



2013
HEALTH, SAFETY AND
EMPLOYEE WELL-BEING

ANNUAL REPORT

Prepared by:
Health, Safety and Employee Well-Being
Department of Human Resources

May 2014



TABLE OF CONTENTS

INTRODUCTION.....	3
PROGRAM DEVELOPMENTS IN 2013	3
YORK UNIVERSITY OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM.....	4
OCCUPATIONAL HEALTH AND SAFETY AUDITS	5
JOINT HEALTH AND SAFETY COMMITTEES	6
LEGISLATIVE CHANGES.....	7
GOVERNMENT CONTACTS.....	8
HEALTH AND SAFETY POLICY AND PROGRAM REVIEW	8
WORKPLACE ACCIDENT STATISTICS AND COSTS	9
CAUSES OF WORKPLACE INJURIES/ILLNESS.....	11
DISABILITY STATISTICS AND DISABILITY SUPPORT PROGRAM	12
ACCOMMODATION IN EMPLOYMENT FOR PERSONS WITH DISABILITIES	12
OCCUPATIONAL HEALTH AND DISEASE PREVENTION.....	13
OCCUPATIONAL HYGIENE ASSESSMENT AND TESTING	14
RADIATION SAFETY COMMITTEE COMPLIANCE.....	14
HEALTH AND SAFETY ADVICE AND GUIDANCE	15
HEALTH AND SAFETY EDUCATION/AWARENESS.....	15
2014 GOALS AND OBJECTIVES.....	16
APPENDIX.....	17
Appendix I – York University Health and Safety Policies	18
Appendix II – WSIB Claim Statistics, Costs and LTD Statistics.....	22
Appendix III – York University Health and Safety Programs and Review Dates.....	23
Appendix IV – Government Contacts 2013.....	24
Appendix V – Occupational Hygiene Testing/Inspection Information	25
Appendix VI – JHSC Meeting and Inspection Information	26

INTRODUCTION

York University is committed to a workplace that is healthy and safe through the prevention of illness and injury and by ensuring legislative compliance. This report summarizes the health, safety and employee well-being activities at York University in 2013, and presents health, safety and employee well-being indicators that are quantitative measures of the University's performance. Also included is a report on achievements in 2013, as well as the proposed goals and objectives for 2014.

To ensure that the University meets its obligations under the *Occupational Health and Safety Act* and the University's Occupational Health and Safety Policy ([Appendix I](#)), the Board of Governors, through the Governance and Human Resources Committee, annually reviews the Occupational Health and Safety Policy, evaluates performance indicators of key areas, and approves annual health and safety goals and objectives.

PROGRAM DEVELOPMENTS IN 2013

Health, Safety and Employee Well-Being Unit

- Creation of the Health, Safety and Employee Well-Being (HSEWB) Unit through the amalgamation of the Department of Occupational Health and Safety (DOHS) and the Employee Well-Being Office (EWO).
- Through this integrated unit the University will continue to develop proactive programs to support employee health, safety and well-being, with a focus on enhancing the service model for the university community.

York University's Occupational Health and Safety (OHS) Management System

- Maintenance and enhancement of the University's OHS Management System, which includes reviewing the University's Occupational Health and Safety Policies and Programs and supporting the effective functioning of the Internal Responsibility System.

Disability Support Program

- Enhancement and implementation of the Disability Support Program (DSP) and processes to decrease the impact of illness and injury to the employee and the workplace.
- Prevention and mitigation of absences by collaborating with stakeholders on the development of guiding principles to support the DSP and enhancing organizational understanding and support for the program.

YORK UNIVERSITY OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

The York ***University Occupational Health and Safety (OHS) Management System*** has been implemented to ensure due diligence in the management of workplace health and safety.

The OHS Management System includes the appointment of Area Health and Safety Officers (HSOs) to advise management, including Vice-Presidents, Deans, Directors and others responsible for health and safety matters in their areas. The Area Health and Safety Officers provide a link from the central Health, Safety and Employee Well-Being (HSEWB) unit to the university community to disseminate health and safety information and assist in the maintenance of a safe and healthy workplace. An annual HSO report is submitted to HSEWB, serving as a tool for Department Heads to be accountable for their health and safety responsibilities, enabling Senior Officers to fulfill their oversight role for health and safety, and providing information to HSEWB to support the University's Health and Safety Program.

The OHS Management System includes the following:

- Occupational Health and Safety Policy and Program with oversight by the Health, Safety and Employee Well-Being Unit
- Internal Responsibility System for health and safety which includes management, employees, Joint Health and Safety Committees and Area Safety Officers

- There is currently a network of 77 Area Health and Safety Officers (HSOs) representing all areas of the university.
- New HSOs complete an OHS orientation program which includes an overview of their functions and the York University OHS Management System.
- All HSOs submit an annual report to OHS providing information relating to workplace safety and hazard control issues arising over the course of the previous 12 months and actions taken or planned.

HSEWB supports the network of Health and Safety Officers through training, communication and forums. In 2013, the HSOs attended 3 forums to share best practices and learn about:

- Updates on the Ministry of Labour (MOL) and Occupational Health and Safety in Ontario
- Noise Hazards and York University's Hearing Conservation Program
- Ergonomics and Musculoskeletal injury prevention
- The role of the HSO in Hazard Reporting for Academic Employees
- Dealing with Blood and Bodily Fluids
- Response to Odours and Testing for Toxic Gases
- Workplace Injury Statistics
- Role of the Occupational Health Physician at York University
- City of Toronto CHEMTRAC Program
- Near Miss reporting

OCCUPATIONAL HEALTH AND SAFETY AUDITS

York University has implemented an Occupational Health and Safety Audit program to further efforts toward injury and illness prevention and legislative compliance.

The audit evaluates the development and implementation of the Occupational Health and Safety Management System by assessing regulatory compliance status, identifying gaps within the OHS system and providing units and management with an opportunity to make improvements.

The audit focuses on 4 major elements:

- Health and Safety communication
- Training/Orientation
- Workplace inspections
- Accident response and first aid protocol

One audit completed in 2013:

Faculty of Liberal Arts and Professional Studies

One 2013 audit in progress:

Campus Services and Business Operations (CSBO)

Outstanding 2013 audits:

- Office of the Vice-President Academic and Provost
- Office of the Vice President Students
- Office of the Vice President Research and Innovation
- Office of the Vice-President Finance and Administration

The audits have been planned on a six-year cycle, with high risk environments audited once every 3 years and lower risk areas audited every 6 years.

