

Health & Safety In the Workplace

An Orientation Guide for Supervisors



University
of Windsor

Table of Contents

I.	Introduction	3
II.	A Note About Terminology	3
III.	Duties of the Employer, Supervisors and Workers.....	4
IV.	Internal Responsibility System	5
V.	Rights of Workers	6
VI.	Work Refusal Process.....	7
VII.	Reporting and Assessing Hazards	7
VIII.	Protective Equipment & Devices	9
IX.	Preventing Hazards	9
X.	Enhancing your Knowledge of Hazards.....	11
XI.	Accident/Injury Reporting and Investigations	12
XII.	In case of Injury	13
XIII.	Central Safety Committee	14
XIV.	Fire Plans & Emergency Preparedness.....	15
XV.	More Information and Resources.....	15
XVI.	Quiz – Health & Safety in the Workplace.....	17
XVII.	Terminology	17

This guide was developed to meet the requirements of Ontario Regulation 297/13 and Ministry of Labour training program: *Health & Safety at Work – Supervisor Health & Safety Awareness in 5 Steps*

Introduction

The University is committed to preventing occupational illness and injury in the workplace and to working with its workers to enhance safety. As part of this commitment, the University is responsible for establishing, implementing and maintaining programs designed to protect the health and safety of workers, students, and visitors. This guide has been designed to orient you to the safety policies, procedures and programs which are intended to keep you safe at work.

Preventing work-related illness and injury is an important responsibility of each member of the University community. Ontario's Occupational Health & Safety Act (OHSA) outlines the duties of employers and supervisors, as well as the rights and duties of workers.

A copy of the OHSA and its regulations, the University's Health and Safety Policy, and other required postings can be found on the Health & Safety Bulletin Boards located across campus, as well as on the Electronic Health & Safety Board at www.uwindsor.ca/safety/safetybulletinboard. This webpage also references the location of each building's Health & Safety Bulletin Board.

As a supervisor, you play a critical role in promoting safety in the workplace. Under the Act, you have a legal obligation with respect to health and safety; this guide has been designed to provide you with an overview of the Health & Safety policies and programs at the University, including your responsibilities. In addition to reviewing this guide, we encourage you to familiarize yourself with the University of Windsor Occupational Health & Safety Manual and the Occupational Health & Safety Act and Regulations.

Should you have questions or require more detailed information, please visit the Health & Safety website at www.uwindsor.ca/safety or contact a member of the Health & Safety team.

The OHSA defines a supervisor as anyone who has charge of a workplace or authority over a worker. The OHSA expects supervisors to be front line guardians of health and safety and therefore supervisors who do not follow their duties as per the Act could face consequences such as:

- The Ministry of Labour inspector could issue an order against a supervisor
- A supervisor could be charged with an offence.

Source: Ministry of Labour. Health & Safety at Work – Supervisor Health & Safety Awareness in 5 Steps

A Note About Terminology

Throughout this document the terms “workplace”, “employer”, “supervisor” and “worker” are used. The definition of these terms per the OHSA and how they are applied to our workplace can be found on page 17 of this guide.

Duties of the Employer, Supervisors and Workers

The OHSA assigns duties to everyone in the workplace, these duties are connected to the level of authority each person has in the workplace. The OHSA gives the employer the most responsibility for health and safety.

Employer Duties

(Source: Ministry of Labour. Health & Safety at Work – Supervisor Health & Safety Awareness in 5 Steps)

The University has an obligation to ensure the health and safety of everyone on campus or outside campus on University related business.

The following are some of the duties of employers as outlined in the OHSA:

- To appoint a “competent person” as a supervisor. A “competent person” is defined as one who must:
 - be qualified—through knowledge, training and experience—to organize the work and its performance
 - be familiar with the Act and the Regulations that apply to the work being performed in the workplace
 - know about any actual or potential danger to health and safety in the workplace
- Create and post a Health & Safety policy
- Review the policy at least once a year and maintain a program to implement the policy
- Post a copy of the OHSA, as well as explanatory material prepared by the Ministry of Labour that outlines the rights, responsibilities and duties of workers (occupational health and safety poster)
- Make sure workers and supervisors know about hazards in the work they do and provide them with information, instruction and supervision to protect their health and safety
- Take steps to eliminate hazards in the workplace, and where elimination is not possible, to control them
- Make sure workers wear and use the right protective equipment, material and devices where required by the Regulations
- Do everything reasonable in the circumstances to protect workers from getting hurt or getting a work-related illness

Supervisor Duties

(Source: Ministry of Labour. Health & Safety at Work – Supervisor Health & Safety Awareness in 5 Steps)

It is the direct responsibility of management and/or supervisors to develop, maintain and review safety procedures among workers and encourage the active participation of all workers in safety activities.

