



VICTORIA UNIVERSITY  
IN THE UNIVERSITY OF TORONTO

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# Employee Health and Safety Handbook

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## OBJECTIVE

The purpose of this document is to ensure all workers comply with their specific requirements within the health and safety program. Victoria University is committed to the protection of its employees, the environment and its physical assets. Victoria University will continue to maintain a safe work environment in order to prevent occupational injuries and illnesses.

All employees are responsible for complying with the requirements of the Ontario *Occupational Health and Safety Act*, its Regulations and Victoria University Health and Safety Policies and Procedure Manual. Health & safety responsibilities will be communicated to all workers and supplied Labour during the health and safety orientation training program on the date of hire.

### Orientation Training Package:

In addition to receiving this Employee Safety program, you will receive further safety orientation that includes:

- Worker and Supervisor Health and Safety Awareness (DayForce)
- AODA (DayForce)
- WHMIS (Dayforce)
- Violence and Harassment in the Workplace (DayForce)
- Sexual Violence and Sexual Harassment (DayForce)
- Emergency Responses, Personal Safety & Protection of Property
- Employee Health & Safety Orientation Checklist
- Health & Safety Education/Training Needs Checklist

## OCCUPATIONAL HEALTH AND SAFETY POLICY

Victoria University is committed to providing a safe and healthy work and study environment for its members, including employees and students, and for visitors and contractors. The University will use its best efforts to ensure that the measures and procedures prescribed by the Occupational Health and Safety Act and its regulations and other relevant legislation concerning health and safety are complied with. This includes establishing and maintaining programs to identify and appropriately control workplace hazards; providing for a joint health and safety committee to identify and address workplace hazards and workplace health and safety issues; providing appropriate tools and equipment; and providing suitable training to employees concerning workplace health and safety. Management is committed to the prevention of occupational illness and injury.

Under the Occupational Health and Safety Act and its regulations, all employees of the University, including working students, dons, faculty, librarians, and staff, have responsibilities for ensuring health and safety in the workplace.

Managers and supervisors have an obligation to ensure that employees work in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and its regulations. These regulations require supervisors to ensure that appropriate safety procedures are followed by employees and to advise employees of the existence of any potential or actual danger to their health and safety of which the supervisor is aware. Supervisors must also take every precaution reasonable in the circumstances for the protection of an employee. In addition, all employees, including supervisors, have an obligation to work in compliance with the Occupational Health and Safety Act and its regulations and to use or wear the equipment, protective devices or clothing that the University requires to be used or worn.

Employees, including managers and supervisors, have knowledge of their actual working conditions and they have an obligation to report any safety hazards or possible contraventions of the Occupational Health and Safety Act and its regulations of which they are aware to their immediate supervisor, so that any safety hazards or contraventions can be remedied. It is also the responsibility of employees to participate in and comply with the University's Early and Safe Return to Work program.

All employees who fail to meet their obligations concerning health and safety may face, depending on the circumstances, discipline up to and including discharge.

The University is also committed to fulfilling its responsibilities concerning the health and safety of its students, and the University believes that this policy helps to facilitate that objective. Students are responsible for conducting themselves in a manner that is consistent with the health and safety of themselves and others. Students who fail to meet these responsibilities may face, depending on the circumstances, sanctions under the provisions of the Code of Student Conduct or other appropriate policies of Victoria University.

All members of the University community must accept their responsibilities concerning the provision of a safe environment in which to work and study.

A handwritten signature in black ink, appearing to read 'W. Robins', with a stylized flourish at the end.

William Robins  
President of Victoria University

Reviewed and approved by President's Senior Management Group on April 16, 2019

## EMERGENCY CONTACT NUMBERS

- Police/Fire/Ambulance 9-1-1
  
- Campus Emergency:
  - All campus emergencies (416) 585-4524
  - University of Toronto Police (416) 978-2222
  - Poison Control Centre (416) 813-5900
  - Ministry of Labour 1-877-202-0008
  - Ministry of Environment (416) 325-3000
  
- Maintenance – Victoria Campus:
  - During regular business hours (416) 585-4581
  - After regular business hours (416) 585-4524
  
- Automated Telephone Directory (416) 585-4521

Please do not hesitate to call Human Resources at 416-585-4558 if you require safety services, including but not limited to:

- Hazardous Waste Disposal
- Information Related to Safety Topics
- Procedures
- Investigations for ergonomics, or other health matters

### For General Information:

Please refer to the Health & Safety Bulletin Boards or visit Victoria University website at <https://vicu.utoronto.ca/about-victoria/human-resources/health-and-safety/> for more safety information on:

- Occupational Health and Safety Act
- Regulations for Industrial Establishments
- University Policy
- Programs & Procedures

# HEALTH AND SAFETY PROCEDURES

## Roles and Responsibilities

The Health and Safety of the University begins with all employees understanding that they are part of the Internal Responsibility System (IRS) meaning employers, supervisors and workers have a joint responsibility to keep the workplace safe. The principle of the IRS is based on the *Occupational Health and Safety Act*, which all employees are required to follow.

## Employer Responsibilities

Management responsibilities, as found in sections 25, 26 of the OHS Act:

25. (1) An employer shall ensure that,
- the equipment, materials and protective devices are provided as prescribed;
  - the equipment, materials and protective devices provided by the employer are maintained in good condition;
  - the measures and procedures prescribed are carried out in the workplace;
  - the equipment, materials and protective devices provided by the employer are used as prescribed; and
  - a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act.
25. (2) Without limiting the strict duty imposed by subsection (1), an employer shall,
- provide information, instruction and supervision to a worker to protect the health or safety of the worker;
  - in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed;
  - when appointing a supervisor, appoint a competent person;
  - acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
  - afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions;
  - only employ in or about a workplace a person over such age as may be prescribed;
  - not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace;
  - take every precaution reasonable in the circumstances for the protection of a worker;
  - post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;
  - prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy;
  - post at a conspicuous location in the workplace a copy of the occupational health and safety policy;
  - provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that

report is in writing, a copy of the portions of the report that concern occupational health and safety; and

- advise workers of the results of a report referred to in clause (1) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.

