



YORK UNIVERSITY
DEPARTMENT OF HUMAN RESOURCES

2014 ANNUAL REPORT

HEALTH, SAFETY & EMPLOYEE WELL-BEING

PREPARED APRIL 2015

CONTENTS

Introduction	3
Message From Director, HSEWB	4
York University Occupational Health and Safety Management System	5
Policy and Program Review	6
Occupational Health and Safety Audits	6
Joint Health and Safety Committees	8
Legislative Changes	9
Government Contacts	11
Employee Well-Being	12
Workplace Accident Statistics and Costs	12
Causes of Workplace Injuries/Illness	15
Disability Statistics and Disability Support Program	16
Accommodation in Employment for Persons with Disabilities	16
Health and Safety	17
Advice and Guidance	17
Education and Awareness	18
Occupational Health and Disease Prevention	18
Ergonomics	19
Occupational Hygiene Assessment and Testing	19
Safety Committees	20
Biosafety Committee	20
Radiation Safety Committee	20
2014 Goals and Objectives	21
Appendices	22
Appendix I - York University Health and Safety Policies	22
Appendix II - WSIB Claim Statistics, Costs and STA/LTD Statistics	25
Appendix III - York University Health and Safety Programs and Review Dates	26
Appendix IV - Occupational Hygiene Testing/Inspection Statistics	27
Appendix V - JHSC Meeting and Inspection Information	28



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 2014, 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 2014, as well as the proposed goals and objectives for 2015.

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.

The Health, Safety & Employee Well-Being Unit, combining the former Department of Occupational Health and Safety (DOHS) and Employee Well-Being Office (EWO), develops proactive programs to support health, safety and employee well-being with the goal of preventing or mitigating illness and injury and ensuring legislative compliance.

MESSAGE FROM DIRECTOR, HSEWB

In 2014, the Health, Safety & Employee Well-Being (HSEWB) Unit focused on:

ENHANCED SERVICE DELIVERY
AND UPTAKE OF PROGRAMS
AND SERVICES

TO PREVENT OR MITIGATE
ILLNESS AND INJURY
AND ENSURE LEGISLATIVE
COMPLIANCE

2014 HIGHLIGHTS:

New roles
created and
assigned
to support
dedicated
areas of the
university

HEALTH &
SAFETY
ADVISORS

Leveraged
technology
for
regulatory
compliance

TECHNOLOGY

Decreased
the impact of
illness & injury
on faculty,
staff & the
workplace

DISABILITY
SUPPORT
PROGRAM

Developed
stronger
working
relationships
with
stakeholders

COLLABORATE

YORK UNIVERSITY OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

The OHS Management System includes the following:

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

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.

HSEWB supports the network of Health and Safety Officers through training, communication and forums. In 2014, the HSOs attended 2 forums to share best practices and learn about:

- Updates on the Ministry of Labour (MOL) and Occupational Health and Safety in Ontario
- Ergonomics and Musculoskeletal injury prevention
- Slips, trips and falls prevention
- First aid training
- Reporting of critical injuries, near misses and injuries/incidents to non-employees
- Workplace inspections
- Infection prevention
- Risk Management
- Health & Safety Bulletin Board Posting Requirements

**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.

- There is currently a network of over **75** Area Health and Safety Officers (HSOs) representing all areas of the university.
- All HSOs submit an annual report to HSEWB providing information relating to workplace safety and hazard control issues arising over the course of the previous 12 months and actions taken or planned.

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.

In 2015, Health, Safety & Employee Well-Being will be undertaking a review of the Occupational Health and Safety Policy in conjunction with the Mental Health Steering Committee to explore broadening the policy to include concepts around psychological health and safety and employee well-being.

Annual Policy Review

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

Please refer to Appendix I for these policies.

Health and Safety Programs and Guidelines

York University's Health and Safety Programs are developed and implemented consistent with legislative requirements, as well as industry standards and best practices. These programs are developed to outline requirements for safe practices, ultimately reducing accidents and work-related injuries and ensuring the safety of the university community. 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.

OCCUPATIONAL HEALTH AND SAFETY AUDITS

York University implemented an Occupational Health and Safety Audit program in 2011 to further efforts toward injury and illness prevention and legislative compliance.

In 2014, The Health, Safety & Employee Well-Being (HSEWB) team introduced the role of Health & Safety Advisor. The Health & Safety Advisors provide dedicated support to assigned faculties/ departments, and act as a resource for these areas to provide advice, guidance, training, and programs, consistent with legislative, regulatory, and internal occupational health and safety policies, procedures and programs. As a centralized resource, the role of Health & Safety Advisor contributes to the advancement of an integrated model of health, safety & employee well-being and the development and maintenance of a safe and healthy environment for staff and faculty.

As a result of the changes associated with the introduction of this new role, the audit program was suspended in 2014. In 2015, the HSEWB team will be reviewing the audit program with the goal of resuming audits in 2016. These health and safety audits will evaluate 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.