2014 Audit Activities:

- Continue follow-up on action items from the 2012 audits completed in the Faculty of Fine Arts, Faculty of Education and Osgoode Hall Law School
- Completion of the audits in progress or outstanding from 2013
- Assess whether the audits scheduled for 2014 will need to be deferred to 2015 as a result of the departmental changes in the Health, Safety and Employee Well-Being unit. Audits scheduled:
 - Sports and Recreation
 - Faculty of Science
 - Faculty of Engineering

JOINT HEALTH AND SAFETY COMMITTEES

- The University has **5 JHSCs**:
 - CUPE 1356, 1356-1, 1356-2
 - CUPE 3903
 - IUOE
 - YUFA
 - YUSA
- There is one H&S Representative for employees of the York University English Language Institute (YUELI) and members of the Ontario Public Service Employees Union (OPSEU), Local 578, as the department is too small to form a JHSC

To ensure due diligence, management must ensure that the structure and functions of the JHSCs comply with legislated requirements. The *Occupational Health and Safety Act* requires JHSCs to meet at least once every three months.

JHSC Meetings

2 JHSCs (CUPE 3903 and YUFA) did not meet the requirement of meeting at least once every three months.

Health, Safety and Employee Well-Being will continue to work with the various JHSCs and management to ensure that the JHSCs meet the OHS Act requirement of at least one meeting every three months and regular workplace inspections.

Please refer to [Appendix VI](#) for further information on JHSC activities in 2013.

Joint Health and Safety Committees (JHSCs) assist in the creation and maintenance of a safe and healthy work environment and are an integral part of the University's Occupational Health and Safety Management System.

JHSCs are consulted in the review of the University's Occupational Health and Safety Policy and in the development and review of existing and proposed health and safety programs. JHSCs are also involved in accident investigations, and participate in Ministry of Labour visits and inspections.

The University's JHSCs assist in:

- Identifying actual and potential hazards in the workplace.
- Receiving worker concerns, complaints and recommendations for workplace health and safety.
- Discussing issues and recommending solutions.

The JHSCs also conduct regular workplace inspections, ensuring that the workplace is inspected at least once a year, with parts of the workplace being inspected each month.

As part of their responsibilities under the *Occupational Health and Safety Act*, JHSCs make recommendations to supervisors/managers to address health and safety concerns, including findings from workplace inspections. On occasion, formal written recommendations are sent to the Vice-President Finance and Administration (VPFA) for employer response.

LEGISLATIVE CHANGES

The following outlines legislative changes that have an impact on Health, Safety and Employee Well-Being at York University.

Federal Legislation
<p>Regulations under the <i>Human Pathogens and Toxins Act</i></p> <p>New regulations are being developed under the <i>Human Pathogens and Toxins Act (2009)</i>. These are anticipated to be released in the fall of 2015. York's Biosafety Officer, along with those from other Ontario universities, actively participated in the consultation process. These regulations will have significant impact on the research community who use biological agents and animals, such as the Faculty of Health and Faculty of Science, affecting about 70 permit holders. Some of the proposed requirements include the development of a permit system for the use of biological agents, medical surveillance, regular inspections, maintenance of an inventory, lab commissioning/decommissioning, incident management and new design requirements for laboratories.</p>
<p>Regulations under the <i>Health of Animals Act</i></p> <p>New aquatic regulations came into effect in January 2013 stipulating that select aquatic animals cannot be imported unless certain strict physical design and administrative conditions are met. These new regulations impacted research and undergraduate courses using aquatic animals as our facilities did not meet these new requirements. York University's Biosafety Officer, along with university community stakeholders, are trying to resolve these issues with the following approaches:</p> <ul style="list-style-type: none">• Coordinating with other institutions to communicate to the federal government our collective concerns with the regulations and request exemption for academic institutions.• Upgrading the aquatic facilities to meet the strict requirements of the new regulations. Financial and administrative constraints have hindered progress, delaying the expected upgrades to the next fiscal year (2014-2015).
<p>Regulations under the <i>Nuclear Safety and Control Act</i></p> <p>The new Administrative Monetary Penalties (AMPs) regulation came into effect May 2013, allowing the Canadian Nuclear Safety Commission Radiation Inspectors to issue monetary fines to individuals (\$300-\$25,000) and organizations (\$1000-\$100,000) for non-compliance with the <i>Nuclear Safety and Control Act</i>. A review of York University's Radiation Safety Program is currently being conducted by the University's Radiation Safety Officer to ensure compliance with the Act.</p>
Provincial Legislation
<p>Regulations under the amended <i>Occupational Health and Safety Act</i></p> <p>The <i>Occupational Health and Safety Awareness and Training Regulation</i> under the <i>Occupational Health and Safety Act</i> is a new regulation that comes into effect July 1, 2014, requiring employers to ensure workers and supervisors complete a basic occupational health and safety awareness training program. The content of the training must meet the new regulatory requirements, and employers must ensure that new employees complete this training as soon as reasonably possible, and new supervisors complete this training within one week of working as a supervisor. The University is currently developing training and an implementation plan to comply with this new legislative requirement.</p>

GOVERNMENT CONTACTS

Information presented in [Appendix IV](#) outlines the nature and outcomes of contact that have been made with regulatory agencies in 2013. The University ensures compliance with any direction received from regulatory agencies. In addition to the information in Appendix IV, the University also prepared and submitted the following governmental compliance reports/information:

- Prepared and submitted reports on the Chemical Warfare Convention to the Ministry of Foreign Affairs
- Completed Phase 3 CHEMTRAC reporting for York University to comply with the City of Toronto Environmental and Reporting Disclosure Bylaw, which includes the assessment, calculation and submission of releases of prescribed chemicals from designated University facilities
- Liaised with the Ministry of the Environment (MOE) regarding hazardous waste, and administered York University's Hazardous Waste Information Network (HWIN) on the Ministry of Environment website

HEALTH AND SAFETY POLICY AND PROGRAM REVIEW

Occupational Health and Safety Policy and Workplace Violence and Harassment Policies

Under the *Occupational Health and Safety Act*, an employer must prepare and review, at least annually, a written occupational health and safety policy, and must develop and maintain a program to implement that policy. Employers must also prepare and review, at least annually, policies on workplace violence and workplace harassment.

