

**EMPLOYEE SAFETY ORIENTATION HANDBOOK**

**GROUNDS**

*(Campus Services, Grounds, & Recycling/Waste Management)*

**August 201%**

**St. George Campus  
Scarborough Campus  
Mississauga Campus**

**Office of  
Environmental  
Health & Safety**

**Employee Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

## EMERGENCY TELEPHONE NUMBERS

### University of Toronto St. George Campus

<b>ALL EMERGENCIES - 24 HRS (Fire, Police, Ambulance)</b>	<b>(416) 978-2222</b>
City Emergency Phone Number (dialed from a campus phone)	9-911
TTD - Telephone for the Deaf Only	(416) 978-7385

### University of Toronto Scarborough Campus

<b>ALL EMERGENCIES - 24 HRS (Fire, Police, Ambulance)</b>	<b>(416)-287-7333</b>
City Emergency Phone Number (dialed from a campus phone)	9-911
TTD - Telephone for the Deaf Only	(416) 978-7385

### University of Toronto Mississauga Campus

<b>ALL EMERGENCIES - 24 HRS (Fire, Police, Ambulance)</b>	<b>(905)-569-4333</b>
City Emergency Phone Number (dialed from a campus phone)	9-911
TTD - Telephone for the Deaf Only	(416) 978-7385

#### **In case of a fire:**

- 1) Pull nearest fire alarm
- 2) Phone emergency from a safe place (9-911) then Campus Police:  
St. George: (416)-978-2222    UTSC: (416)-287-7333    UTM: (905)-569-4333

#### **In case of an accident:**

- 1) Administer first aid if you are qualified to do so.
- 2) Phone emergency (9-911) then Campus Police:  
St. George: (416)-978-2222    UTSC: (416)-287-7333    UTM: (905)-569-4333
- 3) Notify your supervisor immediately.

Phone #

My Supervisor

My Department Manager

## University of Toronto HEALTH AND SAFETY POLICY

The University of Toronto is committed to the promotion of the health, safety and wellbeing of all members of the University community, to the provision of a safe and healthy work and study environment, and to the prevention of occupational injuries and illnesses.

The Governing Council, the President and all levels of management will work in consultation and cooperation with University employees, joint health and safety committees, students, contractors and visitors to ensure that the requirements of the Occupational Hygiene and Safety Act and its regulations, other applicable legislation, and the University's Occupational Health and Safety Management System are fully implemented and integrated into all University work and study activities.

Where reasonable, the University will strive to exceed the legislated requirements by adopting the best practices available to protect the University community and to promote a positive health and safety culture. The University will work towards continuous improvement in its health and safety program.

Managers and supervisors, whether academic or administrative, will take responsibility and accountability for the health and safety of those individuals under their direction and those workplaces under their charge. They will advise their employees of the existence of potential or actual workplace hazards, and will ensure that they work safely and in accordance with the Occupational Health and Safety Act and its regulations, and all applicable University policies and procedures. They will take every precaution reasonable in the circumstances for the protection of their employees.

All University employees, including faculty, librarians, and non-unionized and unionized employees, have some responsibility for ensuring health and safety in the workplace. Employees will work safely and in compliance with the Occupational Health and Safety Act and its regulations, and University policies and procedures. Employees will report all unsafe and unhealthy conditions and practices in the workplace to their immediate supervisors so that they may be promptly remedied.

Contractors, tenants and visitors at the University will comply with all relevant legislation, as well as University of Toronto policies and procedures.

While students are not covered by the Occupational Health and Safety Act, the University is also committed to ensuring that health and safety is considered in all aspects of student life. Students are responsible for conducting themselves in a safe manner, and are required to comply with all relevant legislation, University policies and procedures.

The University's Policy for Safety in Field Research addresses health and safety responsibilities for faculty, staff and students engaged in field research beyond the geographical boundaries of the University.

Individuals who fail to meet their obligations concerning health and safety may, depending on the circumstances, face appropriate disciplinary action, up to and including discharge.

All members of the University community are expected to demonstrate their commitment towards a safe and healthy work and study environment by acting in compliance with this Policy.