Previous Audit Activities:

- Audits completed:
 - 2011: Department of Human Resources, Faculty of Health, Libraries, Faculty of Graduate Studies, Faculty of Science and Engineering
 - 2012: Faculty of Fine Arts, Faculty of Education, Osgoode Hall Law School
 - 2013: Faculty of Liberal Arts and Professional Studies
- The previous audit schedule was based on a six-year cycle, with high risk environments audited once every 3 years and lower risk areas audited every 6 years.
- In 2015, the HSEWB team will review the audit program, including the schedule and approach, with the goal of resuming audits in 2016.



JOINT HEALTH AND SAFETY COMMITTEES

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.

The University's JHSC's 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.

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. The JHSCs conduct regular workplace inspections, ensuring that the workplace is inspected at least once a year, with parts of the workplace being inspected each month. JHSCs are also involved in accident investigations, and participate in Ministry of Labour visits and inspections. 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.

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.

The University currently has 5 multi-workplace JHSCs:

- CUPE 1356, 1356-1, 1356-2
- CUPE 3903
- IUOE
- YUFA
- YUSA

JHSC Meetings

All 5 multi-workplace JHSCs met 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.

As a result of an Ontario-wide Ministry of Labour review of Multi-Site Joint Health & Safety Committees, the Health, Safety & Employee Well-Being team is currently reviewing the structure of JHSCs at York to ensure legislative compliance.

Please refer to Appendix V for further information on JHSC activities in 2014.

LEGISLATIVE CHANGES

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

Federal Legislation

Regulations under the Human Pathogens and Toxins Act

The *Human Pathogens and Toxins Regulations* (HPTR) will come into effect on December 1, 2015. Compliance of facilities where infectious material or toxins are handled or stored, and certification or recertification of containment zones, will be assessed by the Public Health Agency of Canada (PHAC) and the Canadian Food Inspection Agency (CFIA), using the Canadian Biosafety Standards and Guidelines (CBSG), 2nd edition. York University was inspected by PHAC in November 2014 to assess compliance with the CBSG. The inspection was positive with only a few minor no-compliance items which the University has addressed or is in the process of addressing. Implications of the upcoming regulation on the University include:

- Submission of Licensing application of the institution by Feb 2016 at the latest
- Appointment of a designated Biosafety Officer
- Security clearances of personnel accessing and/or handling Security Sensitive Biological Agents (SSBAs)
- Accurate documentation of Inspections, Risk Assessments, training and refresher training done
- Routine reporting of work done with Risk Group 3 agents and SSBAs
- Minimum of one inspection by PHAC/CFIA per license term
- Reporting of exposures or suspected exposure incidents to PHAC

Transition from Canada's Workplace Hazardous Materials Information System (WHMIS) 1988 to WHMIS 2015

WHMIS 2015 implements the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). In Ontario, the MOL is currently engaging in consultations on proposed amendments to the *OHS Act* and the *WHMIS Regulation*. Until these amendments come into force, federal WHMIS 2015 and provincial WHMIS requirements will not be aligned. During this period, the MOL is taking an interim operational approach to ensure that workers are protected and that GHS standards are implemented in a coordinated manner. Ontario proposes to provide for a lengthy transition period (December 2018) for full implementation of WHMIS 2015 in workplaces. Implications for York: current training programs will need to be adapted to reflect GHS, and all faculty and staff will need to be retrained.

Canadian Nuclear Safety Commission Requirement to Acknowledge Financial Liability

New in 2015 is a CNSC requirement to submit a signed declaration acknowledging the University's financial liability of \$83,000 associated with the safe termination of our licensed activities, which would include the safe disposal of all licensed material and equipment. The signed declaration was submitted to the CNSC in March 2015.

Provincial Legislation

Occupational Health and Safety Act (OHSA) and Regulations

- The **Occupational Health and Safety Awareness and Training Regulation** under the *Occupational Health and Safety Act* is a new regulation that came 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 launched an e-learning module for new faculty and staff in the summer of 2014, and is in the process of rolling out the training to all existing academic and non-academic employees to comply with this new legislative requirement.
- The Ministry of Labour has launched a review of Minister's Orders that permit **multi-workplace joint health and safety committees (MJHSCs)**. This will require the University to review the structure of the MJHSCs to ensure they adequately reflect the workplace and organizational structure and contribute to a strong workplace internal responsibility system.
- **Bill 18**, which received royal assent November 20, 2014, amends the OHSA by **expanding the definition of worker to include unpaid co-op students, and other unpaid trainees and learners**. This change means that the University and supervisors now have the same duties and responsibilities they would for paid workers. This Bill may also have implications for our student placements, as placement employers may not want to take on the liability and training requirements for these unpaid workers, or are looking to the University to provide students with required training before accepting them for placements.
- An amendment to the Occupational Health & Safety Act (Ontario Regulation 253/14 Amending O. Reg. 297/13 Occupational Health and Safety Awareness and Training), sets out a **new training requirement for workers using fall protection equipment**, including travel restraint systems; fall restricting systems; fall arrest systems; safety nets; and work belts or safety belts. This requirement comes into force on April 1, 2015. There is a two year transition period for workers who already meet the existing fall protection training requirements set out in section 26.2 of O. Reg. 213/91 Construction Projects. These workers will have until April 1, 2017 to complete an approved working at heights training program. The working at heights training required under section 7 will be valid for three years from the date of successful completion of the training program. Implications for York will be to ensure that an MOL-approved training vendor is used for future training sessions, and that all employees currently trained under the old training requirements are trained to the new standard by April 1, 2017.
- It is anticipated that a **new JHSC Certification Training Standard** will come into effect in late 2015. JHSC members certified under the 1996 standards would not be impacted, however any new members requiring certification would need to be certified under the new standard.

