Employee Orientation Manual

A GUIDE TO HEALTH AND SAFETY IN THE WORKPLACE

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Workplace Injury is too many

Carleton UNIVERSITY

Canada's Capital University

EHS

ENVIRONMENTAL HEALTH AND SAFETY

Table of Contents

Introduction

This *Employee Orientation Manual: A Guide to Health and Safety in the Workplace* provides an overview of health and safety legislation and outlines the responsibilities of the employer, the supervisor and the worker as defined in the Occupational Health and Safety Act. It also provides an overview of the health and safety policies, programs and procedures in place at Carleton University.

Everyone in the workplace, from the employer to the newest worker, has different but important duties, and therefore legal obligations under the Occupational Health and Safety Act to keep the workplace safe.

This manual serves as a reference and training document for all employees of Carleton University (workers, supervisors, management in both professional and academic areas).

The Environmental Health and Safety Office is responsible for providing guidance to the University community on all aspects of environmental and occupational health and safety. The policies, programs and procedures outlined in this manual are subject to change. The most current version can be accessed from the Environmental Health and Safety website at: **www.carleton.ca/ehs.**

Internal Responsibility System (IRS)

The IRS gives everyone within an organization direct responsibility for health and safety as an essential part of his or her job. It does not matter who or where the person is in the organization, they achieve health and safety in a way that suits the kind of work they do. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an ongoing basis. Successful implementation of the IRS should result in progressively longer intervals between accidents or work-related illnesses. (http://www.labour.gov.on.ca/english/hs/faqs/ohsa.php#what5)

Success of the Internal Responsibility System depends on the following:

- Workplace parties understanding their responsibilities for health and safety
- Workers and the employer sharing the responsibility for health and safety
- Workers and the employer identifying health and safety problems and developing solutions
- Employers establishing health and safety policies and implementing supporting programs
- A complete, unbroken chain of responsibility and accountability for health and safety in the workplace

The Internal Responsibility System provides the basis for an effective Health and Safety Management System that enables the University to be proactive on health and safety matters.

Carleton University Environmental Health and Safety Policy

The Carleton University Environmental Health and Safety Policy states the University's commitment to provide a healthy and safe work environment for all staff, students, and visitors. It is reviewed by the Senior Management Committee annually. A copy of the policy can be found in this document and the most recently reviewed policy is available on the University Secretariat website at: **http://www6.carleton.ca/secretariat/ccms/wp-content/ccms-files/Environment-Health-Safety-Policy.pdf**

Carleton University Health and Safety Management System

The Carleton University Health and Safety Management System includes the various components that form part of the unbroken chain of responsibilities to make the IRS work effectively. These include the management leadership and organizational commitment to a safe workpalce, hazard identification and assessment, hazard control, ongoing inspections, orientation and training, emergency response, incident investigation and a cyclical review of programs. This document reflects Carleton University's history, culture and structure and requires that all duties are communicated and clearly understood.

A copy of the Carleton University Health and Safety Management System can be found on the Environmental Health and Safety website at: **www.carleton.ca/ehs**

Environmental Health and Safety Policy

Policy:

Carleton University is committed to the protection of the health, safety, and wellbeing of all members of the University community. The University strives to promote a strong and sustainable culture of a safe and healthy workplace that will facilitate the awareness of risk and the prevention of injury and illness. The University will adhere to all applicable legislation with respect to health and safety. The University will adopt best practices that exceed legislated requirements as may be considered reasonable and appropriate. The University will work towards continuous improvement of its health and safety program.

Scope:

This policy applies to all Carleton University employees and students.

Responsibilities:

The responsibility for health and safety in the workplace is identified in the Occupational Health and Safety Act R.S.O. 1990 and is outlined in greater detail in the Carleton University Health and Safety Responsibility System.

In general:

All employees, including faculty and staff, are responsible for complying with all applicable health and safety requirements, including legislated requirements and University policies and procedures.

Persons with authority to direct the work of and assign tasks to others are supervisors and are responsible for ensuring that safe and healthy work conditions are maintained and that safe work practices are followed in their assigned areas. Supervisors will inform their direct reports of all applicable health and safety requirements and will enforce such requirements to ensure compliance.

Students are responsible for acting in a manner that protects the health and safety of themselves and others and for complying with all applicable health and safety requirements.

Failure to be informed, to comply, and/or to supervise may result in disciplinary action by the employer up to and including dismissal.

Contacts:

Assistant Vice-President (Facilities Management and Planning)

Assistant Director Environmental Health and Safety

Legislation

The Occupational Health and Safety Act

The Occupational Health and Safety Act came into force on October 1, 1979. The Act provides the basic framework for making Ontario's workplaces safe and healthy.

The Act:

- fosters the internal responsibility system in several ways: by requiring a joint health and safety committee or a worker health and safety representative; by requiring employers to have a health and safety policy and program; and by making officers of a corporation directly responsible for health and safety;
- imposes both general and specific duties on the workplace parties to protect health and safety;
- gives workers three basic rights: the right to know and receive training about potential hazards; the right to participate in resolving health and safety concerns; the right to refuse unsafe work;
- sets out penalties for contraventions and provides inspectors with broad powers to inspect workplaces, investigate accidents and complaints, and issue orders for compliance.

A copy of the Act should be available and accessible to all workers at all times. Copies are posted on the Health and Safety Notice Boards. The Act can also be accessed from the Environmental Health and Safety website at: **www.carleton.ca/ehs** or directly from the government of Ontario website at: **http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm**

Workplace Violence and Harassment Prevention

The Occupational Health and Safety Act was amended in 2010 to provide protection for workers from workplace violence and harassment.

Carleton University is committed to providing a safe learning and work environment and maintaining a Workplace that is free of Workplace Violence. As such, Carleton has developed both a policy and a Program for the prevention of workplace harassment and violence.
These apply to:

- Carleton University employees;
- Carleton University students;
- Visitors and volunteers; and
- Contractors and subcontractors engaged by Carleton University

For information on the policies, programs, and training opportunities see the Environmental Health and Safety website at: **http://www.carleton.ca/ehs/programs/workplace-violence-and-harassment/**

All employees are to complete the online workplace violence and harassment prevention training. See Carleton Central for further details.

Legislation

Regulations under the Occupational Health and Safety Act

The Act gives the Ontario Government, through its agent the Ministry of Labour, broad powers to make regulations. The regulation for Industrial Establishments is the primary regulation that applies to activities at Carleton University. Different units within the workplace face different hazards and risks. In some cases, regulations beyond those for Industrial Establishments may apply.

Supervisors are required to be familiar with the regulations made under the Act that apply to the workplace for which they are responsible. Supervisors shall review with the workers they supervise the regulatory requirements which are applicable to the work.

Regulations made under the Occupational Health and Safety Act can be accessed through the Environmental Health and Safety website at: **www.carleton.ca/ehs**

Criminal Code of Canada – Section 217.1 (Bill C-45)

Under the Criminal Code of Canada, organizations have a legal duty to ensure workplace health and safety. The duty applies to everyone who has authority to direct how work or a task, is performed.

- Section 217.1:
  Every one who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task.

Other Acts and Regulations

In addition to the Occupational Health and Safety Act, and the Criminal Code section listed above, a number of other complementary regulatory requirements may apply, depending on your workplace, and the activities carried out within.