The following are some of the duties of supervisors as outlined in the OHSA:

- Tell workers about the hazards and dangers and respond to their concerns
- Show workers how to work safely and make sure they follow the law and the workplace health & safety policies and procedures
- Make sure workers wear and use the right protective equipment
- Do everything reasonable in the circumstances to protect workers from being hurt or getting a work related illness

As a supervisor,

- It’s your job to tell workers about any health and safety hazards and show them how to work safely
- You support the workers’ right to participate in health and safety by encouraging them to get involved
- You respect the workers right to refuse work that they believe it is unsafe by taking “every precaution reasonable” in the circumstances to protect workers and by complying with the process for work refusals as specified by the Act.

Source: Ministry of Labour. Health & Safety at Work – Supervisor Health & Safety Awareness in 5 Steps

As a supervisor, you are responsible for putting the University's Health & Safety policy and program into action. The following are some of the things you can do to meet this responsibility:

- Become knowledgeable of the OHSA and the Regulations related to the work that is performed by your area
- Ensure that workers wear the right protective equipment, when required
- Advise workers of the hazards related to their work
- Plan the work in such a way that it can be performed safely
- Ensure that workers are aware and follow their duties as per the OHSA and University of Windsor Health & Safety policies and programs

Under the OHSA every supervisor is also considered to be a worker. Therefore, in addition to these duties, the responsibilities listed under "Workers" also apply to supervisors.

Worker Duties

(Source: Ministry of Labour. Health & Safety at Work – Supervisor Health & Safety Awareness in 5 Steps)

The OHSA gives workers certain duties that support your role as a supervisor. It is the obligation of every worker to observe and abide by all legislated and University responsibilities, to work in a safe manner, and to take an active part in protecting themselves, fellow workers and the University's facilities.

The following are the duties as per the OHSA:

- Follow the law and the workplace health and safety policies and procedures
- Wear and use the protective equipment required by the employer
- Work and act in a way that won't hurt themselves or anyone else
- Report any hazard they find to their supervisor so that the necessary steps can be taken to solve the problem(s)

A worker is not required under the Act to participate in a prescribed medical surveillance program unless the worker consents to do so.

Please refer to the OHSA for a complete list of the duties of employers, supervisors and workers. You can find a copy of the Act on the Health & Safety Bulletin Boards located across campus or on the Electronic Health & Safety Bulletin Board at: www.uwindsor.ca/safety/safetybulletinboard

Internal Responsibility System

Together, the duties and responsibilities of employers, supervisors and workers create an Internal Responsibility System (IRS). The IRS is a structure within the University, where everyone, regardless of their role has direct responsibility for health and safety as an important part of his/her job. As a supervisor, you play a critical role to make the University a safe place to work and learn.

The IRS is based on the principle that people in the workplace are in the best position to recognize health and safety hazards, assess them and develop controls because they have the most knowledge about the equipment, the process and the hazards involved. The basis for IRS is effective communication among workers, supervisors and the employer.

The OHSA promotes the use of the Internal Responsibility System to resolve health and safety concerns in the workplace. Health and safety questions or concerns should first be directed to your immediate supervisor.

The University as the employer has the most important role in creating an effective IRS. As a supervisor, you need to inform the employer of any health and safety concerns even if you have the ability to address them yourself. The University needs to be aware of these concerns in order to fulfill its responsibilities. It is important as a Supervisor that you ensure workers know you will listen to their concerns and that you are committed to working with them to recognize, assess and control the hazards in your work area.