GOVERNMENT CONTACTS

Information presented below outlines the nature and outcomes of contact that have been made with regulatory agencies in 2014. The University ensures compliance with any direction received from regulatory agencies.

- **Ministry of Labour:** reporting of critical injuries; participate in the investigation of accidents/ incidents and reported health and safety concerns
- **Ministry of the Environment:** inspection of hazardous waste storage and fumehoods in labs; all were found to be in compliance; administered York University's Hazardous Waste Information Network (HWIN) on the Ministry of Environment website
- **Canadian Nuclear Safety Commission:** submitted annual compliance report and liaised with the CNSC regarding our licence
- **Public Health Agency of Canada:** consultation regarding the new Human Pathogens and Toxins Regulations coming into effect December 2015 and the new exposure reporting requirements system; HPTA registration update; proactive inspection as requested by the university's Biosafety Committee
- **Canadian Food Inspection Agency:** Inspection of facilities involving plants and animals
- **Ministry of Foreign Affairs:** submitted reports on the Chemical Warfare Convention
- **City of Toronto:** completed 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 following agencies regarding the university's licences regarding research activities and/or equipment: **Ontario Ministry of Agriculture, Food and Rural Affairs, Canadian Council of Animal Care, Canadian Border Services Agency, Ministry of Health & Long-Term Care**



EMPLOYEE WELL-BEING

WORKPLACE ACCIDENT STATISTICS AND COSTS

The following sections provide information on categories of workplace accidents. Management of injuries and tracking of injury trends enables the identification of causes and corrective actions, management of costs as well as provides information to inform programs, procedures and training initiatives.

Critical Injuries

A critical injury is defined under the *Occupational Health and Safety Act* as an injury of a serious nature, to any person in the workplace, 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:

In 2014, four critical injuries were reported to the Ministry of Labour however none were deemed to be critical injuries related to the workplace.

WSIB (Workplace Safety & Insurance Board) Claims

WSIB claims arise from workplace injuries requiring lost time or health care.

2014 WSIB Claims*:

- 88 approved claims in 2014 (36 lost time claims, 52 health care claims)
- 611.1 days lost in 2014
- 16.98 average days lost per claim
- Frequency rate: 0.43
- Severity rate: 7.26

*Data as of January 31, 2015; please refer to Appendix II for detailed data

FREQUENCY

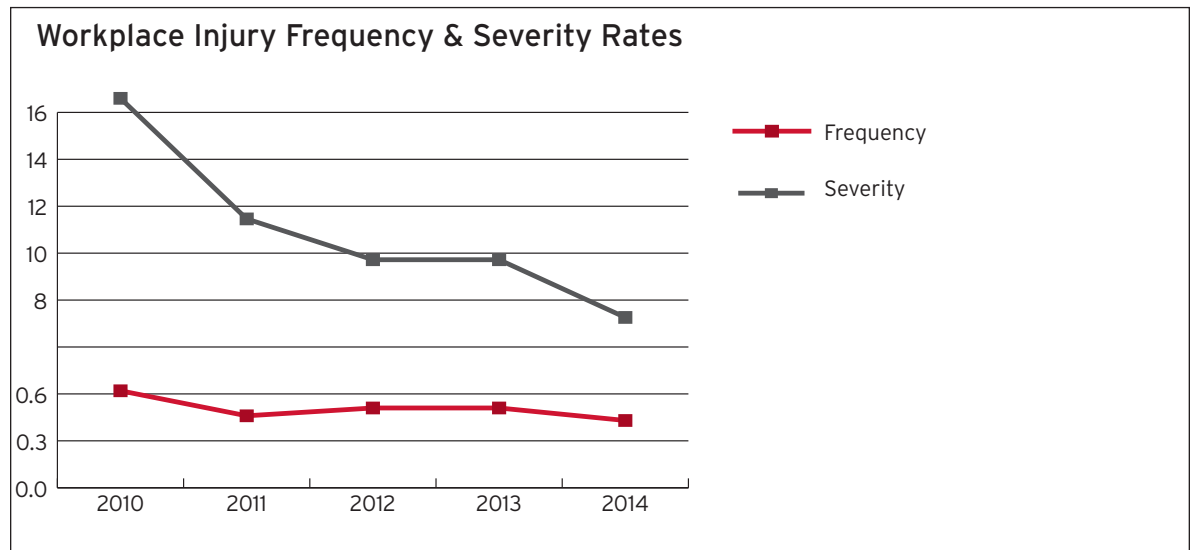
THE NUMBER OF LOST-TIME INJURIES PER 100 FULL-TIME EQUIVALENT WORKERS (OR 200,000 HOURS WORKED) DECREASED **17%** COMPARED TO 2013, AND DECREASED **31%** COMPARED TO 2010

SEVERITY

THE YEAR-TO-DATE DAYS LOST PER 100 FULL-TIME EQUIVALENT WORKERS (OR 200,000 HOURS WORKED) DECREASED **25%** COMPARED TO 2013, AND DECREASED **56%** COMPARED TO 2010

Frequency and **severity** are measures that show the impact of work-related injuries and illness on the university. 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, both frequency and severity rates have decreased significantly over the past five years. The University continues to strive to reduce accidents and injuries through proactive measures such as health and safety training, inspections and workplace hazard assessments.