Some of these include:

Workplace Safety and Insurance Act (Ontario)
First-aid Requirements (WSIB Reg 1101)
Environmental Protection Act (Ontario)
Environmental Protection Act (Canada)
Transportation of Dangerous Goods Act (Canada)
Fire Protection and Prevention Act (Ontario)
Hazardous Products Act (Canada)
Atomic Energy Control Act (Canada)
Human Pathogen and Toxins Act (Canada)
Pest Control Products Act (Canada)
Pesticides Act and Regulations (Ontario)
City of Ottawa By-Laws

A more comprehensive list of these is found on the EH&S Website at **www.carleton.ca/ehs**

Legislation

Definitions from the Occupational Health and Safety Act and Regulations

A workplace is any land, premises, location or thing at, upon, in or near which a worker works. The workplace at Carleton University includes the main campus as well as any off campus location where workers are involved in research activity, meetings and conferences or other university business.

An employer is a person who employs one or more workers or contracts for the services of one or more workers and 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. Carleton University is the employer for all full-and part-time academic and non-academic staff. In practice, senior administrators, managers and supervisors act as agents of the employer and perform many of the duties of the employer.

A supervisor is a person who has responsibility for a workplace (i.e. an office, classroom, laboratory, workshop, etc.) or authority over a worker. A faculty member may have responsibility for an area or activity and some degree of authority over graduate students, post-doctoral fellows, assistants, teaching assistants, academic assistants, administrative staff or other paid individuals. In any such circumstances faculty members are supervisors as defined within the legislation and University health and safety policies, programs and procedures. With non-academic staff, the supervisory role is clearly defined in the respective job descriptions.

A worker is a person who performs work, or supplies services for monetary compensation. All employees of the University are considered to be workers. Where students are paid to perform work, such as teaching assistants, research assistants and work-study students, they are considered to be workers as defined by the Act. While unpaid, students do not meet the definition of a worker, however, they should be afforded the same protection as a worker under the Act.

A competent person means a person who:

a) is qualified because of knowledge, training, and experience to organize the work and its performance;
b) is familiar with the provisions of this Act and the regulations that apply to the work; and
c) has knowledge of any potential or actual danger to health or safety in the workplace.

A critical injury (O. Reg. 834) is defined as an injury of a serious nature that

a) places life in jeopardy;
b) produces unconsciousness;
c) results in a substantial loss of blood;
d) involves the fracture of a leg or arm but not a finger or toe;
e) involves the amputation of a leg, arm, or foot but not a finger or toe;
f) consists of burns to a major portion of the body;
g) causes the loss of sight in an eye.

An industrial establishment means an office building, factory, arena, shop or office, and any land, buildings and structures appertaining thereto.

Legislation

Responsibilities Under the Occupational Health and Safety Act

Under the Occupational Health and Safety Act, workplace parties have specific duties and responsibilities regarding health and safety in the workplace. A summary of duties and responsibilities of workers, supervisors and the employer is provided below.

Worker Responsibilities

Work in compliance with the Act and the Regulations

- Use or wear the equipment, protective devices and/or clothing required by the employer
- Report to their supervisors all hazards of which they are aware which are in violation of the Act or Regulations
- Report to their supervisors any known violation of the Act or Regulations
- Not remove or make ineffective any protective devices required by the employer or by the Regulations
- Not use or operate any equipment or work in a way that may endanger themselves or another worker
- Not engage in any prank, feat of strength, unnecessary running or rough and boisterous conduct

Supervisor Responsibilities

Ensure that workers comply with the Act and the Regulations

- Ensure that required equipment, protective devices or clothing is used and/or worn by workers
- Advise workers of any health or safety hazard in the workplace
- Provide written instruction for the protection of workers as prescribed
- Supervise workers to protect their safety
- Take every precaution reasonable for the protection of workers

Employer Responsibilities

- Ensure that the Act and the Regulations are complied with
- Supervise workers to protect their safety
- Provide and maintain prescribed personal protective equipment
- Appoint competent persons as supervisors
- Inform workers, or a person with authority over workers, about any hazard in the workplace
- Assist the Joint Health and Safety Committee in carrying out its duties
- Prepare and review at least annually a written health and safety policy and establish a program to implement it
- Take every precaution reasonable for the protection of workers

For the complete list of duties and additional duties of supervisors and the employer reference the Occupational Health and Safety Act.

Legislation

Worker Rights in the Workplace
Under the Occupational Health and Safety Act

Employers have a general right to direct the work force and control the production process in the workplace. To balance the rights of the employer, the Occupational Health and Safety Act gives the following basic rights to workers:

The Right to Participate

Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns. At Carleton University, this right is expressed through worker membership on the Joint Health and Safety Committee.

The Right to Know

Workers have the right to know about any potential hazards to which they may be exposed. This means the right to be trained and to have information on machinery, equipment, working conditions, processes and hazardous substances.

The Right to Refuse Work

Workers have the right to refuse work that they believe is dangerous to either their own health and safety or that of another person. The Act describes the exact process for refusing dangerous work and the responsibilities of the employer in responding to such a refusal.

Legislation

Compliance with the Occupational Health and Safety Act and Regulations

Inspections & Investigations

Under the Occupational Health and Safety Act and regulations, Ministry of Labour inspectors have many powers which enable them to carry out their duties. Everyone in the workplace is required to co-operate with an inspector during a visit or investigation.

Ministry of Labour inspectors visit workplaces to enforce legislation and to ensure that the internal responsibility system is working. The frequency of visits depends on the type of work conducted in a workplace and past records for health and safety. Inspectors may also visit a workplace in response to a specific complaint.

Investigations by the Ministry of Labour may be conducted in the case of a serious or fatal injury, an unusual occurrence or a work refusal.

A representative of the employer and a worker member of the Joint Health and Safety Committee (JHSC) normally accompany an inspector during a visit or investigation.

Orders

Where an inspector from the Ministry of Labour observes contraventions of the Act or the regulations, the inspector will issue written orders to the employer to comply. In some cases a time frame for compliance will be identified, however if the hazard is imminent orders for immediate compliance are issued.

When an order has been complied with the employer must submit a notice of compliance to the Ministry of Labour, following which an inspector will determine if compliance with the order has been achieved.

Ticketing

Ministry of Labour inspectors have the authority to issue tickets for certain violations of the Act and regulations. Tickets can be issued to employers, supervisors and workers under the Provincial Offences Act. Tickets carry certain fines depending on the offence. Information regarding violations and fines is available from the Environmental Health and Safety website **(www.carleton.ca/ehs)**.

Prosecution

The Ministry of Labour may prosecute any person for a contravention of the Act or the regulations and for failing to comply with written orders. If convicted of an offence under the Act, an individual can be fined up to $25,000.00 and/or imprisoned for up to 12 months. The maximum fine for a corporation convicted of an offence is $500,000.00

Joint Health and Safety Committee

The Joint Health and Safety Committee (JHSC) is an advisory group of worker and management representatives, created under the Occupational Health and Safety Act, whose primary role is to collaboratively audit the effectiveness of the university's Internal Responsibility System. The workplace partnership to improve health and safety is greatly enhanced by an effective JHSC.

Requirement to Establish a Joint Health and Safety Committee

Carleton University, as the employer, is responsible for establishing and maintaining a JHSC in accordance with the requirements of the Occupational Health and Safety Act.