The University consults the five Joint Health and Safety Committees (JHSCs) on the review of the Occupational Health and Safety Policy and the Workplace Violence and Workplace Harassment Policy/Program annually.

Health and Safety Programs and Guidelines

York University's Health and Safety Programs are reviewed, in conjunction with the Joint Health and Safety Committees, every two years. A list of these programs and review dates can be found in [Appendix III](#).

Two new guidelines/procedures were developed in 2013:

- Laboratory Design Standard – this guide was provided to CSBO Project Coordinators to ensure that contractors incorporate these standards prior to the design construction or major renovation of buildings containing laboratories and includes references to special laboratories that have specific requirements
- Procedure on Transportation of Chemicals on Campus – this procedure outlines the requirements for the safe transportation of chemicals on campus

Annual Policy Review

In 2013 there were no proposed changes to the policies proposed by the Committees.

The Board of Governors, through the Governance and Human Resources Committee, annually reviews the Occupational Health & Safety Policy.

Please refer to [Appendix I](#) for these policies.

WORKPLACE ACCIDENT STATISTICS AND COSTS

A critical injury is defined under the *Occupational Health and Safety Act* as an injury of a serious nature that results in one of the following:

- Places life in jeopardy
- Unconsciousness
- Substantial loss of blood
- Fracture of a leg or arm but not a finger or toe;
- Amputation of a leg, arm, hand or foot, but not a finger or toe;
- Burns to a major portion of the body, or
- Loss of sight in an eye

Critical Injuries: Three critical injuries in 2013

Causes:

Two of these critical injuries were caused when employees tripped, one while walking down a flight of stairs, and the other over their other foot. The third critical injury involved a worker fainting.

All critical injuries were investigated and corrective actions were implemented, where applicable, to prevent future recurrence.

WSIB Claims:

Workplace injuries requiring lost time or health care *

- 80 approved claims in 2013 (44 lost time claims, 36 health care claims)
- 849.3 days lost in 2013
- 19.3 average days lost per claim
- Frequency rate: 0.91
- Severity rate: 9.62

*Data as of March 31, 2014; please refer to [Appendix II](#) for detailed data

These measures normalize injury statistics based on the number of workers and hours worked, allowing for better comparison of the measures between years as well as with other organizations as they are industry-standard measures.

Overall, frequency rates for the University over the past five years have not changed significantly, while severity rates have decreased.

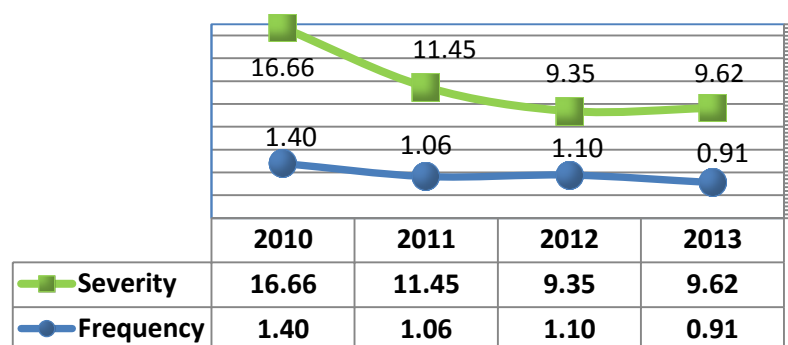
The University continues to strive to reduce accidents and injuries through proactive measures such as health and safety training, inspections and workplace hazard assessments.

Frequency and severity are measures that show the impact of work-related injuries and illness on the university.

Comparison to 2012:

- **Frequency**, which measures the number of lost-time injuries per 100 full-time equivalent workers or 200,000 hours worked, **decreased 18%**
- **Severity**, which measures the year-to-date days lost per 100 full-time equivalent workers or 200,000 hours worked, **increased by 2.9%**

WORKPLACE INJURY FREQUENCY AND SEVERITY RATES



WSIB Costs:

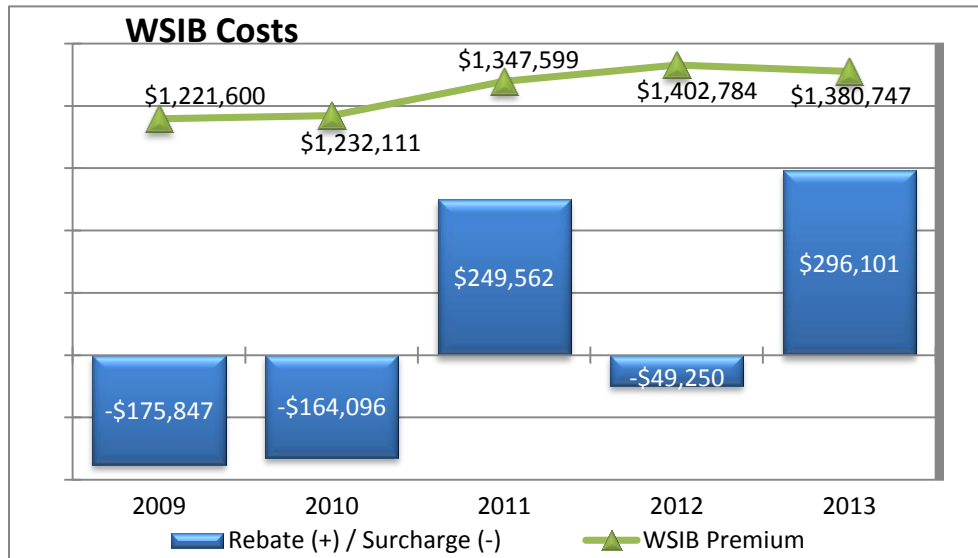
Workplace injuries requiring lost time or health care coverage by the WSIB

- WSIB Premium: \$1,380,747.11
- NEER **Rebate**: \$296,101.08
- Performance Index: 2.5

*please refer to [Appendix II](#) for detailed data

The **Workplace Safety and Insurance Board (WSIB) premium rate of 36 cents per hundred dollars of payroll** has remained the same in 2011, 2012 and 2013. In 2010, the premium rate was \$0.34/\$100 of payroll.

A **NEER rebate of \$296,101** was received in 2013. The NEER rating reflects active claims from the past four years. This rebate is attributed to an accident rate that was below that of our comparative rate group, as well as effective early and safe return to work strategies, ensuring active claims were officially closed, case



management and closure of claims from 2009, 2010, 2011, 2012. In addition to comprehensive and strategic claims management, the Health, Safety and Employee Well Being unit continues to focus on accident prevention and offers of early and safe return to work to limit lost time.