	2010	2011	2012	2013	2014
Severity	16.66	11.46	9.72	9.72	7.26
Frequency	0.62	0.46	0.51	0.51	0.43

WSIB (Workplace Safety & Insurance Board) Costs from 2013 and early 2104

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.

York University was assessed a **NEER surcharge of \$355,671** for 2014. In June 2014, York University was trending towards a significant surcharge. Through effective case management strategies and cost relief efforts, our final surcharge for 2014 was \$355,671.

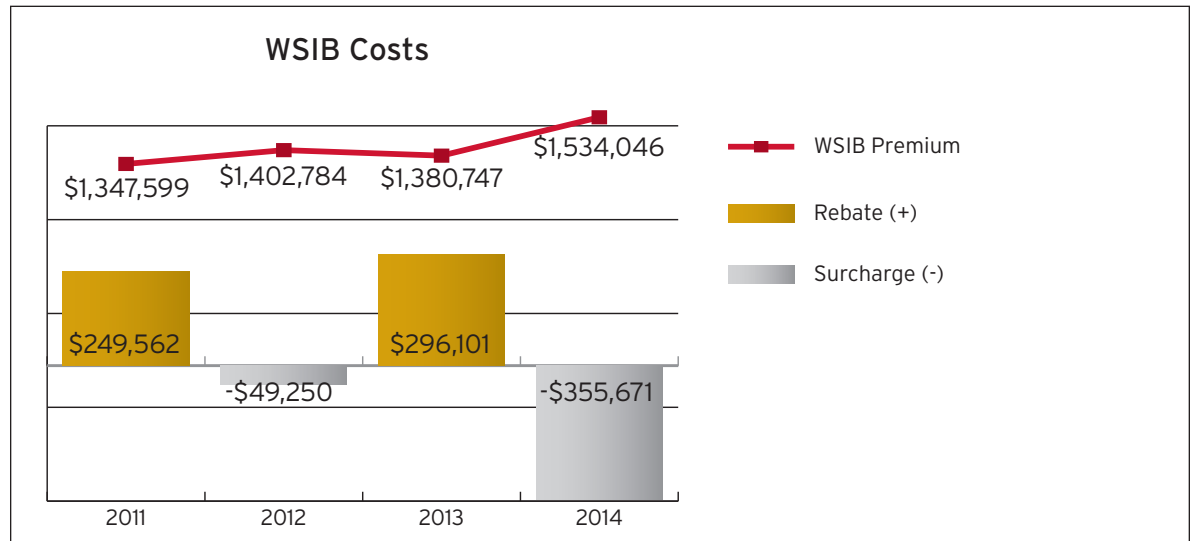
This surcharge is attributed to five claims with significant loss of earnings and health care benefit costs in excess of \$50,000 each. As our NEER performance index rating is based on active claims in the NEER 4 year review period, it is expected that some of these claims will continue to affect our NEER rating. Health, Safety & Employee Well-Being will continue to provide optimal case management strategies and cost reduction initiatives which have positive impacts on our NEER Experience Rating. However, the key to remaining in a rebate situation is a constant focus on prevention of injuries/illnesses in the workplace.

WSIB Costs:

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

- WSIB Premium: \$1,690,303.74
- NEER Surcharge: \$355,671
- Performance Index: 1.5

