



# Joint Health & Safety Committee Department of Civil Engineering University of Toronto

## Department of Civil Engineering Health & Safety Policy

### 0. Preamble

Health & safety issues in the Department are governed by the Ontario Occupational Health & Safety Act and its associated Regulations, and by the University of Toronto's Health & Safety Policy. The purpose of this Departmental Health & Safety Policy is to provide a more detailed framework for implementation of the Act and the University's Policy. The intention is to implement the following to the fullest possible extent; however, the Policy cannot always be prescriptive, and in particular situations unique solutions may have to be evolved that are still in keeping with the spirit of this Policy.

### 1. Designated Area Health & Safety Coordinators

All Departmental spaces will be broken up into major area groupings. For each area the Chair of the Department will appoint an individual to act as the Designated Area Health & Safety Coordinator<sup>1</sup>. Duties of the assigned responsible person are described in subsequent sections of this document. The person designated by the Department to coordinate issues of space planning and allocation will liaise with the Joint Health & Safety Committee to ensure that all Departmental spaces are assigned to the appropriate Designated Area Health & Safety Coordinator.

### 2. Area Health & Safety Postings

#### 2.1 Laboratories

At every entrance to every laboratory a Health & Safety Information "Fact Sheet" will be posted in a visible location. This sheet will contain the following information:

- a) Room number(s) that the posting pertains to
- b) Name, office location, and contact information for the Designated Area H&S Coordinator
- c) Name, office location, and contact information for the Designated First Aid person (title?)
- d) A listing of any personal protective equipment required in all areas of the room(s)
- e) Location of the Designated Area's Health & Safety Notice Board
- f) Location of the Designated Area's Health & Safety Manual
- g) A floor plan showing locations of safety equipment, including (but not limited to): personal protective equipment; fire extinguishers; fire pull stations; eyewash stations; devices with specially written standard operating procedures (SOP's) or requiring additional personal protective equipment; and locations presenting special health & safety risks, including (but not limited to) ionizing radiation, biohazards, carcinogenic materials, and storage of WHIMIS-controlled materials.

#### 2.2 Other spaces

Areas other than laboratories (but not including private offices) will have a Health & Safety Information "Fact Sheet" posted in a conspicuous internal location. This sheet will contain the following information:

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<sup>1</sup> In many cases the appointment will be logical, e.g., the Environmental Lab Manager may act as Coordinator for the Environmental Labs. In such instances the formally appointed individual probably already has responsibility for such activities – if not explicitly through their contract, then implied through the Occupational Health & Safety Act. In other cases, such as grad student common rooms and the Civil Club common room and office, the appointment may have to be treated as a responsibility in addition to the individual's current responsibilities.

Currently, space planning is carried out through Prof. Frank Vecchio with detailed records kept in spreadsheet format by Mr. Peter Leesti. The Department's Joint H&S Committee will arrange with Peter to modify the spreadsheet so that each space is identified with the Designated Area Coordinator. As the Department's assigned spaces are modified, and activities within the spaces evolve, Peter will communicate the changes to the Joint H&S Committee. The Committee may then recommend to the Chair any relevant changes, so that all appropriate areas and Designated Area H&S Coordinators are kept current.

The suggested initial lists of spaces and Designated Area H&S Coordinators are attached as Appendix A.

- a) Room number(s) that the posting pertains to
- b) Name, office location, and contact information for the Designated Area H&S Coordinator
- c) Name, office location, and contact information for the Designated First Aid contact person
- d) Location of the Designated Area's Health & Safety Notice Board
- e) A floor plan showing locations of safety equipment, including (but not limited to): fire extinguishers; and fire pull stations.

### 2.3 All areas

Designated Area H&S Coordinator will post signs alerting personnel to specific hazards.

### 3. Area Health & Safety Notice Boards

All designated areas (laboratories as well as other spaces) will have a Health & Safety Notice Board maintained by the area's Designated Area H&S Coordinator. The contents of this board will include:

- a) A coordinated area health & safety information "fact sheet" summarizing all information discussed in the previous section for such fact sheets
- b) A copy of the University of Toronto's Health & Safety Policy
- c) A copy of the Ontario Occupational Health & Safety Act
- d) A copy of the CURIE and WSIB accident forms
- e) A listing of the Department's Joint Health & Safety Committee members and contact information
- f) A copy of this document
- g) A copy of the minutes of the most recent meeting of the Department's Joint Health & Safety Committee
- h) Copies of recent area space inspection reports, accident reports, incident reports, and H&S-related memos, notices etc.
- i) A list of emergency phone numbers (this list will also be posted next to each phone)