25 (3) For the purposes of clause (2) (c), an employer may appoint himself or herself as a supervisor where the employer is a competent person.

25 (4) Clause (2) (j) does not apply with respect to a workplace at which five or fewer employees are regularly employed. R.S.O.1990, c. O.1, s. 25.

Additional duties of employers:

26. (1) In addition to the duties imposed by section 25, an employer shall,

- establish an occupational health service for workers as prescribed;
- where an occupational health service is established as prescribed, maintain the same according to the standards prescribed;
- keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed;
- accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed;
- notify a Director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed;
- monitor at such time or times or at such interval or intervals the levels of biological, chemical or physical agents in a workplace and keep and post accurate records thereof as prescribed;
- comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed;
- establish a medical surveillance program for the benefit of workers as prescribed;
- provide for safety-related medical examinations and tests for workers as prescribed;
- where so prescribed, only permit a worker to work or be in a workplace who has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace; where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
- carry out such training programs for workers, supervisors and committee members as may be prescribed.

26. (2) For the purposes of clause (1) (a), a group of employers, with the approval of a Director, may act as an employer. R.S.O. 1990, c. O.1, s. 26 (1, 2).

26. (3) If a worker participates in a prescribed medical surveillance program or undergoes prescribed medical examinations or tests, his or her employer shall pay,

- the worker's costs for medical examinations or tests required by the medical surveillance program or required by regulation;
- the worker's reasonable travel costs respecting the examinations or tests; and
- the time the worker spends to undergo the examinations or tests, including travel time, which shall be deemed to be work time for which the worker shall be paid at his or her regular or premium rate as may be proper. R.S.O. 1990, c. O.1, s. 26 (3); 1994, c. 27, s. 120 (3).



## Supervisor Responsibilities

Duties of a supervisor are found in section 27 of the Occupational Health and Safety Act under the Heading of Supervisor Responsibilities.

27 (1) A supervisor shall ensure that a worker,

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

Additional duties of supervisors:

27 (2) 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.
- R.S.O. 1990, c. O.1, s. 27.

## Worker Responsibilities

Workers responsibilities can be demonstrated by:

Reporting to their manager any contravention with the *Occupational Health and Safety Act* or violation of University policy that they are aware of.

28. (1) A worker shall,

- work in compliance with the provisions of this Act and the regulations;
- use or wear the equipment, protective devices or clothing that the worker's Employer requires to be used or worn;
- 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
- 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.

28. (2) No worker shall,

- 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;
- use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
- engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

## University Safety Rules

The rules listed below are for your protection and guidance and are a condition of your employment with the Victoria University. Misconduct or disobeying the following rules can lead to disciplinary action.

### Safety:

1. All accidents, incidents and injuries must be reported immediately to your Manager.
2. Do not operate any equipment without being given proper instructions.
3. Shirts and sweaters are to be tucked in and must not be loose or hanging. Sleeveless shirts and tank tops are not acceptable.
4. Safety shoes and hard hat at minimum are required on the contractor's job site.
5. No rings, watches, bracelets, earrings or necklaces are to be worn in any area of the University where they could become a hazard.
6. No person except the operator shall be on the man lifts, tractors or any other moving vehicle.
7. In case of a power failure or blackout, stay where you are until the power is restored or until you are advised otherwise.

### Sanitation:

1. Please follow proper personal hygiene practices.
2. Smoking is not permitted within 9 meters of any entrance of any building.

### General Conduct:

1. Anyone under the influence of illegal drugs or alcohol will be removed from Victoria University property.
2. Any employee using prescribed medication that could affect their work must report the use of the medication to their Manager.
3. Horseplay of any kind will not be tolerated.
4. No defacing of the University property will be tolerated. This includes any clothing or equipment that was issued to you.
5. Unauthorized removal of University property is cause for immediate removal and subject to disciplinary action.

## Worker Disciplinary Procedure

This procedure has the following steps:

Step one: Manager gives a verbal warning and provides corrective action to worker.

Step two: Worker receives a written warning using the Written Disciplinary form. This will outline the issue, the corrective action and the timeframes for compliance. The worker must sign the form in the presence of their supervisor.

Step three: Should the worker not abide with the corrective action, then suspension or termination will occur.

Victoria University reserves the right to skip steps in the disciplinary action based on the severity of the violation.

## Training

All workers will require training on their legislative and internal health and safety responsibilities. Each worker must sign the training record at the completion of the health and safety training session.

## Accident/Injury Illness Reporting

Victoria University has an Accident/Incident Reporting Process Map, which is included with all Medical Aid Packages. This Process Map outlines the Accident/Incident Reporting Process (see Appendix A attached). Reporting of incidents or “near misses” to your supervisor will initiate corrective actions to prevent a recurrence in the future. All injuries, no matter how insignificant, must be reported immediately to your supervisor to provide a record of what happened so that corrective action can take place to prevent future occurrences.

When to report: The following categories are examples of injuries, illnesses and other losses that must be reported immediately, regardless of the nature or severity of the event:

- fatality
- first aid
- environment release
- critical injury
- property damage
- lost time injury
- near miss
- occupational illness
- health care
- fire

How to report: Report all workplace injuries / illnesses following Victoria University’s Accident/Incident Process Map.