Rights of Workers

Under the OHS Act workers have three (3) basic rights. As a supervisor, it is critical that you are aware and understand these rights as they are at the “heart of the OHS Act and the Internal Responsibility System” (Ministry of Labour, Health & Safety at Work).

Under the OHS Act every supervisor is also considered to be a worker therefore these rights also apply to you.

1. The Right to Participate

Workers have the right to be a part of the process of identifying and resolving workplace health and safety concerns. This right is expressed through:

- Worker membership on the Central Safety Committee
- Reporting accidents, hazards and near miss incidents
- Communication of unsafe conditions and/or acts to the employer

2. The Right to Know

Workers have the right to know about any and all hazardous materials/conditions that they may come in contact with throughout their employment with the University.

3. The Right to Refuse Work

Workers have the right to refuse work that they believe is dangerous to their own health and safety. In general, workers can refuse work if they have reasonable grounds to believe that the job they are performing or are asked to perform, could pose a danger to either themselves or another worker. This also includes work refusal associated with workplace violence.

Reprisals Against Workers Are Prohibited

As a supervisor, it is important to know that the Act prohibits the employer or persons acting on behalf of the employer from taking any action against a worker who has behaved in compliance with the Act or the Regulations. Specifically prohibited are:

- Dismissal or threats to dismiss
- Discipline or threats to discipline
- Imposition of any penalty
- Intimidation or coercion

A worker who believes that the employer has reprisal against him or her should contact their union representative, if applicable, or may file a complaint with the Ontario Labour Relations Board.

Work Refusal Process

When a worker refuses work, you must follow the work refusal process as outlined in the Occupational Health & Safety Manual procedure OHS-4.5.2. You also need to ensure that the worker stays in a safe place pending the investigation and ask the worker to complete Section A of the Work Refusal Form if not already completed (Form OHS-4.5.2a). This procedure and form can be downloaded from the following website: www.uwindsor.ca/safety/workrefusal

Stage 1 Investigation

Upon notification of a work refusal, supervisors must arrange an investigation immediately with the worker, the worker member of the Central Safety Committee (CSC) and the union representative (if applicable). The supervisor must also contact a Health & Safety representative.

Once the investigation is complete, the supervisor documents the investigation findings on the Work Refusal Form. If the supervisor agrees that the work is unsafe, corrective action is initiated. If the worker is satisfied with the action plan to resolve the issue, both the supervisor and worker sign the form to indicate they agree to the action plan. When all of the actions are complete, the worker and supervisor sign the form again to acknowledge that the work refusal is now resolved.

If the worker does not agree that the action plan will resolve the safety concern, the Work Refusal proceeds to Stage 2. If the supervisor does not agree that the work is unsafe after investigation, the Work Refusal proceeds to Stage 2.

Stage 2 Investigation

If the worker has reasonable grounds to believe that the work is still unsafe, the worker continues to refuse work and remains in a safe place pending the Ministry of Labour investigation. The employer, supervisor, Health and Safety office, or worker calls the Ministry of Labour to investigate the refusal and give a decision. When the decision is received from the Ministry of Labour Inspector, actions are to be taken as required or ordered (if any). Once actions are complete the worker returns to work and the work refusal is resolved.

Reporting and Assessing Hazards

One of the responsibilities as a supervisor is to plan and organize work. In order to do this well, you need to be familiar with the hazards associated with the work and the actions that could be taken to eliminate or control such hazards. It is the responsibility of the employer and supervisor to inform workers of health and safety hazards.

An occupational hazard is anything in the workplace that has the potential to harm a worker. Safety hazards can lead to accidents that physically injure workers, and health hazards may result in the development of disease. At the root of every injury or illness is a hazard, which is why it is important to know about the hazards in the workplace before you start working. The OHSA requires all workers to report hazards to their supervisor.

Supervisors must promptly investigate the reported hazard or concern and keep the employee advised of any response. A response to the hazard/concern could include:

- Elimination of the hazard
- Substitution to lessen or reduce the hazard - Engineering Controls
- Implementation of measures to control the exposure to the hazard – Administrative Controls

If the hazard still exists after controls are implemented, personal protective equipment or devices may be necessary

RACE is a process used for dealing with hazards. It stands for Recognize, Assess, Control and Evaluate. As a supervisor, you should communicate with workers throughout the process as well as with the employer and the Central Safety Committee.

