

A - About Environmental Health and Safety Service (EHSS)

EHSS is committed to promoting an environmentally responsible, safe and healthful environment for its staff, faculty, students and visitors, while supporting the University's mission of teaching and research.

B - Introduction

The University of Ottawa is a responsible employer and requires its employees to respect EHS rules and regulations. Specific information and training is provided in order to help meet this expectation. In order to maintain compliance with these laws and regulations, our working population must be aware of the requirements and observe the standards.

Full and part time personnel, professors, and volunteers are legally required to complete training as per Section F. Supervisors (professors, staff supervisor, graduate students) are required to identify environmental and health & safety training needs for their employees.

C – Legal Definitions



Supervisor - means a person who has charge of a workplace or authority over a worker. *This means all full and part time personnel, professors, and graduate student that oversee the work of at least one other person, or someone responsible for a designated area.*

Worker - means a person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program. *This means all full and part time personnel, professors, graduate student.*

D – Health & Safety Roles and Responsibilities (Occupational Health and Safety Act, and Policy 77)

A **supervisor** shall ensure that a worker,

- (a) works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and the regulations; and
- (b) uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.

Without limiting the duty imposed by subsection (1), a supervisor shall,

- (a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- (b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
- (c) take every precaution reasonable in the circumstances for the protection of a worker.

A **worker** shall,

- (a) work in compliance with the provisions of this Act and the regulations;
- (b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- (c) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- (d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

No **worker** shall,


- (a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
- (b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
- (c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

E - Environmental Roles and Responsibilities (Policy 91)



- Report any emissions (spills, air emissions, noise) that are above acceptable levels.
- Take precautions not to contaminate waterways (canal or rivers), air, and soil.
- Respect sewer discharge limits applicable to chemical, biological, and radioactive materials.

F - Training Requirements

 <p>Applicable to all <u>new and returning</u> employees at the University</p>	Professors	Full and Part-time Employees	Contract Employees	Students Working at U of O	Volunteers	Visitors	Contractors
Workplace Hazard Information Management System (WHMIS).	✓	✓	✓	✓	✓	*	*
Resolution mechanism for hazards in the workplace. (see Section G)	✓	✓	✓	✓	NA	NA	NA
Laboratory Safety (for lab personnel only)	●	●	●	●	●	*	NA
Fall arrest (required for personnel in danger of falling more than 3 meters or into open water)	●	●	●	●	☒	☒	●
Transportation of dangerous goods (required for personnel at loading docks or personnel signing paperwork to ship or receive dangerous goods)	●	●	●	●	☒	☒	NA
Confined space entry (required for personnel working in confined areas where hazardous gases, fumes, vapour can accumulate)	●	●	●	●	☒	☒	●
Radiation safety (required for personnel working with radioactive materials)	●	●	●	●	●	*	●
Biosafety (required for personnel working with infectious substances)	●	●	●	●	●	*	●
Boating Safety (for persons operating a boat as part of their work)	●	●	●	●	●	☒	●
Emergency Preparedness (Starting in 2004)	✓	✓	✓	✓	✓	✓	✓

✓ = mandatory for all

● = mandatory for persons working under the described conditions

☒ = activity forbidden to these persons

* = adapted to the immediate needs of the visitor and areas to be visited

Supervisors are to inform personnel of these requirements among others :



- Respective roles and responsibilities regarding environment, and health & safety that are applicable to their specific work area.
- Fire prevention procedures applicable to their area.
- Emergency procedures and location of fire extinguishes, emergency exits, and evacuation routes.
- Accident/Incident reporting procedure.
- Health & Safety committee representatives.
- The non-smoking policy (Policy 58).
- Environmental constraints applicable to the operation of certain equipment
- Hazardous waste management practices applicable to the work area
- Health hazards and the Visual Arts. A guide is available on the EHSS web site.
- Field work guidelines (safety and insurance)

Please visit <http://www.uottawa.ca/services/ehss> to obtain more information on these and other training requirements, course descriptions, and course registration.

G – Hazard Identification and Resolution Mechanism

There is a specific order that must be followed according to Ontario Ministry of Labour laws. If the problem persists, you can escalate your request to the next person.

Hazard Resolution

- 1- Notify the Supervisor. The supervisors have a responsibility to investigate health & safety issues brought to their attention. They will do a needs assessment and involve the appropriate Service if they perceive a problem that is outside of their immediate control.
 - If you feel ill, the Manager, Occupational Health, Disability and Leave can be contacted at ext. 1472.
- 2- Notify the H&S Committee employee representative. Their role is to work with the Health & Safety Committee to resolve health & safety concerns or bring concerns to the attention of management
- 3- EHSS can be contacted if the above mechanisms are not working. Their trained personnel will investigate.