WSIB Performance Index

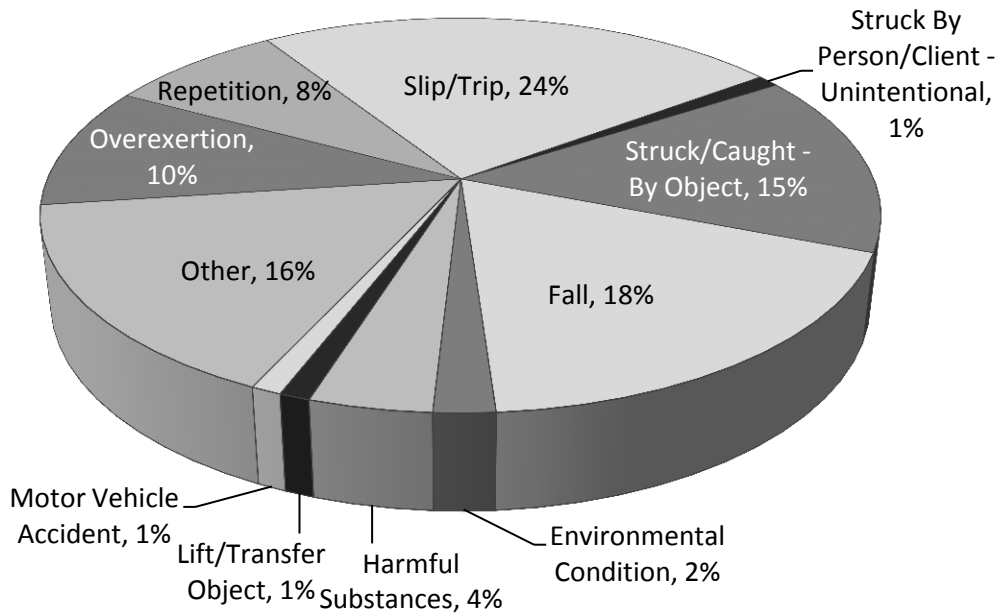
The WSIB Performance Index is a comparison between the NEER Cost and the WSIB's forecast cost for the rate group. A performance index of less than 1.0 indicates a better-than-average performance and potential rebate, while a performance index of greater than 1.0 indicates a potential surcharge. The performance index, as of March 31, 2014, is 2.5; however, this is subject to change as case management activities continue through this year for claims from 2010, 2011, 2012 and 2013. Efforts will continue to reduce costs by maximizing cost recovery through WSIB's Second Injury Enhancement Fund (SIEF) and third party transfer opportunities whenever possible. These activities demand thorough knowledge of the *Workplace Safety and Insurance Act* to ensure appropriate claims management and objections if necessary. In addition, WSIB cost statements are reviewed for errors to effect retroactive cost claim adjustments.

Year	2009	2010	2011	2012	2013
Performance Index	not available	0.89	0.64	0.83	2.5

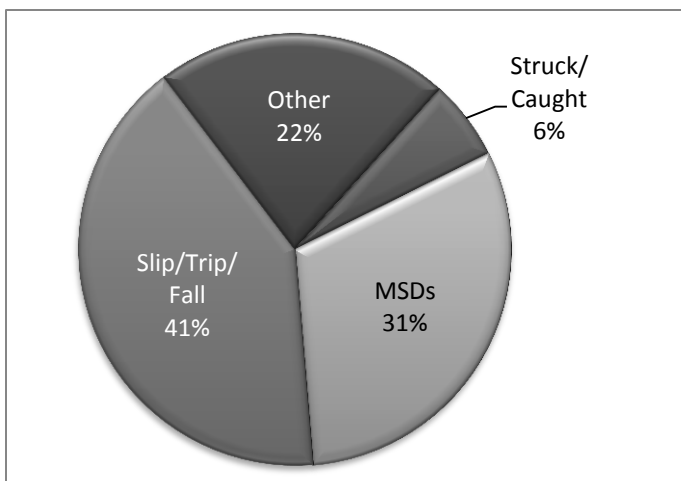
CAUSES OF WORKPLACE INJURIES/ILLNESS

The largest cause of workplace injuries/illness in 2013 was slips, trips and falls, accounting for 42% of injuries. This is followed by musculoskeletal disorders (repetition, overexertion and lift/transfer object), accounting for 19% of injuries. For injuries requiring lost time from work, days lost are mainly attributed to slips, trips and falls (55%).

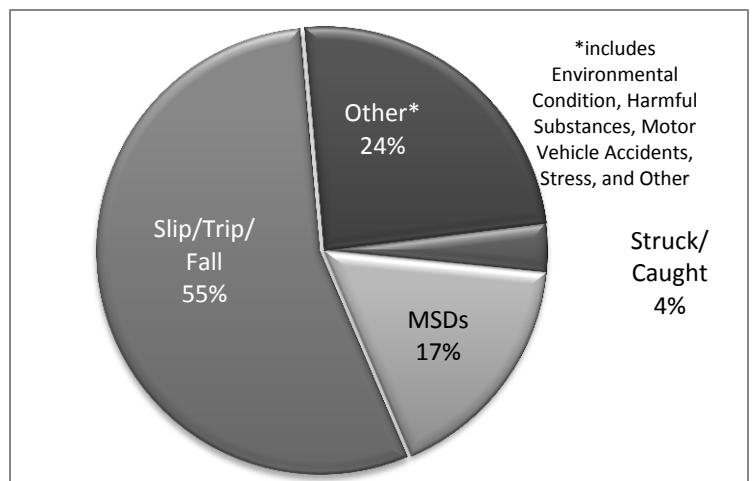
Causes of Workplace Accidents and Injuries (2013):



Lost Time Accidents and Days Lost by Type of Injury (2013):



2013 Lost Time Accidents by Type of Injury



2013 Days Lost by Type of Injury

DISABILITY STATISTICS AND DISABILITY SUPPORT PROGRAM

Long-Term Disability (LTD):

- 24 claims approved in 2013
- 83 active LTD cases*, 59 of which are deemed to be permanently impaired
- In 2013, 34 LTD cases were resolved, with 22 of those cases reaching resolution through return to work

*As of March 31, 2014; please refer to [Appendix II](#) for detailed data

Long-term disability claims are adjudicated and managed by Sun Life once approved. The Health, Safety and Employee Well-Being unit assists with transition from STD to LTD, ensures appropriate case management, and is involved in planning for return to work.