Notify/Recording:

In the event of a workplace injury/illness, the employee’s immediate manager is to be notified and appropriate first aid is administered. The manager will complete the Employee Accident/Incident Investigation Report, providing a copy to Human Resources so that the appropriate paperwork can be completed and submitted to the WSIB and/or, in the case of a critical injury, the Ministry of Labour. In the event of a critical or fatal injury/illness, the Ministry of Labour must be notified by telephone immediately so that they can attend at the scene to perform an investigation. The accident scene may not be disturbed and must be secured.

Paperwork submitted to the WSIB notifying of an accident is required to be submitted to the Board within 3 days of the injury. Paperwork required to be submitted to the Ministry of Labour must be submitted within 48 hours of the injury/illness.

Treatment:

An employee is permitted to seek medical treatment for any workplace accident immediately following the event. Employees should not use their own vehicle; rather, your supervisor will call a taxi or an ambulance if required. Victoria University’s Medical Aid Package will be provided to the employee to have the attending physician complete.

Follow-up & Cooperation:

The injured employee must contact their supervisor immediately after treatment to arrange for modified duties if possible. The Human Resources Department will be responsible for following-up and arranging the Modified Work Program.

The Workplace Safety & Insurance Act requires all workplace parties to cooperate in the Early and Safe Return to Work of an injured worker immediately following a workplace accident.

As such, you are required to work with your supervisor to identify suitable work that is meaningful and within your physical capabilities. The Health and Safety Officer will also follow-up on all accident reports to ensure that the reports are investigated properly and to follow-up on any corrective actions listed.

Your Manager will review the accident/incident reporting process map located in Appendix A.

## Hazard Reporting

The purpose of this procedure is to outline hazardous situations that may endanger the health and safety of the University's personnel and students. Reporting hazards can significantly reduce incidents and accidents and possibly prevent a serious or fatal injury.

### **Hazardous Condition/Acts:**

*Unsafe Acts:* Behaviours which could lead to an accident.

- Examples of Unsafe Acts can include using equipment in an unsafe or careless manner and/or not using personal protective equipment as required.

*Unsafe conditions:* Circumstances which could allow the accident to occur.

- Examples of Unsafe Conditions can include inadequate, improper or lack of guarding, work surfaces, electrical grounding requirements not observed, containers that are not labeled, these are just a few of many unsafe conditions that can exist in a workplace.

Hazard Categories:

- Chemical can cause fire and explosion, burn skin, poison body or destroy environment.
- Physical such as hot or cold temperatures, loud noise, excessive vibration, radiation can burn tissue).
- Biological organisms can cause illness or disease.
- Ergonomic such as work involving force, poor posture, repetition and lack of rest.
- Safety such as tools & equipment that are unguarded, exposure to electricity, slips & falls and working at heights).
- Psychosocial including workplace violence and harassment.

### *Procedure for hazard reporting and completion of the form:*

- When reporting a hazardous condition or act it must be clearly defined.
- When reporting a hazardous condition/act it must be done immediately verbally and where warranted, using the Hazard Report Form. The Hazard Report form is to be completed if the hazard cannot be corrected immediately.
- It is the responsibility of the supervisor to fill in the Hazard Report form with the assistance of the worker.
- An observed hazardous condition/act must be reported immediately to the person in charge, the supervisor and the JHSC representative.
- The person who is identified to be responsible must rate all hazards as major, moderate or minor hazards.

- Using the hazard report form to detail what action will be initiated, by whom and when.
- It is the responsibility of any worker to report to his or her supervisor the existence of any hazard of which he or she is aware.
- It is the role of the supervisor to ensure that any hazardous condition or act is followed up with a timely response or action.
- It is the responsibility of Victoria University to maintain safe and healthy working conditions.
- It is the role of the supervisor to ensure that copies of the hazard report are distributed to the Senior Management of Victoria University and the JHSC.

See Appendix B for the Hazard Reporting Form.

## Emergency Evacuation Plan

Victoria University has identified the following emergencies as most likely to occur at their workplace including the external environment:

- Fire
- Medical emergency
- Power failure
- Gas leak
- Chemical spill
- Weather conditions
- Crime prevention
- Workplace violence
- Bomb threats

### *Upon discovering a situation requiring evacuation:*

- Remain calm.
- Advise workers in the immediate vicinity.
- Advise all other employees, students and visitors to evacuate the building by triggering the alarm system (use red pull stations) to signal evacuation.
- From a safe location call 911 and, if possible, the Residence Services Desk at 416-585-4524.
- Upon evacuation notification, leave the building immediately by the nearest exit and report to the designated area for roll call.
  - Victoria College (91 Charles St. W.) – Quad
  - Northrop Frye Hall (73 Queen’s Park Cres.) – Quad
  - Birge Carnegie (95 Charles St. W.) – North side of Charles St. W.
  - Emmanuel College (75 Queen’s Park Cres.) – South side of Emmanuel College
  - E.J. Pratt Library (71 Queen’s Park Cres.) – Quad
  - Burwash Dining Hall (91 Charles St. W.) – Quad
  - Goldring Student Centre (150 Charles St. W.) – Goldring Student Centre courtyard
  - Isabel Bader Theatre (93 Charles St. W.) – North side of Charles St. W.
- Do not take elevators.
- Assist persons with disabilities in exiting the building. Contact the Residence Services Desk if a person with disabilities is located above or below the handicap access floor.
- The last person out shall close the doors, however, leave them unlocked.

