



ANNUAL REPORT ON HEALTH AND SAFETY

2009

Prepared by: Department of Occupational Health and Safety

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Appendix I York University Occupational Health and Safety Policy

1. Introduction

Under the Occupational Health and Safety Act and the University Occupational Health and Safety Policy, the University is committed to provide and maintain a healthy and safe workplace by adhering to all relevant health and safety legislation. To ensure that the University meets its obligations, the Board of Governors, through a designated Committee (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.

This report summarizes the health and safety activities undertaken at York University in 2009 and indicates the level of compliance with requirements of the applicable health and safety legislation. The report contains health and safety indicators that are quantitative measures of the University's performance. It also includes a report on achievements of goals and objectives set for the 2009 year, as well as the proposed goals and objectives for 2010. The Department of Occupational Health and Safety (DOHS) has prepared this report for review by the Governance and Human Resources Committee.

2. Highlights of the 2009 Year

- **Major Health and Safety Issues/Program Developments in 2009**

- **Workplace Safety and Insurance Board's (WSIB's) -Ontario University Safety Group Program**

The Ontario University Safety Group Program (in which York was a participant among 15 other Ontario universities) ended in 2009. The University Safety Group received an average score of 100% for achievements in 2008 in which York was one of the two universities being spot checked for accomplishing its safety objectives. York's rebate (following a distribution model agreed by all universities) amounted to \$43,000 in 2009 based on 2008 group achievements.

- **Dedicated, Full-time (1-yr contract) Facilities Safety Officer in Campus Services and Business Operation**

A full-time 1-year contract Facilities Safety Officer was hired in May 2009 to focus on injury prevention of high risk areas in Campus Services and Business Operation. The officer is to strengthen compliance related to work activities such as use of machineries, electrical tools and equipment, working on heights, use of lifting devices etc. The officer provides OHS expertise in the development of hazard control programs and procedures.

- **Response to Novel Influenza (H1N1)**

Since March 2009 when a novel influenza A (H1N1) started to cause illness in Mexico and when the World Health Organization (WHO) raised the worldwide pandemic alert level to Phase 6 (a reflection of the spread of the new H1N1 virus, not the severity of illness caused by the virus) in June 11, 2009, the University's Influenza Pandemic Planning Committee (formed in 2005, in anticipation of the worldwide pandemic influenza) was actively involved in developing communication strategies to the York Community on disease awareness and university preparedness. The Committee developed and implemented procedures for reporting illness and responding to ill students in residence etc.; stock piled personal protective equipment (PPE); installed hand sanitizers throughout academic and residential buildings and in all service offices; trained custodial, security, housing and other staff on disease prevention and use of personal protective equipment, and arranging for H1N1 flu vaccination clinics on campus.

- **Ministry of Labour (MOL) Visits (see Annual Indicator in Section 3 for detail)**

There were four visits by the Ministry in 2009. Three visits involved the investigation of complaints from employees and one visit involved an investigation of a work refusal. No orders were received by the university as a result of the visits and the inspector recognized that the university has procedures in place to address and resolve health and safety issues following the Internal Responsibility System.

- **Workplace Accident Statistics and Costs (see Annual Indicator 1 in Section 6)**

There was no critical injury to York employees in 2009.

There were 40 lost time accident cases which occurred in 2009 relative to 42 during 2008.

Forty-five percent of the lost time accidents which occurred in 2009 involved musculoskeletal disorders (MSDs) caused by repetitive motion, overexertion, sprains and strains. This is similar to the level (45.5%) for Ontario Universities between 2001-mid 2009 (data provided by the Education Safety Association of Ontario). The number of accidents caused by lifting (3) had reduced by 50% compared to last year, but the number of slips, trips or falls (16) had increased by 40% compared to 2008 as significant snow accumulation for parts of January and February 2009 caused an increase to people falling on ice. In addition, during the labour strike in January, employees were required to walk through wet parking lots and walkways to take the bus (buses did not enter the campus during the strike) and therefore an increase in slips and falls accidents was experienced.

The total days lost in 2009 from accidents which occurred in 2009 (411 days) was similar to previous years and significantly lower compared to the 1021 days lost in 2008 from accidents which occurred in 2008. The high number of these days lost in 2008 had been mainly due to three RSIs to the back accounting for 46% of the total days lost.

In 2009, in order to reduce the number of days lost from 2008, the DOHS and the Employee Well-being Office (in the Department of Human Resources & Employee Relations) stepped up their musculoskeletal injury prevention and return to work programs specifically in the area of Grounds, Fleet and Waste Management.

In 2009, the University was assessed a surcharge of \$175,847.32 by the WSIB. This is the New Experimental Experience Rating (NEER) assessment that applies to 2006, 2007 and 2008 case management performances. The surcharge was mainly the result of extended days lost from lost time claims (knee and lower back injuries) in 2008.

- **Comparison to other Ontario Universities and Industries**

Based on the September 2009 NEER statement from WSIB, York's performance index (P.I.) for 2009 was 1.39. The P.I. is calculated by the WSIB and includes lost days for accidents that occurred during the year and that occurred in previous years. A performance index of less than 1.0 indicates potential rebate and a better than average performance. In 2009, there were 8 Ontario universities (out of 16 universities), including York, that have performance indexes greater than 1.

York's average days lost per claim in 2009 was 10.3 days per claim. WSIB data indicates that the average days lost per claim for all industries ranged from 13.5-14.3 days in the last 5 years. In 2009, York's average days lost per claim (10.3) was below the Ontario industrial average.

In 2009, the Lost Time Injuries (LTI) frequency -- i.e. the number of lost time claims per 100 workers -- was 0.57 for York and 0.39 for our rate group (consisting of universities, museums, libraries and schools). This means that York's LTI frequency rate is slightly above the rate group. The LTI frequency is calculated based on 2009 accident claims only.

