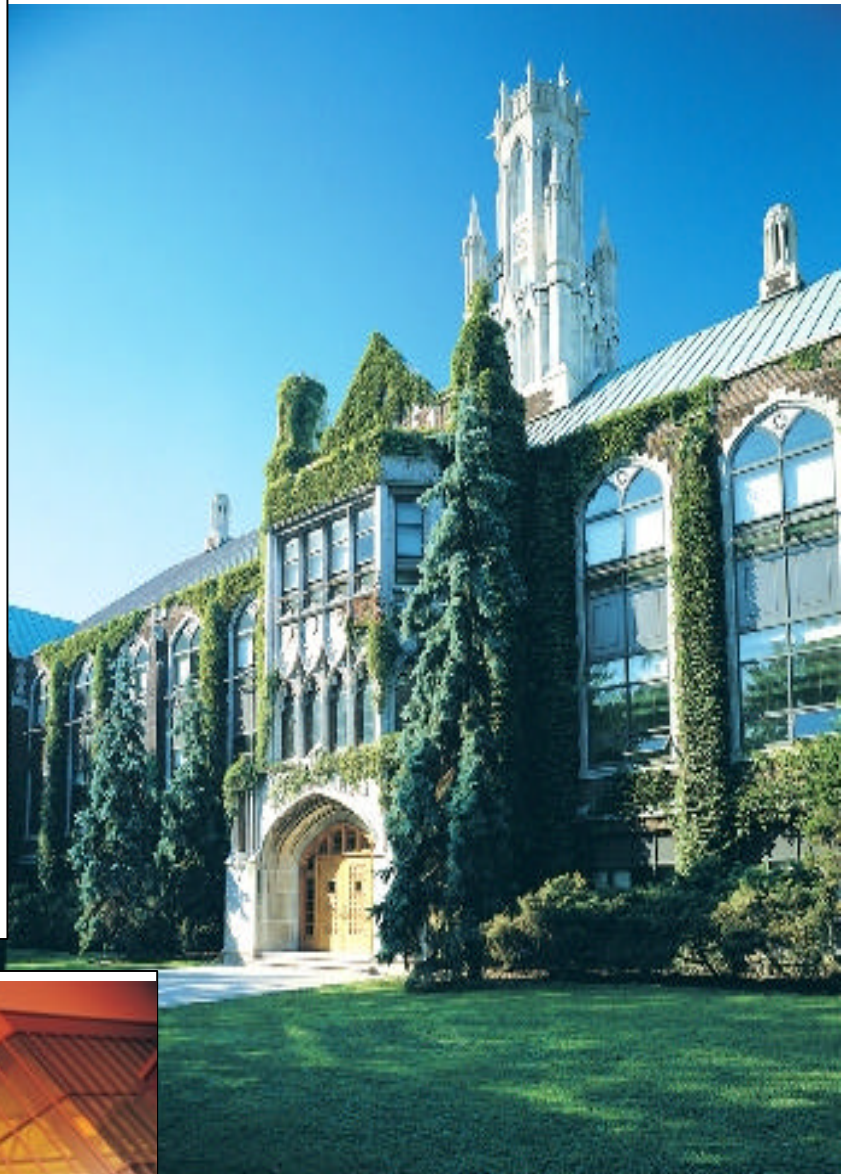


A Guide to Health & Safety in the Workplace: Employee Orientation Manual





Employee Orientation Manual

A Guide to Health and Safety in the Workplace

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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 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 the University of Windsor.

This manual 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 (workers) 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 Occupational Health and Safety office is responsible for providing guidance to the University community on all aspects of occupational health and safety. Further health and safety information can be found on our website at www.uwindsor.ca/safety

Health and Safety Policy Statement

The University of Windsor is committed to providing a safe and healthy workplace and learning environment for its employees, students and visitors. The University believes that all tasks can be accomplished in a safe manner and in compliance with relevant health and safety legislation, codes, standards and practices.

The University is responsible for establishing, implementing and maintaining programs designed to protect the health and safety of employees, students and visitors. General safety policies and workplace specific procedures shall be developed, documented, and implemented to comply with relevant health and safety legislation, codes, standards and practices.

The University of Windsor will maintain a Central Safety Committee under conditions set out in the Ontario Occupational Health and Safety Act and the terms of our collective agreements.

Employees who direct work will ensure that relevant regulations and safe work procedures are followed by their employees, that effective training is provided to their employees and that safe work procedures are implemented and followed.

Contractors and subcontractors performing work at the University of Windsor shall, as part of their contracts, agree to comply with all relevant workplace health and safety legislation, codes, standards and practices.

All employees are responsible for observing applicable legislation in their work area and for following safe work procedures. Employees shall report unsafe conditions and unsafe behaviour to his/her Supervisor.

Commitment to health and safety by all members of the campus community is an integral part of the University of Windsor's activities.

February 16, 2006

Dr. Ross H. Paul
President

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 (the University of Windsor's committee is referred to as **Central 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: 1) the right to know → receive training about potential hazards; 2) the right to participate → in resolving health and safety concerns; and, 3) the right to refuse unsafe work;
- sets out penalties for contraventions and provides Ministry of Labour 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.