Functions of the Committee

The committee has the following principal functions:

- To identify and evaluate potential workplace hazards
- To recommend corrective actions, and follow up on implemented recommendations
- To be consulted about and provide input into workplace health and safety programs.

Composition of the Committee

Only Carleton University employees may serve as members of the Committee.

The members representing workers on the committee are selected by the Unions and other worker groups. The members representing management on the committee are selected by the Vice-Presidents of the University.

To become a member of the committee, workers should contact their employee group or union representative.

For information regarding the committee, a list of committee members, copies of minutes or to view the terms of reference of the committee and resources, please visit the Environmental Health and Safety website at: **http://www6.carleton.ca/ehs/joint-health-and-safety-committee/.**

The JHSC is supplemented by sector specific Safety Committees in the Faculty of Science, the Faculty of Engineering and Design, and the department of Facilities, Management and Planning.

You will find the list of JHSC Committee members, as well as the sector specific Safety Committees and meeting minutes on the EH&S Bulletin Boards across campus.

Hazards and Hazard Reporting

Managing Hazards in the Workplace

The Occupational Health and Safety Act requires that the presence of any hazard in the workplace be reported to the employer and/or supervisor.

To comply with this requirement, and to achieve the University's objective of providing a safe and healthy working environment, the Hazard Reporting Policy was established. The policy states that all hazards in the workplace shall be reported and appropriate corrective action shall be taken to control those hazards. The policy includes procedures for hazard reporting, resolution, and response.

The policy is available on the University Secretariat website at:
http://www6.carleton.ca/secretariat/policies/hazard-reporting/

Hazard Definition

A hazard is defined as any practice, behavior, condition, thing or situation or combination of these having the potential to cause injury or illness to a person or damage to property and equipment.

Recognizing Work Hazards

- A hazard is anything that can hurt you or make you ill.
- You face hazards every day — driving, playing sports, or just walking across the street. To protect yourself against workplace hazards you first need to know howto recognize them.
- Recognizing Hazards a workplace hazard is any condition, practice, or behaviour that could cause injury or illness to a person or damage to property.

Types of Injuries and Illnesses

- Some hazards — like slippery floors or boiling water — cause injuries right away. But other hazards take longer.
- Immediate injuries are called acute. Examples of acute injuries are burns, fractures, bruises.
- Illnesses that develop over a long period of time are called chronic. Examples of chronic illnesses include repetitive strain, hearing loss, and cancer.

Types of Hazards

- Physical Hazards
- Biological Hazards
- Chemical Hazards
- Ergonomic Hazards
- Psychological Hazards

Hazards and Hazard Reporting

Physical Hazards	Adverse Health Effects	Workplace Examples
Equipment and Machinery	• Serious, immediate injuries: cuts or amputations • Crush injuries • Eye injuries	• Table saws • Printing press • Garbage compactors • Lift trucks
Noise	• NIHL • Tinnitus • Speech communication problems	• Power tools: saws • Factories • Lawnmowers and edge trimmers
Electricity	• Death from electrocution • Burns: skin and organs	• Electricians and apprentices • Construction, landscaping • Any workplace with electrical appliances or equipment
Temperature	• Fainting • Heat stress • Burns • Heat stroke • Hypothermia • Frost bite	• Landscaping and grass cutting • Foundries • Bakeries, fast food • Meat and frozen food departments
Slips, trips and falls	• Broken bones • Death • Muscle strains	• Warehouses, stores, factories • Roofing, construction/landscaping
Vibration	• Back disorders • White finger disease • Tingling and numbness	• Driving • Equipment

Radiation	• Damages cells of the body
	• Can damage reproductive cells and cause genetic defects
	• Radiation sickness
	• Skin cancer
	• Retinal damage
		• X-ray technicians
		  • construction workers
		  • landscapers

Hazards and Hazard Reporting

Biological Hazards	Adverse Health Effects	Workplace Examples
Bacteria Viruses Fungi	• Can cause various diseases and illnesses • Ragweed pollen can cause allergies or asthma • Viruses can cause skin, eye, ear infections, cold and flu • Hantavirus (mice) • Salmonella and E.coli	• Any place where you work with animals or plants such as pet stores, gardening centres, farming
Animal and insect bites	• Bee stings can cause anaphylactic reactions • Rabies • Tick bites can result in Lyme disease	• Delivery type work such as mail delivery, newspaper delivery • Landscaping
Infectious diseases	• Hepatitis • AIDS	• Sanitation/garbage pickers: used needles • Healthcare and lab workers

Hazards and Hazard Reporting

Chemical Hazards	Adverse Health Effects	Workplace Examples
Dusts	• Respiratory problems • Allergic reactions • Irritations • Pneumoconiosis	• Underground miners • Cement, brick manufacturers • Gravel pits • Woodworking • Demolition
Vapours	• Dermatitis • Burning eyes • Headaches • Respiratory problems • Flammable: burns or explosions • Liver /kidney damage	• Cleaners • Laboratory workers
Fumes	• Respiratory effects • Cancer	• Welding
Gases	• Respiratory effects • Nausea • Headaches • lack of oxygen: death • Flammable: burns or explosions	• Gas stations • Mechanics exposed to diesel from exhaust • Laboratory workers

Ergonomic Hazards	Adverse Health Effects	Workplace Examples
Work related musculoskeletal disorders (WMSDs)	• Cause injury to muscles, bones, blood vessels, tendons, nerves and other soft tissues • Strain injuries such as carpal tunnel or tennis elbow • Tendonitis • Repetitive sprain or strain injury • Prolonged strain results in pain and injury, which may cause impairment and disability	• Food processing industries • Any job that requires placing boxes or other items on shelves, painting, gardening, cleaning

Hazards and Hazard Reporting

Dealing with Hazards

- Protect yourself and your co-workers by looking out for hazards.
- You have a legal responsibility to report hazards. Reporting hazards will help your employer meet their responsibility for your health and safety.
- So before you start a new job, stop and think about it. Try to recognize situations that might be dangerous.
- If you're not sure, ask someone.
- Pay attention to health and safety information provided

Controlling Hazards

At the Source	Along the Path	At the Worker
• Elimination • Substitution • Isolation	• Ventilation • Barriers • Housekeeping	• Personal Protective Equipment • Administrative Controls (e.g. policies, protocols, guidelines)

Hazard Reporting

Workers shall promptly report workplace hazards to their immediate supervisor so that appropriate corrective action can be taken to control the hazard.

Where a hazard presents an imminent danger, immediate and direct notification to the supervisor is required. Where the immediate supervisor is not available, the worker shall report the hazard to the next level of supervision or to another supervisor having the authority to act.

Where a hazard presents an emergency situation, immediate notification to the Department of University Safety at extension 4444 is required.

Hazard Resolution and Response

Upon notification of a hazard supervisors are required to take the following action:

- Verify the existence of the hazard.
- Assess the hazard.
- Take appropriate corrective action to control the hazard.
- Document the corrective action taken and advise workers.
- Respond to concerns regarding the corrective action taken or planned.

Consult the Hazard Reporting Policy for details regarding the process for hazard reporting, resolution and response.

Workplace Inspections

Workplace Inspection

Workplace inspections are the primary mechanism for recognition, assessment, and control of hazards in the workplace. For workplace inspections to be effective and to demonstrate due diligence they must be documented, distributed and corrective action must be taken.

