

UNIVERSITY OF TORONTO SCARBOROUGH

HEALTH AND SAFETY BULLETIN

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PERSONAL SAFETY

WORKPLACE VIOLENCE

The University of Toronto is committed to maintaining a workplace that is free of violence. For more information on the University policy: <https://uoft.me/WVpolicy>

Campus Safety & Security conducts workplace violence assessments of campus departments and makes recommendations on reducing safety risks. Please contact ehs@utsc.utoronto.ca to schedule an assessment.

Examples of workplace violence risk factors on campus are: Handling/transporting cash or valuables (e.g. exams), providing an advisory or counselling service directly to clients, front line reception desks, working at remote locations, working alone and/or off-hours.

Here are tips to reduce workplace violence risks:

- Increase communication between neighbouring staff/faculty members via electronic means (e.g. Skype, WhatsApp, Microsoft Teams, etc.)
- Use buddy system where possible for transporting exams or valuables
- Pre-program Campus Police emergency number on office and cell phones for speed dialing
- For potentially controversial meetings, plan to sit closest to the room exit and ask others to check in
- Increase sightlines and encourage natural surveillance as much as possible, balancing the need for privacy and security
- Avoid creating isolated work areas by mixing high traffic and low use areas

TRAINING

Various training courses are available to enhance your personal safety and the safety of others:

- De-escalating Potentially Violent Situations
- Wen-do Women Self-Defense
- Recognizing, Responding and Referring Students in Distress

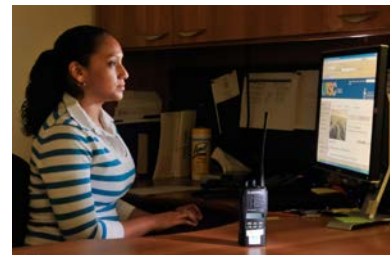
Please contact Human Resources for more information.



Environmental Health & Safety
www.utsc.utoronto.ca/ehs

LONE WORKER PROGRAM

If you are working or studying alone after regular business hours or in isolated areas, Campus Community Police will provide you with a radio for direct contact should a personal safety emergency arise. Register for this program at the Campus Community Police Office at SW304.



TRAVEL SAFER

During winter months, visibility decreases as daylight hours are short. Use the following safety tips to travel safer on campus:

- Plan enough time to get to your destination. Choose a safe, well-lit and populated route
- Avoid travelling alone if it is dark or if you will be travelling through a remote or isolated area
- Tell others where you are going and when you will arrive or return. Let your supervisor know of your whereabouts when travelling for work
- Travel on lit paths and be aware of surroundings
- Use Travel Safer if travelling alone on campus (e.g. to car). Call Building Patrol at (416) 287-7022
- Drivers: turn on headlights and drive cautiously

CODE BLUE STATIONS

The campus is equipped with emergency telephones, providing a direct line to Campus Community Police when the phone is picked up or when the button is pressed.

University Police can pinpoint the location of the call immediately.

Familiarize yourself with the emergency telephone locations throughout UTSC on this map:

<http://map.utoronto.ca/utsc#>

(Under safety tab on the left menu)



If you think you are in danger, or if you see a dangerous situation, use a code blue station or call the UTSC Campus Community Police emergency line at 416-978-2222 or 911