3. Achievements in 2009 in Relation to 2009 Goals and Objectives

| 2008 OBJECTIVES | ACHIEVEMENTS |
|--|---|
| <p>1. General: To achieve compliance and/or specified targets in respect of key health and safety performance indicators as outlined.</p> <p>Specific:</p> <p>1.1 Attain the Lost Time Injury (LTI) per 100 workers below the LTI for the rate group (i.e. educational facilities). The average LTI for the last five years (2004-2008) is 0.47.</p> <p>1.2 Continue to monitor that the number of JHSC meetings is in 100% compliance with the OHS Act. Monitor workplace inspections to ensure that workplaces in the University are inspected.</p> <p>1.3 Continue to maintain 100% compliance with direction received from government agencies.</p> <p>1.4 Continue to provide education and awareness on legislatively required training.</p> <p>1.5 Continue to provide complete responses to all interventions.</p> <p>1.6 Continue to maintain 100% compliance with statutory testing.</p> | <p>1.1 Not attained. The LTI frequency in 2009 was 0.57 which was above the LTI of 0.39 for the rate group (educational facilities).</p> <p>1.2 Attained substantially for the number of JHSC meetings. For workplace inspection, while most JHSCs have conducted workplace inspections, one JHSC and a health and safety representative did not perform inspection due to turnover of members and training of new members.</p> <p>1.3 Attained.</p> <p>1.4 Attained.</p> <p>1.5 DOHS provided and coordinated legislatively required training for supervisors and employees. It is the responsibility of front line managers to ensure that employees attend the required training.</p> <p>1.6 Attained.</p> |
| <p>2. General: Meet legislative requirements by ensuring the development and distribution of written Health and Safety programs and procedures to affected community members and conducting reviews of existing programs every two years.</p> <p>Specific: Review Ladder Safety, Hepatitis A and B, Working Alone, Hearing Conservation, Lift Truck Safety, Indoor Air Quality, Transportation of Dangerous Goods and First Aid.</p> | <p>Completed. The following programs were reviewed in consultation with the JHSCs: Ladder Safety, Hepatitis A and B, Working Alone, Hearing Conservation, Lift Truck Safety, Indoor Air Quality, Transportation of Dangerous Goods and First Aid.</p> |
| <p>3. General: Continue to work with members of the York Community to ensure appropriate mechanisms are in place to promote the health and safety of York faculty, staff and students.</p> <p>Specific: Continue to provide support to and development of area health and safety officers (e.g., maintain communication, organize safety talks or seminars, etc.) so as to strengthen the University's occupational health and safety management system.</p> | <p>Completed and ongoing:</p> <p>(a) Maintained communication via email with area health and safety officers,</p> <p>(b) Received annual reports from area health and safety officers</p> <p>(c) Continued to provide orientation training to new safety officers.</p> |
| <p>4. Specific: Update and strengthen the Occupational Health and Safety (OHS) framework to meet the University's due diligence requirements of new legislation.</p> | <p>Completed: The University's OHS Management System framework document was revised in consultation with JHSCs and approved by University management in 2009. The updated document clarifies the roles of all levels of management under the OHS system, training and record keeping requirements.</p> |
| <p>5. Specific: Develop health and safety training program (including training on OHS Act) for senior University officers.</p> | <p>Completed. All senior University officers (i.e. the President, VPs, AVPs, Deans, Chief Librarian, Principal of Glendon and Chief Information Officer) have received mandatory OHS and due diligence training in 2009. The training was provided by an external trainer from Gowlings.</p> |
| <p>6. Specific: Strengthen workplace safety programs for work related to facilities, equipment and tools. Specifically, develop institution-wide standards and training programs on machine and electrical safety.</p> | <p>Completed and in progress. A 1-year contract Facilities Safety Officer has been hired to strengthen compliance related to machinery, electrical, tools and equipment safety in the division of Campus Services and Business Operations. The Officer provided OHS expertise in the development of hazard control safety programs and procedures. Machine safety inspection will be extended to Faculty of Science and Engineering and Faculty of Fine Arts in 2010-11.</p> <p>DOHS organized new and additional training sessions on electrical safety, fall arrest, lift truck operation, lockout tagout and confined space entry and rescue in 2009.</p> |

| | |
|--|---|
| <p>7. Specific: Coordinate the development and implementation of the following health and safety programs: Violence Prevention, Compressed gas Safety and X-ray safety training program.</p> | <p>7. Partially completed. Compressed Gas Safety and X-ray Safety training programs were developed and implemented in 2009. The Violence Prevention Program will be completed in June 2010, in compliance with the legislative deadline set under the new legislation.</p> |
| <p>8. Specific: Develop and implement strategies for prevention of musculoskeletal injuries (including back injuries) to grounds, vehicles, custodial and maintenance workers. This may include ergonomic intervention, training and other prevention programs.</p> | <p>8. Completed and ongoing. DOHS' ergonomist participated in several meetings with management members in Grounds to discuss musculoskeletal disorders (MSD) prevention on specific work activities; investigated injuries with major days lost to identify root cause and preventive measures; developed tools for MSD accident investigation; conducted manual material handling/back safety training for Maintenance; and introduced ergonomic tools to custodial workers on specific work activities (e.g., cleaning toilets and blackboards).</p> |

4. York University Occupational Health and Safety (OHS) Management System

This system was developed and implemented to exercise "due diligence" in managing occupational health and safety. It defines an integrated set of health and safety responsibilities for all workplace parties. The document was revised, updated and redistributed in December 2009. The revised document clarified the roles of each level of management in the OHS system, elements of the OHS Program for the University, training and record-keeping requirements and the role of DOHS.

The model requires the appointment of Area Health and Safety Officers (HSOs) to advise Vice-Presidents, Deans, Directors and others responsible for health and safety matters in their areas, to act as a link to the Department of Occupational Health and Safety (DOHS) and to disseminate health and safety information to employees in their areas. The DOHS maintains regular communication with 86 HSOs. In 2009, nine new HSOs completed the DOHS orientation program, which includes an overview of their functions and the overall York University OHS Management System. All HSOs submitted an annual report to DOHS.

All new employees receive a copy of the University's Occupational Health and Safety Manual. In 2009, 4487 copies of the manuals were distributed (majority of the distribution in 2009 were to CUPE 3903 employees).

5. Changes in Legislation, Policies and Programs

5.1 Review of the University Occupational Health and Safety Policy

The University consulted the four Joint Health and Safety Committees in February 2009 on the review of the Occupational Health and Safety Policy (see Appendix I). There were no proposed changes to the Policy from the committees.

