

New Employee Health and Safety Orientation

Presented by:
Human Resources,
Occupational Health and Safety

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Human Resource Services The University of Western Ontario

Human Resources Occupational Health and Safety

"We enable the learning of safe work behaviour. We do this by providing opportunities for individuals to learn the knowledge and skills to take personal ownership of their health and safety."


"Our vision is the use of safe work behaviours as a life skill."

www.uwo.ca/humanresources
Stevenson-Lawson Building: Room 295

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Introductions

- Name and Department
- What do you expect to learn from this session?



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Objectives




On completion you will:

- Understand your basic rights and responsibilities and those of other workplace parties under the Occupational Health & Safety Act of Ontario
- Know what designated substances are
- Know the services available from Occupational Health and Safety at Western
- Know the proper response to a campus fire emergency

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The University's Safety Policy

- Deans, department heads, and supervisors have responsibility for safety in their area
- The University will comply with all applicable legislation
- The Department of Occupational Health and Safety provides specialized safety resources
- Health and Safety committees will be established as required



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UWO Health & Safety Committees



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graph TD; UHSC[University Health and Safety Committee] --- BC[Biosafety Committee]; UHSC --- LSC[Laboratory Safety Committee]; UHSC --- JOHSC[Joint Occupational Health and Safety Committee Legislated]; UHSC --- RSC[Radiation Safety Committee];
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**Joint Occupational Health and Safety Committee
Worker Representatives**

- **UWOSA** - Jackie Sparks, Mike Debruyne
- **PMA** - Richard Harris, Brenda Stonehouse
- **UWOFA** - Anne Cummings, Deb Grey
- **UWOPA** - Randy Hewitt
- **CUPE 2692** - Chris Cox, Joanne Narducci
- **PSAC** - Christine Tenk
- **CUPE 2361**- Jim Ryan
- **IUOE** - Iain Findlater
- **SAGE** - Eva Adams, Marci Oswald

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**Safety Legislation -The Occupational
Health and Safety Act of Ontario**

- Requires employers, supervisors and senior officers to take reasonable care to prevent harm to employees in the workplace.
- Both employer and worker responsibilities
- Based on the "internal responsibility system" - both workers and employers work together for health and safety in the individual workplace


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A Safer Workplace.....

1. Name 3 things employers can do for employees to ensure a safer workplace.
2. Name 3 things workers can do to ensure they have a safer workplace.
3. As an employee what aspects of health and safety are non-negotiable. (i.e. The Law)

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Employer Responsibilities




- Must take every reasonable precaution for the protection of the worker
- Provide worker training
- Provide personal protective equipment where required
- Report all accidents and injuries to the Ministry of Labour

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Worker Rights and Responsibilities


- Right to select a worker representative
- Right to refuse or stop unsafe work
- Right to participate through JHSC
- Right to know
- Responsibility to report workplace accidents and injuries to supervisor
- Responsible for working in a safe manner and following all employer requirements



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Work Refusals

- Worker can refuse if they believe that the task is unsafe to themselves or others
- Report to supervisor and remain in a safe place
- Member of JHSC and supervisor will investigate
- If the worker disagrees with the finding and has reasonable grounds the MOL will be called
- MOL decisions are binding on all workplace parties



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**Bill C-45 - New Criminal Legislation
affecting Workplace Safety**



- **Bill C-45** establishes criminal liability for organizations and individuals when they fail to take reasonable steps to prevent workplace accidents that affect workers or the general public- conviction will result in a criminal record.

What's New – Key Elements


- The legal duty is similar to the general duty clauses currently found in the Occupational Health and Safety Act of Ontario. However, it elevates the penalty to the of a crime with a permanent criminal record.

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**Bill C-45 - New Criminal Legislation
affecting Workplace Safety**

What's New (continued)


- It applies to “everyone who undertakes, or has the authority, to direct how another person does work or performs a task...”. Bill C-45 extends legal duties to a new level that could potentially apply from a co-worker up to the president.
- The requirement “to prevent bodily harm to that person, or any other person, arising from that work or task” goes farther than any current OH&S legislation in Canada. Bill C-45 casts the net to include all employees as well as the public that may be affected by the work or task.



