

Worker Orientation Manual



Carleton
UNIVERSITY

Canada's Capital University

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**Workplace
Injury
is too many**



**A Guide to Health and
Safety in the Workplace**

carleton.ca



Memorandum

Date: 12/1/04

To: All Faculty and Staff

From: Duncan Watt, Vice-President (Finance and Administration)

Re: Worker Orientation Manual - A Guide to Health and Safety in the Workplace

The Worker 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 prescribed in the Occupational Health and Safety Act of Ontario. It also provides you with an overview of the health and safety policies, programs and procedures in place at Carleton University.

The manual was prepared by Environmental Health and Safety, a unit of the Department of University Safety. While it does not provide an exhaustive outline of the specific duties and responsibilities of workers and supervisors, it does present all workers with the fundamentals of health and safety in our workplace. By accepting their responsibilities for a healthy and safe workplace, all employees will contribute to the overall success of the University health and safety program. All members of the workplace have legal obligations under the Occupational Health and Safety Act of Ontario for workplace safety. This manual will assist you in fulfilling these obligations and serves as a training document for workers and supervisors.

Following receipt of the manual, supervisors are required to meet and review it with the employees that they supervise. The review will include completion and signature of the Worker Safety Orientation - Health and Safety Review Form included in the manual. The supervisor will retain a copy on file, send one copy to the Manager, Environmental Health and Safety, and the employee will retain the copy contained in the manual.

Please note that a copy all completed Worker Safety Orientation - Health and Safety Review Forms must be returned to the Manager, Environmental Health and Safety by December 31, 2004.

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. Topics outlined in this manual are more exhaustively reviewed on our website at www.carleton.ca/ehs.

Should any question arise, please contact the Manager, Environmental Health and Safety, at extension 3809.

Thank you for your co-operation.

CC: Richard J. Van Loon, President

Allan Harrison, Provost and Vice-President (Academic)

Feridun Hamdullahpur, Vice-President (Research and International)

Worker Orientation Manual

A Guide to Health and Safety in the Workplace

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Introduction

This *Worker 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 prescribed in the Occupational Health and Safety Act of Ontario. It also provides you with an overview of the health and safety policies, programs and procedures in place at Carleton University.

This manual was prepared by Environmental Health and Safety, a unit within the Department of University Safety. While it does not provide an exhaustive outline of the specific duties and responsibilities of workers and supervisors, it does present all workers with the fundamentals of health and safety in our workplace. By accepting their responsibilities for a Healthy and Safe workplace, all employees will contribute to the overall success of the department. All members of the workplace have legal obligations under the Occupational Health and Safety Act of Ontario for workplace safety. This manual will assist you in fulfilling these obligations and serves as a training document for workers and supervisors.

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. Topics outlined in this manual are more exhaustively reviewed on our Web site at www.carleton.ca/ehs.

Carleton University Environmental Health and Safety Policy

The Carleton University Environmental Health and Safety Policy is reviewed and signed by the President annually. It states the University's commitment to provide a healthy and safe work environment for all staff, students, and visitors. A copy of the policy can be found in this document and the most recently reviewed policy can be found on the Environmental Health and Safety Web site (www.carleton.ca/ehs).

Carleton University Occupational Health and Safety Management System

The Occupational Health and Safety Management System covers all functions, positions, and activities related to occupational health and safety in the workplace. This document reflects Carleton University's history, culture and context while ensuring that all duties are communicated and clearly understood. A copy of the Occupational Health and Safety Management System can be found on the Environmental Health and Safety Web site (www.carleton.ca/ehs).

Environmental Health and Safety Policy

Carleton University is committed to provide a safe and healthy environment for its students, employees and visitors to study and work.

It is the policy of the University to take every reasonable precaution to prevent personal injury or illness by the following:

- identifying and controlling workplace hazards;
- considering health and safety in all organizational activities;
- protecting the environment; and
- complying with all applicable health and safety and environmental legislation including the *Occupational Health and Safety Act of Ontario* and its Regulations and the Canadian Environmental Protection Act.