### 4. Area Health & Safety Manuals (Laboratories)

All designated laboratory areas will have a Health & Safety Manual, maintained by the area's Designated Area Health & Safety Coordinator. The contents of this manual will include:

- a) Copies of all lab policies, including general policies on personal protective equipment, materials handling, and materials storage
- b) Copies of WSIB and CURIE accident forms
- c) Copies of Standard Operating Procedures (SOP's) for specific devices requiring specialized training or use of additional personal protective equipment. (These SOP's will also be posted at the device location.)
- d) Workplace Health Information Management System (WHIMIS)-related documentation
- e) A complete inventory of, and Materials Safety Data Sheets (MSDS's) for all WHIMIS-controlled substances, and a plan showing locations of all such substances
- f) Copies of all area accident reports, incident reports, and monthly space inspection reports
- g) Names of all area workers who have taken area-specific health & safety training
- h) A Hazards Assessment and Risk Management Plan
- i) A Disaster Plan or Emergency Plan (including response to spills of biological, chemical or radioactive substances)

### 5. Standard Operating Procedures (SOP's) for Specific Devices (Laboratories)

Specific devices that require specialized training or personal protective equipment beyond that generally required in the lab area will have Standard Operating Procedures (SOP's) written up and posted at the device location and in the Area Health & Safety Manual. The SOP's will contain:

- a) Descriptions of the hazards associated with use of the device and techniques for mitigating those hazards
- b) A routine safety inspection "checklist" to be reviewed by the operator before use of the device
- c) Personal protective equipment to be used when operating the device
- d) Specialized training procedures required for operators of the device, and a listing of who is currently qualified to offer such training procedures
- e) A listing of personnel trained in use of the equipment and the date(s) of their training and who trained them

### 6. Area Health & Safety Monthly Space Inspection Reports (all areas)

The Designated Area Health & Safety Coordinator is responsible for carrying out a monthly inspection of the workplace, assisted by another Coordinator (preferably with complementary, rather than overlapping

background). The checklist for this process will be based on the recommended checklists distributed by the UofT Office of Occupational Health & Safety (see Appendix B). The reports should note specific deficiencies, the person responsible for rectifying these deficiencies, the timeframe for rectifying the deficiencies (less than a month), and a follow-up check (within one month) to assure that the deficiencies were set right.

Every monthly inspection report is to be filed in the Area Health & Safety Manual, and a summary of recent reports is to be provided to the Department's Joint Health & Safety Committee prior to its regularly scheduled meetings. Once a year the Area will be inspected thoroughly with the assistance of an external agency, which will review these monthly reports as part of their overall review process.

#### **7. Area Health & Safety Training (Laboratories)**

In addition to the SOP's discussed in section 5, general training must be conducted for all laboratory area users. This training is to include, as appropriate,

- a) Background to the Health & Safety operations of the University and the Department in the context of the Ontario Occupational Health & Safety Act
- b) Personal protective equipment
- c) Materials handling and storage
- d) WHIMIS and MSDS's
- e) WSIB and CURIE accident form reporting procedures
- f) SOP's for designated equipment
- g) Specialty training for biohazards, ionizing radiation, etc.
- h) Management of Waste and appropriate disposal methods

The training is to be specialized to address the specific needs of the following groups:

- a) Students taking undergraduate and graduate teaching laboratories
- b) Teaching Assistants working in teaching laboratories
- c) Students working part time in laboratories
- d) Summer students working in laboratories
- e) Casual labour contracted to assist in laboratories
- f) Graduate students carrying out research in laboratories
- g) Employees working in the laboratories
- h) Guests working in the laboratories under a Departmental Contract
- i) Principal Investigators who supervise research conducted in the laboratories

The quality of the training is to be ascertained through a written test administered immediately after the formal training process, as well as through periodic checks of the workers by the Designated Area H&S Coordinator or designate.

#### **8. Designated Area H&S Coordinator's Reporting to the Health & Safety Committee**

Prior to the regular meetings of the Department's Joint Health & Safety Committee, every Designated Area Health & Safety Coordinator is to submit to the Committee a summary of the monthly space inspection reports, accident reports and incident reports that have been issued since the last regular meeting of the Committee. Review of these summaries will be a regular Agenda item of the Committee.

#### **9. Work Conducted Outside of the University's Premises**

The above policies also apply, in general, to work carried out in field sites remote from the Department. Such work must conform to the University of Toronto Policy for Safety in Field Research.

#### **List of Appendices**

- A. Designated Departmental Areas and Designated Area Health & Safety Coordinators (suggested)
- B. Checklists for Area Space Inspections