## **DO NOT RE-ENTER THE BUILDING UNTIL ADVISED BY A FIRE OFFICIAL.**

- Evacuation of all or part of the campus grounds will be coordinated by the Physical Plant Department.
- When an alarm sounds or notification occurs, all persons (including students) are to evacuate the site immediately and relocate to another part of the campus grounds or an offsite area as directed.

## **Fire**

- Fire extinguishers are located throughout each of Victoria University's buildings. Each fire extinguisher is inspected yearly by an external contractor. Security will document their review by dating the tag on the extinguisher on a monthly basis.
- The use of a fire extinguisher is a voluntary act and may be considered for small fires. Remember PASS: Pull the pin, aim at the base of the fire, squeeze trigger and sweep from side to side.
- For specific fire evacuation outlines see the individual building fire plans and evacuations points.
- The first priority if a fire occurs is notify others and sound the alarm to initiate an evacuation.

## **In Case of Severe Weather or Utility Disruptions:**

In the event of severe weather conditions (such as severe thunder/lightning storms, tornados) or utility disruptions (such as power failure), it may be necessary to shut down operations. Evacuation to internal areas of the building will be determined by the Senior Managers or employees may be authorized to leave work.

## **DO NOT RETURN TO WORK UNTIL ADVISED BY SENIOR MANAGEMENT.**

- Shutdown and cease use of any machinery or equipment.
- Retrieve a flashlight for evacuations if necessary.
- Relocate to the appropriate evacuation points (if the appropriate alarms have been sounded).
- If you are trapped in an elevator, use the emergency telephone in the elevator to notify the Residence Services Desk.
- If the elevator does not have an emergency telephone, push the emergency alarm button (located on the front panel) which will signal your need for help.
- Plumbing failure/Flooding - cease using all electrical equipment. Notify the Physical Plant Department, during regular business hours; otherwise notify the Residence Services Desk.

## **Prevention of crime on campus**

If you witness a person acting suspiciously, climbing fencing or buildings, attempting forced entry into a building, committing vandalism, hiding in bushes, behind trees, or against the wall of a building:

- Remove yourself to a safe location and prevent others from entering the premise or building.
- Do not confront the intruder or enter the building.
- Notify a manager of the incident without entering the building.

- Call 911 if needed.

### **Robbery**

- Do not argue. Do as the robber asks.
- Lock the doors immediately after the robber has left and call 911.
- Write down the description of the robber in detail as soon as it is safe to do so.
- Do not touch a hold-up note or anything else the robber may have touched. Protect these areas for police examination.

### **Natural Gas Leak**

- Cease all operations.
- DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. Remember, electrical arcing can trigger an explosion!
- Vacate the area and notify your manager of the leak.

### **Natural Disasters and Weather Emergencies**

- Comply with evacuation procedures.
- Notify other workers of the impending storm once aware of the emergency.
- Assist with disabled personnel as directed by your manager.

### **Bomb Threat**

In the event of a bomb threat, the receptionist or person receiving the call shall:

- Remain calm and polite. Do not transfer the call.
- Signal other personnel nearby to contact the police (Dial 9-911) and manager immediately.
- Record as much information about the call and caller as possible such as:
  - Time and date of call.
  - Location of the bomb (i.e., facility, division, location on the premises).
  - Details of the threat such as information about its appearance and timing (as given by caller).
  - Information about the caller such as gender, accent in voice, approximate age, motivation for threat etc.
  - Identify any background noises.
  - At the termination of the call immediately report to Security.
  - Evacuate building (if required) and aid police on their arrival with this information.

## Know Your Three Rights

### Right to Know

- About potential hazards (dangers) to which you may be exposed and receive applicable safety training.

### Right to Participate

- In identifying and resolving health and safety concerns through membership on JHSC, hazard reporting and attending safety training.

### Right to Refuse Unsafe Work

- If you have reason to believe that you or another worker may be put in danger.

## The Right to Refuse Unsafe Work

This procedure will identify and describe steps to be taken in case of a Work Refusal by an employee, as prescribed by the Occupational Health and Safety Act and applicable regulations. See *OHSA, RSO 1990 C.0.1 Section 43(3), 50*.

### *Work refusal by a worker:*

A worker may refuse to work or do particular work where he or she has reason to believe that,

- a) any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
- b) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or
- c) workplace violence is likely to endanger himself or herself; or
- d) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

### *Report of refusal to work:*

Upon refusing to work or do particular work, the worker shall promptly report the circumstances of the refusal to the worker's employer or supervisor who shall forthwith investigate the report in the presence of the worker and, if there is such, in the presence of one of,

- a) a committee member who represents workers, if any; or
- b) a health and safety representative, if any; or
- c) a worker who because of knowledge, experience and training is selected by a trade union that represents the worker, or if there is no trade union, is selected by the workers to represent them, who shall be made available and who shall attend without delay. Worker to remain near workstation.

### *Refusal to work following investigation:*

Where, following the investigation or any steps taken to deal with the circumstances that caused the worker to refuse to work or do particular work, the worker has reason to believe that,

1. the equipment, machine, device or thing that was the cause of the refusal to work or do particular work continues to be likely to endanger himself, herself or another worker;
2. the physical condition of the workplace or the part thereof in which he or she works continues to be likely to endanger himself or herself; or
3. workplace violence is likely to endanger himself or herself; or



4. any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention continues to be likely to endanger himself, herself or another worker,
5. the worker may refuse to work or do the particular work and the employer or the worker or a person on behalf of the employer or worker shall cause an inspector to be notified thereof.