There are various types of inspections as identified below:

Inspections by Supervisors and Workers (internal inspections)

Under the Occupational Health and Safety Act, workers and supervisors have responsibilities to report hazards.

The Act places general responsibility on supervisors to:

- Advise workers of any hazards in the workplace.
- To take every precaution reasonable in the circumstances for the protection of workers.

Supervisors should conduct or assign workplace inspections at a frequency based on the inherent risk of the workplace and the work activity. These inspections provide opportunities to identify and address hazards before they result in incidents.

Types of inspections include:

- Planned Inspections - regularly scheduled.
- Informal Inspections - daily walkthrough of the workplace.
- Random/Spot Inspections - unannounced inspections.
- Pre-start Inspections - new equipment or new process.

Sample checklists to assist with inspections (office setting, laboratory and workshop) are included as Appendices at the end of the manual.

Inspections by the Joint Health and Safety Committee (regulatory inspections)

The Occupational Health and Safety Act identifies inspection requirements for worker members of the Joint Health and Safety Committee.

Worker members are required to inspect the entire workplace annually in accordance with a schedule established by the Committee. The schedule includes locations, dates, and workers designated to perform the inspections.

These formal inspections will identify any hazards. The reports will be provided to the Building Authorities, and the department of Facilities, Management and Planning, who will in turn provide them to those responsible for corrections within the workplace. Corrections are to be completed within 21 days of the inspection.

Injury Reporting and Investigation

The Workplace Safety and Insurance Act (WSIA) and Regulations identify the reporting requirements for worker injuries or illnesses which result in the provision of health care and loss of earnings.

In addition, the Occupational Health and Safety Act and Regulations identify reporting and investigation requirements for certain workplace accidents and worker injuries or illnesses which result in the provision of health care and loss of earnings.

Injury Reporting

All workplace injuries and illnesses must be reported immediately to the workplace supervisor. This includes reporting all injuries affecting students, visitors, and contractors at Carleton University. Work-related injuries and illnesses are those caused by physical, chemical, biological, ergonomic and safety hazards in the workplace. They can also include acute psychological trauma (e.g., post traumatic stress disorders). All work related injuries and illnesses resulting in the provision of health care and loss of earnings must be reported to the Workplace Safety and Insurance Board (WSIB) through Human Resources.

Incidents resulting in death or a critical injury as defined by the Ministry of Labour must be reported immediately to the Ministry of Labour (MOL) and the Joint Health and Safety Committee through Environmental Health and Safety.

Reporting Procedures

The responsibilities for injury reporting and investigating are as follows:

Worker Responsibilities

- Immediately report any injury, illness or the onset of a work-related disease to their supervisor;
- Obtain first aid (a record of the first aid given must be made);
- Obtain medical treatment in the event of a serious injury or illness;
- Provide information regarding the circumstances that resulted in the injury or illness;
- Participate in the investigation and completion of an Incident/Accident Investigation Report Form;
- Participate in the completion of the WSIB form 7.
- Participate in the resolution of the circumstance/hazard which contributed to the incident

Employer/Supervisor Responsibilities

- Provide first aid and make a record of the first aid given;
- Immediately report any incident involving injury, illness or the onset of a work-related disease to their supervisor if applicable and to Environmental Health and Safety
- If only first aid is provided, completion of the WSIB form 7 is not required;
- If more that first aid is required, arrange for medical treatment of injured persons;
- Complete the appropriate sections of the WSIB Form 7 - Employers Report of Injury/Disease, and return all copies to Human Resources within 24 hours;
- Complete the Carleton University, Incident/Accident Investigation Report Form and submit it to Environmental Health and Safety within 2 days of the incident;
- Investigate all incidents to determine causes;
- Ensure that action has been taken to prevent a recurrence.

All required forms are located on the EH&S Website at: http://www6.carleton.ca/ehs/programs/injury-reporting-and-investigation-program/

Injury Reporting and Investigation

Certain events (Critical Injuries or Fatalities) must be reported immediately to the Ministry of Labour. All advisories to the MOL are made by the Environmental Health and Safety Office

Critical Injury Reporting

In the event of a critical injury as defined under the Occupational Health and Safety Act, the Employer/Supervisor has the following responsibilities:

- Immediately call University Safety at 613 520-4444 or by dialing extension **4444** to co-ordinate emergency services response (police, fire and ambulance);
- A second call is required to the Environmental Health and Safety Office at 613 520-2600 - extension 3000 for MOL and Joint Health and Safety Committee notification

No disturbance of the accident site

The Occupational Health and Safety Act states that if a person is fatally or critically injured at a workplace, no person shall interfere with, disturb, destroy, alter, or carry away any wreckage, article, or thing from the scene of an accident until permission has been granted by a Ministry of Labour inspector.

The legislation does permit exceptions to disturbing the site in certain circumstances, more specifically:

- Saving life or relieving human suffering;

The Environmental Health and Safety Office and the Department of University Safety will assist with securing the site.

Provision of First Aid

The Workplace Safety and Insurance Act (Regulation 1101) requires that first aid equipment, facilities, and trained personnel be provided in all workplaces.

To assist in meeting this requirement, department heads and supervisors are required to ensure that members of their staff are trained in First Aid and that departmental First Aid Kits are provided and maintained. EH&S will assist in determining the appropriate number of staff requiring training.

University Safety staff are trained in First Aid and CPR and should be contacted in the event of an emergency by calling the emergency number, (613) **520-4444**.

First Aid Kits

First aid kits must be located so that they are easily accessible for prompt treatment at all times. First aid kits must be inspected on a quarterly basis by the supervisor or designate and replacement material purchased by the department as required. The first aid kits should be under the responsibility of an individual certified in first aid.

All workers in the department should be advised and be aware of the location of the closest first aid kit.

First Aid Training

First Aid training is provided on a regular basis by the Environmental Health and Safety Office to academic and administrative staff for those individuals identified as Designated First Aiders for their departments.

Training session dates, times and registration details are announced in Today@Carleton and on the EH&S Website.

First Aid Certificate Holders

Departments with individuals certified in First Aid, are required to post the names of those with certification in the department.

All workers in the department should be aware of the identity of their departmental (or designated) first aid certificate holder.

First Aid Program

The First Aid Program documentation is available on the Environmental Health and Safety website at: **www.carleton.ca/ehs**

The program includes additional information regarding training, first aid kit contents, inspection requirements and record of treatment forms.

In addition to the local designated first aider options, the Department of University Safety is available to assist with provision of First Aid.

Workplace Hazardous Materials Information System (WHMIS)

What is WHMIS?

The Workplace Hazardous Materials Information System (WHMIS) is a comprehensive national communication system for safe management and use of hazardous materials that is required by legislation at both the federal and provincial jurisdictions.

WHMIS Regulation

WHMIS legislation requires that workers be informed about hazardous materials in the workplace and receive appropriate training to enable them to work safely.

To accomplish this, WHMIS requires all suppliers of hazardous materials to label and prepare Material Safety Data Sheets (MSDSs) for products they make, import, package, or process that meet the hazard criteria set out in the Controlled Products Regulations under the federal Hazardous Products Act.

The buyers of these controlled products must make sure that these products are correctly labelled and that MSDS's are available to those using the products. Employers must set up worker education programs to instruct workers about the WHMIS requirements, the contents and significance of labels and MSDSs and how to work safely with hazardous materials.

In summary, the WHMIS program delivers the necessary information by the following means:

- labels on containers of controlled products;
- MSDSs for each controlled product;
- worker training programs.