Every employee has a legal duty to inform themselves of any environmental health and safety rule, regulation and statute which applies to the performance of their job and to conduct themselves in accordance with such rules, regulations, and statutes. Furthermore, every employee who supervises one or more employees and/or students shall ensure that their direct reports are both informed of any and all environmental health and safety rules which apply to the performance of their functions and, comply with such rules, regulations, and statutes. All employees have a duty to report unsafe or unhealthy conditions to their supervisors.

Failure to be informed, to comply and/or to supervise may result in disciplinary action by the employer up to and including dismissal. Employees should also be aware that a person who contravenes or fails to comply with the health and safety laws of Ontario is guilty of an offence, and upon conviction may be liable to a fine, imprisonment, or payment of damage.

The responsibility for health and safety lies with the line of supervision and is outlined in the Occupational Health and Safety Management System.

All external contractors, subcontractors and their workers are responsible to meet or exceed the requirements established in municipal, provincial and/or federal environmental health and safety legislation.

All members of the University community will strive to minimize negative impacts on the environment by conservation, using natural resources wisely, and supporting the 3Rs of waste management, namely Reduce, Reuse and Recycle. Consideration will be given to the environmental impact of goods and services prior to purchase.



Richard J. Van Loon
President

Signed: March 2000
Reviewed: October 2004

The Occupational Health and Safety Act and Regulations

The Occupational Health and Safety Act

The Occupational Health and Safety Act (the 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; and, 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 to you in your department and accessible to all workers at all times.

A copy of the Act is also available from the Environmental Health and Safety Web site (www.carleton.ca/ehs).

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 regulations for Industrial Establishments, is the primary regulation that applies to activities here at Carleton University. However, different units within the workplace introduce different hazards and risks. In some cases, regulations beyond those for Industrial Establishments may apply. Review this list, and identify and discuss with your supervisor, those regulations that apply to your particular job. This list also outlines other pertinent legislation that may be applicable to your workplace. Links to all these regulations are available on the Environmental Health and Safety Web site (www.carleton.ca/ehs).

Construction Projects (O. Reg. 213/91)

Critical Injury Defined (O. Reg. 834/90)

Diving Operations (O. Reg. 629/94)

Firefighters' Protective Equipment (O. Reg. 714/94)

Health Care and Residential Facilities (O. Reg. 67/93)

Industrial Establishments (O. Reg. 851/90)

Mines and Mining Plants (O. Reg. 854/90)

Oil and Gas—Offshore (O. Reg. 855/90)

Roll-over Protective Structures (O. Reg. 856/90)

Teachers (O. Reg. 857/90)

Training Programs (O. Reg. 780/94)

Training Requirements for Certain Skill Sets and Trades (O. Reg. 572/99)

University Academics and Teaching Assistants (O. Reg. 858/90)

Window Cleaning (O. Reg. 859/90)

Hazardous Substance Regulations

Designated Substance—Acrylonitrile (O. Reg. 835/90)

Designated Substance—Arsenic (O. Reg. 836/90)

Designated Substance—Asbestos (O. Reg. 837/90)

Asbestos on Construction Projects and in Building and Repair Operations (O. Reg. 838/90)

Designated Substance—Benzene (O. Reg. 839/90)