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**Bill C-45 - New Criminal Legislation
affecting Workplace Safety**

Practical Impact




An effective program with demonstrated clear communication, helps not only to ensure compliance but helps to ensure the health and safety of employees.

The first line of defence against death and injury in the workplace remains an organization's and an individual's proactive compliance with the existing workplace health and safety regulations.

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Designated Substances


- Designated substances are those substances identified by the Ministry of Labour as materials that pose severe risk in the workplace. Each designated substance has a regulation which specifies procedures for control of the substance.
- The regulations were written primarily with the industrial setting in mind.
- Many laboratories have stocks of small amounts of many different chemicals.
- The regulations do not differentiate between the storage of 50mL, 4L or 45 gallons.



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Designated Substances

- Acrylonitrile
- Arsenic
- Asbestos
- Asbestos - Construction, Building & Repair
- Benzene
- Coke Oven Emissions
- Ethylene Oxide
- Isocyanates
- Lead
- Mercury
- Silica
- Vinyl Chloride



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Safety, Health & Wellness at Western

- Safety, Health & Wellness is supported at Western through many areas...
 - Rehabilitation Services
 - Workplace Health
 - Hospitality Services (Nutritionist on Staff)
 - Occupational Health & Safety
 - Learning & Development

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Services Offered by Occupational Health and Safety

- Training
(www.uwo.ca/humanresources/facultystaff/h_and_s/training/training_idx.htm)
- Biosafety, radiation, hazardous materials, laboratory safety and WHMIS programs.
- Construction and Facilities Safety
- Personal Protective Equipment
- Initial accident/incident reporting
- First Aid



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Rehabilitation Coordination and Case Management

- Injury Prevention Programs
- Return to Work Assessment and Planning
- Implementation & Evaluation of Return to Work Programs
- Individual Health & Wellness Consultation & Work Accommodation



Valerie Smith, Director	Ext. 84742
Rebecca Hansen, Rehab Leader	Ext. 85578
Barbara Froats, Rehab Coordinator	Ext. 81398
Scott Bishop, Rehab Specialist (Ergonomist)	Ext. 81124
Christine Stutt, Wellness Information Coordinator	Ext. 85562

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Transitional Accommodation Program (Early & Safe Return to Work)

- Supports employees to remain at work or to safely return to work when experiencing illness or injury to allow the employee to fully participate in the workplace
- Fulfills legislative obligations with respect to the Workplace Safety & Insurance Act, the Ontario Human Rights Code and the Employment Equity Act

(www.uwo.ca/humanresources/facultystaff/h_and_s/rehab/trans_prog.pdf)

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Work Related Injury


- Coordinate Workplace Safety & Insurance Board (WSIB) Claims
- Gather Accident/Incident Injury Reporting Forms and Coordinate Appropriate Follow Up and/or Investigation
- Statistical Data Analysis & Review to Identify Trends and Develop Specific Targeted Programs

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**“Prevention is the goal, but ...”
Accident/Incident Reporting**




Steps for reporting...

- Promptly obtain first aid
- Notify your supervisor immediately of any accident/incident
- Supply all details to your supervisor
- Supervisor fills out report within 24 hours and gives copy to employee



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Ergonomic Services

- **Worksite Assessment**
Have your office, lab or work area assessed for ergonomic risk
- **Design Consultation**
An ergonomic assessment can help to reduce potential user risk when designing your new work area
- **Job Demands Analysis**
The JDA summarizes the physical and mental aspects of a specific job
- **Job Coaching**
Is provided to assist the worker with development of improved body mechanics and working techniques.
- **Return to Work Assessment / Job Match**
Job demands are compared with an employee's capabilities to determine appropriateness for a safe return to work (RTW)

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Tips to Avoid Strains & Sprains



Use Safe Body Posture
Joints become less stable placing support tissues (i.e. ligaments) at risk for injury. Muscles must work harder often stressing tendons.



Pace Yourself, Change Position Regularly
Split up tasks with similar demands or take occasional breaks away from that task. Try to walk during your lunch if your job involves sitting.



Know the Weight Before You Lift
Before you lift or move something check it's weight and stability. Things can be heavier than they look and may be unbalanced.