The ultimate goal of the WHMIS program is to create a safer workplace by providing workers with the knowledge and tools to enable them to work safely with hazardous materials.

WHMIS Program

Carleton University has developed and maintains a WHMIS Program as required by the regulations. The complete program is available on the Environmental Health and Safety web site (www.carleton.ca/ehs).

WHMIS Training

Workplace Hazardous Materials Information System (WHMIS) training is mandatory for all faculty, students and employees who work with, or in proximity to, hazardous materials.

WHMIS training is provided online from the Environmental Health and Safety web site (www.carleton.ca/ehs/training). This training will provide employees with the basic knowledge required for both recognition and safe handling of hazardous materials. To arrange access to the online WHMIS Training Program, contact the Manager of University Operations Safety.

For specific chemical(s) used in the workplace, supervisors are required to provide additional training and information regarding the hazards and risks associated with that product.

While there is no expiry on the training, it is up to the supervisor to ensure that the WHMIS Program is being applied in the workplace appropriately. Workers who may require refresher training should be given every opportunity to do so.

Workplace Hazardous Materials Information System (WHMIS)

Material Safety Data Sheets

When any hazardous product is shipped to the University, a Material Safety Data Sheet (MSDS) must accompany that product and remain available to the workers using that product.

Each workplace is responsible to ensure that workers have access to these MSDS sheets. This may be through provision of data sheet binders, through scanned documents, or other electronic means.

Carleton University subscribes to an online MSDS service, although there are many other online options, including the suppliers of the hazardous product. Please see the Environmental Health and Safety Webpage (http://www6.carleton.ca/ehs/programs/laboratory-health-and-safety/msds-sheets) for further information

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WHMIS Classification

CLASS A: COMPRESSED GAS

This class includes compressed gases, dissolved gases, and gases liquefied by compression or refrigeration.

CLASS B: FLAMMABLE AND COMBUSTIBLE MATERIAL

This class includes solids, liquids, and gases capable of catching fire in the presence of a spark or open flame under normal working conditions.

CLASS C: OXIDIZING MATERIAL

These materials increase the risk of fire if they come in contact with flammable or combustible materials.

CLASS D: POISONOUS AND INFECTIOUS MATERIAL

Division 1: Materials Causing Immediate and Serious Toxic Effects
These materials can cause death or immediate injury when a person is exposed to small amounts. Examples: sodium cyanide, hydrogen sulphide.

Division 2: Materials Causing Other Toxic Effects
These materials can cause life-threatening and serious long-term health problems as well as less severe but immediate reactions in a person who is repeatedly exposed to small amounts.

Division 3: Biohazardous Infectious Material
These materials contain harmful microorganisms that have been classified into Risk Groups 2, 3, and 4 as determined by the World Health Organization (WHO).

CLASS E: CORROSIVE MATERIAL

This class includes caustic and acid materials that can destroy the skin or eat through metals. Examples: sodium hydroxide, hydrochloric acid, nitric acid.

CLASS F: DANGEROUSLY REACTIVE MATERIAL

These products may self-react dangerously (for example, they may explode) upon standing or when exposed to physical shock or to increased pressure or temperature, or they emit toxic gases when exposed to water.

Emergency Contact Information

On-Campus Emergencies

POLICE – FIRE – AMBULANCE **CALL: 4 - 4 - 4 - 4**

Use any of the following means:

Red Telephones
Located in building lobbies, corridors, computer labs and parking garages.

Safety Assistance Phones
Exterior safety assistance phones, located outside on the campus grounds, parking garages and the tunnel system.

Bell Canada
Pay Telephones, located across campus. Dial 613-520-4444; it is a free call from any campus pay telephone.

Office Telephones
Dial 4444 only

University Safety will receive all emergency calls made by the above means and co-ordinate an Emergency Response

Off-Campus Emergencies

POLICE – FIRE – AMBULANCE **CALL: 9 - 1 - 1**

Emergency Notification System (ENS)

The ENS allows Carleton's department of University Safety to contact a mass number of people in the event of a campus-wide emergency. It uses three forms of communication to deliver instructional messages to everyone registered on the system should an emergency occur:

- a computer lockout system
- emails sent to a @Carleton.ca account and
- cellphone texts

Sign up for this free service through Carleton Central, (Main menu; Campus Alerts)

Make sure you are part of the loop!

Fire Safety and Evacuations

Carleton University has a campus wide Fire Safety Plan which documents that we have the appropriate measures in place for the safety of our staff and students in the event of a fire or other emergency requiring an evacuation.

To supplement this overall Fire Safety Plan, each building in turn has its own unique fire safety plan, to ensure the appropriate measures are in place, based on the building purpose (research, teaching, administrative, residential, facilities), occupant load and specific hazards which might require specific attention.

The Fire Safety Warden Program is the backbone of Fire, life safety and evacuation programs. These active volunteers, Fire Safety Wardens, under the leadership of the Chief Fire Safety Warden for each building, will assist with evacuations by verifying that workspaces are properly evacuated, and assist with guiding the occupants to the safe destinations identified for each building.

We are always looking for volunteers to assist. Contact our Fire Prevention Officer for more information!

In the event of a fire/evacuation alarm:

- **Evacuate immediately**.
- IF IT IS SAFE TO DO SO, make sure the Room /Area is clear of people,
- Do not use elevators
- Do not use tunnels unless it is not safe to do otherwise
- Do not stop and congregate in stairwells or just outside the doors
- Move completely away from the Building to the designated meeting place ("Safe Destination)
- Await further instructions

- **Do not attempt to re-enter the building unless you have** :
  1. heard the "all clear" signal (single blast 45 – 60 seconds- of the alarm system) OR
  2. received instructions to do so from the Fire Services, the Department of University Safety, Environmental Health and Safety, or the Chief Fire Safety Warden.

Persons Requiring Assistance

Should there be someone who requires assistance to leave the building, help them to a place of safety if that is possible, encourage them to call the Campus Emergency number **613-520- 4444** (**4444** from a campus phone). Waiting with the person is a personal decision

Fire Extinguishers

Extinguishers are available to help you evacuate should it be necessary. You are not responsible for extinguishing the fire – focus on your safety and getting out!

Exiting

Evacuate using the nearest stairwell. **DO NOT USE THE ELEVATORS.** If your primary/nearest exit is not available use you secondary/alternate exit. If you cannot leave safely get into a safe location such as a room where you can close the door and use a telephone to call the Campus Emergency number **613-520- 4444** (**4444** only from a campus phone – no charge call from a campus payphone).

Evacuations – Safe Destinations

Become familiar with the safe destinations for your building, and for the buildings you frequent most often. Please see the list below, or consult the EH&S website for further details.