Angela Hildyard  
Vice-President  
Human Resources and Equity

May 27, 2009

## TABLE OF CONTENTS

INTRODUCTION _____	1
GENERAL SAFETY _____	5
PANDEMIC PLANNING _____	6
SMOKING AT THE UNIVERSITY OF TORONTO _____	7
ASBESTOS _____	8
MOULD _____	10
BIOLOGICAL HAZARDS _____	12
USED NEEDLES AND GLASS STEMS _____	14
CHEMICAL HAZARDS _____	15
RADIATION HAZARDS _____	20
ULTRAVIOLET (UV) RADIATION _____	21
HEAT STRESS _____	22
COLD ENVIRONMENTS _____	24
SEVERE WEATHER _____	25
INSECT BITES AND STINGS _____	26
WEST NILE VIRUS _____	28

<b>HANTAVIRUS</b>	<b>29</b>
<b>DEAD ANIMALS AND BIRDS</b>	<b>31</b>
<b>BIRD, BAT AND RACCOON DROPPINGS</b>	<b>33</b>
<b>POWERED EQUIPMENT AND HANDTOOLS</b>	<b>35</b>
<b>VEHICLE SAFETY</b>	<b>48</b>
<b>GASOLINE STORAGE AND HANDLING</b>	<b>51</b>
<b>LADDERS</b>	<b>53</b>
<b>MACHINE GUARDING</b>	<b>55</b>
<b>MANUAL MATERIALS HANDLING</b>	<b>57</b>
<b>NOISE</b>	<b>63</b>
<b>CONFINED AND RESTRICTED SPACES</b>	<b>65</b>
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR GENERAL SAFETY</b>	<b>67</b>
<b>PESTICIDES AT THE UNIVERSITY</b>	<b>71</b>
<b>CLEANING WINDOW WELLS</b>	<b>72</b>
<b>SNOW SHOVELING</b>	<b>73</b>
<b>SAFE TO REMOVE TAGS</b>	<b>74</b>
<b>SLIPS, TRIPS AND FALLS</b>	<b>75</b>

<b>SUBSTANCES FROM TREES AND PLANTS _____</b>	<b>76</b>
<b>BEDBUGS _____</b>	<b>77</b>
<b>APPENDICES _____</b>	<b>79</b>
<b>APPENDIX A - HEALTH &amp; SAFETY STAFF SUPPORT GROUPS _____</b>	<b>80</b>
<b>APPENDIX B -- ACCESSING HEALTH &amp; SAFETY INFORMATION AT THE UNIVERSITY OF TORONTO _____</b>	<b>85</b>
<b>APPENDIX C -- REGULATIONS MADE UNDER THE ONTARIO OCCUPATIONAL HEALTH &amp; SAFETY ACT _____</b>	<b>87</b>
<b>APPENDIX D -- TRAINING ATTENDANCE TRACKER _____</b>	<b>88</b>
<b>APPENDIX D (CONTD....) -- TRAINING ATTENDANCE TRACKER _____</b>	<b>89</b>

## **INTRODUCTION**

The Grounds department is committed to providing a safe and healthy work environment for their employees. The operation of these departments will ensure that the measures and procedures prescribed by the Occupational Health and Safety Act (The Act) and its regulations as well as other relevant legislation concerning health and safety are complied with. This includes establishing and maintaining programs to identify and appropriately control workplace hazards; participating in joint health and safety committees 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.

All employees of the University have a responsibility under the Occupational Health & Safety Act to work in compliance with The Act and associated regulations and to use or wear the equipment, protective devices or clothing that the University requires to be used or worn.

Employees, including supervisors, have an obligation to report any safety hazards or possible contraventions of The Act of which they are aware to their immediate supervisor, so that any safety hazards or contraventions can be corrected. All Grounds employees must accept their responsibilities concerning the provision of a safe environment in which to work.

The purpose of this handbook is to orient workers, particularly new hires, to the University's Health & Safety Policy, and to provide an overview of the health and safety programs and procedures that are provided, depending on the nature of the work, that an employee is expected to perform and the hazards that may be encountered. The employee's supervisor will ensure that appropriate training is provided to match the tasks assigned.

