Health & Safety Orientation

What’s your role?

Environmental & Occupational Health Support Services
EOHSS
McMaster University Workplace and Environmental Health & Safety Policy

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

Posted with the Act, “Prevention Starts Here” poster and other information on your local health & safety board
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.
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
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
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
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 likely 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

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).
- 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

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

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.
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.
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](http://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](http://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](http://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/