The following are some things that you can do at each step of the RACE process:

Recognize where there are potential hazards. The following are some things you could do:

- Watch workers as they are carrying out the work
- Talk to workers about the work and the work environment
- Participate in workplace inspections
- Review the reports and records associated with the work
- Listen to the concerns brought forward by workers

Assess the hazard. The following are some key questions to consider:

- How does the hazard compare to legislation, standards and guidelines?
- How can the worker get hurt or sick?
- How likely is the hazard to affect worker's health and safety?
- How badly could the worker get hurt or sick?

Control the hazard by looking for ways to eliminate the hazard or make the job safer:

- Remove the hazard
- If you can't eliminate, look at what you can do to prevent workers from coming into contact with the hazard such as the use of personal protective devices.

Evaluate how well the hazard controls are working. The following are some things you can do:

- Speak to the workers
- Watch workers as they perform the work
- Listen to the workers and look for ways to improve health and safety.

The RACE process is a good way to get a close look at the work and the hazards associated with it. As a supervisor, you need to always be on the lookout for potential hazards. It is important that you observe how people perform their work and listen to any concerns that they may have. You also need to ensure that workers understand the information you provide them regarding hazards, that they follow health and safety procedures and use all required personal protective equipment. It is your responsibility to ensure that all workplace safety regulations are being followed.

Some of the most common hazards in Ontario workplaces include:

- Repeating the same movements over and over, especially if you are in an awkward position or you use a lot of force
- Slipping, tripping or falling
- Working near motorized vehicles
- Using or working near machinery
- Workplace violence

You also need to think of less visible hazards related to your work such as chemicals, fumes, toxic dust, and biohazards. Without proper controls, these hazards may result in occupational illness or disease. Some of these hazards could make you sick immediately; others may lead to illness that might not appear until months or years later.

Source: Ministry of Labour. Health & Safety at Work – Supervisor Health & Safety Awareness in 5 Steps

If you find a hazard, it is critical that you address it. If you don't have the knowledge/expertise to address it yourself, or fixing the hazard is out of your control, please contact the Health & Safety team for advice. If you feel the work is not safe, you must stop it until the hazard is addressed.

(Source: Ministry of Labour. Health & Safety at Work – Supervisor Health & Safety Awareness in 5 Steps):

Protective Equipment & Devices

Personal protective equipment (PPE) is required for certain jobs to reduce or prevent a worker's exposure to a health hazard in the workplace and/or prevent personal injury. If PPE is required, you need to ensure that workers use the required PPE for the task that they are performing. As a supervisor, you are responsible for providing training on the proper use and maintenance of the PPE.

The following table outlines some of the most commonly used PPE on campus:

Type	Personal Protective Equipment (PPE)
Head	hard hats, bump caps
Eye & face	safety glasses, chemical resistant goggles, face shield
Foot	slip resistant, steel toe/shank safety shoes & boots, electric shock-resistant footwear, foot covers
Hearing	ear plugs, ear muffs
Respiratory	respirators and masks
Skin	gloves, barrier creams, sunscreen and protective clothing such as sunhats, reflective vests/clothing, coveralls, lab coats, aprons or long pants, protective suits
Fall	fall arrest systems (harness & lanyard)

Preventing Hazards

Knowing about the hazards in the workplace will help to protect workers from work-related injury and illness. Supervisors are responsible to inform workers on the hazards of the job when they start work. This can be done through training sessions, written procedures and instructions, and department safety talks or meetings.

Work Area

A tidy work area is a safe work area. As a supervisor, you need to ensure that:

- All walkways, fire exits, fire extinguisher access, staircases, etc. are kept clean and clear of debris/obstacles
- All materials are stored neatly and securely
- Tools, equipment and materials are kept in their proper places
- Fire exits, fire extinguishers, doors and aisles are kept clear at all times

Machine Operation Guidelines

Supervisors must ensure that only properly trained and authorized workers are allowed to operate machinery and/or use equipment at the University of Windsor. Workers must ensure that all machine guarding is in place prior to use. Removing or tampering with guarding is strictly prohibited.