5.2 *New Human Pathogens and Toxins Act*

On June 23, 2009 the Human Pathogens and Toxins Act was passed in Canada. The implementation of the legislative framework by the federal government consists of three phases:

Phase 1 of the Act requires anyone responsible for activities involving human pathogens or toxins to register with the Public Health Agency of Canada (PHAC). York University (through the DOHS' Biosafety Officer and Associate Vice-President Research) has registered by providing names of York's contact persons, activities and location of the activities. Phase II of the Act, now in progress, involves government consultation with stakeholders (hospitals, universities, medical community, etc.) on the development of programs and regulations. Phase III will bring into force the remaining part of the Act and the regulations.

As this Act impacts both academic and research functions of a University, the Canadian Association of University Business Officers' (CAUBO) Committee on Environmental Health and Safety has been working in close contact with PHAC and will be participating in the development of the regulations.

5.3 Hazardous Waste – Land Disposal Restriction (LDR)

The LDR program in Ontario governs the process by which organizations manage and dispose of hazardous waste. The focus of the LDR requirements is to divert untreated waste from landfill by providing a detailed treatment process for all hazardous waste. In 2009, the last phase of the program came into effect, requiring specialized registration and coding of certain organic waste streams. York University has complied by completing the registration. All hazardous waste generated from York is transported to an approved treatment site in Ontario.

5.4 Violence and Harassment in the Workplace – an amendment to the *Occupational Health and Safety Act (OHS)* of Ontario

Bill 168, an Act to amend the *OHS* with respect to violence and harassment in the workplace was passed on December 9, 2009 with the revisions to come into force on June 15, 2010.

This legislation applies to all employers with more than five employees. To comply with the legislation, the University is required to develop policies and implement programs to prevent workplace violence and harassment. The program shall include risk assessment, education, measures and procedures to control the risk, summoning immediate assistance when workplace violence or harassment occurs, reporting incidents or threats, and investigation and response to reports.

The DOHS and the Department of Human Resources and Employee Relations are in the process of developing policies, programs and an implementation plan in response to the requirements.

5.5 Health and Safety Programs

List of York University Health and Safety Programs, 2009

| | |
|-------------------------|--|
| 1. Accident Response | 11. Ladder Safety |
| 2. Asbestos Management | 12. Laser Safety |
| 3. Confined Space Entry | 13. Lift Truck Safety |
| 4. First Aid | 14. Medical Surveillance Program for Research Facilities |
| 5. Hearing Conservation | 15. Mould Control |
| 6. Hepatitis A | 16. Radiation Safety |
| 7. Hepatitis B | 17. Transportation of Dangerous Goods |
| 8. Indoor Air Quality | 18. Working Alone |
| 9. Industrial Hygiene | 19. Workplace Hazardous Materials Information System (WHMIS) |
| 10. Laboratory Safety | 20. Silica (<i>new</i>) |

A new silica program was developed in 2009 in response to activities involving silica (e.g., in sculpture foundry, scientific experiments etc.). The program outlines the procedures for the safe use of silica, measures to control or limit the exposure to silica and training.

6. Report on Key Health and Safety Performance Indicators

6.1 Workplace Safety and Insurance Board (WSIB) case management

The Employee Well Being Office (EWO) in the Department of Human Resources and Employee Relations manages WSIB claims. DOHS is responsible for accident prevention and for overseeing the compliance with related safety legislation (i.e. Workplace Safety and Insurance Act, Occupational Health and Safety Act and First Aid Regulation).

The effectiveness of the University's management of Workplace Safety and Insurance Board (WSIB) cases is evaluated using the following indicators:

Indicator 1a – Workplace Safety and Insurance Board (WSIB) Case Management

Indicator 1a measures the current year's performance in terms of annual WSIB claims, costs and days lost, against the University's performance in previous years:

- There was no critical injury to York employees in 2009.
- Number of Lost time claims in 2009: 40 – a decrease of 5% from 2008.
- Number of Days Lost in 2009 from 2009 claims: 411 – a decrease of 60% from 2008.
- Number of Days Lost in 2009 per 2009 claim: 10.3 – a decrease of 60% from 2008.

There was **no critical injury in 2009**. A critical injury is defined as one of a serious nature that:

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of a leg or arm but not a finger or toe;
- Involves the amputation of a leg, arm, hand or foot, but not a finger or toe;
- Consists of burns to a major portion of the body; or
- Causes the loss of sight in an eye.

There were **40 lost time claims for accidents** that occurred in 2009, relative to 42 during 2008. Forty-five percent of these lost time accidents involved musculoskeletal disorders (MSDs). This is similar to the level (45.5%) for Ontario universities between 2001 and mid-2009 (data provided by the Education Safety Association of Ontario). The number of accidents caused by lifting (3) had reduced by 50% compared to last year, but the number of slips, trips or falls (16) had increased by 40% compared to 2008 as there was an increase in falls on ice due to significant snow accumulation during January and February 2009. During the strike, employees had longer walks through parking lots and walkways to take the bus as buses did not enter the campus.

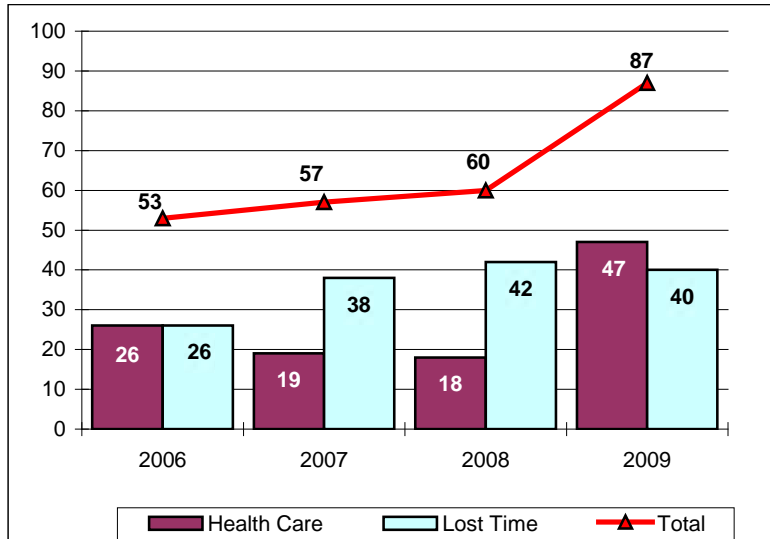
The **total days lost in 2009 for 2009 claims (411 days)** was significantly lower than 2008 (1021 days) but similar in number to the preceding years, 2007, 2006 and 2005 (see Fig.5). Fifty-eight percent of the days lost was due to MSDs. The number of days lost caused by repetitive strain injuries (RSIs) and lifting had decreased significantly compared to 2008.