Claim Trends:

The trends indicate psychological causes are the largest contributor of claims (35%), followed by cancer (25%), and musculoskeletal disorders (15%).

The Health, Safety and Employee Well Being unit continue to refine and roll out the Disability Support Program and processes in collaboration with the various stakeholders to decrease the impact of illness and injury to the employee and workplace through the prevention and mitigation of absences. The Disability Support Program will have linkages to wellness promotion and attendance support program initiatives including tools and resources, which are essential for the successful implementation of a comprehensive program for the university.

ACCOMMODATION IN EMPLOYMENT FOR PERSONS WITH DISABILITIES

Employers have an obligation to accommodate workers who have a disability, either temporary or permanent. York University is committed to meeting the needs of any employee with a disability, requiring a medically supported accommodation, to enable them to perform their work and to fully participate in the workplace. The University applies the principles stated in the *Ontario Human Rights Code* and the *Workplace Safety and Insurance Act*, in the development of accommodation and early and safe return to work programs and strategies.

The Health, Safety and Employee Well-Being Team is responsible for the administration and implementation of accommodation guidelines and procedures and works collaboratively with employees, unions and supervisors to assist employees with disabilities to remain at work or return to work after recovering from an illness or injury.

Accommodation Fund

The University maintains an Accommodation Fund to provide support to local units accommodating employees. In 2013, the Fund contributed to the cost of specialized equipment, workplace modifications, and professional services associated with medically supported accommodation needs.

OCCUPATIONAL HEALTH AND DISEASE PREVENTION

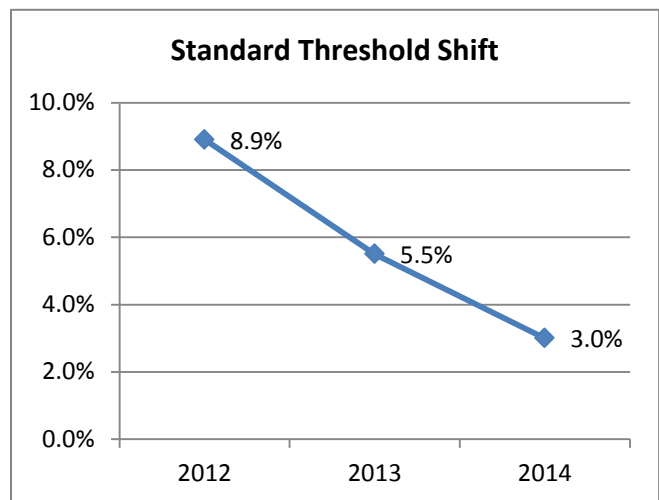
Medical Surveillance Program

- Annual audiometric testing
- Streamlined the annual enrollment process for Medical Surveillance participants working with biological hazards

Medical surveillance programs establish the initial health status (baseline) of a person and ensure adequate safety measures are enacted for the hazards present in the workplace such as exposure to biological hazards, respiratory protection, hearing conservation, etc.

Workers who may be exposed to biological hazards are required to complete a medical questionnaire and be assessed by a medical practitioner to ensure that various immunizations and medical tests (e.g. TB tests) are completed before work begins, and annually for specific work activities.

Audiometric or hearing tests are conducted annually for workers exposed to high noise levels to monitor the effectiveness of hearing protection. The Standard Threshold Shift (STS) shows the number of employees who have had a shift or change in their hearing levels when compared to prior testing. The STS level in 2013 was 5.5%, as compared to 8.9% in 2012. Audiometric testing for 2014 was completed in March, with the results indicating that the STS has continued to decrease, down to 3%, showing a decreasing trend in hearing loss. Workplaces with an STS level in the range of 0-5% are considered to have a successful hearing conservation program, indicating the effectiveness of the hearing conservation program that York University has implemented.



Biosafety Program

- 70 biosafety research permits in place
- Preparation for compliance with new regulations under the *Human Pathogens and Toxins Act (fall 2015)*
- Completed a pilot of new biosafety awareness training

The Biosafety Program is managed by the University Biosafety Officer (BSO) who works with the University Biosafety Committee to inspect, commission and decommission labs, and develop procedures and guidelines for safe handling, emergency/spill response, disinfection and biohazardous waste disposal, as well as administers the permitting/certification system for all biological research. There are currently 70 permit holders. The BSO also provides

expert advice to the university community regarding exposure to biohazardous materials, including reportable, communicable diseases, by liaising with OHS medical consultants and regulatory agencies.

Summary of Medical Surveillance (MS) and Biosafety Activities (BS) in 2013:

Medical Surveillance/Biosafety Program Element	No. of Participants		
	2013	2012	2011
MS - Animal Care Workers and other biohazards	55	45	35
MS - Asbestos Worker Reports for Type 2 Work	17	12	5
MS - Audiometric Testing	104	131	124
MS - Vision Screening for New Laser Workers	10	7	17
BS - Biosafety Certificate Approval - New	8	9	3
BS - Biosafety Certificate - Renewal	40	26	20
BS - Biocontainment Cabinets and Laminar Flow Hoods Certification	37	46	47

OCCUPATIONAL HYGIENE ASSESSMENT AND TESTING

In accordance with relevant legislation and internal policy and procedures, Health, Safety and Employee Well-Being conducts or arranges selected environmental testing, testing of equipment, laboratory inspection and ergonomic assessments. The testing could be to comply with legislative requirements (e.g., leak testing of radiation sources and certification testing biocontainment cabinets), for proactive monitoring or in response to employee concerns. Please refer to [Appendix V](#) for detailed information regarding Occupational Hygiene Testing/Inspection activities for 2013.

RADIATION SAFETY COMMITTEE COMPLIANCE

The University was in compliance with the Canadian Nuclear Safety Commission (CNSC) requirements in 2013.

The University completed the desktop inspection and submitted an annual report to the CNSC as required by the university's licensing conditions.

The University issued 29 internal radioisotope permits as of December 2013.

The University's Radiation Safety Committee is responsible for establishing criteria for the use of nuclear substances at the University within the licensing conditions established by the CNSC. The Radiation Safety Program is reviewed by the Committee once every two years.