Designated Substance—Coke Oven Emissions (O. Reg. 840/90)
 Designated Substance—Ethylene Oxide (O. Reg. 841/90)
 Designated Substance—Isocyanates (O. Reg. 842/90)
 Designated Substance—Lead (O. Reg. 843/90)
 Designated Substance—Mercury (O. Reg. 844/90)
 Designated Substance—Silica (O. Reg. 845/90)
 Designated Substance—Vinyl Chloride (O. Reg. 846/90)
 Control of Exposure to Biological or Chemical Agents (O. Reg. 833/90)
 Inventory of Agents or Combinations for the Purpose of Section 34 of the Act (O. Reg. 852/90)
 Workplace Hazardous Materials Information System (O. Reg. 860/90)
 X-ray Safety (O. Reg. 861/90)
Workplace Safety and Insurance Act (Ontario)
 First-aid Requirements (WSIB Reg 1101)
Environmental Protection Act (Ontario)
 Airborne Contaminant Discharge Monitoring and Reporting (O. Reg. 127/01)
 Halon Fire Extinguishing Equipment (O. Reg. 413/94)
 Industrial, Commercial and Institutional Source Separation Programs (O. Reg. 103/94)
 Ozone Depleting Substances—General (R.R.O. 1990, Reg. 356)
 Recycling and Composting of Municipal Waste (O. Reg. 101/94)
 Refrigerants (O. Reg. 189/94)
 Solvents (O. Reg. 717/94)
 Spills (R.R.O. 1990, Reg. 360)
 Waste Management—PCB'S (R.R.O. 1990, Reg. 362)
Transportation of Dangerous Goods Act (Canada)
Dangerous Goods Transportation Act and Regulations (O. Reg. 261)
Hazardous Products Act (Canada)
Environmental Protection Act (Canada)
Atomic Energy Control Act (Canada)
Pest Control Products Act (Canada)
Pesticides Act and Regulations (Ontario)
Smoking in the Workplace Act (Ontario)
City of Ottawa By-Laws
 City of Ottawa Sewer Use By-Law
 By-law No. 2001-149: Smoking in the Workplace

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. This would also include those areas outside of the University where research activity may be taking place.

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 and managers act as agents of the employer and perform many of the duties of the employer.

A **supervisor** is a person who has charge of a workplace (i.e. a laboratory) or authority over a worker. A faculty member or principle investigator may have charge over an area or activity and some degree of authority over graduate students, Post-doctoral fellows, research associates, research assistants, academic assistants, administrative staff or other paid individuals. In any such circumstances they are supervisors as defined within the legislation and University health and safety policies, programs and/or 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, work-study students, they are considered to be employees 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.

Responsibilities Under the Occupational Health and Safety Act

Employer Responsibilities (section 25 of the Act)

- Ensure that the Act and the Regulations are complied with
- Supervise workers to protect their safety
- Not employ underage workers
- Provide and maintain prescribed personal protective equipment
- Appoint "competent" persons as supervisors
- Inform a worker, or a person with authority over a worker, 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 the worker (this is the definition of Due Diligence)

Supervisor Responsibilities (section 27 of the Act)

- Ensure that the worker complies with the Act and the Regulations
- Ensure that the required equipment, protective devices or clothing is used and/or worn by the worker
- Advise the worker of any health or safety hazards
- Provide written instruction for the workers protection
- Take every precaution reasonable for the protection of the worker (this is the definition of due diligence)

Worker Responsibilities (section 28 of the Act)

- 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 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

Joint Health and Safety Committee

A Joint Health and Safety Committee (JHSC) is an advisory group of worker and management representatives, whose existence is a legislative requirement of the Act. The workplace partnership to improve health and safety depends on the JHSC. It meets regularly to discuss health and safety concerns, review progress and make recommendations to the employer.

Some of the roles and responsibilities of a JHSC include identifying workplace hazards, obtaining information from the employer, making recommendations to the employer, investigating work refusals, investigating serious injuries and obtaining information from the Workplace Safety Insurance Board (WSIB).

Carleton University, as the employer, is responsible for establishing and maintaining a JHSC and the committee makes recommendations to the Vice-President (Finance and Administration). For information on the committee, a list of committee members, copies of minutes or to view the terms of reference of the committee, go to our Web site at www.carleton.ca/ehs and follow the link to Joint Health and Safety Committee.

Managing Hazards in the Workplace

Workers in Ontario have the right to refuse work that they believe to be unsafe or dangerous. In general, workers can refuse work if they have reasonable grounds to believe that the job they are performing or are asked to perform, poses a danger either to themselves or to another worker. Workers may also refuse work if they feel the physical conditions of the workplace are dangerous to their health and safety.

There are certain conditions where the right to refuse unsafe or dangerous work may not apply. These may include tasks where the dangers cited are an inherent part of the job (e.g. police officer), or where the health and safety of the general public may be jeopardized.

