
- You can contact a union official, if you are a member of a union, or the Ontario Labour Relations Board if you feel that your employer is taking action against you for raising a health and safety concern
 - ❑ No intimidation, disciplining, or firing workers
 - ❑ All employees are allowed to exercise their rights in compliance with the Act



What is a JHSC?

- Currently more than 25 Joint Health and Safety Committees
- Workers & Management
 - workplaces (6-19 employees) → Health & Safety Representative or JHSC in some cases
 - workplaces (20 or more employees) → JHSC with at least 2 members
 - workplaces (more than 50 employees) → JHSC with at least 4 members
- Meet at least once every three months
- Inspections – identify risk and make recommendations
 - Recommendations must be responded to within 21 days
- JHSC meeting minutes and inspection records must be posted along with members names
- Contact EOHSS, FHS Safety Office or your union for more information



JHSC Structure at McMaster

Central JHSC

Deals with Campus wide issues like:

- Program review, training requirements
- Review minutes of all JHSCs
- Other health & safety related issues

For example:

if you are in an

Engineering
Building

You are
represented
by the

Engineering
Joint Health &
Safety
Committee

Information on JHSCs at McMaster can be found at:
www.workingatmcmaster.ca/eohss/prevention/jhsc



Employee Training Requirements

- Health and Safety training is required for all workers and supervisors focusing on common hazards found in our workplace
 - Orientation, Fire Safety, Slips, Trips and Falls, Asbestos Awareness, Ergonomics, Violence and Harassment Prevention in the Workplace, WHMIS (see RMM #300 and the training matrices)
 - In addition as a minimum requirement supervisors must also complete Due Diligence and Accident Investigation training
 - Hazard specific training may also be required as determined by your Job Hazard Analysis (JHA)



McMaster University

EMERGENCY PROCEDURES

<ul style="list-style-type: none">• FIRE• SMOKE• EXPLOSION• GAS	<p><i>Pull Fire Alarm, and then from a safe location</i></p> <h2>Call 88</h2> <p>(University Line)</p>
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When Alarm Rings SHUT OFF GAS AND POWER

Evacuate... Close doors behind you Use stairs or ramps Do NOT use elevators

If Unsafe to Evacuate.. Shut door Block cracks Stay low near window

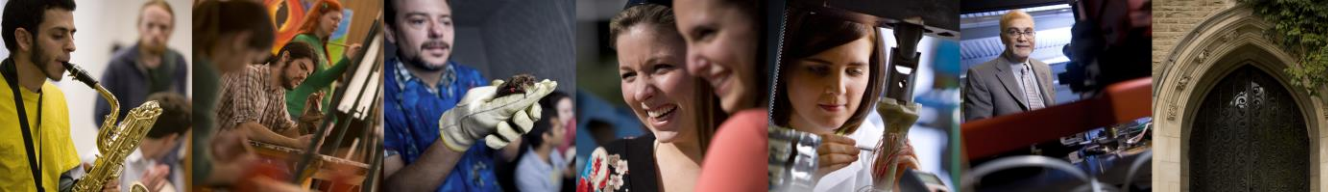
If Room Door is HOT.. Do NOT open door Stay put Stay low near window

<ul style="list-style-type: none">• AMBULANCE• MEDICAL• SECURITY	<p><i>From a Safe Location</i></p> <h2>Call 88</h2> <p>(University Line)</p>
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This is Building _____ Building # _____ Room # _____

Environmental and Occupational Health Support Services

- Main Campus
- Monitored by Security Services
- Pull Stations



Emergency Procedures

- Leave via your **closest** exit
- Follow instruction from the Fire Wardens
- Move away from exits and entrances
- Re-Entry only allowed once instructed





Emergency Procedures

 Facility Services

FIRE ALARM TESTING

Building # 25

Fire Alarm Testing will be conducted the first full week of each month.