### *General work refusal procedures*

#### **Stage 1- The worker has reason to believe that:**

1. The work refusal must be reported to the supervisor immediately.
2. The supervisor shall determine if the worker is refusing work or reporting a safety concern.
3. If it is determined to be a work refusal, the supervisor along with the worker must complete the Work Refusal Report. The supervisor shall conduct a preliminary investigation, and determine if immediate corrective action is necessary. If the safety concern cannot be resolved, the Supervisor shall contact the Health and Safety Officer. Until the first stage investigation is completed, the worker shall remain in a safe place near his or her workstation.
4. The Health and Safety Officer shall conduct an investigation in the presence of the worker, supervisor and JHSC worker representative and or union representative. Until the investigation is completed the worker shall remain in a safe place near his/her workstation.
5. The findings of the investigation shall be reported to the Bursar and the JHSC.
6. If following the investigation and any steps taken to deal with safety concern, the worker still has grounds to believe that the work is likely to endanger him or other workers, the worker or the Health and Safety officer shall contact the Ministry of Labour inspector.

#### **Stage 2 - Refusal to work following investigation:**

7. A Ministry of Labour inspector shall investigate the refusal to work in the presence of the Health and Safety Officer, the Department Manager, the JHSC worker representative and the worker and /or the union representative.
8. The worker is to remain at a safe place near the work station, pending decision of the Ministry of Labour inspector. The worker may be assigned reasonable alternative work, or be given other directions.
9. Pending the Ministry of Labour inspector investigation, no worker is to operate the equipment, machine or device being investigated unless the other worker has been advised of the worker's reasons for refusal in the presence of the worker JHSC member. If possible, this committee member should be the certified member or a person selected by union that represents workers.
10. The Ministry of Labour inspector shall give his/her decision, in writing as soon as is practicable, to the employer, worker and JHSC worker representative.
11. If the inspector determines that no safety concern exists, the worker shall immediately return to regular duties.
12. If the inspector determines the safety concern is likely to endanger the safety of a worker, the Manager shall order the work process be stopped until appropriate corrective actions are applied.

13. Once the circumstances are corrected the Health and Safety Officer and JHSC worker representative shall inspect the process to ensure that the potential for injury has been eliminated. The worker shall return to regular duties.

**Entitlement to be paid:**

A person shall be deemed to be at work and the person's employer shall pay him or her at the regular or premium rate, as may be proper, for the time spent by the person carrying out these duties.

See Appendix C for Right to Refuse Unsafe Work Flow Chart.

# WORKPLACE VIOLENCE AND HARASSMENT POLICIES

## Workplace Violence Policy Statement

The management of Victoria University is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps that are reasonable to protect our workers from workplace violence.

Violent behavior in the workplace is unacceptable from anyone. This policy applies to all staff, visitors, contractors, students or members of the public. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

Violence in the workplace is more than physical assault, it is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Any acts of violence will not be tolerated and appropriate disciplinary and/or legal action will be taken according to the circumstances.

There is a workplace violence prevention program that reinforces this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

Victoria University, as the employer, will ensure that this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information that they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

## Policy with Respect to Workplace Harassment

Approved by the Executive Committee of the Board of Regents: December 16, 2016

Victoria University is committed to creating a workplace that is free of workplace harassment. Workplace harassment is defined in the Occupational Health and Safety Act as:

- (a) Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) Workplace sexual harassment

“Workplace sexual harassment” means,

- (a) Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker, and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

This Policy applies to activities that occur while on Victoria University premises and to work-related activities or social events occurring off-campus.

**If you are a victim of workplace harassment please contact one of the following:**

- **Your Supervisor, or a more senior level Supervisor/Manager**
- **Your Human Resources Office, Director, HR (416) 585-4558**

In addition, employees who are represented by a union or association may also contact their union/association.

### **Program**

The University's program for implementing this Policy is contained in the Victoria University Human Resources Guideline on Civil Conduct, which can be found online at <https://vicu.utoronto.ca/about-victoria/human-resources/health-and-safety/>

### **Penalty**

Any employee who subjects another employee to workplace harassment may be subject to disciplinary action up to and including termination of his/her employment.

A student who subjects any employee to workplace harassment may be subject to penalties under the Code of Student Conduct.

Others who subject any employee to workplace harassment may be subject to penalties that are appropriate in view of their relationship to the University.

### **Related Documents**

In applying this Policy, the University is committed to acting conscientiously and in keeping with applicable legislation as well as its own policies and guidelines.

These include, for example:

- Ontario Occupational Health and Safety Act
- Ontario Human Rights Code
- Victoria University Human Resources Guideline on Civil Conduct
- University of Toronto Code of Student Conduct

## PROGRAM ELEMENTS

### WHMIS Program

WHMIS stands for the Workplace Hazardous Materials Information System. It is a comprehensive system for providing health and safety information on hazardous products intended for use, handling or storage in Canadian workplaces.

WHMIS has aligned with the worldwide hazard communication system known as GHS – the Globally Harmonized System of Classification and Labelling of Chemicals. This system provides standardized language and formatting of WHMIS components. The main components of WHMIS are hazard identification and product classification, labelling, safety data sheets, and worker education and training.

Victoria University is committed to educating and training workers on the safe use of products, ensure that hazardous products are properly labelled, prepare workplace labels as required and provide access to up to date safety data sheets. All users of hazardous chemical products must understand hazards, how to protect themselves, what to do in the event of an emergency and where to get further information.

### Lockout Program

The purpose of this procedure is to ensure that all energy sources are isolated and effectively controlled prior to any work being done *on or in close proximity* to machinery or equipment. This procedure applies to all locations within Victoria University and any Contractors working in these facilities.

This procedure applies to all energy sources: kinetic (motion), hydraulic, pneumatic, chemical, potential, thermal, electrical, radiation. If the lockout program will be specific to your job requirement, please see the Health and Safety Procedure Manual.