## OCCUPATIONAL HEALTH AND SAFETY AT U OF T

### **HEALTH AND SAFETY POLICY**

The University of Toronto Health and Safety Policy reflects the University's commitment to maintaining a safe and healthy environment for its employees and students. It is reproduced at the front of this handbook.

### **OCCUPATIONAL HEALTH AND SAFETY ACT**

The Occupational Health and Safety Act of Ontario is the main piece of legislation that protects workers against the health and safety hazards in their workplaces. The Act sets out the duties and responsibilities of all workplace parties, and sets minimum requirements for dealing with workplace hazards. The Act applies to all University employees, and a copy is posted in your workplace. Supervisors and workers should be familiar with the main provisions of The Act and the regulations that apply to their workplaces.

### **DUTIES AND RESPONSIBILITIES**

Each employee has some degree of responsibility for health and safety in the University workplace. This applies whether you are full-time or part-time, unionized or non-unionized, management or non-management.

The prime responsibility for health and safety lies with the **line of supervision**. This means that those who are responsible for managing or supervising are the ones who have the greatest responsibility for health and safety in the workplace. At the University, the line of supervision extends from your immediate supervisor to the President and Governing Council.

#### **Supervisor's Responsibilities**

Supervisors are responsible for the employees they supervise and for the workplaces they are in charge of. Your supervisor is required to:

- Take every reasonable precaution to protect your health and safety;
- Inform you about workplace hazards and how to protect yourself;
- Make sure that you work safely;
- Provide you with appropriate protective equipment, measures and procedures, and ensure that you use them.

#### **Worker's Responsibilities**

You also have important responsibilities for health and safety. You are required to:

- Work safely in compliance with The Act and with University requirements;
- Use or wear required protective equipment or clothing;
- Report workplace hazards (including near misses) or defects to your supervisor;
- Report any accidents or injuries promptly to your supervisor;
- Not remove or make ineffective any required protective device;

- Not use or operate any equipment, machine, or device unsafely.

### **JOINT HEALTH AND SAFETY COMMITTEES (JHSC)**

The University has established a number of local JHSCs made up of workers and management. As advisory bodies, committees are authorized by The Act to identify workplace health and safety hazards, and to recommend corrective actions to management. To do so, committee members meet regularly to discuss health and safety concerns and perform regular workplace inspections.

There are a number of individual JHSCs within the University. Get to know the committee and the committee members who represent you. Member's names and work locations are posted in your workplace.

### **RIGHTS OF WORKERS**

The Act gives employees the following rights:

- The **right to participate** in matters relating to workplace health and safety, either individually or through the health and safety committee.
- The **right to know** about hazards in your workplace. Your supervisor must tell you about such hazards and how to work safely.
- The **right to refuse unsafe work**. The Act allows you to conduct a work refusal if you believe that you have been assigned unsafe work.

In addition to the above, designated certified members on your JHSC also have **the right to stop work** in circumstances which they believe pose immediate and serious danger to a worker.

### **HEALTH AND SAFETY CONCERNS, AND WORK REFUSALS**

If you have a health and safety concern regarding your workplace or the work assigned to you, discuss the matter with your immediate supervisor to try to resolve the problem. If it is not satisfactorily resolved, you may request your JHSC to investigate the concern.

At any time, you can refuse work that you feel is unsafe. In such a case, you must immediately advise your supervisor that you are refusing to work for health and safety reasons. Your supervisor is required to investigate the situation right away, in conjunction with you, and a worker member of your JHSC or a representative of your trade union.

While the investigation is underway, you may be assigned alternative work. The work under dispute may be assigned to another worker only if, in the presence of a committee member which represents the worker, this second worker is informed about the reasons for the work refusal.

After this investigation, if you believe that the work continues to be unsafe, you can continue to refuse to work. Inform your supervisor of this, and he/she will then call a Ministry of Labour inspector to investigate the matter.