However, because of the large number of lost days in 2009 that resulted from worker injuries which occurred in the previous year, there was a negative impact on the University's Performance Index that may result in a higher surcharge to be assessed to the University in 2010.

Annual Indicator 1a: Workplace Safety and Insurance Board Claims Management

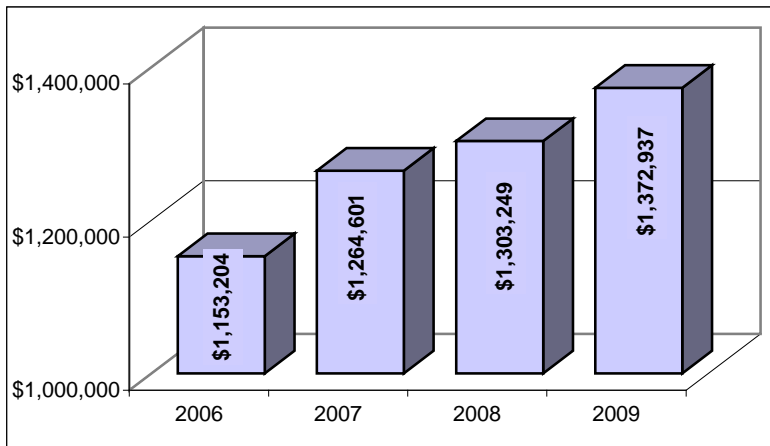
Comparative Annual WSIB Claims, Costs and Days Lost

WSIB CLAIMS



Comments: In 2009, the number of healthcare claims increased likely due to increased awareness for reporting workplace injuries as well as injured workers being encouraged to seek medical attention following an incident.

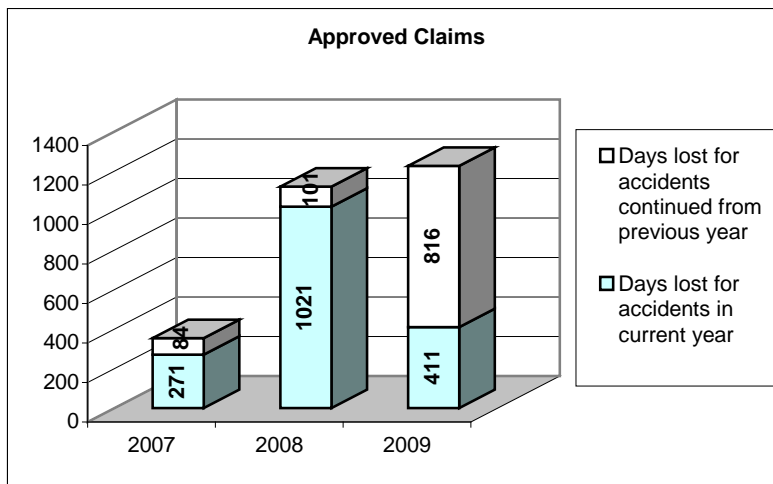
WSIB PREMIUM (based on September NEER statement)



Comments:

The premium rate for 2009 is the same as in 2008 -- i.e. 34 cents per hundred dollars of payroll.

WSIB - DAYS LOST

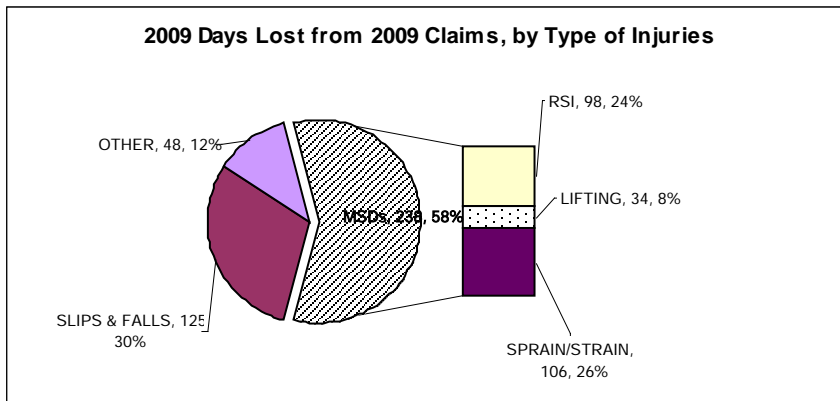


Comments:

1. In 2009, the days lost were contributed mainly from musculoskeletal disorders (58%), slips and/or falls (30%)
2. The high days lost in 2008 was mainly due to three RSIs accounting for 46% of the total days lost.

In 2009, in order to reduce the number of days lost, the DOHS and the Employee Well-being Office (EWO) in the Department of Human Resources & Employee Relations stepped up their MSD prevention and return-to-work programs specifically targeted to workers in Grounds, Fleet and Waste Management.

Fig. 5 – 2009 Days Lost (from 2009 Claims) by Type of Injuries



Through DOHS and EWO, the University will continue its focus on musculoskeletal prevention and return to work programs. This involves reviewing and improving the ergonomics of those tasks which caused significant days lost or with high physical demands; providing training on back safety and material handling; identifying jobs that are suitable for accommodation and proactively managing the return-to-work process to facilitate the safe and early return-to-work of injured workers.

The **number of WSIB health care claims** (47 in total) has increased in 2009 compared to 2008. This is likely due to increased awareness for reporting workplace injuries as well as injured workers being encouraged to seek medical attention following an incident.

Indicator 1b – WSIB New Experimental Experience Rating (NEER) Rating

Indicator 1b measures York's comparative performance over time as reflected in the annual NEER performance index and the dollar amount of WSIB rebate received or surcharge levied.

A NEER surcharge of \$175,847.32 was levied by WSIB in 2009 for the 2006 and 2007 and 2008 accident years.

The surcharge was mainly the result of extended days lost from lost time claims (knee and lower back injuries) in 2008.