Supervisors can develop Safe Operating Procedures to ensure workers are aware of the proper instructions to follow when operating machinery. Please visit the Health and Safety website for a Safe Operating Procedure template.

Worker Pre-start-up Inspections

An inspection of equipment must be conducted by workers prior to the start of all applicable equipment. Supervisors need to supply workers a checklist to conduct the inspection, which they must sign and date. If concerns are found during the inspection, workers must not attempt to use the equipment. They must lock/tag out the equipment (if possible) and advise the supervisor immediately so that the issue can be addressed.

As a supervisor, you need to ensure that the required worker pre-start up inspections take place and that any issues are addressed in a timely manner. Once a deficiency has been reported to you, you must ensure the equipment is locked out to prevent future use, and a work order or other action is initiated to correct the problem. It is a good practice for supervisors to participate in these inspections when possible.

Non-Routine Work

If you ask a worker to perform a task outside of their regular work tasks, you must provide the worker the proper protective device(s) when applicable and training for the safe completion of the task and safe use of the required protective device(s).

Purchasing, Distribution and Disposal of Hazardous Materials

The Chemical Control Centre (CCC) is responsible for ordering, receiving, distributing and disposing of all chemicals and hazardous materials used on campus. The CCC also provides training and support to faculty and staff pertaining to the handling of hazardous materials and equipment, spill response, and waste disposal.

For more information, please visit the Chemical Control Centre website at: www.uwindsor.ca/chemicalcontrol

Be a Role Model

As a supervisor you need to follow the workplace safety procedures, wear your personal protective equipment and stay safe. If you don't do these things, others will think it is okay to not follow the workplace safety procedures. People are watching you and learning from what you do. How you supervise the work, the way you think about the work and talk about it, can affect the safety of the people you supervise.

Source: Ministry of Labour. Health & Safety at Work – Supervisor Health & Safety Awareness in 5 Steps

Enhancing your Knowledge of Hazards

WHMIS

The Workplace Hazardous Materials Information System (WHMIS) is a comprehensive communication system for safe management and use of hazardous materials that is legislated by both federal and provincial jurisdictions. WHMIS legislation requires that workers must be informed about the hazardous materials in the workplace and receive appropriate training on how to use, store, and dispose of these materials safely.

WHMIS delivers the necessary information by the following means:

- Labels on containers of controlled products
- Material Safety Data Sheets (MSDS) for each controlled product
- Worker training programs

WHMIS training is mandatory for all workers. As a supervisor you are required to also take this training and ensure that your direct reports also complete the training and any other departmental specific training.

Workplace Violence & Harassment

The OHSA sets out duties and responsibilities of the employer, supervisor and workers with respect to workplace violence and workplace harassment.

The University of Windsor has developed a Workplace Violence Prevention Program as well as a Workplace Harassment Prevention Program. All workers are required to complete the Violence and Harassment Prevention in the Workplace Awareness training. As a supervisor, you need to ensure that all of your direct reports also complete the training.

For additional information please refer to the Workplace Harassment & Workplace Violence website at:
www.uwindsor.ca/safety/wpvh

Laboratory Safety Programs

The Chemical Control Centre (CCC) is responsible for laboratory safety training, approval of safety certification requests and monitoring compliance with safety guidelines for a variety of areas. The following is a list of the safety training and certification programs:

- Biosafety
- Fume Hoods and Biological Safety Cabinets
- Compressed Gas Cylinders
- Chemical Safety
- Laboratory Safety
- Laser Safety
- Radiation Safety
- X-Ray Safety
- Spill Response

Mandatory Training for all Supervisors

- Health & Safety in the Workplace – Supervisors
- WHMIS
- Violence and Harassment Prevention in the Workplace Awareness training.

Go to the following web-site to access all mandatory online training:
www.uwindsor.ca/requiredtraining

In addition, supervisors may be required to complete other department/role specific safety training

Visit the CCC website at www.uwindsor.ca/chemicalcontrol for information on all of the laboratory safety programs including manuals, policies, forms and training.

MSDS Access Online

Workers can access the Material Safety Data Sheets (MSDS) for each hazardous material online by accessing the HMIS (Hazardous Materials Information System). The system includes the MSDS, inventory record, and location on campus for each hazardous material.