*please refer to Appendix II for detailed data



WSIB Performance Index

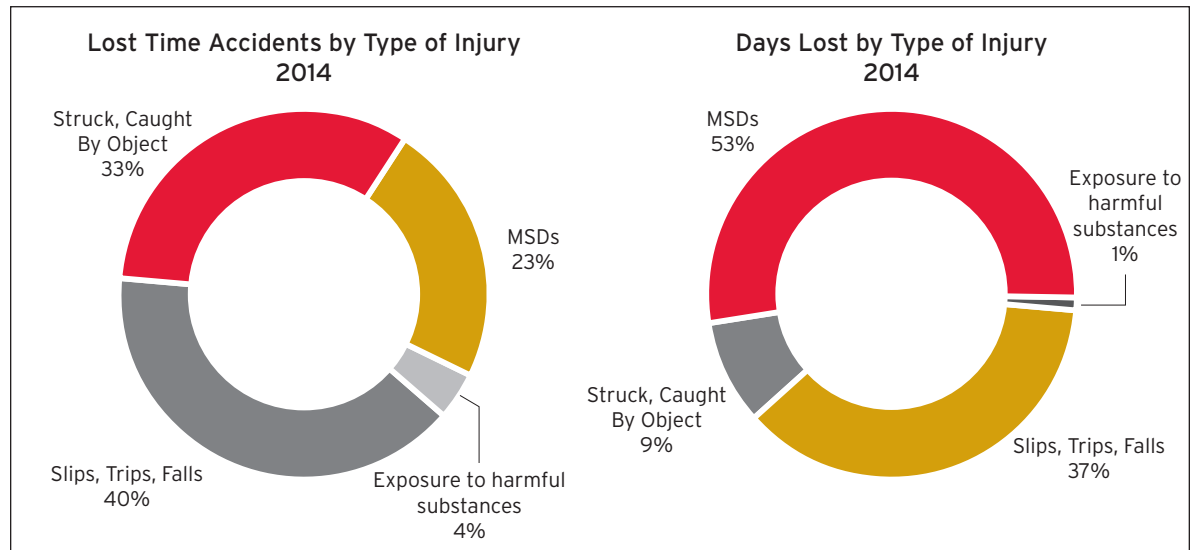
The WSIB Performance Index is a comparison between the NEER Cost and the WSIB's forecast cost for the rate group. A performance index of less than 1.0 indicates a better-than-average performance and potential rebate, while a performance index of greater than 1.0 indicates a potential surcharge. The performance index, as of December 31, 2014, is 1.5; however, this is subject to change as case management activities continue through this year for claims from 2011, 2012, 2013 and 2014. Efforts will continue to reduce costs by ensuring effective claims management, maximizing cost recovery through WSIB's Second Injury Enhancement Fund (SIEF) and third party transfer opportunities whenever possible. In addition, WSIB cost statements are reviewed for errors to effect retroactive cost claim adjustments.

Year	2011	2012	2013	2014
Performance Index	0.77	0.80	1.61	1.50

CAUSES OF WORKPLACE INJURIES/ILLNESS

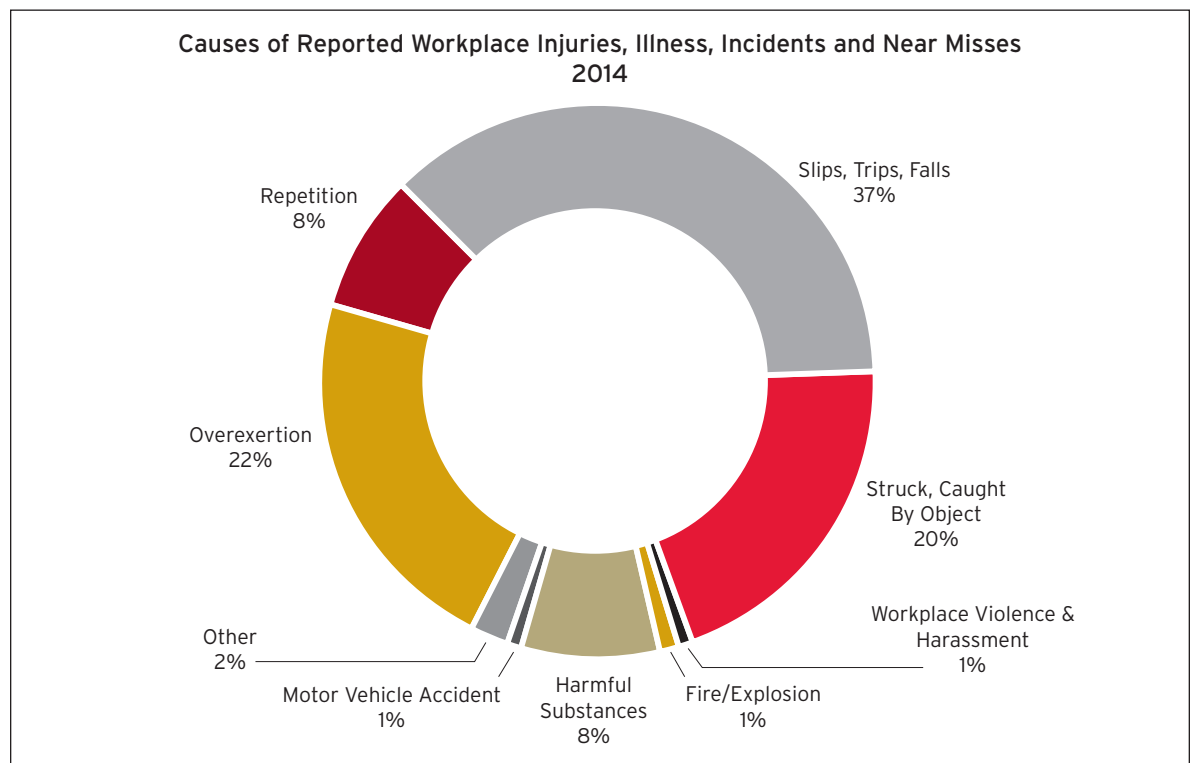
Causes of Workplace Injuries/Illness Resulting in Lost-Time

The largest cause of workplace injuries involving lost time in 2014 continues to be slips, trips and falls, accounting for 40% of reported injuries, while the largest cause of lost days is musculoskeletal disorders (MSDs) accounting for 53% of lost time.