Figure 6: Detailed information on Indicator 1b – WSIB NEER Experience Rating (effective date: Sept., 30, 2009)

| | 2006 | 2007 | 2008 | 2009 |
|-------------------------|--------------|----------------|--------------|----------------|
| WSIB Health Care Claims | 26 | 19 | 18 | 47 |
| WSIB Lost Time Claims | 26 | 38 | 42 | 40 |
| WSIB Annual Premium* | \$1,153,204 | \$1,264,601 | \$1,303,249 | \$1,372,937 |
| NEER Rebate/(Surcharge) | \$232,197.43 | (\$338,553.98) | \$221,226.54 | (\$175,847.32) |
| Performance Index | 1.52 | 1.03 | 2.50 | 1.39 |

* The WSIB assessment rate per \$100 payroll was 35 cents in both 2006 and 2007 and 34 cents in 2008. The WSIB premium for 2009 will again be 34 cents per \$100 payroll. The Performance Index is the ratio between the NEER cost and WSIB's forecast cost. A Performance Index of less than 1.0 indicates better-than-average performance and potential rebate.

Accommodation in Employment for Persons with Disabilities

The Employee Well Being Office (EWO) in the Department of Human Resources & Employee Relations is responsible for the administration and implementation of accommodation guidelines and procedures and arranges accommodation for employees returning from WSIB, long-term disability (LTD) or short-term disability (STD) absences in consultation with department managers and the appropriate unions.

In 2009, the number of accommodation requests increased from 50 in 2008 to 93 in 2009 mainly due to the increase in the number of claims and an increase in education about the accommodation program by EWO. An effective work accommodation program will decrease the amount of lost time facilitating injured employees return-to-work quickly and safely. Below is a summary of the number, type and cost of accommodations in 2009:

Figure 7 – Number, Type and Cost of Accommodations in 2009:

(Data provided by the EWO in the Department of Human Resources & Employee Relations and the DOHS ergonomist)

| Employee Group | Number of Requests | Type of Accommodation ¹ | | | Nature of Accommodation Requested | | | | | Disposition | | | Amount Spent ² |
|-------------------|--------------------|------------------------------------|----------|-----------|-----------------------------------|----------|----------|-----------|----------|-------------|-----------|----------|---------------------------|
| | | WSIB | LTD | OTHER | JR | EQ | HSS | MH | OTHER | O | S | U | |
| CASUAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CUPE 3903 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CUPE 1356 | 43 | 26 | 2 | 20 | 36 | 0 | 1 | 18 | 0 | 16 | 22 | 3 | 0 |
| CUPE 1356-1 | 3 | 2 | 0 | 1 | 3 | 0 | 0 | 2 | 0 | 0 | 2 | 1 | 0 |
| CUPE 1356-2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| IUOE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CPM | 7 | 1 | 0 | 6 | 2 | | 1 | 5 | 0 | 2 | 5 | 0 | 0 |
| YUFA | 7 | 0 | 1 | 6 | 0 | 2 | 0 | 1 | 0 | 2 | 5 | 0 | \$4,015 |
| YUSA | 33 | 12 | 1 | 24 | 17 | 1 | 1 | 19 | 0 | 9 | 20 | 3 | \$3,625 |
| TOTAL 2009 | 93 | 41 | 4 | 57 | 58 | 3 | 3 | 45 | 0 | 29 | 54 | 7 | \$7,640 |
| TOTAL 2008 | 50 | 21 | 9 | 22 | 34 | 7 | 0 | 24 | 0 | 10 | 35 | 5 | \$29,291 |

Footnotes:

1. To qualify for accommodation, an employee must be under a physician's care for a specific disability.
2. Exclusive of first \$500 paid by the department for accommodation items.

Legend

Type Of Accommodation

WSIB Workplace Safety & Insurance Board
 LTD Long Term Disability
 Other e.g. employees on short term disability or no lost time

Nature of Accommodation

JR Job Redesign
 EQ Equipment
 HSS Human Support Services
 MH Modified Hours

Disposition

O - Ongoing, at work, not performing full duties
 S - Successful, at work performing full duties
 U - Unsuccessful the employee not at work

The University's Accommodation Fund supports the cost of specialized equipment or minor renovations and payment of independent medical examinations to accommodate persons with disabilities or injuries. The Fund is administered by the EWO. The department applying for assistance in the purchase of accommodation items must pay the first \$500. In 2009, the total cost of accommodations was \$7,640, spent on furniture/equipment, medical documentation and third party functional abilities consultation services.

6.2 Safety Committees

Indicators 2a, 2b, 2c, 2d – Joint Health and Safety Committee Meetings, Workplace Inspections and Recommendations

Joint Health and Safety Committees assist in the creation and maintenance of a safe and healthy work environment. It is therefore incumbent on management, in the exercise of due diligence, to ensure that the structure and functions of the JHSCs comply with legislated requirements. Indicators 2a, 2b, 2c and 2d measure the University's performance in meeting key legislated requirements.

The University has four Joint Health and Safety Committees (JHSCs) representing the majority of employee groups on campus. Additionally, there are two Health and Safety Representatives for employee groups that are too small to form a JHSC – one represents the International Union of Operating Engineers (IUOE), Local 772 and the other represents the employees of the York University English Language Institute (YUELI) who are members of the Ontario Public Service Employees Union (OPSEU), Local 578.

JHSCs are consulted in the review of the University Occupational Health and Safety Policy as well as in the development and review of health and safety programs. Occupational hygiene reports (e.g. indoor air quality assessment, chemical spills incident reports, etc.) are copied to relevant JHSCs. Members of the JHSC review accident summary reports at every meeting. Minutes of the meetings are distributed to relevant department heads.

In 2009, the University took the following major actions in response to concerns raised by the various JHSCs:

- Distribution of OHS Manuals and pamphlets on “Injury Prevention for Computer Users” to all CUPE 3903 members;
- Posted health and safety information for faculty members on website;
- Initiated the revision of the Supervisor’s Accident Investigation Report Form;
- Broadened communication to area Health and Safety Officers and senior officers on communicating to the JHSCs reports pertaining to occupational health and safety;
- Development of a guideline for reporting motor vehicle accidents and promote community awareness on “idle free” program for vehicles.
- Air quality study in the Computer Science & Engineering Building that led to the removal of the large atrium garden.