#	Building Name	Locations
1	Tory	Outside: Upper Quad, grass area by SC/UC
		Inside: River Lobby
2	MacOdrum Library	Outside: 3rd level Loeb by the amphitheater
		Inside: 3rd level lobby and tunnel lobby (2nd level)
3	Paterson Hall	Outside: Upper Quad and in front of Loeb
		Inside: Galleria
4	Southam Hall	Outside: Upper Quad, Parking lot #1
		Inside: Galleria between UC and Tory
5	Renfrew House	Outside: field by Frontenac and Grenville House
		Inside: Fenn Lounge in the Commons
6	Lanark House	Outside: field between Minto and Mackenzie
		Inside: Fenn Lounge
7	University Centre	Outside: Parking lot #2b, grass between ME and AA
		Inside: Canal Lobby
8	Gymnasium	Outside: Parking Lot #11, entrance by alumni hall/P-5B
		Inside: Alumni Hall
9	Athletics Building	Outside: Parking lot 5A, Parking lot 11
		Inside: Norm Fenn gym
10	Mackenzie Building	Outside: grass between ME and LH, Parking lot #2-A
		Inside: Canal Lobby
11	Maintenance Building	Outside: MB yard by gates, Lawn in front of RO
		Inside: RO lobby
12	Steacie Building	Outside: Parking lot #2B, Grass by river building
		Inside: River lobby
13	Herzberg Laboratories	Outside: grass between SC and UC, grass by university drive
		Inside: River Building
14	Russell House	Outside: east side of Campus Avenue and Glengarry Quad
		Inside Fenn Lounge
15	Loeb Building	Outside: open amphitheater by SA, grass by SSRB
		Inside: River Building
16	Nesbitt Biology	Outside: lawn in front of RO, Parking lot #3
		Inside: Robertson Hall lobby
17	Robertson Hall	Outside: lawn by fountain, lawn in between RO and MB
		Inside: Athletics
18	Glengarry House	Outside: field near Grenville and Frontenac and the grass area on the east side of Campus Avenue
		Inside: Minto Centre or Raven's Roost
19	Residence Commons	Outside: Residence Quad or field north of Stormont-Dundas
		Inside: Minto or Raven's Roost
21	Dunton Tower	Outside: Upper Quad, grassy area between UC and CA
		Inside: Galleria between UC and Tory
22	Architecture Building	Outside: Parking lot #2b, open area within ME blocks
		Inside: Galleria between UC and Tory
23	St. Patrick's Building	Outside: in front of RU/GR, in front of LE
		Inside: Fenn Lounge

24	**Social Science Research Building**	Outside: parking lot #1, grass area by University Drive
		Inside: River Building
25	**Life Science Research Building**	Outside: grass area by SSRB, Grass by River
		Inside: River Building
26	**Stormont- Dundas House**	Outside: field above north parking lot & field between Russell and St. Patrick's
		Inside: Fenn Lounge
27	**Minto C.A.S.E.**	Outside: parking lot #2A, between LH and PH
		Inside: Galleria
28	**Childcare Centre**	Outside: grass between AC and CC, parking lot #11
		Inside: Alumni Hall then as available from Athletics Department
29	**Carleton Technology and Training Centre**	Outside: parking lot #3, grass in front of MB
		Inside: Robertson Hall lobby
30	**Leeds House**	Outside: St Patrick's/Dundas/Stormont area
		Inside: Fenn Lounge
31	**Azrieli Theatre**	Outside: Upper Quad, roundabout by CA
		Inside: Galleria between UC and Tory
32	**Azrieli Pavilion**	Outside: Upper Quad, roundabout by CA
		Inside: Galleria between UC and Tory
33	**National Wildlife Research Centre**	Outside: Parking lot #3, Parking lot #14
		Inside: Robertson Hall lobby
34	**Prescott House**	Outside: Minto – Mackenzie field
		Inside: Fenn Lounge
35	**Fieldhouse**	Outside: Parking lot #5A, Parking lot #12
		Inside: Norm Fenn Gym
36	**Alumni Hall**	Outside: parking lot #5A, grass by IH
		Inside: Norm Fenn Gym
37	**Human Computer Interaction Building**	Outside: parking lot #1, grass by SR
		Inside: River Building
38	**Visualization and Simulation Building**	Outside: parking lot #1, grass by SR
		Inside: River Building
39	**Ice House**	Outside: Parking lot #3, grass by Alumni Hall
		Inside: Alumni Hall
40	**Tennis Centre**	Outside: Field between the Centre and University Drive
		Inside: Athletics
41	**Frontenac House**	Outside: Glengarry Quad or field east side of Colonel By
		Inside: Fenn Lounge
42	**Canal Building**	Outside: roundabout by UC, in between UC and AA
		Inside: Galleria
43	**River Building**	Outside: parking lot #2B, grass on University Drive
		Inside: Galleria
44	**Lennox – Addington Residence**	Outside: field near Grenville and Frontenac or east side of Campus Avenue
		Inside: Fenn Lounge

Health and Safety Board Program

As a part of Carleton University's legislative requirement to inform workers of specific health and safety information in the workplace, the Environmental Health and Safety Office has established the Health and Safety Board Program.

The program consists of standardised Health and Safety Boards dedicated to the posting of health and safety information. As part of this program periodic reviews are made by Environmental Health and Safety to ensure required information is present and current.

If you observe that a Health and Safety Board contains outdated or missing information, please notify the Environmental Health and Safety Office.

Health and Safety Board Postings

Health and Safety Board postings include the following:

- Workplace Safety and Insurance Board Poster- In Case of Injury at Work (Form 82)
- Health & Safety at Work - Prevention Starts Here Poster
- Environmental Health and Safety Policy
- Workplace Violence Prevention Policy
- Workplace Harassment Prevention Policy
- Occupational Health and Safety Act (reference information)
- Workplace Safety and Insurance Board - Annual Statistics Summary
- Workplace Hazardous Materials Information System - Symbols Poster
- Joint Health and Safety Committee Members List
- Minutes from JHSC meetings
- First Aid Certificate Holders Lists
- Canadian Nuclear Safety Commission License (as required)
- And will include timely or issue specific information

Safety Board Locations

The legislation requires that notices be posted in conspicuous locations in the workplace where the information is readily accessible by all workers. Therefore health and safety boards have been located in public or common areas such as building hallways and lobbies.

The Health and Safety Board Program and the location of all Health and Safety Boards maintained by the Environmental Health and Safety Office is available on the website at:
www.carleton.ca/ehs

Office and General Spaces Inspection Checklist

Date	
Supervisor	
Telephone number	
Email address	
room numbers	
Department	
Date of last inspection	

Internal Responsibility System		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Are Employees aware of their responsibilities under the Act?		
Do Employees know what to do (and who to contact) in an emergency?		
Are Employees trained in general H&S (WHMIS, violence in the workplace, emergencies, accident reporting)?		
Are employees familiar with the evacuation protocols including the safe evacuation sites?		
Are Employees familiar with the JHSC and their role in Safety?		
Do Employees know where to find the H&S Bulletin Board?		
Is H&S discussed regularly during team meetings?		
Is the workplace inspected regularly by the supervisor and occupants?		
Do Employees have any H&S concerns?		
Notes?		
General Safety		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Is there a safe (unobstructed) egress path? Doorways and exits clear of obstacles and clutter?		
Is there sufficient space between workstations/desks?		
Is the general cleanliness adequate (no undue clutter posing a hazard)?		
Are heavy items stored on lower shelves as opposed to overhead spaces?		
Is the floor area free of tripping hazards (including dry and slip resistant)?		