Causes of Workplace Injuries, Illness and Incidents

The largest cause of reported workplace injuries, illnesses, incidents and near misses in 2014 continues to be slips, trips and falls, accounting for 37% of reported injuries. This is followed by musculoskeletal disorders resulting from repetition, overexertion or lifting/transferring objects, accounting for 30% of reported injuries.



DISABILITY STATISTICS AND DISABILITY SUPPORT PROGRAM

Long-term disability claims are adjudicated and managed by Sun Life once approved. The Health, Safety and Employee Well-Being unit case manages short-term absences greater than 10 days, assists with transition from STD to LTD, ensures appropriate case management, and is involved in planning for return to work.

Claim Trends:

LTD claim trends for 2014 indicate psychological causes are the largest contributor of claims (42%), followed by cancer (31%), and musculoskeletal disorders (12%).

The Health, Safety and Employee Well Being unit continue to 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.

Long-Term Disability (LTD):

- 26 claims approved in 2014
- 81 active LTD cases*, 52 of which are deemed to be permanently impaired
- In 2014, 27 LTD cases were resolved, with 8 of those cases reaching resolution through return to work

*As of March 18, 2015; please refer to Appendix II for detailed data

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 faculty or staff 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 faculty and staff, unions, and academic administrators and non-academic managers 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 2014, the Fund contributed to the cost of specialized equipment, workplace modifications, and professional services associated with medically supported accommodation needs.

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 spill response for chemicals and biohazardous materials, exposure to infectious or biohazardous materials, concerns related to ELF from magnetic fields and cell phone towers, emergency pick up of hazardous waste, laser safety, and concerns related to an extended steam outage
- Indoor air quality assessments to address concerns related to odours, dust, mould, air circulation, heat and humidity, cold, water leaks/floods, and perceived concerns regarding health issues from 3D printers
- Mould assessments and moisture testing 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 2014 include temperature, smoking, vibration issues from construction, rodents in buildings, confined spaces, lighting concerns, machine guarding, first aid, and a student foam party
- Ergonomic assessments, recommendations, review of equipment and interventions to prevent musculoskeletal injuries
- Support for the investigation and reporting of critical injuries
- Support with legislative compliance and proactive risk assessments
- Chemical and laboratory safety by conducting laboratory inspections and audits, supporting the commissioning and decommissioning of labs and ensuring all users of chemicals, including faculty, staff and graduate students, are trained in WHMIS
- Emergency response for chemical safety issues
- Conducted a review of the 18 AEDs on the Keele and Glendon campuses, as well as additional mobile units

EDUCATION AND AWARENESS

Effective health and safety training contributes to a healthy and safe environment and is required for legislative compliance. Health and safety training is delivered to the university community through in-person sessions as well as online training.

The Health, Safety and Employee Well-Being unit conducted or coordinated health and safety training on over **22 topics in 2014**.

Starting mid-2014 through to mid-2015, the University is providing Health & Safety Orientation training as well as refresher training on Workplace Violence and Harassment to **all faculty and staff**.

OCCUPATIONAL HEALTH AND DISEASE PREVENTION

Medical Surveillance Program

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.

Medical Surveillance Program

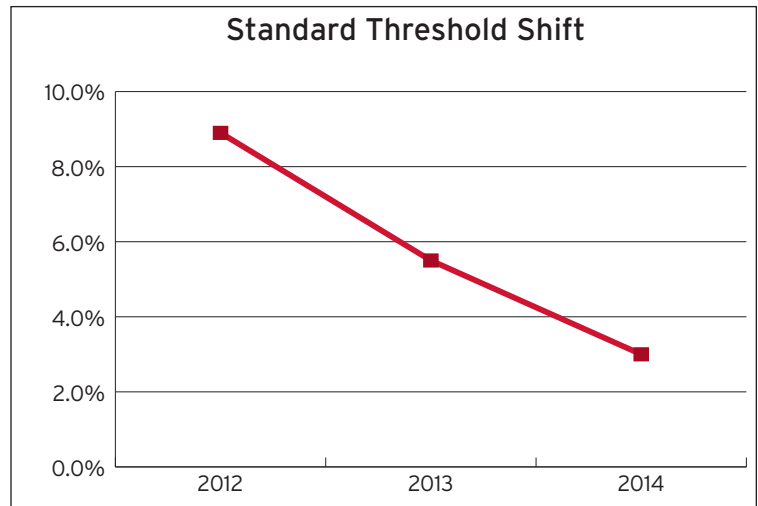
- Annual audiometric testing
- Streamlined the annual enrollment process for Medical Surveillance participants working with biological hazards

Summary of Medical Surveillance Activities in 2014:

Medical Surveillance Activity	No. of Participants			
	2014	2013	2012	2011
Animal Care Workers and other biohazards	24	55	45	35
Audiometric Testing	98	104	131	124
Vision Screening for New Laser Workers	8	10	7	17
Respiratory Fit Testing	51	<i>Information not available</i>		

Audiometric Testing

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.