Indicator 2a – JHSC Meetings in 2009

The number of JHSC meetings in 2009 was in compliance with the OHS Act – except one meeting of the CUPE 3903 JHSC was missed due to a labour strike.

The Occupational Health and Safety Act requires JHSCs to meet at least once every three months. All committees had 4 or more meetings in 2009 except for CUPE 3903 JHSC due to worker members being on strike from the beginning of November 2008 through to February 2009

Figure 8: Detailed Information on Indicator 2a – JHSC Meetings in 2009

| JHSC Meetings¹ 2009 | | |
|---|-------------------------|-------------------------|
| JHSC | No. of Meetings 2009 | No. of Meetings 2008 |
| CUPE 1356,1356-1 ⁴ | 11 | 7 |
| CUPE 3903 ^{5,6} | 3 | 3 |
| YUFA ² | 4 | 4 |
| YUSA ³ | 10 | 9 |
| University Totals | 28 | 23 |
| Footnotes: | | |
| 1. OH&S Act requires committees to meet once every three months. | | |
| 2. YUFA = York University Faculty Association | | |
| 3. YUSA = York University Staff Association | | |
| 4. CUPE 1356, 1356-1 = Canadian Union of Public Employees, Local 1356, 1356-1 | | |
| 5. CUPE 3903= Canadian Union of Public Employees, Local 3903 | | |
| 6. One meeting was missed due to labour strike. | | |

Indicator 2b – JHSC Workplace Inspections in 2009

Three (out of 4) committees and one (out of 2) health and safety representatives conducted regular workplace inspections in 2009. The missed inspections were due to significant turnover of worker members, training of new members and the effect of the labour strike.

YUFA, YUSA, CUPE 1356 and 1356-1 JHSCs prepared annual inspection schedules and conducted workplace inspections in 2009. CUPE 3903 did not conduct workplace inspection in 2009 as the union was on strike from fall 2008 to spring 2009; after its members re-commenced work, there was a complete turnover in the committee's worker membership; and the new membership encountered significant scheduling difficulties to participate in certification and inspection training. Workplace inspections have been scheduled to resume in early 2010. The Health and Safety Representative for the International Union of Operating Engineers (IUOE) also missed the annual inspection in 2009 due to turnover of union leadership and required training.

Reports of workplace inspections conducted by the JHSCs were sent to relevant department heads or Area HSOs for corrective action.

It should be noted that, in addition to worker members conducting workplace inspections, managers and/or supervisors also conduct annual inspections.

Figure 9: Detailed Information on Indicator Number 2b – JHSC Workplace Inspections in 2009

| Joint Health and Safety Committees | Inspections Completed 2009 | Person Hours | Inspections Completed 2008 | Person Hours |
|---|----------------------------|---------------|----------------------------|--------------|
| CUPE 1356,1356-1 | 43 | 55 | 18 | 21.5 |
| CUPE 3903 ² | 0 | 0 | 2 | 15.5 |
| YUFA | 10 | 42 | 6 | 42 |
| YUSA | 42 | 479.5 | 48 | 338.5 |
| IUOE ¹ | 0 | 0 | 9 | 37 |
| YUELI ¹ | 3 | 0.75 | 4 | 1 |
| University Totals | 98 | 577.25 | 87 | 455.5 |
| Footnotes: 1. YUELI/OPSEU and IUOE each have a Health and Safety Representative. 2. Worker members were on strike from November 6, 2008 to Feb. 2009. CUPE 3903 conducted inspection in March 2010. | | | | |

Indicator 2c – JHSC Recommendations

There were two formal recommendations received by the VP Finance and Administration from the Joint Health and Safety Committees in 2009

JHSCs often provide recommendations to supervisors/managers to address health and safety concerns and include findings from workplace inspections. On occasion, formal written recommendations are sent to the Vice-President Finance and Administration (VPFA) for employer response.

Figure 10: Detailed Information on Indicator 2c – Joint Health and Safety Committee Recommendations

| Joint Health and Safety Committee Recommendations, Jan.2009- Dec. 2009 | | | | | | | | | | |
|--|-----------------------------|--|---|----------|---------------|-------------|------------------------|------|-------------|--|
| Recommendation by | Recommendation to | Type of Recommendation | Nature of Response | | | | Timeliness of Response | | | |
| | | | Agree | Disagree | Further study | No response | On Time | Late | No Response | |
| YUSA JHSC (Mar-09) | VP-Finance & Administration | Recommends that the Employee Well Being Office ensures the full completion of incomplete Supervisor's Accident Investigation Reports. | DOHS will conduct follow-up to ensure full completion of Reports. | | | | | Yes | | |
| YUSA JHSC (Jun-09) | VP-Finance Administration | Recommends that the University provides reports (or portions of) pertaining occupational health and safety that are in their possession to the JHSC. | Yes | | | | | Yes | | |

Indicator 2d – Radiation Safety Committee Compliance

The University was 100% in compliance with the Canadian Nuclear Safety Commission (CNSC) requirements in 2009. No major spills of radioactive material were reported and the Committee submitted an annual report to the CNSC as required within York's licensing conditions.

The University's Radiation Safety Committee is responsible for establishing criteria for the use of nuclear substances or radioisotopes at the University within the licensing conditions designated by the CNSC. The Committee meets quarterly and also inspects all areas of radioisotope use at least once a year. An annual activity report was submitted by the Committee to the CNSC in 2009.

The University issued 30 internal radioisotope permits under its CNSC consolidated radioisotope license as of December 2009. The University Radiation Safety Program is reviewed by the Committee once every two years. All active X-ray equipment and devices containing sealed radioactive sources were leak tested in 2009 and no leakages were detected.

6.3 Indicator 3 – Government Contacts

The University was 100% in compliance with direction received from government agencies in 2009.

Indicator Number 3 is a measure of compliance with direction received from regulatory agencies. There were 4 visits by the Ontario Ministry of Labour (MOL) in 2009. No orders from the MOL were received by the University.