### Housekeeping & Maintenance Program

A clean, organized work environment is a key ingredient in ensuring that your workplace is safe. It is your responsibility to keep your work area organized, clean and well maintained. Offices should be kept tidy and passageways clear. If you need resources to help manage your workplace in an orderly manner, talk to your supervisor.

Tools and equipment should be kept in good condition and stored in their proper place. It is your responsibility to report any defective equipment, which may include not using it until it is properly repaired or replaced.

### Personal Protective Equipment

All staff will wear their designated personal protective equipment when required.

The following outlines Victoria University's personal protective equipment requirements:

- Personal Protective Equipment (PPE) is designed and provided to erect an effective barrier between a worker and potentially hazardous objects, substances or environments.
- When operations and/or policy dictate the use of PPE, the use of such equipment is mandatory. See list of most commonly used Personal Protective Equipment for each department below.

- Managers will monitor and evaluate the use and effectiveness of all PPE and will recommend improvements when necessary.
- The manager is responsible for ensuring that all workers are properly trained in the use, care, and limitations of all PPE they are required to use.
- The manager is responsible for ensuring that sufficient quantities of required PPE are available to allow each worker to complete his/her job efficiently and safely. It is the manager who will supply the personal protective equipment to their employees and who will purchase the equipment required for the work.
- Each worker is responsible for ensuring that required PPE is used and cared for in accordance with manufacturer and University specifications.

### **Victoria University jobs requiring Personal Protective Equipment:**

#### *Grounds Keeping:*

- Green patch safety shoes at all times
- Safety glasses and gloves
- Victoria University Uniforms
- Hard hats
- Particulate respirator in dusty environment
- Safety vest or coat with safety markings
- Hearing protection when operating all grounds keeping equipment

#### *Food Services Workers and Managers*

- Clothing as per food handling instructions. (e.g. Hairnet)
- Steel mesh glove when cutting meat
- Rubber apron when handling hot liquids
- Safety glasses and gloves while handling chemicals
- Hand protection when cleaning cutting blades
- Closed toe anti-slip shoes

#### *IT Workers*

- Safety glasses while operating the disc crusher
- Closed toe shoes

#### *Maintenance Workers and Managers:*

- Green patch safety shoes at all times
- Gloves
- Hard hats
- Safety glasses when using power tools
- Safety glasses when the job will entail air borne particulates
- Electrician – rubber gloves, insulated tools and arc flash protection clothing
- Particulate respirator in dusty environments

#### *Conservator:*

- Protective gloves when handling chemicals
- Safety glasses when handling chemicals

#### *Mail Room Workers:*

- Hearing protection while operating the paper folding machine
- Closed toe shoes

#### *Housekeeping Workers and Managers:*

- Air purified respirators when applying protective coatings to the floors
- Closed toe shoes
- Rubber gloves when exposed to chemical cleaners and biological hazards
- Safety glasses when exposed to chemical cleaners and biological hazards
- For the handling of bed bugs, disposal suit, gloves and boot covers

## Health and Safety Inspections

Health and safety inspection is an important element in achieving Victoria University's objectives in a safe and effective manner.

The site Manager or worker will conduct a site safety inspection to ensure the job site is safe before work is preceded. All unsafe conditions must be corrected immediately, if not within the control of the worker, must be reported to their Manager for investigation and correction.

## First Aid Requirements

The purpose of this procedure is to ensure that first aid treatment is given immediately in accordance with First Aid Requirements (Regulation 1101) under the Workplace Safety and Insurance Act.

- Victoria University will ensure a certified first aider is available on every shift and that the first aid kit is in the charge of a certified first aider who works in the vicinity.
- Names and departments of First Aiders are located on all Health & Safety Bulletin Boards.
- The location of all First Aid kits is listed under element 7.1 First Aid of the Health and Safety Manual and on all Health and Safety bulletin boards.
- All first aid treatments administered must be recorded in the first aid logbook located in each First Aid box by the certified first aider and shall include all the details surrounding the incident as described by the injured employee.

## Joint Health and Safety Committee

Victoria University believes that a Joint Health and Safety Committee is an integral part of the University's Health and Safety Program and fully supports this group to fulfill its powers under the *Occupational Health and Safety Act*. By presenting recommendations to management and actively supporting all health and safety activities, the committee can play a leading role in accident and illness prevention. Victoria University is committed to actively supporting the committee and ensuring it meets all legislative requirements.

The names and workplace locations of all Joint Health and Safety Committee members are posted at each of the Health and Safety boards.

### *Joint Health and Safety Committee roles and responsibilities*

1. To monitor the Health and Safety policy and make recommendations to Senior Management where necessary.

2. To inspect a portion of the workplace monthly (so that the entire workplace is inspected yearly) and assist in accident investigations as required by legislation or University policy.
3. To carry out all the legislative duties and responsibilities of the committee as required by the *Occupational Health and Safety Act* such as:
  - a. Being present at any MOL inspection
  - b. Involvement at work refusals, if necessary
  - c. Bi-lateral work stoppage
  - d. Being present at the beginning of any testing regarding health and safety
4. To identify potential or existing hazards of materials, processes or equipment and make recommendations for solutions to management.
5. The committee shall foster cooperation and open dialogue between all employees of Victoria University on all matters relating to Occupational Health and Safety.
6. To provide leadership in matters relating to Health and Safety whenever the opportunity presents itself.

The Health and Safety Committee will consist of twelve (12) members: six (6) Management and six (6) Worker members. There will be one (1) appointed person to serve in the capacity of Recording Secretary. This person will be agreed upon by Management and Worker members and shall not be considered a member of the committee.