Are stairwells & walkways kept clear from boxes & clutter?		
Are stairwells & handrails in good condition?		
Are stepladders or step stools available for easy access to high storage areas & overhead bins?		
Are file cabinets and bookshelves secured to the wall and/or loaded to prevent falling objects?		
Are file cabinets kept closed when not in use to prevent contusions and/or trip/fall injuries?		
Notes?		
Ergonomics issues		
Is there adequate space on the work surface for documents & equipment?		
Are keyboard & mouse placed directly next to each other allowing for easy reach?		
Are the computer screen & keyboard aligned with center of the body?		
Are chairs adjustable (height, depth, lumbar support, arm rests, etc.)?		
Is there adequate clearance underneath the desk for knee and leg space?		
Are environmental factors (temperature, lighting, noise, etc.) set at comfortable levels?		
Notes?		
Fire/ Electrical Safety		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Do employees know where to find closest fire extinguisher		
Sufficient vertical clearance from ceiling (18" with sprinklers)?		
Is there excessive accumulation of combustible materials (paper and other)?		
Are plugs, cords, electrical panels & receptacles in good condition (no exposed conductors or broken insulation)?		
Are extension cords & surge suppressors being used correctly and not posing safety hazards? • They must not run beneath carpet or across door entrances/walkways. • They must not be linked together • Extension cords are for temporary use, not to exceed 90 days.		
All equipment CSA (or other) certified?		
Are faulty or broken equipment locked/ tagged out?		
Are electrical panels easily accessible with a clearance of at least 36 inches on each side?		

Are electrical panels kept closed when not in use?		
Are lamps & light fixtures clear of drapes, papers and other combustible materials?		
Are cord/cable systems used to manage cords and/or cables such that they do not pose tripping hazards?		
Notes?		
Other Issues		

Laboratory Inspection Checklist

Date	
Principal Investigator/ Laboratory Supervisor	
Telephone number	
Email address	
Lab room numbers	
Department	
Lab Safety Contact person	
Date of last inspection	

Hazard Identification			
◯	**Radiation**	◯	**Biohazards**
◯	**Lasers**	◯	**Animal Use**
◯	**Highly Toxic Materials**	◯	**Pyrophoric Materials**
◯	**Water Reactives**	◯	**Peroxide Formers**
◯	**Flammables**	◯	**Corrosives**
◯	**High Pressure Systems**	◯	**Equipment Hazards**
◯	**Other:**		

Internal Responsibility System		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Are Employees/students aware of their responsibilities under the Act?		
Do Employees/students know what to do (and who to contact) in an emergency?		
Are Employees/students trained in general H&S (WHMIS, violence in the workplace, emergencies, accident reporting)?		
Are employees/students familiar with the evacuation protocols including the safe evacuation sites?		
Are Employees/students trained in Laboratory Safety?		
Are Employees/students familiar with the JHSC and their role in Safety?		
Do Employees/students know where to find the H&S Bulletin Board?		
Is H&S discussed regularly during lab meetings?		
Is the lab area inspected regularly by the supervisor and occupants?		

Do Employees/students have any H&S concerns?		
Notes?		
General Safety		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Is there a safe (unobstructed) egress path?		
Is there sufficient space between benches?		
Are the lab benches free of clutter?		
Is the general cleanliness adequate (no undue clutter posing hazards)?		
Are heavy items stored on lower shelves as opposed to overhead spaces?		
Is the floor area free of tripping hazards (including dry and slip resistant)?		
Is the lab well ventilated (no odors)?		
Is the lighting adequate?		
Does the lab have appropriate signage (hazards, contact info, other)		
Is there evidence of food or drink in the lab?		
Is a sink available for handwashing?		
Notes?		
Fire Safety		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Fire extinguisher mounted and accessible? Checked monthly?		
Sufficient vertical clearance from ceiling (18” with sprinklers)?		
Flammable materials stored appropriately?		
Is there excessive accumulation of combustible materials (paper and other)?		
Is the emergency gas shut off marked and accessible?		
Notes?		
Mechanical and Electrical Safety		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Moveable parts guarded on equipment as appropriate?		
Training has been provided on equipment? Documented?		
Electrical outlets in good condition (no missing cover plates, no burn marks)?		
Electrical cords and plugs in good condition?		
Are there overloaded outlets or power bars connected in series?		
Extension cords only present for temporary use?		

Are there any power cords found under doors, carpets or through ceilings?		
All equipment CSA (or other) certified?		
Are faulty or broken equipment locked/ tagged out?		
Notes?		
Hazardous Materials Safety		
Issue	Yes/No/NA	Comments/ Follow-up Actions
WHMIS labels on containers?		
All containers identified (including squirt bottles, beakers)?		
All containers closed except when actively adding or removing materials?		
Chemical inventory available and up to date?		
MSDS for chemicals available?		
Incompatible materials segregated?		
Flammable materials stored in flammable storage cabinets? If requiring refrigeration, is proper unit in use?		
Corrosive materials stored in corrosive cabinets?		
Corrosive chemicals stored below eye level?		
Strong acids and bases stored in secondary containers?		
Ethers and other peroxide formers dated?		
Water reactive chemicals segregated, contained and labeled?		
Pyrophoric chemicals segregated, contained and labeled?		
Highly toxic materials segregated, labeled and stored in designated areas?		
Chemical containers in good condition?		
Chemical storage cabinets clearly labeled?		
Refrigerators containing chemicals clearly labeled?		
General chemical storage appears appropriate?		
Notes?		
Compressed Gas Cylinder Safety		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Cylinders stored away from main egress point?		
Cylinders secured in an upright position in a rigid structure?		
Cylinder valves closed and valve caps in place when cylinders not in use?		
Cylinders transported using suitable carts?		
If flammable, corrosive or toxic gases are in use, are monitoring devices (sensors) in use?		
Are SOPS in place for cylinder changeout, verification?		

Notes?		
Health and Safety Equipment and Personal Protective Equipment (PPE)		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Are Fumehoods annually certified and the proper sash height indicated?		
Is storage within the fumehoods minimized?		
Is the front sash of the fumehood lowered to the appropriate level?		
Are sash stoppers functional where present?		
Is the hood illumination functional?		
Is the fumehood alarmed (to provide audible warning of low flow)?		
Is the biological safety cabinet certified?		
Is an emergency eyewash/shower unit available within 10 seconds (travel distance no greater than 100 feet)?		
Is the emergency eyewash unit verified weekly?		
Is there sufficient clearance (16 inches) around the emergency shower/eyewash?		
Is there a first aid kit available or is there a designated first aider nearby?		
Is there a spill kit available and are spill procedures known to staff/students?		
Are closed-toe shoes and long pants worn by staff/students?		
Are lab coats worn?		
Are safety glasses available? In use?		
Is additional safety eyewear available (goggles, laser goggles, faceshield) if required?		
Are safety gloves (general use, and chemical resistant, cryogloves, heat resistant) available?		
Notes?		
Hazardous Waste		
Issue	Yes/No/NA	Comments/ Follow-up Actions
All chemical waste properly contained and labeled?		
All biological waste properly contained and labeled?		
All radiological waste properly contained and labeled?		
All waste containers kept closed except when adding waste (ie: no funnels in place, biowaste covered)?		
Hazardous waste stored directly on the floor?		
Accumulation/ long term storage of waste?		
Hazardous waste found in regular garbage?		
Sturdy cart available for transport of hazardous waste as needed?		
Secondary containment available for transport of		

hazardous waste?		
Notes?		
Other Issues		

Workshop Inspection Checklist

Date	
Principal Investigator/ Workshop Supervisor	
Telephone number	
Email address	
Room numbers	
Department	
Safety Contact person	
Date of last inspection	