Testing will be conducted on:

Monday between 7:00 am and 8:25 am

**If you have any questions or concerns please call
the Customer Service Centre at ext. 24740.**

- Bell Testing
- 60 seconds maximum
- Applies to non-hospital
Main Campus buildings
ONLY



Emergency Contact Numbers

St Joseph's Health Care –

Charlton, Mountain, Stoney Creek 7777

St Peters Hospital 7777

Henderson & Juravinski Cancer Center 5555

Hamilton General Hospital 5555

McMaster University Medical Center 5555

Chedoke - Wilcox and Holbrook 5555

Downtown Centre 911

Kitchener 911

Brock 911

x 3200 (Security)

All other locations 911



Injury/Incident Reporting

- All injuries, incidents and hazardous situations MUST be reported immediately

McMaster University **Injury / Incident Report** NO INJURY INJURY

INSTRUCTIONS ON PAGE 3 Hazardous Situation First Aid Healthcare Check Risky Fluid Exposure Lost Time Critical Injury No First Aid

IMPORTANT - IF PERSONAL INJURY IS INVOLVED, FORM MUST BE FAXED WITHIN 24 HRS. OF THE INCIDENT TO EITHER ENVIRONMENTAL & OCCUPATIONAL HEALTH SUPPORT SERVICES (FAX# 905.540.9085, GH 304) OR FACULTY OF HEALTH SCIENCES SAFETY OFFICE (FAX# 905.528.8539, HSC 1J11)

SECTION 1: TO BE COMPLETED BY INDIVIDUAL REPORTING INCIDENT

LAST NAME: _____ FIRST NAME: _____ EMPLOYEE ID/STUDENT ID (if applicable): _____

DEPARTMENT/UNIT: _____ EXTENSION: _____ Occupation at the time of injury: _____
Years of service to McMaster in occupation: _____

AFFILIATION EMPLOYEE STUDENT OTHER (Please specify): _____

UNION/EMPLOYEE GROUP CUPE CAW IAW UAW UAWA UAWO SEIU CASUALS MIWA OTHER _____

DD/MM/YY OF INCIDENT: _____ TIME OF DAY: _____ AM/PM: _____ DD/MM/YY REPORTED: _____ TIME OF DAY: _____ AM/PM: _____

DESCRIPTION OF INCIDENT: _____ INCIDENT LOCATION: BLDG: NAME: _____ ROOM #: _____

STATE EXACTLY THE SEQUENCE OF EVENTS LEADING UP TO THE INCIDENT:

(1) WHAT WERE YOU DOING AND DESCRIBE THE EFFORT INVOLVED?

(2) SIZE, WEIGHT AND TYPE OF EQUIPMENT OR MATERIALS INVOLVED (IF APPLICABLE)

(3) WHAT HAPPENED TO CAUSE THE INJURY?

(4) WHAT CONDITIONS ATTRIBUTED TO THE INCIDENT/ACCIDENT?

(5) HOW COULD THE EVENT HAVE BEEN AVOIDED?

ADDITIONAL INFORMATION ATTACHED

NAME AND ADDRESSES OF WITNESSES: _____

AREA OF INJURY (Check all that apply)

EYES HEAD ARMS CHEST INTERNAL BACK HANDS LEGS FEET NECK DOMINANT HAND LEFT RIGHT

TYPE OF INJURY (Check all that apply)

ABRASION/CONFUSION BURN LOSS OF CONSCIOUSNESS SPRAIN/STRAIN ALLERGIC REACTION CUT/LACERATION MEDICAL SYMPTOMS OTHER _____
 ANIMAL/INSECT BITE GRADUAL ONSET PUNCTURE/NEEDLESTICK

NAME OF ATTENDING PHYSICIAN (to be completed only if healthcare obtained): _____

TREATMENT OF INJURY EMPLOYER PHYSICIAN EMERGENCY NONE FAMILY PHYSICIAN WALK-IN CLINIC OTHER (Please specify): _____

TEL: _____ DATE OF HEALTHCARE: _____

SIGNATURES

I certify that the above information is true and complete to the best of my knowledge.

PERSON REPORTING INCIDENT (PRINT NAME): _____ DATED: _____ SIGNATURE: _____

SECTION 2: TO BE COMPLETED BY SUPERVISOR

WHAT CONDITIONS CONTRIBUTED TO THE INCIDENT (✓) (Check all that apply).