## Early and Safe Return to Work

This procedure is to outline the Early and Safe Return to Work Program, which affords modified duties for injured employees. The program will ensure that, as a University, we will make reasonable efforts to accommodate injured employees with modified duties.

The Human Resources Department and the Health and Safety Officer, in collaboration with the departments, have implemented a modified duty program. The program will assist in promoting a timely and safe return to work of employees with work related injuries/illnesses. The program will reduce the impact of Workplace Safety and Insurance Board costs.

Victoria University is committed to establishing a fair and consistent policy to provide meaningful and fulfilling employment for permanently and temporarily disabled employees where a modified program is medically authorized. It is our intention to provide a practical rehabilitation program that will assist in the return of injured employees to a productive role while meeting the requirements of the *Occupational Health and Safety Act* and the *Workplace Safety and Insurance Act*.

### Definition of "Modified Duty"

Modified Duty is the modification of an employee's position that allows the employee to carry out the work assigned within the employee's physical capabilities.

### Principles of Modified Duty

The University recognizes that the temporarily disabled employee can and should be performing meaningful, productive employment. The modified duty program gives structure and organization to this principle and recognizes the University's, union(s), and employee(s) joint responsibility to participate in the rehabilitation of the employee.



**Specifically:**

- The work must be meaningful, productive, and safe and the result must have value.
- The work provided must not aggravate the employee's disability.
- The worker's disability must not constitute an additional hazard to the employee or fellow employee(s) while performing the duties assigned.
- The work must assist the employee in returning to their original position if possible. The duration of the modified duty will be determined at the commencement of the program wherever possible.
- Prior to starting the modified duty the employee and Victoria University will sign an agreement with respect to the hours of work, the reporting requirements and the nature of the modified duty position.
- The employee's physician statement and the requirements of Victoria University will be reviewed for the modified duty position.
- The employee will be required to schedule appointments and therapy at reasonable times so as not to conflict with Victoria University's timetable.
- The employee is required to supply medical progress reports every two weeks or as frequently as may be needed.

**Victoria University:**

- To provide a fair and consistent rehabilitation policy for employees injured on or off the job or disabled due to illness or injury.
- To make reasonable efforts to provide a meaningful employment for temporarily disabled employees and promote modified duty.
- To facilitate communication between the department, the employee, the treating agency of the employee, and Human Resources.
- To assist in the modification of the workplace.
- To involve the work forces and ensure co-operation from the bargaining units.
- To explain the objectives and requirements.
- Penalties can be issued by WSIB if the organization does not participate in the WSIB Return to Work Program.

**The Employee:**

- To maintain regular contact with the immediate manager/supervisor and Human Resources.
- To take an active and co-operative role in developing their modified duty program.
- To communicate any concerns or problems to their immediate manager/supervisor and Human Resources.
- To obtain the necessary forms from the treating agencies as may be required by Victoria University. The employee may be responsible for the costs of any forms that are required.
- To ensure that other scheduled rehabilitation activities such as physical therapy or doctor's appointments are continued while on modified duty. These appointments are to be arranged whenever possible during non-work hours.
- To cooperate with all requests for documentation as required by the WSIB and Victoria University.
- Injured employees may be denied WSIB benefits if not being cooperative with the organization's return to work program.

## MSD Prevention Program

The purpose of this procedure is to create awareness of musculoskeletal disorders (MSDs) and the hazards associated with them including force, repetition, awkward posture and lack of rest. These risk factors that contribute to a MSD can be controlled through recognition, assessment and control activities.

### Workers shall:

- Attend training sessions to ensure they have been trained to do their job safely and know the hazards/factors that could cause MSDs.
- Report any signs and/or symptoms of MSDs to their supervisor (e.g. discomfort, numbness, tingling and/or pain).
- Report any unsafe acts, hazards, equipment problems, or any other unsafe tasks immediately to their supervisor.
- Cooperate with accident/incident investigations and with MSD hazard identification and assessment activities.
- Correctly use equipment provided by the employer and use appropriate body mechanics as per MSD prevention training provided (e.g. lift properly).
- Go to supervisor with questions, concerns, or requests for additional ergonomics/MSD hazard related training.
- Offer suggestions to improve working conditions to supervisor.

### Reporting Discomfort/Pain/Injury

- All workers will report to their manager if medical aid or lost time has occurred to complete an Accident/Incident Form. Otherwise, MSD hazards and any incidence of MSD signs and symptoms can be reported through worker discomfort surveys (Form 1B) or to their supervisor.
- Managers and lead hands will ensure positive reinforcement of workers that report MSD hazards, signs and symptoms.
- New equipment and/or tools will be assessed in cooperation with Departmental Managers and JHSC for proper ergonomic design principles prior to purchase (contact an Ergonomist if necessary).
- An ergonomic review will be provided to all workers involved and completed prior to any changes to people, equipment, materials, environment, or process.

## Other Safety Programs

Victoria University's Health and Safety Program addresses health and safety through instruction and training. Depending on the type of work performed, further training specific to your job may also be provided by your manager or delegate. This training may include manufacturer's operating instructions, pre-use checks on equipment, preventative maintenance and personal protective equipment requirements to name a few.

Employees that are required to perform potentially hazardous tasks which may include hot work, lockout, confined space entry, must understand and implement safety instruction to protect themselves and others. For example, employees must know when and where the procedure applies, what supervision and signatures are required, any necessary certification or training and what to do in the event of an emergency.