Access the MSDS information online at: www.uwindsor.ca/msds

HMIS Video Instructions can be found at:

www.uwindsor.ca/chemicalcontrol/hazardous-materials-information-system

Asbestos Inventory & Information

The asbestos inventory is the result of a survey of campus buildings conducted by Pinchin Environmental. The on-line inventory lists friable and non-friable asbestos-containing materials, and identifies those materials that are confirmed or suspected to contain asbestos.

For more information, please go to the Facility Services website at:

www.uwindsor.ca/facilityservices/AsbestosInventory

Learning about hazards - Sources of Information:

- Attend training and Information sessions
- Become familiar with Procedures / Programs / Safe Operating Instructions
- Review your department's Material Safety Data Sheets
- Review your department's inspection and Incident reports

Accident/Injury Reporting and Investigations

Accident/Injury Reporting

All accidents, injuries and incidents must be reported to a supervisor as soon as they occur. As a supervisor it is critical that you make all workers aware that they need to report all accidents, incidents, or near-misses immediately to you for documentation, analysis, and correction of the hazard. Near-misses could be warning signs of potentially serious problems ahead.

Supervisors are responsible for:

- Ensuring injured workers receive first aid or medical attention
- Investigating the accident
- Completing the Accident/Incident Investigation Report (OHS-5.2.2b) with the worker. This form can be downloaded from the Health & Safety website at www.uwindsor.ca/safety/report-an-accident
- Sending the completed report to Health & Safety within 24 hours of the incident. Under the Workplace Safety & Insurance Act (WSIA) the University has to report any accident that results in lost time from work or which necessitates health care. The Workplace Safety & Insurance Board (WSIB) levies a fine of \$250 for late reporting. This charge is billed back to individual departments

- Immediately notifying Campus Police and the Health & Safety office of critical injuries. The Health & Safety office will then notify the Ministry of Labour. Supervisors must ensure that the accident scene is secure while the investigation is taking place.

Accident Investigations

Accident investigations are to be performed whenever a worker experiences an accident or a near miss. The intent of the investigation is to:

- Determine the cause or causes of the incident/accident
- Establish facts and circumstances surrounding an incident/accident
- Identify any unsafe conditions, acts or procedures that contributed in any manner to the incident/accident
- Recommend corrective action(s) to prevent similar incidents/accidents
- Assign remedial action

As a supervisor, it is critical to remember your requirements to investigate and identify corrective actions in follow up to any workplace injury.

Please review the University's Accident/Incident Investigation procedures, forms, and training at:
www.uwindsor.ca/safety/accidentinvestigation

In case of Injury

First Aid

The Workplace Safety and Insurance Act (Regulation 1101) requires all workplaces to have First Aid stations and certified First Aid workers. First Aid Kits are located in all buildings across campus. All workers should become aware of the closest First Aid Kit location and the identity of their departmental (or designated) First Aid certificate holder.

Additional information on the University's First Aid program can be found at: www.uwindsor.ca/safety/first-aid-program

Medical Aid

If you need to seek medical attention due to an injury:

- Notify your supervisor
- Seek medical attention as necessary. The employer shall provide transportation for the worker (if required) to a location within a reasonable distance
- Obtain the completed WSIB Form 8 from your health care provider and submit it to your supervisor as soon as possible
- Notify your supervisor if your injury results in any time lost from work (as authorized by a health care provider on the appropriate WSIB form) and keep your supervisor updated as to your progress

Health & Safety facilitates all required WSIB claims. It is the responsibility of workers to complete and promptly return all documentation to the University to ensure a successful early and safe return to work.

Supervisors are responsible for forwarding all medical documentation and WSIB information to Health and Safety as soon as possible.

Early and Safe Return to Work

It is the policy of the University of Windsor to encourage early intervention and rehabilitation of all injured workers through an Early and Safe Return to Work (ESRTW) program. Whenever possible, modified work that meets the worker's functional abilities, as prescribed by a medical professional, will be provided.