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 the University of Windsor. 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.

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)

Smoke Free Ontario Act

City of Windsor By-Laws

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. The University of Windsor 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; or
- 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 are 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

Central Safety Committee

The Central Safety Committee (CSC) 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 CSC. It meets regularly to discuss health and safety concerns, review progress and make recommendations to the employer.

Some of the roles and responsibilities of the CSC 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).

The University of Windsor, as the employer, is responsible for establishing and maintaining the CSC and the committee makes recommendations to the Vice-President Administration and Finance. 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 Website at www.uwindsor.ca/safety and follow the link to Central 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. The Policy regarding the Right to Refuse Unsafe Work can be found on our website at www.uwindsor.ca/safety under Safety Manuals.

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.

For further information see the University of Windsor's policy on Hazard Recognition, Assessment and Control on the H & S website under Safety Manuals

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

Under the Occupational Health and Safety Act all employees have the right to refuse work they believe to be unsafe. All employees initiating a **Health & Safety Complaint** or **Health & Safety Work Refusal** must follow these procedures when doing so.

1.1 *HEALTH & SAFETY COMPLAINT:*

In the event that a worker raises a health and safety concern or complaint to their Supervisor, the Supervisor shall:

1.1(1) Investigate in the presence of the worker and establish with the worker whether a health & safety issue exists and if it is a complaint or work refusal.

1.1(2) If determined to be a safety complaint and the task is unsafe the Supervisor shall undertake immediate correction action.

1.2 *HEALTH & SAFETY WORK REFUSAL:*

Workers in the province of Ontario have the right to refuse work which they have reason to believe is unsafe. As per the Occupational Health & Safety Act a worker may refuse to work or do particular work where he/she or another worker may be endangered by,

- equipment, machine, device or things; or
- physical condition of the workplace; or
- equipment, machine, device or thing that is to be used or the physical condition of the workplace is in contravention of the Act or Regulations and may endanger himself/herself or another worker

Should there be a work refusal the following procedures apply:

Stage 1:

1. Worker has reason to believe work or task is unsafe.
2. The report shall be made to the Supervisor (preferably in writing) and should outline the worker's reason(s) for believing the work to be unsafe
3. The worker shall remain in a safe place near his or her work station.
4. Supervisor shall forthwith investigate in the presence of the worker, a worker representative from the Central Safety Committee, if possible a certified member, and if applicable a representative from the worker's union. The Supervisor shall respond to the worker in writing, outlining remediation timelines, if applicable. If there will not be a remediation plan, the reasoning behind it.
5. Should the issue be resolved and corrective action taken, if required, the Worker shall return to work. If the issue is not resolved proceed to stage 2.

Stage 2:

1. Following the investigation, should the worker have reasonable grounds to believe that the work or task continues to be unsafe, they must remain in a Safe place near his or her work station and a Ministry of Labour shall be notified.
2. Refused work may be offered to another worker providing it is offered in the presence of a worker representative from the Central Safety Committee, if possible a certified member, and if applicable a representative from the worker's union. This worker shall also be advised of the other worker's refusal and his or her reasons for the refusal.
3. The Ministry of Labour Inspector shall investigate in consultation with the employer, the worker and their representation.
4. The Inspector shall give his or her decision, in writing, as soon as is practicable to all involved parties and any applicable changes can be made in order to return the worker to their duties.

A certified member of the Central Safety Committee may also request the investigation of a health and safety concern and initiate the work refusal procedure as outlined by the policy.

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 (WSIA) are managed by the Workplace Safety and Insurance Board (WSIB).

Under the WSIA, the Occupational Health and Safety Act and Regulations for Industrial Establishments, the University of Windsor 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 MINISTRY OF LABOUR, Central Safety Committee and union (if any).

Injury Reporting Procedures

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

INJURY / INCIDENT (NON-CRITICAL):

1. Should an occupational injury or incident occur the injured worker shall report the incident immediately to their Supervisor.
2. The Supervisor shall investigate the incident together with the injured worker and complete the Accident/Incident Investigation Report. This report can be found either on the University of Windsor's Health & Safety website under Report an Accident or it is also found in the University of Windsor's Accident Envelopes. All Supervisors are to maintain copies of these envelopes. Once completed these reports are to be forwarded to the Office of Occupational Health & Safety within 24 hours of the incident.
3. Should the employee require medical attention please refer to Policy PO-HS-006, Early and Safety Return to Work.
4. The following points shall be noted during the investigation and included on the Accident/Incident Investigation Report. A copy of this report is attached.
 - date & hour of injury & reporting
 - if a delay in reporting the reasons
 - what was the cause of the injury – describe the accident, the circumstances surrounding the onset of pain or the events leading up to the injury

- what was the worker doing & what effort was involved
 - what are the particulars of the equipment or materials involved
 - what part/side of the body was involved-was the onset of pain gradual or sudden, was it a sharp pain or dull ache
 - where did the accident occur – be specific as to location
 - what conditions contributed to the accident
 - what steps were taken to prevent the recurrence of the accident i.e. retraining of the employee, change of equipment and the status of any actions
 - interview witnesses as soon as possible after the incident
 - was there a pre-existing condition which contributed to the injury
5. The Office of Occupational Health & Safety has a digital camera which may be utilized for attaching any required photos to the report.
 6. The injured worker's Supervisor shall monitor any implemented recommendations and if required be assisted by the Office of Occupational Health & Safety for any difficulties or concerns.