Where the right to refuse unsafe or dangerous work is covered by legislation, the legislation also **protects workers from any reprisals by the employer** due to a work refusal.

Reporting Hazards

Hazards should be reported immediately to your supervisor. You do not, and should not, wait for a formal inspection of the area to occur or expect someone to deal with the hazard. In fact, health and safety legislation requires all employees to report hazards to their supervisor.

It is then incumbent upon the supervisor to promptly investigate the reported hazard or concern and keep the employee apprised of the progress. A response to the hazard concern could include the elimination of the hazard, a substitution to lessen or reduce the hazard, or the implementation of an action plan.

Reprisals Against a Worker Prohibited

The Act prohibits the employer or persons acting on behalf of the employer from taking any action against a worker who has acted in compliance with the Act or any regulation. Specifically prohibited are:

- dismissal or threats to dismiss;
- discipline or threats to discipline;
- imposition of any penalty; or
- intimidation or coercion.

Workplace Refusal Procedures

The procedure for handling health and safety concerns raised by staff members consists of five possible steps. An employee has the option of initiating the process at either step 1 or step 4. If the work refusal process reaches or is initiated at step 4, the procedures are legislated by the Occupational Health and Safety Act and covered here.

It is anticipated that all employees will initiate the process at step 1 and that supervisors will be responsive to health and safety concerns raised by staff members. However, an employee has the right to refuse to perform work that he or she considers to be unsafe and to initiate the process at step 4.

1. Expression of Concern

Supervisors should encourage employees to discuss health and safety concerns with them. The supervisor and employee should have a frank discussion of the concern and attempt to resolve the issue.

2. Referral to Line Management

If the supervisor and the employee are unable to resolve the issue, the supervisor should refer the problem to the next level of supervision. If no agreement is reached at this level then the issue may either be referred to higher levels of management or it must proceed to step 3.

3. Referral to Joint Health and Safety Committee

Where the employee or the supervisor refers an issue to a joint health and safety committee, the committee should investigate the matter and submit its written recommendations to the responsible line manager and to the Manager, Environmental Health and Safety.

The responsible line manager must respond in writing to the written recommendations of the committee within 21 days giving either a timetable for implementing the recommendations or stating the reasons why he/she does not agree with them.