ERGONOMICS

Health, Safety & Employee Well-Being has developed ergonomics training as well as an ergonomics self-help tool to assist the university community to set up their workstations and conduct their work in a way that minimizes ergonomic and repetitive strain risks. Ergonomic assessments of workstations are also conducted when required. The HSEWB team will continue to identify ergonomic training, tools and resources to foster a healthy and safe work environment for the University.

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, respirator fit 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 IV for detailed information regarding Occupational Hygiene Testing/ Inspection activities for 2014.

SAFETY COMMITTEES

Biosafety Committee

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 administer the permitting/certification system for all biological research. There are currently 74 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.

Biosafety Program

- **74** biosafety research permits in place
- Preparation for compliance with new regulations under the *Human Pathogens and Toxins Act* (fall 2015)

Summary of Biosafety Activities in 2014:

Biosafety Activity	No. of Participants			
	2014	2013	2012	2011
Biosafety Certificate Approval - New	3	8	9	3
Biosafety Certificate - Renewal	22	40	26	20
Biocontainment Cabinets and Laminar Flow Hood Certification	40	37	46	47

Radiation Safety Committee

The Radiation Safety Program is managed by the University Radiation Safety Officer (RSO) who works with the University's Radiation Safety Committee to establish criteria for the use of nuclear substances at the University within the licensing conditions established by the CNSC, inspects, commissions and decommissions radioisotope laboratories, develops procedures and guidelines for the safe handling, emergency response, waste disposal, as well as administers the permit system for all use of radioisotopes. The Radiation Safety Program is reviewed by the Committee once every two years and was reviewed in 2014. 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 2014.

The University was in compliance with the Canadian Nuclear Safety Commission (CNSC) requirements in 2014.

The University issued 25 internal radioisotope permits as of December 2014. 95 personal radiation doses monitored in 2014; maximum dose received by any one user was less than 2% of the regulatory limit.

2014 GOALS AND OBJECTIVES

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
- Expand health and safety e-learning training

Health, Safety and Employee Well-Being Unit

- Continue to develop an integrated approach for the Health, Safety and Employee Well-Being (HSEWB) unit, developing proactive programs to support employee health, safety and well-being, with a focus on enhancing the service model for the university community
- Continue to review the model for OHS in the organization to better align HSEWB with Area Health and Safety Officers and Joint Health and Safety Committees
- 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 for all faculty and staff 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 and improve case management through optimal medical management and by collaborating with stakeholders to support the DSP and enhancing organizational understanding and support for the program
- Develop wellness program

APPENDICES

APPENDIX I - YORK UNIVERSITY HEALTH AND SAFETY POLICIES

OCCUPATIONAL HEALTH AND SAFETY POLICY

Legislative History

Approved by UEC: 1996/09/16; Approved by the Board of Governors: 1991/05/13; Re-Approved by the Board of Governors: 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; Revised and approved by the Board Finance and Audit Committee: 2014/05/26; Re-approved by the Board of Governors: 2014-06/23.

Date Effective: 1991/05/13; This policy must be approved annually by the Board of Governors.

Approval Authority: Board of Governors

Signature: Mamdouh 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.

POLICY ON WORKPLACE VIOLENCE (PROPOSED CHANGES HIGHLIGHTED)

Legislative History: 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; 2014/06/23.

Approval Authority: Board of Governors

Signature: Paul Cantor

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

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:

- the exercise of physical force by a person against a worker, in a workplace, that causes or may cause personal injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or
- 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

- York University is committed to protecting all persons working for York University and shall take reasonable precautions to prevent workplace violence.
- 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.
- 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
- Policy on Sexual Assault Awareness, Prevention, and Response

POLICY ON WORKPLACE HARASSMENT (PROPOSED CHANGES HIGHLIGHTED)

Legislative History: 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; 2014/06/23.

Approval Authority: Board of Governors

Signature: Paul Cantor

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

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

- York University is committed to protecting all persons working for York University and shall take reasonable precautions to prevent workplace harassment.
- 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
- Policy on Sexual Assault Awareness, Prevention, and Response

APPENDIX II - WSIB CLAIM AND COSTS, LONG-TERM DISABILITY CLAIMS

WSIB Claim Statistics*

Year	Approved Claims		Lost Days	Average # of lost days per claim	Frequency ¹	Severity ²
	Lost Time	Health Care				
2014	36	52	611.10	16.98	0.43	7.26
2013	45	41	851.8	18.93	0.51	9.72
2012	44	51	838.9	19.07	0.51	9.72
2011	40	52	991.5	24.79	0.46	11.46
2010	50	63	1342	26.84	0.62	16.61

*Data as of January 31, 2015

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
2014	\$1,534,045.54	\$355,670.54	1.50
2013	\$1,462,306.83	\$296,101.08	1.61
2012	\$1,402,783.77	-\$49,250.37	0.80
2011	\$1,347,598.87	\$249,561.71	0.77

*Data as of December 31, 2014

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 Claim Statistics

Year	Submitted Claims	Approved Claims ⁴	Resolved Claims						
			Return to Work	No Longer Disabled	Change of Definition	Max Benefit Period	Death	Settlement	Total
2014	28	26	8	6	1	9	3	0	27
2013	42	31	22	4	3	9	3	0	41
2012	54	40	16	3	1	5	6	4	35
2011	57	42	22	2	4	3	5	4	40