#### **ACCIDENT REPORTING**

Report any accident to your supervisor immediately, whether an injury occurs or not. Your supervisor will ensure that anyone hurt gets proper medical attention, that the accident is properly investigated, and that any hazards are dealt with. Your supervisor is also required to submit an accident report to WSIB Administrator, Health and Well-Being Programs and Services 263 McCaul Street, 2nd Floor, Toronto ON M5T 1W7 - TEL: 416-978-8804 FAX: 416-971-3052. Reporting must be done by the department head or designate within 24 hours on the University Accident/Incident/Occupational Disease Report Form.

## GENERAL SAFETY



It is important that everyone in the workplace, whether you are a supervisor or a worker, to follow safe work practices on the job. Your department is responsible for providing a safe workplace and in turn, you must work in a safe manner.

Although there are many types of hazards that may be present in your workplace, the number of injuries or accidents can be reduced by following basic safety guidelines.

- Check for hidden dangers when handling or moving equipment, furniture or other materials. Hidden objects on top of tall items of furniture, or sharp objects such as nails or staples are some of the common hazards.
- Check any equipment before you use it. Report any defects to your supervisor.
- Leave unattended equipment in a safe place. Remove the key (if any) and unplug the power cord.
- Work at a safe pace. Many accidents and injuries have been the result of hurrying through a task.
- Slips, trips and falls are one of the most common hazards in the workplace. Be cautious of wet or slippery areas as you work.
- Use correct protective wear (gloves, safety glasses, etc) for the job. Approved safety shoes **MUST** be worn at all times while working for the University during regular hours, off-hours or overtime. For further details, consult the University of Toronto Protective Standards.
- Do not mix cleaning materials unless permitted by instructions.
- Be prepared for any emergency. Know who to call. Know where the emergency equipment (eyewash station, first aid kit, fire extinguisher, etc) is located. Know what to do in case of a chemical spill.
- Report any accidents, emergencies or any other unusual conditions at work to your supervisor immediately.
- The stress involved in dealing with customers and coworkers can take your attention away from the job at hand. Call your supervisor to handle issues with clients or coworkers.

## PANDEMIC PLANNING

The University is an open environment where many people come and go. Many of our employees work in public and have direct or incidental contact with the public. From time to time, public health issues, such as seasonal influenza or H1N1 influenza, may have an impact on our employees. During and outbreak, employees can visit the UofT Pandemic Preparedness website for more information: <http://www.preparedness.utoronto.ca/pandemic.htm>

### ***Prevention***

The following are general guidelines for protecting yourself during an outbreak. Each illness is different and during an outbreak, you may wish to contact Public Health (City of Toronto: 416-338-7600, City of Mississauga: 905-799-7700) or your doctor for more information.

- Clean your hands frequently with an alcohol-based hand sanitizer or soap and water. Here are guidelines on hand-washing from the City of Toronto:  
<http://www.toronto.ca/health/cdc/resources/index.htm>
- Practice cough and sneeze etiquette:
  - Cough or sneeze into your sleeve
  - Cover your mouth and nose with a tissue when you cough, sneeze or blow your nose
  - Put used tissues into the waste basket
  - Wash your hands with soap and water or hand sanitizer immediately
- Avoid touching your eyes, mouth and nose.
- Keep shared surfaces and items clean and disinfected (e.g. doorknobs). Use disinfectant wipes or your usual cleaning products. In addition, it's a good idea to place hand sanitizer near shared equipment so that users can clean their hands after touching or using this equipment.
- Maintain your normal activities.
- Stay at home if you have influenza-like symptoms. Influenza-like symptoms include fever and cough and one or more of the following symptoms: sore throat, muscle aches, joint pain, or weakness.
- Contact your doctor if you have concerns about your health.

## SMOKING AT THE UNIVERSITY OF TORONTO

The Smoke Free Ontario Act (SMOA) came into effect on May 21, 2006. Prior to the SMOA, smoking was already prohibited in all University buildings and while working (even working outdoors).

The SMOA bans smoking in enclosed public places and all enclosed workplaces, including but not limited to:

- Restaurants
- Schools
- Private clubs
- Sports arenas,
- Work vehicles
- Offices
- Entertainment venues
- Washrooms
- Lobbies
- Parking garages
- Trailers
- Loading docks
- Patios that have food and beverage service if they are either partially or completely covered by a roof



The ban in an enclosed workplace is in effect at all times even during off-hours when people are not working.