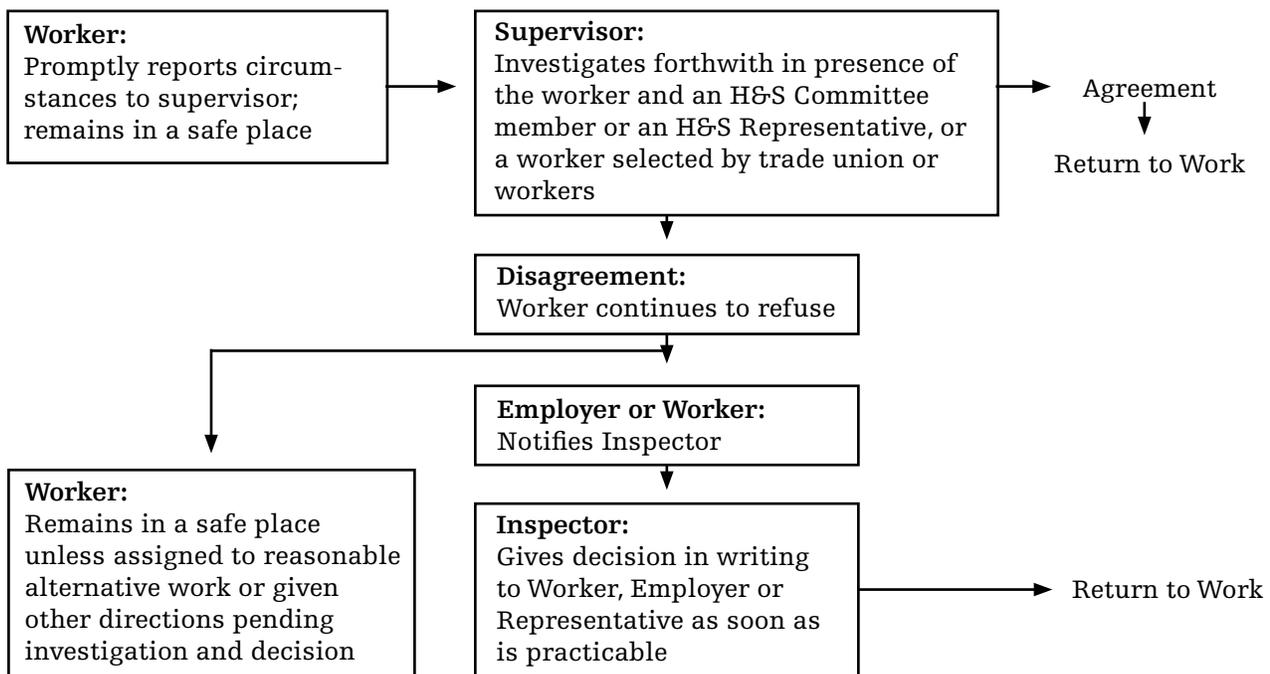
4. First Formal Work Refusal

The procedures to be followed in the event of a formal work refusal by a staff member are outlined in the *Occupational Health and Safety Act*. They are mandatory and supervisors are strongly urged to contact Environmental Health and Safety for assistance.

- Where a worker reports his/her refusal to work or do a particular work to his/her supervisor, the supervisor shall immediately investigate the situation in the presence of the worker and a member of the joint health and safety committee who represents workers.
- A written record of the occurrence and the results of the investigation must be made and a copy sent to the Office of Environmental Health and Safety. Use the Employers Report of Safety-Related Refusal to Work form provided in this section.
- Until the investigation is completed the worker shall remain in a safe place near his/her workstation.
- If the situation is resolved at this point, the worker will return to work.
- The worker may continue to refuse to work if he or she has reasonable grounds to believe that the work continues to be unsafe. At this point the refusal continues to step 5.

5. Second Formal Work Refusal

- The worker, the responsible manager, or someone acting on behalf of them shall notify a Ministry of Labour Inspector, who will come to the workplace to investigate.
- While waiting for the inspector, the worker must remain in a safe place near the work station, unless the responsible manager assigns some other reasonable work during normal working hours.
- Pending the investigation and decision of the inspector, no other worker shall be assigned to do the work under dispute unless, in the presence of a member of the joint health and safety committee who represents workers, the second worker has been advised of the other worker's refusal and of the reasons for the refusal.
- The inspector will investigate the refusal to work in the presence of a representative of the employer, the worker, and a member of the health and safety committee who represents workers. The inspector shall give his decision in writing and this decision is final.



Accident Investigations and Injury Reporting

All full-time, part-time, and temporary employees of the University are covered under the Workplace Safety and Insurance Act (WSIA), for injuries and illnesses resulting from their employment. Procedural issues governed by the Workplace Safety and Insurance Act are managed by the Workplace Safety and Insurance Board (WSIB).

Under the WSIA, the Occupational Health and Safety Act and Regulations for Industrial Establishments, Carleton University is required to report to the WSIB, within three days, of any accident resulting in either lost time from work (past the day of the accident) or that necessitates health care from a health care professional such as a physician, dentist or specialist.

The Ministry of Labour (MOL) also requires the employer to report all injuries in the workplace.

- If a person (worker or not) is critically injured (see definitions) or killed in the workplace, the employer must immediately notify the MOL, Joint Health and Safety Committee and union (if any).
- If a worker is injured, disabled or requires medical attention, the employer must notify the Joint Health and Safety Committee and the Union (if any) within four days of the incident.
- Finally, if a worker has an occupational illness or has filed a claim with the WSIB, the employer must notify the MOL, Joint Health and Safety Committee and Union (if any) within four days of the incident.