CONTRIBUTING FACTORS

OPERATING WITHOUT AUTHORITY POOR HOUSEKEEPING FAILURE TO LOCK OUT UNSAFE PRACTICE INSUFFICIENT TRAINING HAZARDOUS ENVIRONMENTAL CONDITION UNSAFE EQUIPMENT/POOR DESIGN DISTRACTING, TEASING, WALL-FUL MISCONDUCT IMPROPER POSITION OR POSTURE INADEQUATE WEATHER FAILURE TO USE PERSONAL PROTECTIVE DEVICES NOT GUARDED OR IMPROPERLY GUARDED OTHER (EXPLAIN): _____ INADEQUATE ILLUMINATION FIRE, EXPLOSION HAZARD

TO YOUR KNOWLEDGE HAS THE EMPLOYEE HAD A PREVIOUS SIMILAR INJURY? YES NO

IN ADDITION TO THE CHECKLIST, PLEASE DESCRIBE IN DETAIL THE CAUSE(S) OF EVENT - ROOT CAUSES WHICH COULD INCLUDE ANY OR ALL OF THE FOLLOWING: PHYSICAL CAUSES, HUMAN CAUSES, AND ORGANIZATIONAL CAUSES.

DETAILS OF PROPERTY DAMAGE (IF APPLICABLE): _____

CORRECTIVE MEASURES **ACTIONS TO PREVENT RECCURENCE (✓) (Check all that apply).**

RESTRUCTION OF PERSON INVOLVED ACTIONS TO IMPROVE WORK PROCEDURE REASSESSMENT OF PERSON CHECK WITH MANUFACTURER ERGONOMIC ASSESSMENT DISCIPLINE OF PERSONS INVOLVED IMPROVED PERSONAL PROTECTIVE EQUIPMENT COMMUNICATION TO THE RESPONSIBLE PERSON/DEPARTMENT EQUIPMENT REPAIR OR REPLACEMENT CORRECTION OF CONGESTED AREA OTHER (EXPLAIN): _____ INSTALLATION OF GUARD OR SAFETY DEVICE

IN ADDITION TO THE CHECKLIST, PLEASE DESCRIBE IN DETAIL CORRECTIVE MEASURES TO PREVENT RECCURENCE

PERSON RESPONSIBLE FOR ACTION: _____ COMPLETION DATE: _____

LOST TIME INCIDENT ONLY

Scheduled Shift on Day of Injury: _____ Date/Time Last Worked: _____ Date/Time Returned to Work: _____

SIGNATURES

I certify that the above information is true and complete to the best of my knowledge.

SUPERVISOR / EXTENSION # (PRINT NAME): _____ DATED: _____ SIGNATURE: _____

DEPARTMENT HEAD (PRINT NAME): _____ DATED: _____ SIGNATURE: _____



Other Resources

- **Ministry of Labour**
- Develops, communicates and enforces occupational health and safety requirements and employment standards
- Develops, coordinates and implements strategies to prevent workplace injuries and illnesses and can set standards for health and safety training
1-877-202-0008
www.labour.gov.on.ca



- **Workers Health & Safety Centre**
 - An occupational health and safety training centre for workers, representatives and employers.
1-888-869-7950
www.whsc.on.ca
- **Occupational Health Clinics for Ontario Workers**
 - Six medical clinics located across Ontario that provide occupational health services and information.
1-877-817-0336
www.ohcow.on.ca



■ Health & Safety Ontario

- Four health and safety associations that provide sector specific consulting, training, products and services.

www.healthandsafetyontario.ca

- **Infrastructure Health and Safety Association** – serves electrical, construction and transportation sectors.
1-800-263-5024
- **Public Services Health and Safety Association** – serves health, education and municipal sectors.
1-877-250-7444
- **Workplace Safety North** – serves mining, pulp and paper and forestry sectors.
1-888-730-7821
- **Workplace Safety and Prevention Services** – serves industrial, farming and service sectors.
1-877-494-9777



■ Workplace Safety and Insurance Board

- Administers Ontario's no-fault workplace insurance for employers and their workers.

1-800-387-0750

www.wsib.on.ca

■ Ontario Labour Relations Board

- An independent, quasi-judicial tribunal mandated to mediate and adjudicate a variety of employment and labour relations-related matters under a number of Ontario statutes.

1-877-339-3335

www.olrb.gov.on.ca



More Information

www.workingatmcmaster.ca/eohss

- Training Registration and Schedules
- EOHSS Contact Info
- JHSC Committee membership and JHSC toolbox
- RMM Program Documents
- Hazardous waste processes
- Laboratory safety information



**Environmental & Occupational Health Support
Services
Ext. 24352**

www.workingatmcmaster.ca/eohss

**FHS Safety Office
Ext. 24956**

<http://fhs.mcmaster.ca/safetyoffice/>