## Role of MOL (Ministry of Labour)

**Vision:** Foster safe, fair and healthy workplaces by advancing productive relationships in the workplace.

**Objective:** Make Ontario workplaces among the safest in the world by setting, communicating and enforcing OHS laws designed to reduce or eliminate workplace injury or illness. The Ministry also prevents injury and illness by collaborating with OHS partners to make workplaces more self-reliant.

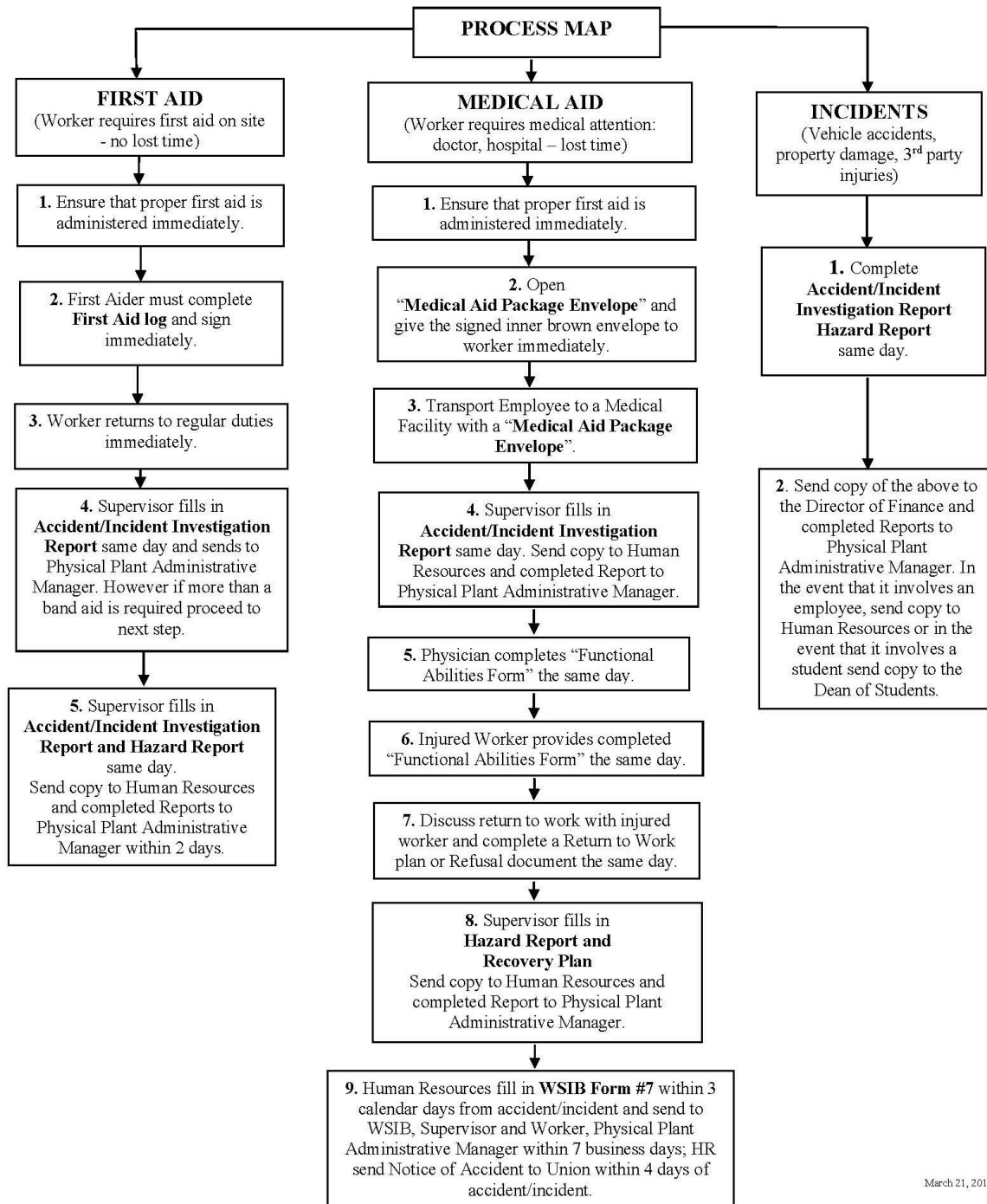
## Role of WSIB (Workplace Safety Insurance Board)

- Provides no-fault collective liability insurance.
- Access to industry specific health and safety information.
- Provides loss of earnings benefits and health care coverage for workers.
- Provides help and support for return to work after an injury or illness incurred by workplaces covered under WSIB.

The WSIB is entirely funded by employers.

# APPENDICES

## Appendix A – Accident/Incident Reporting Process Map



March 21, 2017

## Appendix B - Hazard Report Form

Name of person reporting hazard: \_\_\_\_\_  
Department : \_\_\_\_\_ Working Location: \_\_\_\_\_  
Reported to: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Location of hazard concerns:

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Please describe hazard concern/safety issue:

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If this is a repeat issue, whom have you reported to before:

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Supervisor/Health and Safety Officer: Rate hazard class using criteria listed below:

“A” (major)	High risk (immediately dangerous to life and health)
“B” (moderate)	Medium risk (medium term potential for non-life threatening injury)
“C” (minor)	Low risk (long term potential for slight injury or illness)

Corrective actions to be taken and timeline:

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Follow up action required:

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Person responsible for follow up action: \_\_\_\_\_

Date finalized: \_\_\_\_\_

Signature of person reporting hazard:

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Signature of Health and Safety Officer:

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Signature of Department Manager:

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Original to: Health and Safety Officer when all the recommendations are completed

Copies to: The Bursar, Supervisor, and JHSC

## Appendix C – Right to Refuse Unsafe Work Flow Chart