⁴As of March 18, 2015 there are 81 active LTD cases, 52 of which are deemed to be permanently impaired

APPENDIX III - YORK UNIVERSITY HEALTH AND SAFETY PROGRAMS AND REVIEW DATES

Programs/Guidelines	Year Reviewed	
	2013	2014
Accident Investigation		<i>To be reviewed in 2015</i>
Asbestos Management		✓
Automatic External Defibrillators (AEDs)		<i>To be reviewed in 2015</i>
Biosafety		<i>To be reviewed in 2015</i>
Communicable Disease Reporting	✓	
Compressed Gas Cylinder Safety		<i>To be reviewed in 2015</i>
Confined Space Entry		✓
Electrical Equipment Certification		<i>To be reviewed in 2015</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 2015</i>
Hazard Reporting		<i>To be reviewed in 2015</i>
Hearing Conservation		<i>To be reviewed in 2015</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		✓
Silica	✓	
Transportation of Dangerous Goods		✓
Transporting Chemicals on Campus	✓	
Working Alone	✓	
Workplace Harassment Prevention	✓	
Workplace Inspection		<i>To be reviewed in 2015</i>
Workplace Violence Prevention	✓	
Workplace Hazardous Materials Information System (WHMIS)		✓

APPENDIX IV - OCCUPATIONAL HYGIENE TESTING/INSPECTION STATISTICS

Type of Tests	Tests Conducted 2014	Tests Conducted 2013	Tests Conducted 2012
Statutory Testing			
Biocontainment Cabinets/Laminar Flow Hoods ¹	40	37	46
Radioactive Sealed Sources Leak Testing ²	0	3	4
Radioisotope Laboratories Monitoring	13	26	19
X-RAY Machine Quality Assurance Testing	2	0	1
Mandated by Internal Policy and Procedures			
Biosafety Laboratory Inspection and Commissioning	28	25	10
OHS Equipment Calibration	3	2	6
Ergonomics	19	25	43
Laboratory Inspections ³	24	11	43
Indoor Air Quality	29	60	56
Indoor Mould Assessment	32	21	20
Asbestos	31	<i>Information not available</i>	
Water	10	<i>Information not available</i>	
General Safety & Compliance	134	<i>Information not available</i>	
Chemical/Biological/Radiation	33	<i>Information not available</i>	
Other Hygiene ⁴	82	112	105
Workplace Noise Testing of Areas >85dBA	11	5	6
¹ HSEWB coordinates the annual certification of biosafety cabinets by an external firm ² Leak Testing for four sources scheduled for 2014 was completed in March 2015 ³ Inspection of scientific laboratories in the Faculties of Science and Engineering, Health, Liberal Arts and Professional Studies ⁴ 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 V - JHSC MEETING AND INSPECTION INFORMATION

JHSC Meetings

JHSC	JHSC Meetings 2014
CUPE 1356, 1356-1	10 meetings held in 2014 Jan, Feb, Mar, Apr, May, June, July, Sept, Oct, Nov
CUPE 3903	4 meetings held in 2014 Mar, July, Sept, Nov
IUOE	4 meetings held in 2014 Mar, June, Sept, Dec
YUFA	4 meetings held in 2014 Mar, June, Sept, Dec
YUSA	10 meetings held in 2014 Feb, Mar, Apr, May, June, July, Aug, Oct, Nov, Dec

JHSC Inspections

JHSC	JHSC Inspections 2014	JHSC Inspections 2013	JHSC Inspections 2012	JHSC Inspections 2011
CUPE 1356, 1356-1-2	55	37	51	26
CUPE 3903	6	7	10	0
IUOE	1	3	11	8
YUFA	20	10	12	3
YUSA	25	12	13	22

**HEALTH, SAFETY AND
EMPLOYEE WELL-BEING TEAM**

Vanessa Aguiar, BSc, MHSc, CRSP
Director, Health, Safety and
Employee Well-Being

Tomorr Cerriku, MHSc
Health and Safety Advisor

Karen Clark, CHRL, CDMP
Manager, Employee Well-Being

Carla Ferlisi, BA
Disability/WSIB Case
Management Specialist

Richard Grundsten, P.Eng.
Health and Safety Advisor

Jasmine Kong, BA
Program Assistant

Stephanie Kerr, BA
Program Assistant

Jay Majithia, MSc
Health and Safety Advisor
Biosafety Officer

Roanna Moses, BSc
Disability/WSIB Case
Management Specialist

Robert Oliver, BSc, MHSc
Health and Safety Advisor

Chad Shew, BSc, MASc
Health and Safety Advisor
Radiation Safety Officer

**HEALTH, SAFETY
AND EMPLOYEE
WELL-BEING
DEPARTMENT OF
HUMAN RESOURCES**

**KINSMEN BUILDING
YORK UNIVERSITY
4700 KEELE STREET
TORONTO, ONTARIO
M3J 1P3**

**TEL:
416-736-5491**

**FAX:
416-736-5439**

**EMAIL:
HSEWB@YORKU.CA**