Hazard Identification			
◯	**Radiation**	◯	**Biohazards**
◯	**Lasers**	◯	**Electrical Hazards**
◯	**Chemical Hazards**	◯	**Equipment Hazards**
◯	**High Pressure Systems**	◯	**Other**

Internal Responsibility System		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Are employees/students aware of their responsibilities under the Act?		
Do employees/students know what to do (and who to contact) in an emergency?		
Are employees/students trained in general H&S (WHMIS, violence in the workplace, emergencies, accident reporting)?		
Are employees/students familiar with the evacuation protocols including the safe evacuation sites?		
Have all employees/students received documented job specific safety training?		
Are employees/students familiar with the JHSC and their role in Safety?		
Do Employees/students know where to find the H&S Bulletin Board?		
Is the area inspected regularly by the supervisor and occupants?		
Do employees/students have any H&S concerns?		
Notes		
General Safety/Housekeeping		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Is there a safe (unobstructed) egress path?		
Are the floor and aisle areas free of tripping hazards		

(including dry and slip resistant)?		
Are work areas reasonably organized, free of clutter and clean?		
Are tools and materials properly stored after use?		
Are heavy items stored on lower shelves as opposed to overhead spaces?		
Are surface dust levels low (no sawdust accumulation)?		
Is the space well ventilated (no odors)?		
Is the lighting adequate?		
Does the space have appropriate signage (hazards, contact info, PPE requirements, other)?		
Is there evidence of food or drink?		
Are cabinets, furniture and equipment taller than 4 feet braced or anchored?		
Is there a step-ladder available for out-of-reach items?		
Are noise levels within acceptable levels for the activities conducted?		
Are metal or wood chips, scrap, or turnings properly contained?		
Notes		
Emergency Preparedness and Fire Safety		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Fire extinguisher mounted and accessible? Checked monthly?		
Do employees/students know where to gather in case of an evacuation?		
Sufficient vertical clearance from ceiling (18" with sprinklers)?		
Are flammable materials stored appropriately?		
Are oily rags kept in a metal bin and removed daily?		
Is the emergency gas shut off marked and accessible?		
Is an emergency eyewash/shower unit available and maintained?		
Is there a first aid kit available and are accident/injury reporting procedures known to staff/students?		
Is there a spill kit available and are spill procedures known to staff/students?		
Notes		
Electrical Safety		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Are electrical outlets and switches in good condition (no missing cover plates, no burn marks)?		
Are electrical cords and plugs in good condition?		
Are there overloaded outlets or power bars connected in series?		
Extension cords only present for temporary use?		

Are power cords found under doors, carpets or through ceilings?		
Is all equipment CSA (or other) certified?		
Are tools grounded or with double insulation protection?		
In wet or damp locations, are electrical tools and equipment appropriate or are GFCIs in use?		
Are disconnecting switches and circuit breakers labeled?		
Are electrical panels unobstructed?		
Notes		
Hazardous Materials Safety		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Are WHMIS and identifying labels on all containers?		
Are material safety data sheets available?		
Are chemicals properly stored (use of cabinets, neat)?		
Are incompatible materials segregated?		
Is hazardous waste properly contained and labeled?		
Are compressed gas cylinders stored away from main egress point?		
Are compressed gas cylinders secured in an upright position in a rigid structure?		
If flammable, corrosive or toxic gases are in use, are monitoring devices (sensors) in use?		
Notes		
Protective Equipment		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Are Fumehoods certified and the proper sash height indicated?		
Is storage within the fumehood minimized?		
Are operators dressed appropriately (no sandals, no loose-fitting clothing, long hair tied back)?		
Is appropriate PPE available and worn?		
Footwear		
Eye and Face Protection		
Gloves		
Protective Clothing (long pants, long sleeves, lab coat, apron, beanie…)		
Hearing Protection		
Head Protection		
Respiratory Protection		
Fall Arrest Equipment		
Are personnel trained in proper use of PPE?		
Is protective equipment regularly inspected and maintained?		
Are dust extractors in good working order?		
Notes		

Hand and Portable Tool Safety		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Are all hand and portable tools maintained in good working condition?		
Are tools regularly inspected and maintained?		
Are tools such as chisels, punches, wrenches, etc. reconditioned or replaced as necessary?		
Are cutting edges of tools kept sharp?		
Are broken or fractured handles on tools replaced promptly?		
Tools are used in accordance with the manufacturer's recommendations and instructions		
Are personnel trained in proper use of tools?		
Compressed air is never used for cleaning		
Is the air hose in good condition with end fittings secured?		
Notes		
Machinery Safety		
Issue	Yes/No/NA	Comments/ Follow-up Actions
Is machinery in good working order and condition?		
Are machines regularly inspected and maintained?		
Are operator manuals available?		
Are personnel properly trained on the machinery?		
Machinery is operated in accordance with the manufacturer's recommendations and instructions		
Do all hazardous moving parts of the machine; including auxiliary parts have safeguards (gears, sprockets, pulleys, flywheels and chain drives)?		
Powered machinery has start and stop controls located within easy reach of the operator		
Powered machinery has controls and switches whose functions are clearly identified		
Are lockout/tagout procedures provided for servicing and maintenance?		
Effective means of verifying lockout are provided		
Anti-kickback protection on woodworking machinery		
Notes		
Other Issues		

Health and Safety Orientation Guide Review Form

This form is to be completed by all workers and supervisors **within five working days of receipt**. In the case of new workers, the supervisor will provide a copy to the worker and arrange completion in the first week of employment. Each line must be reviewed, checked-off and the completed form returned as per the distribution list below.

1.	I have read and understand the Carleton University Environmental Health and Safety Policy.	☐
2.	I am aware of the Occupational Health and Safety Act	☐
3.	I know where to obtain a copy of the Occupational Health and Safety Act	☐
4.	I am aware of my rights in the workplace under the Occupational Health and Safety Act.	☐
5.	I am aware of my responsibilities, and my role within the IRS (International Responsibility System)	☐
6.	I am aware of the existence of the Joint Health and Safety Committee and its role.	
7.	I am aware of the procedure for reporting workplace hazards.	☐
8.	I am aware of the requirements for workplace inspections.	☐
9.	I am aware of the requirements and the procedure for reporting workplace injuries.	☐
10.	I am aware of the first aid program, location of the departmental first aid kit, and know the identity of the certified first aid provider in our department/building.	☐
11.	I know what WHMIS is, how it applies to my job and who to contact for additional training.	☐
12.	I know where to obtain the Material Safety Data Sheets (MSDSs) for the hazardous materials that I am working with.	☐
13.	I know how to obtain and maintain personal protective equipment (PPE - e.g. safety goggles, gloves, respirator, protective clothing etc.) required for my work.	☐
14.	I know what to do and who to call in the event of an emergency.	☐
15.	I am aware of the location of the Health and Safety Board in my work area.	☐

Worker: I have read the Health and Safety Orientation Manual and understand my responsibilities as a worker for health and safety in the workplace.	
Name:	Position:
Email:	Department:
Signature:	Date: Start Date:
Supervisor: I have read the Health and Safety Orientation Manual and understand my responsibilities as a supervisor for health and safety in the workplace. I have reviewed the contents of this manual with the worker noted above.	
Name:	Position:
Email:	Department:
Signature:	Date:

Copies: 1. Supervisor 2. Environmental Health and Safety Office 3. Worker Retains copy in Booklet