Injury Reporting Procedures

If there was an injury in the workplace where no medical treatment provided and there was no lost time from work:

1. The worker must promptly obtain First Aid and notify their immediate supervisor.
2. The supervisor, with input from the worker, must complete the Supervisors Incident Investigation Report Form and return it to Environmental Health and Safety within two days. This then gives Environmental Health and Safety two days to compile the information and send it to the MOL, the Joint Health and Safety Committee and the Union.
3. The supervisor must then ensure that preventative action is taken to prevent a reoccurrence. Information regarding this action is documented on the Supervisors Incident Investigation Report Form.

If there was an injury in the workplace where either medical treatment was provided or there was lost time taken from work or the injury was a critical injury (see definitions):

1. Provide First Aid to the injured worker and make a record of First Aid provided
2. Arrange for medical treatment by contacting University Safety at extension 4444.
3. Provide Transport to a medical facility or the worker's home.
4. Provide the injured worker with the WSIB Treatment Memorandum Form 156C and the WSIB Functional Abilities Form 2647A as soon as possible.
5. Complete the WSIB Form 7 and return it to Human Resources, Pension and Benefits Administrator, within 24 hours. A \$250 fine will be levied by the WSIB for late submissions.
6. Complete the Supervisors Incident Investigation Report Form and return it to Environmental Health and Safety within two days. This then gives Environmental Health and Safety two days to compile the information and send it to the MOL, the Joint Health and Safety Committee and the Union.

First Aid

First aid stations and certified first aiders in the workplace are a requirement of the Workers Safety and Insurance Act (Regulation 1101) and are located in all buildings on campus. Those departments with individuals certified in First Aid, are required to post the names of those with certification in the department. All University Safety staff are trained in First Aid and CPR and should be contacted in the event of an emergency at the emergency number, 4444.

All workers should be aware of the closest location of the first aid kit and the identity of their departmental (or designated) first aid certificate holder.

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 legislated by both federal and provincial jurisdictions.

Regulation

WHMIS legislation requires that workers must be informed about the 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 (MSDS's) 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 legislation, the contents and significance of labels and MSDS's, and how to work safely with hazardous materials.

In summary, WHMIS 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.

Training

Workplace Hazardous Materials Information System (WHMIS) training is provided on campus and is mandatory for all faculty, students and employees who handle hazardous materials. This training program will provide employees with the basic knowledge required for both recognition and safe handling of hazardous materials. For a specific chemical(s) used in the workplace, the supervisor is to inform the worker of 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 system is being applied in the workplace appropriately. Workers who may require refresher training should be given every opportunity to do so.

MSDS Access Online

Carleton University subscribes to an online MSDS service. Also, when any hazardous product is shipped to the University, an MSDS must accompany that product and remain available to the workers using that product.

To access our online MSDS database go to www.msdonline.com.

Username: Carleton

Password: carleton

This database can only be accessed by computers on the Carleton network or via EduNet. It cannot be accessed through another internet service provider.

WHMIS Hazard Symbols

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.



CLASS D: POISONOUS AND INFECTIOUS MATERIAL

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.



CLASS D: POISONOUS AND INFECTIOUS MATERIAL

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) or the Medical Research Council of Canada.



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

To report an emergency call **520-4444** or **9-1-1** for police/fire/ambulance response.

Use any of the following means:

Red Telephones

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

Blue Light - Exterior Emergency Telephones and Emergency Phones

Located outside on the campus grounds, parking garages and the tunnel system.

Bell Canada - Pay Telephones

Located across campus—dial 520-4444, it is a free call from any campus pay telephone.

Office Telephones - dial 4444 only

Emergency calls made by any of the above means will be received by the University Safety, Communication Control Centre for co-ordination of 9-1-1 emergency response.