For additional information on the ESRTW program, please refer to the Health and Safety website at:

www.uwindsor.ca/safety/esrtw

Central Safety Committee

A Joint Health & Safety Committee (JHSC) is an advisory group of worker and management representatives that meets regularly to identify workplace health and safety hazards and recommend strategies to eliminate or minimize such hazards. This committee is a requirement under the OHSA for workplaces with more than 20 workers. In smaller workplaces, a health and safety representative is chosen by workers to fulfill the roles of the committee. In workplaces with more than 50 workers, the committee must have at least four members, with at least half of the members representing workers.

At the University, this committee is referred to as the Central Safety Committee (CSC). The University's CSC consists of sixteen (16) members; eight (8) members represent the worker unions and eight (8) members represent management who exercise management rights. The members representing workers are selected by the applicable employee group; the members representing management are appointed by the Vice-President, Human Resources. The CSC is required to meet at least once every quarter and worker members are required to conduct an inspection of part of the workplace each month. The employer must respond to any recommendations from the inspections within 21 days.

The CSC plays an important role at the University by identifying hazards through workplace inspections, obtaining information from the employer, making recommendations, investigating work refusals and critical injuries, and participating in health & safety program development.

More information on the committee, including a membership list, minutes of meetings and Terms of Reference can be found on the following website: www.uwindsor.ca/safety/csc

Research Safety Committee

The Research Safety Committee is advisory to the Vice President of Research and Innovation, and in collaboration with the CCC has the responsibility of establishing and enforcing the University's Research Safety Programs. These programs encompass the procedures for ordering, usage, handling, monitoring, storage, training and disposal of radioactive, biological and chemical materials.

More information can be found at www.uwindsor.ca/chemicalcontrol/researchsafety

Fire Plans & Emergency Preparedness

Fire Plans & Evacuation Procedures

Fire/Evacuation Plans for all buildings on campus are available for viewing online at: www.uwindsor.ca/safety/fireplans. Ensure that you are familiar with the evacuation procedure for your location. Evacuation maps are posted on each floor of University buildings. Should you require additional assistance to evacuate a building, please discuss a Personal Exit Plan with your supervisor.

Emergency Planning & Preparedness on Campus

Visit the Campus Community Police website at: www.uwindsor.ca/emergency to access the emergency planning resources and to sign up for UWindsor Alert - Campus Emergency Notification System (www.uwindsor.ca/alert)

More Information and Resources

This guide is intended to provide an overview of the OHSA, its Regulations and the University's Health & Safety Program. Please contact the Health & Safety team to discuss questions or to schedule more detailed training to assist you with carrying out your health and safety responsibilities. The following resources can enhance your knowledge and/or answer any questions that you or your workers may have.

University of Windsor

Safety Bulletin Boards

Health & Safety Bulletin Boards are located in various buildings across campus where Health & Safety information is posted.

You can also access the information through the Electronic Safety Bulletin Board at: www.uwindsor.ca/safety/safetybulletinboard

A list of the campus bulletin board locations can be found on this website.

Website

The Health & Safety website connects workers to the University's Health & Safety policies, procedures, Occupational Health & Safety manual and other relevant health and safety information. Visit the website at: www.uwindsor.ca/safety

Department of Human Resources Health & Safety Key Contacts

Room 2128 Chrysler Hall North

Manager of Occupational Health & Safety–
Lisa Kiritsis
(519) 253-3000 ext: 4547
kiritsis@uwindsor.ca

Manager of Environmental Health & Safety–
Sherri Menard
(519) 253-3000 ext: 2055
smenard@uwindsor.ca

Health & Safety Assistant – John McGinlay
(519) 253-3000 Ext: 4521,
mcginly@uwindsor.ca

Chemical Control Centre
Essex Hall, Rm. B37
(519) 253-3000 ext. 3523

Ontario's Health and Safety Organizations

Ontario's health and safety system includes the following partners that provide additional health and safety information:

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.
- Provides assistance if your health and safety concern cannot be resolved internally
- Health & Safety Contact Centre 24 hours/day, 7 days a week
- 1-877-202-0008 www.labour.gov.on.ca

Office of the Worker Advisor

- Provides free advice and representation to non-unionized workers
1-855-659-7744

Health & Safety Ontario

- Consists of four health & safety associations that provide sector specific consulting, training, products and services. For a listing of the associations and contact information, visit: www.healthandsafetyontario.ca

