

## APPENDICES

## APPENDIX A - HEALTH & SAFETY STAFF SUPPORT GROUPS

### **Any Emergency, Fire, General Safety or Personal Safety**

Call Emergency 911

**OR**

Campus Police

St. George Campus 416-978-2222

UTSC 416-287-7333

UTM 905-569-4333

### **Other Emergencies:**

**Environmental Protection Services including:** Biological Waste Disposal Services, Chemical Emergency Response, Chemical Waste Disposal Services, Gas Cylinder Disposal, Laboratory Decommissioning for Hazardous Materials, PCB Waste Management and Radioactive Waste Disposal Services.

**Occupational Hygiene & Safety including:** Asbestos, Chemical Safety, Confined Spaces, Ergonomics, Fall Protection, General Safety, Indoor Air Quality, Laboratory Safety, Mould, Noise, Personal Protective Equipment, Safety in Field Research, Thermal Hazards - heat & cold, Vibration, Working at Heights

**Biosafety or Biological Hazards:** Safety for work with any Biological Agents potentially hazardous to plants, animals or humans, including: any bacteria, viruses, fungi, parasites, prions, natural and recombinant DNA & RNA; pathogens of plants, animals or humans; human or animal tissues, cells, blood or body fluids; samples containing soil imported into Canada; proteins or toxins produced by, or derived from, a microorganism and able to cause disease in a human or animal; and any synthetic form of a pathogen or toxin.

**Radiation Protection Services including:** Ionizing Radiation, X-Rays, Non-ionizing Radiation, Laser Safety, Light - Visible, Ultra-violet, Infra-red

Call your Campus Police

**OR**

Office of Environmental Health & Safety, 215 Huron Street, 7th Floor, Toronto, Ont. M5S 1A2

Tel: 416-978-6641

Fax: 416-971-1361

**Accident Reporting and  
Workplace Safety and Insurance**

Report all accidents and incidents to your supervisor.

Report all accidents involving medical care and lost time to:

WSIB Administrator  
Health and Well-Being Programs and Services 263 McCaul Street,  
2<sup>nd</sup> Floor, Toronto ON M5T 1W7  
TEL: 416-978-8804 FAX: 416-971-3052

Reporting must be done by the supervisor within **24 hours** on the University Accident/Incident/Occupational Disease Report, form which can be downloaded from the web site:

<http://www.utoronto.ca/hrhome/hwb/report.pdf>

## **OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY**

<http://www.ehs.utoronto.ca>

The Office of Environmental Health and Safety (EHS) serves as a resource to the University community to assist employees, students and visitors in meeting their obligations for a safe and healthy workplace. The sections within EHS are described as follows:

### Environmental Protection Services (Hazardous Materials)

Environmental Protection Services (EPS) manages the disposal of chemical and radioactive wastes generated from the University. The EPS section:

- Oversees and coordinates the collection, packaging and shipping of wastes, and monitors waste disposal contractors;
- Provides assistance in the containment and/or cleanup of major chemical and radioactive spills; and
- Advises on various aspects involving chemical safety, including proper storage of chemicals, waste handling techniques, and incompatible chemical combinations.

### Occupational Safety and Hygiene Services

Occupational Hygiene and Safety Services:

- Advises the University community on health and safety issues;
- Evaluates potentially hazardous situations involving chemical, physical (with the exception of ionizing radiation and microwave radiation) and ergonomic stressors, as well as matters related to general safety, including but not limited to mechanical and electrical safety;
- Provides educational programs related to health and safety;
- Conducts accident investigations;
- Monitors the operation of and provide technical support to the University's joint health and safety committees;
- Assists in the formulation and implementation of University policies, guidelines, procedures and codes in the area of health and safety;
- Monitors and audits the University's compliance with health and safety-related regulations, acts, policies, codes, procedures and guidelines; and
- Provides a liaison with appropriate government regulatory agencies with respect to compliance with existing legislation and with respect to the impact of proposed legislation on the University

### Biosafety Services

The Biosafety Officer provides administrative and technical support for the University of Toronto Biosafety Program, which is intended to protect employees and the public from hazards associated with potential exposure to hazardous biological agents. The Biosafety Services section:

- Provides technical advice to Principal Investigators with respect to laboratory equipment and design;
- Disseminates biosafety information; and
- Maintains records of facilities approved for research with hazardous biological agents.

#### Radiation Protection Services

Radiation Protection Services:

- Provides radiation monitoring services such as bioassay (thyroid, urinalysis), routine surveillance of radioisotope labs, inspection of sealed sources, and radiation exposure reports;
- Administers internal radioisotope permits;
- Ensures security of all of the radioisotope laboratories;
- Advises on the radiation safety requirements pertaining to X-Ray equipment, microwave, etc.; and
- Provides educational programs for all users of radioactive material at the University.

### **HEALTH AND WELL BEING PROGRAMS AND SERVICES**

<http://www.utoronto.ca/hrhome/hwb>

**General Inquiry – 416-978-2149**

Health and Well Bring programs and services are involved in the management of workplace safety and insurance and long-term disability at the University. The Health and Well Bring Programs and Services:

- Advises the University community on matters related to the Workplace Safety and Insurance Act, and Long Term Disability;
- Forwards accident reports to the Workplace Safety and Insurance Board (WSIB), and liaises with the WSIB on related issues;
- Monitors accident claims;
- Provides statistical analysis of accidents to departments; and
- Provides advice and assistance in the prompt return to work of ill and injured employees, and coordinates programs for the accommodation of employees with temporary or permanent disabilities.