The Committee meets quarterly and inspects all areas of radioisotope use at least once a year. An annual activity report was submitted by the Committee to the CNSC in 2013.

HEALTH AND SAFETY ADVICE AND GUIDANCE

The Health, Safety and Employee Well-Being unit provided support to the university community for health and safety issues and concerns, to assist decision-making and activities to ensure due diligence, including:

- Safety support for two evacuations, one resulting from a fire and the other resulting from an ammonia-type odour; both required air testing prior to the space being cleared
- Indoor air quality assessments to address concerns related to odours, dust, mould, heat and humidity, cold, water leaks/floods, and perceived concerns regarding health issues from laser printers
- Mould assessments conducted to address complaints as well as after leaks or floods; ensured that work conforms to the mould guideline from the Environmental Abatement Council of Ontario (EACO)
- Responses related to asbestos, to identify the presence of asbestos and to ensure that work being done conforms to the Asbestos Regulation (O. Reg 278/05) if asbestos is present
- Water quality concerns requiring testing and/or response from CSBO
- Concerns related to odours, requiring follow-up and/or testing
- Noise concerns, requiring testing and recommendations where required
- General safety concerns, requiring advice and guidance; some examples from 2013 include bed bugs, confined spaces, lighting concerns, concerns regarding chemicals, use of ladders and scaffolding, and nanotechnology safety
- Ergonomic assessments and interventions to prevent musculoskeletal injuries
- Support for the investigation and reporting of critical injuries
- Chemical and laboratory safety by conducting laboratory inspections and audits and ensuring all users of chemicals, including faculty, staff and graduate students, are trained in WHMIS
- Emergency response for chemical safety issues
- Developed an Automatic External Defibrillator (AED) program in conjunction with the installation of 18 AEDs on the Keele and Glendon campuses, as well as additional mobile units

HEALTH AND SAFETY EDUCATION/AWARENESS

The University ensures that all senior University officers receive mandatory due diligence and health and safety training. New senior officers, as part of their health and safety orientation, are provided with an overview of the University's OHS Management System and complete a health and safety training module online.

In 2013, the University informed all supervisors of legislatively mandated training and developed relevant training programs for employees.

The Health, Safety and Employee Well-Being unit conducted or coordinated health and safety training on over 22 topics.

2014 GOALS AND OBJECTIVES

Health, Safety and Employee Well-Being Unit

- Continue amalgamation of and develop strategy for the Health, Safety and Employee Well-Being (HSEWB) unit, ensuring collaboration and efficient use of resources
- Through this integrated unit the University will continue to develop proactive programs to support employee health, safety and well-being, with a focus on enhancing the service model for the university community
- Review the model for OHS in the organization to better align HSEWB with Area Health and Safety Officers and Joint Health and Safety Committees

York University's Occupational Health and Safety (OHS) Management System

- Maintain and enhance the University's OHS Management System, which includes reviewing the University's Occupational Health and Safety Policies and Programs and audits
- Support the effective functioning of the Internal Responsibility System, Joint Health and Safety Committees and the Area Health and Safety Officer network
- Monitor legislation to ensure compliance
- Effective use of data to guide planning, program development and interventions for injury and illness prevention

Disability Support Program

- Continue implementation of the Disability Support Program (DSP) processes and training to address occupational and non-occupational disability support, absence support and accommodation to decrease the impact of illness and injury to the employee and the workplace
- Prevent and mitigate absences by collaborating with stakeholders to support the DSP and enhancing organizational understanding and support for the program
- Develop standard WSIB restrictions to facilitate early and safe return to work
- Develop wellness program

APPENDIX

Appendix I – York University Health and Safety Policies

Occupational Health and Safety Policy

University Policies, Procedures and Regulations Database

University Policy

Occupational Health and Safety

: Pol 008

Description:

Notes: Approved by UEC: 1996/09/16; Re-Approved by the Board of Governors: 1991/05/13; 1992/10/26; 1993/10/18, 1995/04/10; 1996/10/07; 1997/03/03; 1998/01/26; Approved and Revised by Board Audit Committee: 1998/12/08; Approved by the Board of Governors: 1998/12/14, Re-Approved by the Board of Governors: 1999/12/06, 2001/06/25, 2002/04/29, 2003/04/28, 2004/04/26, 2005/05/02, 2006/05/01, 2007/04/30, 2008/06/23, 2009/06/23, 2010/06/21, 2011/06/20, 2012/06/25, 2013/06/24
Date Effective: 1991/05/13; ***This policy must be approved annually by the Board of Governors.***

Approval Authority: Board of Governors

Signature: "M. Shoukri"

Policy

York University is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe conditions on its premises. The University endeavours to provide a hazard free environment and minimize risks by adherence to all relevant legislation, and where appropriate, through development and implementation of additional internal standards, programs and procedures.

York University requires that health and safety be a primary objective in every area of operation and that all persons utilizing University premises comply with procedures, regulations and standards relating to health and safety.

Occupational Health and Safety

Persons who are supervisors as defined by the Occupational Health and Safety Act shall ensure that persons under their direction are made aware of and comply with all applicable requirements and procedures adherent to this policy. Supervisors shall investigate all hazards of which they become aware and shall take appropriate corrective action.

The University shall acquaint its employees with such components of legislation, regulations, standards, practices and procedures as they pertain to the elimination, control and management of hazards in their work and work environment. Employees shall work safely and comply with the requirements of legislation, internal regulations, standards and programs and shall report hazards to someone in authority, in the interests of the health and safety of all members of the community.

Students

Students are responsible for conducting themselves in a manner which is consistent with their health and safety and that of others. Failure to do so may be considered a breach of the Code of Student Rights and Responsibilities.

Tenants and Contractors

The University will make its commercial tenants and contractors aware of its Occupational Health and Safety Policy and of the requirement that all persons working on its premises conduct their business in accordance with the Occupational Health and Safety Act and Regulations, and any other applicable legislation.

This Health and Safety Policy is promulgated by the Board of Governors and the administration thereof is delegated to the Vice-President Finance and Administration.

Failure to abide by this policy or the requirements, regulations, standards or procedures contemplated herein will result in appropriate discipline or sanctions.

Workplace Violence Policy

Workplace Violence, Policy on

Description: Describes workplace violence and the University's commitment to protect its workers from workplace violence.