Occupational Health Clinics for Ontario Workers

- Six medical clinics located across Ontario that provide occupational health services and information
www.ohcow.on.ca (1-877-817-0336)

Workers Health & Safety Centre

- An occupational health and safety training centre for workers, representatives and employers
www.whsc.on.ca (1-888-869-7950)

Workplace Safety & Insurance Board

- Administers Ontario's no-fault workplace insurance for employers and their workers
www.wsib.on.ca (1-800-387-0750)

Canadian Centre for Occupational Health & Safety

- Fact sheets and safety information
www.ccohs.ca (1-800-668-4284)

Source Ministry of Labour. Health & Safety at Work – Supervisor Health & Safety Awareness in 5 Steps

Quiz – Health & Safety in the Workplace

As part of this mandatory orientation, you are required to complete a quiz. The quiz consists of 20 questions (true and false, multiple choice). You must answer all of the questions correctly to successfully complete the training. If you need assistance with the quiz or have questions about the training material, please contact Health & Safety at ext. 4521 or email at safety@uwindsor.ca

Quiz

Click on the link below to access the on-line quiz. After successful completion of the quiz, you will receive an email certificate. Please keep this email certificate for your records.

<http://ctl2.uwindsor.ca/safety/HS-0052/quiz/>

If you prefer a hard copy of the quiz, please contact Health and Safety at ext. 4521.

Terminology

Throughout this document the terms “workplace”, “employer”, “supervisor” and “worker” are used. The definition of these terms per the OHSA and how they are applied to our workplace can be found below.

Workplace:

A workplace is any land, premise, location or thing at, upon, in or near which an individual works.

For the purposes of this document, the term workplace refers to:

- Any University property where work is performed
- Any non-University property where University related activities are performed

Employer:

An employer is a person who employs one or more workers or contracts for the services of one or more workers. This includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner constructor, contractor, or subcontractor to perform work or supply services.

For the purposes of this guide the term employer refers to the University of Windsor. In practice, senior administrators and managers act as agents of the employer and perform many of the duties of the employer outlined in the OHSA.

Supervisor:

A supervisor is a person who has charge of a workplace and/or authority over a worker.

For the purposes of this document, the term supervisor refers to:

- Individuals who hold managerial/supervisory responsibilities such as Senior Administrators, Deans, Associate Deans, Department Heads, Executive Directors, Directors, Managers and Supervisors
- Faculty members or principal investigators who have charge over an area or activity and some degree of authority over graduate students, post-doctoral fellows, research associates, research assistants, academic assistants, administrative staff and/or other workers as defined in in the OHSA (see below).
- Team leaders, lead hands, or other individuals who are responsible to organize and oversee the work of other workers in the work area (see worker definition below)
- Laboratory technicians, graduate students or research assistants who have been given the responsibility to oversee the operation of a laboratory or direct other workers

Worker:

A worker as defined under the Occupational Health and Safety Act (OHSA) includes:

- a person who performs work or supplies services for monetary compensation
- students hired by the University to perform paid work-study program or co-operative education placement duties for the University; and
- students, learners or trainees who are participating in an unpaid work experience program, approved by a post-secondary institution

Volunteers and students who do not meet the definition above are not covered under the definition of a worker, however, they should also be afforded the same protection as a worker under the Act.

The definition of a worker under the OHSA was expanded in 2015 to cover unpaid co-op students, learners and trainees participating in a work placement in Ontario, to afford them the same rights as paid workers under the OHSA. As a supervisor, this means that you have the same duties towards an unpaid co-op student and other unpaid trainees and learners at your workplace that you have toward your paid workers.

For the purposes of this document the term worker refers to:

- All permanent faculty and staff
- New, transferred, returning from extended absence, contract, supply or temporary workers, including sessional instructors
- Faculty members who do not have charge over an area or activity and do not have authority over graduate students, post-doctoral fellows, research associates, research assistants, academic assistants, administrative staff and/or other workers.
- Students who are paid to perform work, such as graduate and teaching assistants, research assistants, work-study students.
- Students participating in an unpaid work experience program, placed at the University of Windsor.