Figure 11: Detailed Information on Indicator 3 – Government Contacts 2009

| Detailed Information on Indicator 3 - Government Contacts, 2009 | | | | |
|--|------------|---|--|---|
| Date | Government | Reason for Contact | Government Response | University Response |
| | Agency | | | |
| 9-Mar-09 | MOL | Investigate a complaint at the Glendon campus re:workplace violence. | No orders issued. MOL is satisfied that the University has procedures in place for reporting workplace hazards. | Provided to the MOL: a copy of the reviewed OHS Policy, security staff training outline, OHS manual (including hazard reporting procedure). |
| 16-Mar-09 | MOL | Investigate a reported work refusal | MOL determined that the alleged work refusal did not meet the criteria under the Occupational Health and Safety Act. | Issue to be resolved using the Internal Responsibility System. |
| 6-Apr-09 | MOL | Investigate a complaint from worker members on a JHSC regarding members' entitlement to time away from work. | No orders issued. MOL is satisfied that the University has followed the "Guidelines for the Structure and Function of the JHSC". | |
| 22-Oct-09 | MOL | Investigate a complaint at the Glendon campus regarding the lid on a recycling bin presenting a safety hazard. This was raised in June 2008 and reported to a JHSC in 2009. | No orders issued as the University has investigated and addressed the worker's concern upon receipt in 2008 and the bin was replaced with an open top bin. The JHSC had already responded to the concern upon receipt. | |
| JHSC = Joint Health and Safety Committee MOL - Ontario Ministry of Labour | | | | |

6.4 Indicator 4 – Education/Awareness

In 2009, the University informed all supervisors of legislatively required training and developed relevant training programs for employees.

Figure 12 below illustrates DOHS education and awareness initiatives (legislated, mandated by University Policy, and discretionary) in 2009.

Included as a new requirement in the University's OHS Management System, revised in 2009, is that all senior officers must receive OHS and Due Diligence training. In 2009, all senior officers, including the President, Vice Presidents, Associate Vice Presidents, Deans, Principal of Glendon, Chief Librarian, Chief Information Officer and Chief Financial Officer, received the training. In the future, this will be standard orientation training for new senior officers of the University.

In 2009, with emphasis on injury prevention on high risk activities, additional new training sessions on fall arrest, electrical safety, lift truck, lockout and tagout were provided. The training participants included not only Maintenance, Grounds, Custodial and Central Utilities workers in Campus Services and Business Operations, but also employees from the Faculty of Fine Arts (Department of Visual Arts mainly) and the Faculty of Science and Engineering.

Fig. 12: Detailed Information on Indicator 4 - Training Courses Provided by DOHS 2009

| Courses | Number of Sessions | Duration of each Session (Hrs) | Trained 2009 | Trained 2008 |
|---|--------------------|--------------------------------|--------------|--------------|
| Legislatively Required Training | | | | |
| Asbestos Safety | 3 | 6 | 25 | 9 |
| Asbestos Practical | 3 | 2.5 | 9 | 9 |
| Boom Truck Training** | 2 | 2 | 36 | - |
| Fall Arrest* | 3 | 4 | 50 | 42 |
| First Aid ¹ | 17 | 16 | 146 | 111 |
| Due Diligence for Senior Executives (<i>new</i>) | 5 | 2 | 25 | 0 |
| Electric Pump Truck Training** | 1 | 2 | 7 | - |
| Electrical Safety (<i>new</i>) | 1 | 3 | 25 | 0 |
| High Voltage** | 1 | 4 | 14 | - |
| Laser Safety | 12 | 3 | 19 | 4 |
| Lift Truck Training | 1 | 8 | 7 | 0 |
| Lockout Tagout | 1 | 2.5 | 5 | 0 |
| Occupational Health and Safety Act | 18 | 2 | 179 | 204 |
| Radiation Safety for Users ² | 10 | 4 | 49 | 39 |
| Respiratory Fit Testing | 5 | 1 | 13 | 34 |
| Scissor Lift (includes fall arrest)** | 2 | 2 | 36 | - |
| Silica Training (<i>new</i>) | 2 | 105 | 37 | 0 |
| Transportation of Dangerous Goods* | 1 | 8 | 1 | 11 |
| Upright Lift** | 2 | 2 | 36 | - |
| WHMIS I ³ | 11 | 1 | 646 | 464 |
| WHMIS II ⁴ | 28 | 3 | 602 | 721 |
| Mandated by Internal Policy and Procedures | | | | |
| Accident Investigation | 16 | 2 | 132 | 115 |
| Biosafety Training | 9 | 3 | 102 | 93 |
| Biological Hazards | 3 | 1 | 75 | 343 |
| Compressed Gas Cylinder Safety | 4 | 2 | 63 | 81 |
| Fine Arts TA Health and Safety Training*** | 1 | 5 | 56 | 11 |
| Flu Season, Environmental Cleaning, PPE (<i>new</i>) | 13 | 1 | 106 | 0 |
| Mould Control | 3 | 1 | 52 | 11 |
| Science TA Health and Safety Training**** | 2 | 5 | 131 | 126 |
| Student Workers Orientation ⁵ | 2 | 4 | 35 | 0 |
| Workplace Inspections | 11 | 1.5 | 106 | 116 |
| Discretionary Based upon Identified Need or Requests | | | | |
| Back Safety Introduction | 6 | 2 | 19 | 90 |
| Back Safety Supplement (for computer users) | 11 | 1 | 27 | 28 |
| Back Safety Refresher | 2 | 1 | 63 | 8 |
| Chemical Handling, Volatile Storage Rooms**** | 4 | 1 | 28 | 77 |
| Computer Workstation Safety | 12 | 2 | 80 | 82 |
| Computer Workstation Safety Awareness (for Glendon staff) | 2 | 1 | 39 | 0 |
| Electrical Safety Awareness (<i>new</i>) | 1 | 2 | 51 | 0 |
| Health & Safety for 2nd and 4th Year Engineering Students | 1 | 3 | 17 | 13 |
| Occupational Health & Safety for CUPE 1356 | 2 | 2 | 116 | 0 |
| Radiation Safety Awareness | 5 | 1 | 39 | 14 |
| WHMIS II Train the Trainer | 1 | 2 | 3 | 0 |
| Footnotes: | | | | |
| *Courses organized/coordinated by DOHS and provided by external trainer. **Courses organized by CSBO, no data received for 2008. | | | | |
| ***Courses organized by Faculty of Fine Arts **** Courses organized by Faculty of Science & Engineering | | | | |
| 1. First Aid certification is valid for 3 years (includes Security Officers and Designated First Aiders). | | | | |
| 2. Radiation Safety for Users, some employees received training through independent study package with completion of quiz. | | | | |
| 3. WHMIS I is for employees who work in the proximity of where hazardous materials are used, includes training for security officers. | | | | |
| 4. WHMIS II is for employees who work with hazardous materials. | | | | |
| 5. Training for CSBO employees and Student Services Dons and Residence Life Coordinators | | | | |

6.5 Indicator 5 – Advice and Counsel

The total number of DOHS interventions in 2009 was slightly higher than in 2008.