Notes: Reviewed by President and Vice-Presidents, January 27, 2010. Approved by Board Governance and Human Resources Committee February 10, 2010. Approved by the Board of Governors February 22, 2010. Effective March 1, 2010. Re-approved by the Board of Governors 2013/06/24.

Approval Authority: Board of Governors

Signature: "Paul Cantor"

I. Scope

This policy is intended to protect all persons working for York University including but not limited to students, faculty, staff, and volunteers.

II. Definition

The term, "workplace violence" means:

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or may cause personal injury to the worker;
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

III. Policy

1. York University is committed to protecting all persons working for York University and shall take reasonable precautions to prevent workplace violence.
2. York University shall assess, and reassess as necessary, the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.
3. Anyone who engages in workplace violence shall be subject to complaint procedures, investigation, remedies, sanctions and discipline up to and including termination.

IV. Review

This policy shall be reviewed at least annually.

V. Responsibility

The Vice-President Finance and Administration shall be responsible for establishing a program, guidelines and procedures to implement this policy.

VI. Related Policies

[Occupational Health and Safety Policy](#)
[Policy Concerning Racism](#)
[Sexual Harassment Policy](#)
[Code of Student Rights and Responsibilities](#)
[Workplace Harassment Policy](#)

Workplace Harassment Policy

Workplace Harassment, Policy on

Description: Describes the nature of workplace harassment and the University's commitment to protect its workers from workplace harassment.

Notes: Reviewed by President and Vice-Presidents, January 27, 2010. Approved by Board Governance and Human Resources Committee February 10, 2010. Approved by the Board of Governors February 22, 2010. Effective March 1, 2010. Re-approved by the Board of Governors 2013/06/24

Approval Authority: Board of Governors

Signature: "Paul Cantor"

I. Scope

This policy is intended to protect all persons working for York University including but not limited to students, faculty, staff, and volunteers.

II. Definition

The term, "workplace harassment" means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Workplace harassment does not include rudeness unless extreme, demotion, legitimate performance management, operational directives, job assignments, inadvertent management errors, or a single incident unless grave or harmful.

III. Policy

1. York University is committed to protecting all persons working for York University and shall take reasonable precautions to prevent workplace harassment.

2. Anyone who engages in workplace harassment shall be subject to complaint procedures, investigation, remedies, sanctions and discipline up to and including termination.

IV. Review

This policy shall be reviewed at least annually.

V. Responsibility

The Vice-President Finance and Administration shall be responsible for establishing a program, guidelines and procedures to implement this policy.

VI. Related Policies

[Occupational Health and Safety Policy](#)

[Policy Concerning Racism](#)

[Sexual Harassment Policy](#)

[Code of Student Rights and Responsibilities](#)

[Workplace Violence Policy](#)

Appendix II – WSIB Claim Statistics, Costs and LTD Statistics

WSIB Claim Statistics*

Year	Approved Claims		Lost Days	Average # of lost days per claim	Frequency ¹	Severity ²
	Lost Time	Health Care				
2013	44	36	849.3	19.83	0.91	9.62
2012	44	51	807	18.34	1.10	9.35
2011	40	52	992	24.20	1.07	11.44
2010	50	63	1342	26.84	1.40	16.61
2009	48	48	1756	36.58	1.14	20.91
2008	46	45	1932	42.00	1.15	24.44
2007	47	22	1647	35.04	0.84	20.08

Data as of March 31, 2014

¹Frequency – the number of lost-time injuries per 100 full-time equivalent workers or 200,000 hours worked

²Severity – the year-to-date days lost per 100 full-time equivalent workers or 200,000 hours worked

WSIB Cost Statistics

Year	WSIB Premium	NEER Rebate (+)/Surcharge (-)	Performance Index ³
2013	\$1,380,747.11	\$296,101.08	2.5
2012	\$1,402,783.77	-\$49,250.37	0.83
2011	\$1,347,598.87	\$249,561.71	0.64
2010	\$1,232,111.29	-\$164,095.50	0.89
2009	\$1,221,600.29	-\$175,847.32	not available
2008	\$1,136,699.36	\$221,226.54	not available

³Performance Index is a comparison between the NEER Cost and the WSIB's forecast cost for the rate group. A performance index of less than 1.0 indicates a better-than-average performance and potential rebate, while a performance index of greater than 1.0 indicates a potential surcharge.

Long-Term Disability Statistics

Year	Submitted Claims	Approved Claims ⁴	Resolved Claims						
			Return to Work	No Longer Disabled	Change of Definition	Max Benefit Period	Death	Settlement	Total
2013	42	24	22	5	3	2	2	0	34
2012	54	40	16	3	1	0	4	2	26
2011	57	40	18	2	1	0	1	3	25
2010	48	30	2	1	0	0	0	2	5

⁴As of March 31, 2014 there are 83 active LTD cases, 59 of which are deemed to be permanently impaired

- Claim trends (dated April 29, 2013) indicate psychological causes are the largest contributor of claims (35%), followed by cancer (25%), and musculo-skeletal disorders (15%)

Appendix III – York University Health and Safety Programs and Review Dates

Programs/Guidelines	Year Reviewed	
	2012	2013
Accident Investigation		<i>To be reviewed in 2014</i>
Asbestos Management	✓	
Automatic External Defibrillators (AEDs)		<i>To be reviewed in 2014</i>
Biosafety	✓	
Communicable Disease Reporting		✓
Compressed Gas Cylinder Safety	✓	
Confined Space Entry	✓	
Electrical Equipment Certification		<i>To be reviewed in 2014</i>
Emergency Eyewash Stations and Safety Showers		<i>To be reviewed in 2015</i>
Emergency Chemical Spill Procedure	✓	
Ergonomics/Musculoskeletal Disorder Prevention		<i>To be reviewed in 2015</i>
First Aid		<i>To be reviewed in 2014</i>
Hazard Reporting		<i>To be reviewed in 2014</i>
Hearing Conservation		<i>To be reviewed in 2014</i>
Heat Stress		✓
Indoor Air Quality		✓
Laboratory Fume Hood Standard		✓
Laboratory Safety	✓	
Ladder Safety		✓
Laser Safety	✓	
Lift Truck Safety		✓
Medical Surveillance Program for Biohazards		✓
Mould Control	✓	
Radiation Safety	✓	
Scented Products		<i>To be reviewed in 2014</i>
Silica		✓
Transportation of Dangerous Goods	✓	
Transporting Chemicals on Campus		✓
Working Alone		✓
Workplace Harassment Prevention		✓
Workplace Inspection		<i>To be reviewed in 2014</i>
Workplace Violence Prevention		✓
Workplace Hazardous Materials Information System (WHMIS)	✓	