Organize Your Work Area
Make sure your work area is arranged to minimize reaching

Consider lifting with a friend

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Go Ahead Take a Break




GET ACTIVE AT WORK
STRETCH SLOWLY - HOLD STRETCHES FOR 3 SECONDS - REPEAT 5 - 10 TIMES

THIS IS A GUIDE ONLY!
If you feel:
- pain
- discomfort
- numbness
- tingling
- clumsiness
- numbness
- loss of strength & flexibility
STOP EXERCISING AND CONTACT A HEALTH PROFESSIONAL

Western Wellness
Western University
Lambton Health Unit
Public Health Marketing Division

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Ergonomics website



Human Resources - Ergonomics
Applicant | Faculty Staff | Leader/Manager | Student | Former Employee

Navigation:
Home
Ergonomics Homepage
Office Ergonomics
Ergonomic Exercises (Static & Dynamic)
General Exercises
Health, Safety & Wellness

Videos:
A light hearted look at office ergonomics...
(1 min - 1MB)

Contact:
- Scott Bishop
Ergonomics Consultant
(519) 861-2111 x81124
sbishop@uwo.ca

Ergonomics at Western
Ergonomics applies scientific theory, principles and methods to explore the relationships between the worker, job tasks and the workplace. Information derived from human interaction with work helps to define standards and guidelines for the design of physical and cognitive working environments.


The Ergonomics Program at Western was developed to assist staff and faculty work safely, efficiently and optimize their comfort. The value-added program is provided by Human Resources Services and managed by the Safety, Health & Wellness Department.

Workers across campus perform a variety of jobs with different physical and cognitive demands. Western's Ergonomics Program can help by evaluating and providing solutions to different work-related problems.

www.uwo.ca/humanresources/facultystaff/h_and_s/rehab/ergonomics/ **Western Ontario**

First Aid Program


- Worker is responsible to seek first aid immediately
- First aid coordinator - 84747
- First aid kits distributed across campus – generally one per building
- Trained volunteers assigned to each kit



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Campus Emergency Phone Numbers


Police, Fire, Ambulance- 911
or
From **cell phone** 661-3300,
not 911 because it will not
route through University
Police Dispatch



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UWO Fire Prevention

- UWO extension 88267
- Services include:
 - Fire code interpretation
 - Inspections
 - Development of fire procedures
 - Run scheduled fire drills
 - Fire alarm system testing
 - Fire extinguishers
 - Training



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FIRE Alarm Procedures

IF YOU SMELL SMOKE, SEE FLAMES OR ARE ALERTED TO A FIRE

1. Vacate fire area and close doors.
2. Activate nearest wall mounted fire alarm.
3. Evacuate the building. (Do NOT use elevators.)
4. Call 911 from a safe location. Meet emergency response personnel outside. Give them as much information as possible. Report ALL fires! (Even those that appear to be out.)
5. Report the location of anyone still inside to emergency responders.

WHEN YOU HEAR THE ALARM GET OUT AND STAY OUT!

1. Evacuate the building quickly even if you suspect a false alarm. If it is safe to do so, shut down experiments and hazardous operations, close windows and fire doors, turn off lights. Take your wallet, keys and coat, close your door and proceed quickly but safely to the nearest exit.
2. Do not use elevators during an alarm.
3. Move away from the exits to clear the area for emergency personnel. Do not re-enter the building, even if the alarm stops ringing. Wait for permission to re-enter from UWO Police or emergency services personnel.
4. If you are unable to leave due to smoke or fire conditions, or due to a Physical Disability, call 911 and give your location. Keep the doors closed. Seal vents and cracks with tape, towels or sheets to keep smoke out.

POLICE FIRE AMBULANCE SPILLS 911

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What is "Workwell"


- Workwell is an on-site health and safety evaluation of a workplace that has had consistently unsatisfactory safety records and is conducted by WSIB Workwell Evaluators.
- Based on these evaluations, employers can be assessed premium increases in addition to any other surcharges that have been levied.
- Evaluated employers receive a report on health and safety problems found in their workplace and recommendations for improvement.

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Personal Action Plan

When you return to your work area:

- Locate nearest first aid kit and fire extinguisher.
- Locate closest locations of other emergency equipment and familiarize yourself with its use.
- Determine best emergency exit route and alternative.
- Review additional training needs with supervisor and schedule sessions.
- If you need protective equipment, visit OHS



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