The Office of Occupational Health & Safety will complete and submit reports as required by the Workplace Safety and Insurance Board. This office will also generate a statistical analysis related to accidents/incidents as required.

For complete policy reference please refer to the H&S website under Safety Manuals

First Aid

First aid stations and certified first aiders in the workplace are a requirement of the Workplace 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 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 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) 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;
- MSDS's 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 employees who are exposed or likely to be exposed to a hazardous material or to a hazardous physical agent. 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.

This annual training is available through an in-class session which can be arranged through the Office of Occupational Health & Safety at extension 4521. The training is also available on-line on the H&S website (www.uwindsor.ca/safety) under WHMIS.

MSDS Access Online

The University of Windsor's MSDS' are available through the HMIS (Hazardous Materials Information System) icon found on the Chemical Control Centre's website at www.uwindsor.ca/ccc

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 micro-organisms 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 extension 4444 or 9-1-1 from any university phone for police/fire/ambulance response.

Use any of the following means:

Blue Light - Exterior Emergency Telephones

Located outside on the campus grounds.

Bell Canada - Pay Telephones

Located across campus—Direct line to Campus Community Police

Non Emergency Services on Campus

Campus Community Police (non-emergency)253-3000 ext. 1234

Foot Patrol - Campus Safe-Walk/Escort Service253-3000 ext. 2416

Maintenance Control Centre
Reporting building and physical hazards253-3000 ext 2850

Emergency and Support Services Off Campus

Poison Information 1-800-268-9017

Employee Assistance Provider: Warren Shepell 1-800-387-4765

Office of Occupational Health & Safety253-3000 ext 2055 or ext 4521

Health and Safety Notice Boards

As a part of the University of Windsor's legislative requirement to inform the worker of specific Health and Safety information the Office of occupational Health & Safety has a number of safety boards in various buildings across campus which are dedicated to posting of health & safety information.

The Office of Occupational Health & Safety will ensure that the boards are kept updated. If a board is missing or has outdated information please notify the Office of Occupational Health & Safety at ext. 4521.

Safety Board Requirements

- 1) Health & Safety Policy
- 2) Up to date Ontario Occupational Health & Safety Act & its Regulations
- 3) Consumer Symbols
- 4) WHMIS Symbols
- 5) Central Safety Committee Members
- 6) In Case of Injury at Work poster (Form 82)
- 7) "What's in it for you?" poster
- 8) First Aid Regulation 1101
- 9) National Safety Council Booklets
 - Safety Awareness
 - Lockout/Tagout
 - Lifting and carrying
 - Good Housekeeping
 - About Wellness
 - You and Your Back
 - Workplace Violence
 - PPE Awareness
 - Preventing Slips and Falls
 - Fire Safety
 - Ladder Safety
- 10) Emergency Number's
- 11) Material Safety Data Sheet Information Location

12) Website reference for:

- Fire Plans
- Asbestos Manual
- Central Safety Committee Minutes

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 is maintained by the University of Windsor's Office of Occupational Health & Safety.

Employee 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 Employee Safety Orientation Manual
A Guide to Health and Safety in the Workplace
2. I have read and understand the University of Windsor's
Environmental Health and Safety Policy.
3. I know where to obtain a copy of the Occupational Health and Safety Act
and Regulation 851 for Industrial Establishments.
4. I have received general WHMIS training DATE _____
I have received departmental WHMIS training DATE _____
5. I know where to obtain the Material Safety Data sheets (MSDS)
for the hazardous materials that I am working with.
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. .
7. I am aware of the procedure for reporting workplace hazards.
8. I am aware of the procedure for reporting workplace injuries.
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.
10. I am aware of the existence of the Central Safety Committee
and its role.
11. I am aware of the location of the Health and Safety Notice Board
in my work area.
12. I know what to do and who to call in the event of an emergency
13. I understand the requirements and responsibilities of my employer
and my supervisor.
14. I understand my responsibilities as a supervisor (for supervisor completion)
15. I understand my responsibilities as a worker
16. I am familiar with the emergency procedures for my particular department € €
17. I am aware of the University's H & S website (www.uwindsor.ca/safety) in € €
order to obtain further H&S related information.

Employee

Name: _____ Position: _____

Signature: _____ Date: _____

Supervisor

Name: _____ Position: _____

Signature: _____ Date: _____

Copies: 1. Supervisor 2. Manager, Occupational Health and Safety 3. Employee Retains copy in Booklet