Appendix IV – Government Contacts 2013

Date	Government Agency	Reason for Contact	Government Response	University Response
17-May	CNSC	CNSC outreach presentation to the academic sector	University representatives attended a CNSC presentation on the results of institutional inspections	University attended and discovered areas for improvement, which are now included in the internal inspection process
28-May	PHAC	PHAC decision to not honor import permits after July 5 th for pathogens from the US, requiring reapplication for the permits	PHAC not honoring import permits after July 5 th .	University communicated concerns to PHAC, resulting in a reversal of their stance; result is reduced administrative burden for 3 faculty researchers
14-Jun	CFIA	CFIA held meeting to explain changes in aquatic regulations	CFIA outlined the changes in aquatic regulations and how the University will be affected. CFIA was not receptive to University feedback.	University communicated disapproval at changes in aquatic regulations.
3-Jul	PHAC	PHAC requested to update import permit for containment level 2 facilities in LSB	PHAC received and reviewed containment level 2 checklist. PHAC approved containment level 2 facilities for importation of biological agents.	University provided updated checklist of containment level 2 facilities. Researchers continue to be able to import biological agents.
24-Jul	PHAC	PHAC held meeting with Ontario universities to discuss upcoming regulations on laboratory acquired infection reporting program	PHAC explained program and received feedback from PHAC	University outlined concerns to PHAC regarding new program
2-Aug	CCAC	CCAC audit and inspection	CCAC asked for update on animal facility inspections	University provided animal facility spreadsheet to satisfaction of CCAC
14-Oct	CFIA	CFIA requested meeting with Biosafety Officer and AVP Research and Innovation (AVPRI) to discuss changes in aquatic regulations	University provided feedback to the CFIA	BSO and AVPRI communicated disapproval at changes in aquatic regulations.
30-Oct	CNSC	CNSC updating regulations regarding security measures for selective radioactive materials	CNSC presented reasoning behind changes and how it will affect the academic sector depending on what category the institution fell under	University calculated its security category and determined that the extent of changes that will affect researchers will be minimal.
31-Oct	CNSC	CNSC Desktop Inspection	CNSC requested updated Transport of Dangerous Goods Training Certificates	University provided requested documents to CNSC
14-Nov	CBSA, PHAC	Requested feedback on single window initiative for streamlining importation of biological agents	CBSA/PHAC teleconferenced with University	University provided feedback on proposed initiatives
26-Nov	OMAFRA	OMAFRA desktop inspection to renew license	OMAFRA asked for animal facility inspection records and updates to deficiencies	University provided inspection records and updates to deficiencies to the satisfaction of OMAFRA
3-Dec	PHAC	PHAC requested feedback from university regarding administrative	PHAC interviewed BSO and Senior Policy Advisor for Research Ethics and listened to	University provided PHAC with feedback on program as a model for the new guidelines.

		management and control of biological risks at academic institutions.	feedback. University biosafety program will be used as a model in the new guideline publication.	
5-Dec	MOL	Investigating a report related to Workplace Violence	MOL found that York University has appropriate procedures to deal with workplace violence occurrences. No orders issued. A recommendation regarding refresher training was made.	An immediate follow up (a Memo sent to All Area Health and safety Officers) reminding them of the need for the refresher training for their areas.
18-Dec	MOL	MOL called police as a CSBO worker received a burn to his heel/part of his leg from hot water from a steam valve that was not being drained correctly from a pit.	MOL never came on site but indicated that they were satisfied with the paperwork submitted by CSBO.	Drain was cleared by plumber and workers will work in pairs when doing this type of work.
CBSA – Canadian Border Services Agency CCAC – Canadian Council of Animal Care CFIA – Canadian Food Inspection Agency CNSC – Canadian Nuclear Safety Commission			MOL – Ministry of Labour OMAFRA – Ontario Ministry of Agricultural, Food and Rural Affairs PHAC – Public Health Agency of Canada	

Appendix V – Occupational Hygiene Testing/Inspection Information

Type of Tests	Tests Conducted 2013	Tests Conducted 2012
Statutory Testing		
Biocontainment Cabinets/Laminar Flow Hoods ¹	37	46
Radioactive Sealed Sources Leak Testing	3	4
Radioisotope Laboratories Monitoring	26	19
X-RAY Machine Leak Testing	0	1
Mandated by Internal Policy and Procedures		
Biosafety Laboratory Inspection and Commissioning	25	10
OHS Equipment Calibration	2	6
Ergonomics	25	43
Ergonomics (referred by Employee Well Being Office)	30	28
Laboratory Inspections ²	11	43
Indoor Air Quality	60	56
Indoor Mould Assessment	21	20
Other Hygiene ³	112	105
Workplace Noise Testing of Areas >85dBA	5	6
¹ HSEWB coordinates the annual certification of biosafety cabinets by an external firm ² Inspection of scientific laboratories in the Faculties of Science and Engineering, Health, Liberal Arts and Professional Studies ³ Includes testing for hazardous gases and vapours in response to odours and spills (e.g. flammables, organic vapour, carbon monoxide and hydrogen sulphide, etc.)		

Appendix VI – JHSC Meeting and Inspection Information

JHSC Meetings

JHSC	JHSC Meetings 2013
CUPE 1356, 1356-1	9 meetings held in 2013: January, February, March, April, May, June, September, October, November
CUPE 3903	3 meetings held in 2013 February, April, September
YUFA	3 meetings held in 2013 January, March, December
YUSA	9 meetings held in 2013: Feb, Mar, Apr, May, June, July, Oct, Nov, Dec
IUOE	4 meetings held in 2013 March, June, October, December

JHSC Inspections

JHSC	JHSC Inspections 2013		JHSC Inspections 2012		JHSC Inspections 2011	
	Inspections Completed	Person Hours	Inspections Completed	Person Hours	Inspections Completed	Person Hours
CUPE 1356, 1356-1-2	37	62	51	37.25	26	23.5
CUPE 3903	7	22	10	17.5	0	0
YUFA	10	n/a	12	35	3	14
YUSA	12	86	13	126	22	61
IUOE	3	n/a	11	49	8	12