Non Emergency Services on Campus

Patrol Services - 24-hour non-emergency line 520-3612

Equity Services

Aboriginal Centre, Mediation Centre, Race-Equity Office,

Sexual Harassment Advisor/Status of Women Office 520-5622

Fire Safety 520-2600, ext. 3611

Foot Patrol - Campus Safe-Walk/Escort Service 520-2600, ext. 4066

Health Services -

Monday to Friday, 8:30 a.m. - 4:30 p.m. (5:30 p.m. winter) 520-6674

Holland-Carling After-hours Clinic

476 Holland Avenue at Carling Avenue

(for students with URGENT medical matters) 722-9689

Information Carleton -

Campus Information Centre/Lost and Found 520-7400

Maintenance Control Centre

Reporting building and physical hazards 520-3668

Ombuds Services - University Ombudsperson 520-6617

Parking Services

permits, lockers, ticket appeals 520-3623

Residence Service Desk

General Information 520-5609

Residence Security 520-5609

Student Life Services - General Inquiries 520-6600

Emergency and Support Services Off Campus

Ottawa Police Service - Non-Emergency Calls 236-1222

Ottawa Police Service - Victim Crisis Unit 236-1222

Ottawa Distress Centres

crisis lines 24 hours per day 238-3311

Ottawa Distress Centre

Immigrant and Minority Women's Centre 729-1119

Poison Information 737-1100

Rape Crisis Centre - crisis lines 24 hours per day 562-2333 or 562-3860 (TTY)

Sexual Assault Support Centre 234-2266 or 725-1657 (TTY)

Shelter for Assaulted Women - Interval House 234-5181

Maison D'Amitie 747-0020

GayLine Information - Counselling..... 238-1717

Health and Safety Notice Boards

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

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

Please notify University Safety via email at university_safety@carleton.ca if you note that a safety board contains any outdated or missing information.

Safety Board Requirements

The following items are required to be posted on all safety boards:

- WSIB Poster - Form 82
- Carleton University Environmental Health and Safety Policy
- Joint Health and Safety Committee Members List
- Carleton University Emergency Procedures
- Occupational Health and Safety Act
- WHMIS Symbols Poster
- WSIB Annual Statistics Summary
- First Aid Certificate Holders List and First Aid Program
- Building Fire Warden List and Program Reference
- Fire Extinguisher Types

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 safety boards will be located in public or common areas such as building hallways and lobbies.

The Safety Board Program including the location of all safety boards on campus maintained by University Safety is available on our Web site (www.carleton.ca/ehs).

Worker Safety Orientation Health and Safety 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 answered and the completed form returned as per the distribution list below.

- | | Yes | N/A |
|---|--------------------------|--------------------------|
| 1. I have read the Worker Safety Orientation Manual - A Guide to Health and Safety in the Workplace. | <input type="checkbox"/> | |
| 2. I have read and understand the Carleton University Environmental Health and Safety Policy. | <input type="checkbox"/> | |
| 3. I know where to obtain a copy of the Occupational Health and Safety Act and Regulation 851 for Industrial Establishments. | <input type="checkbox"/> | |
| 4. I know what WHMIS is, how it applies to my job and who to contact for additional training. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. I know where to obtain the Material Safety Data sheets (MSDSs) for the hazardous materials that I am working with. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. I know how to obtain and maintain personal protective equipment (ppe - e.g. safety goggles, gloves, respirator, protective clothing etc.) required for my work. | <input type="checkbox"/> | |
| 7. I am aware of the procedure for reporting workplace hazards. | <input type="checkbox"/> | |
| 8. I am aware of the procedure for reporting workplace injuries. | <input type="checkbox"/> | |
| 9. I am aware of the first aid program, location of the departmental first aid kit, and know the identify of the certified first aid provider in our department/building. | <input type="checkbox"/> | |
| 10. I am aware of the existence of the Joint Health and Safety Committee and its role. | <input type="checkbox"/> | |
| 11. I am aware of the location of the Health and Safety Notice Board in my work area. | <input type="checkbox"/> | |
| 12. I know what to do and who to call in the event of an emergency. | <input type="checkbox"/> | |
| 13. I understand the requirements and responsibilities of my employer and my supervisor | <input type="checkbox"/> | |
| 14. I understand my responsibilities as a supervisor (for supervisor completion) | <input type="checkbox"/> | |
| 15. I understand my responsibilities as a worker. | <input type="checkbox"/> | |

Worker

Name: _____ Position: _____

Signature: _____ Date: _____

Supervisor

Name: _____ Position: _____

Signature: _____ Date: _____