#### Occupational Health Service

Tel. 416-978-4476

The Occupational Health Service provides medical and health services to University staff in the areas of Occupational Disease Prevention, and Health Promotion and Education. The Occupational Health Service section:

- Provides health risk assessment, medical surveillance and immunization for at-risk employees who may be exposed to infectious biological agents due to contact with animals, human blood or body fluids, or other communicable diseases;
- Provides medical surveillance for effects of exposure to physical agents, including hearing tests for noise-exposed employees;
- Provides counseling and support to University employees, on a confidential basis, on health-related issues, and facilitate referrals to appropriate external and internal resources; and
- Individual advice, primary care, referral and group sessions are provided on a variety of health related topics such as: Hypertension, Back care, Nutrition, Stress Management, Fitness, Pain Management, Infectious diseases, smoking cessation, and substance and alcohol abuse

## **APPENDIX B -- ACCESSING HEALTH & SAFETY INFORMATION AT THE UNIVERSITY OF TORONTO**

### **A) WEB SITE**

#### **Office of Environmental Health and Safety**

<http://www.ehs.utoronto.ca>

The Office of Environmental Health and Safety (EHS) maintains a World Wide Web site to provide health and safety information, including:

- EHS staff and services;
- U of T health and safety policies, programs and procedures;
- Hazardous materials information, including links to material safety data sheet databases;
- Links to web sites related to health, safety and the environment;
- Regular updates on health and safety-related information

### **B) HEALTH AND SAFETY PUBLICATIONS**

Copies of the following booklets and pamphlets may be obtained from your department, or through the Office of Environmental Health and Safety:

- WHMIS: What You Need to Know (Online)
- WHMIS: Hazard Symbols and Classes
- Office Smarts: Health, Safety and Ergonomics for the Office
- Copy of "A Guide to Benefits under the Workplace Safety and Insurance Act" may be obtained from the Health and Well-Being Programs and Services.

### **C) VIDEOTAPE AND DVD LIBRARY**

#### **Office of Environmental Health and Safety**

The Office of Environmental Health and Safety maintains a library, which contains videotapes and DVDs covering a wide range of health and safety topics. Videotapes and DVDs are available on a short-term borrowing basis to all University departments, and may be booked by calling EHS at 416-978-6641. DVDs can be obtained from the Office of Environmental Health and Safety. Additions to the library are ongoing.

### **E) TRAINING PROGRAMS**

#### **Office of Environmental Health and Safety**

A range of occupational health and safety training programs are offered by the Office of Environmental Health and Safety. Consult the EHS web site, or call 416-978-6641 regarding program dates and times, or for further information on a particular course. Some courses are targeted to specific groups of

employees, and registration for these is scheduled by individual supervisors on each campus.

**F) PUBLICATIONS**  
**Ministry of Labour**

The Ministry of Labour provides a range of information related to occupational health and safety at its web site, including access to legislation, alerts, and guidelines. The Ministry of Labour's web site is accessible at <http://www.labour.gov.on.ca/>

Copies of the Occupational Health and Safety Act and its regulations may also be obtained from the Ontario Government Bookstore, 880 Bay Street, Toronto (Tel. 416-326-5324).

Online copies of Ontario's legislation can be found at <http://www.e-laws.gov.on.ca/index.html>

The Canadian Centre for Occupational Health and Safety (CCOHS) is a Canadian federal government agency. Their website provides useful information regarding work-related injury and illness prevention initiatives and occupational health and safety information. <http://www.ccohs.ca/ccohs.html>



**APPENDIX C -- REGULATIONS MADE UNDER THE ONTARIO  
OCCUPATIONAL HEALTH & SAFETY ACT**

**GENERAL SAFETY REGULATIONS:**

- **Construction Projects** (Reg. 213/91)
- **Industrial Establishments** (Reg. 851)
- **Confined Spaces** (Reg. 632/05).
- **Designated Substances** (Reg. 490/09)
- **Mines and Mining Plants** (Reg. 854)
- **Critical Injury Defined** (Reg. 834)
- **Diving Operations** (Reg. 848, formerly)
- **Firefighters' Protective Equipment** (Reg. 849,)
- **Oil and Gas - Offshore** (Reg. 855)
- **Roll-over Protective Structures** (Reg. 856,)
- **Window Cleaning** (Reg. 859)
- **Joint Health and Safety Committees - Exemptions from Requirements** (Reg. 853)

**HAZARDOUS MATERIALS AND AGENTS REGULATIONS:**

- **Control of Exposure to Biological or Chemical Agents** (Reg. 833)
- **Hazardous Materials Inventories** (Reg. 850, revoked by O.Reg. 397/93)
- **Inventory of Agents or Combinations of Agents for the Purpose of Section 34 of the Act** (Reg. 852)
- **Workplace Hazardous Materials Information System** (Reg. 860)
- **X-Ray Safety** (Reg. 861)

**DESIGNATED SUBSTANCES REGULATIONS:**

- **Acrylonitrile** (Reg. 835)
- **Arsenic** (Reg. 836)
- **Asbestos** (Reg. 837)
- **Asbestos on Construction Projects and in Building and Repair Operations** (Reg. 278/05)
- **Benzene** (Reg. 839)
- **Coke Oven Emissions** (Reg. 840)
- **Ethylene Oxide** (Reg. 841)
- **Isocyanates** (Reg. 842)
- **Lead** (Reg. 843)
- **Mercury** (Reg. 844)
- **Silica** (Reg. 845)
- **Vinyl Chloride** (Reg. 846)





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My supervisor and I have read through and discussed together the contents of this Safety Orientation Booklet. Appropriate training will be scheduled and attended.

Employee Name (print): _____	Employee Signature: _____
Supervisor's Name (print) _____	Supervisor's Signature: _____
Date: _____	