Figure 13 provides a statistical summary of the range of DOHS interventions providing professional advice and counsel to members of the University community during 2009 to assist them in making decisions and taking action to fulfill statutory responsibilities.

In 2009, there were three minor spills of hazardous materials with no injuries. The incidents involved a spill of antifreeze (approx. 1 gal.) from a vehicle at the Glendon campus; a spill (slight overfill) of liquid nitrogen on the floor during filling and a discharge (dry yellow chemical powder) from a fire extinguisher found on the floor of a hallway in the Ross Building. All spills were cleaned up and disposed of properly in accordance with local environmental regulations.

Figure 13: Detailed Information on Indicator 5 – Advice and Counsel 2009

| Detailed Information on Indicator 5 - Advice and Counsel 2009 | | |
|--|--------------------------------------|---|
| Types Of Issues | No. of Interventions 2009 | No. of Interventions on Same Issues 2008 |
| Asbestos | 54 | 56 |
| Access York Committee for Persons with Disabilities | 15 | 12 |
| Accident Prevention | 67 | 77 |
| Biosafety | 1 | 8 |
| Biosafety Certificate (Research) New | 22 | 0 |
| Biosafety Certificate (Research) Renewal | 44 | 36 |
| Biohazardous Waste Disposal | 7 | 7 |
| Biosafety Laboratory Commissioning | 2 | 1 |
| Biological Spills/Exposure | 6 | 0 |
| Chemical Spills/Fumes/Odours | 72 | 64 |
| Confined Space | 24 | 19 |
| Disability Management Consultation | 5 | 0 |
| Emergency Response Warden Evacuation | 6 | 4 |
| Environmental | 3 | 3 |
| Ergonomics ¹ | 131 | 123 |
| Fine Arts Project Safety Approval | 1 | 2 |
| First Aid Supplies | 69 | 49 |
| Flu Pandemic Planning (H1N1 prevention) | 22 | 6 |
| General Safety | 68 | 48 |
| Hazardous Waste Disposal | 20 | 23 |
| Health and Safety Program Review | 3 | 7 |
| Indoor Air Quality ² | 50 | 38 |
| Joint Health and Safety Committee | 6 | 23 |
| Joint Health and Safety Committee Member Orientation | 1 | 4 |
| Laboratory Decommissioning and Renovation | 1 | 2 |
| Laboratory Safety | 43 | 30 |
| Medical Consultant (posting and hiring) | 7 | 0 |
| Mould | 15 | 17 |
| Noise | 16 | 12 |
| PCB | 6 | 3 |
| Public Health | 9 | 2 |
| OHS Management System, new Area HSO orientation | 9 | 17 |
| Radiation Safety | 13 | 10 |
| Research Enquiries | 2 | 6 |
| Return to Work (meetings with Employee Well Being Office) | 7 | 3 |
| Safety Inspection & Assessment (new building) | 5 | 16 |
| Safety Orientation Checklist | 234 | 291 |
| Security Advisory Council | 2 | 3 |
| Sharps (Pick-up and Disposal) | 10 | 4 |
| Smoking | 6 | 12 |
| Water Contamination & Sampling | 6 | 4 |
| Workplace Violence Prevention Program | 1 | 11 |
| Work Permit Approvals | 49 | 80 |
| Work Refusal - Internally Resolved | 1 | 3 |
| WSIB Safety Group Meetings | 4 | 4 |
| X-ray Safety | 4 | 2 |
| Totals | 1149 | 1142 |
| Footnotes: | | |
| 1. Individuals or departments who received ergonomics advice only but did not receive site visits. | | |
| 2. Indoor air quality consultation e.g. by phone. | | |

6.6 Indicator 6 – Occupational Health and Safety Assessment and Testing

Indicator 6a – Occupational Hygiene Testing

In 2009, the University was 100% in compliance with the requirement for statutory testing.

In accordance with relevant legislation and internal policy and procedures, the DOHS conducts selected environmental testing, testing of equipment and ergonomic assessment. The testing could be in response to employee concerns, proactive monitoring or to comply with legislative requirements (e.g., leak testing of radiation sources).

In 2009, the volume of occupational hygiene testing was similar to 2008. There was a slight decrease for mould and indoor air quality assessment.

Figure 14: Detailed Information on Indicator 6a – Occupational Hygiene Testing

| Type of Tests | Required/ Requested 2009 | Tests Conducted 2009 | Required/ Requested 2008 | Tests Conducted 2008 |
|---|--------------------------------|----------------------------|--------------------------------|----------------------------|
| Statutory Testing | | | | |
| Biocontainment Cabinets/Laminar Flow Hoods ¹ | 34 | 33 | 36 | 37 |
| Radioactive Sealed Sources Leak Testing | 9 | 9 | 5 | 5 |
| Radioisotope Laboratories Monitoring (inspection and testing) | 21 | 21 | 22 | 25 |
| X-ray Machine Leak Testing | 2 | 2 | 1 | 1 |
| Mandated by Internal Policy and Procedures | | | | |
| Biosafety Laboratory Inspection ³ | 14 | 14 | 11 | 11 |
| DOHS Equipment Calibration | 8 | 8 | 9 | 9 |
| Laboratory Inspections - Faculty of Science & Engineering ³ | 14 | 14 | 27 | 27 |
| Indoor Air Quality | 42 | 42 | 49 | 49 |
| Indoor Mould Assessment | 8 | 8 | 15 | 15 |
| Other Hygiene (gases, mercury, odours, etc) | 65 | 65 | 67 | 67 |
| Workplace Noise Testing of Areas >85dBA | 9 | 9 | 8 | 8 |
| Discretionary Based upon Identified Need or Requests | | | | |
| Ergonomics ² | 38 | 38 | 41 | 41 |
| Ergonomics (for Accommodations) | 12 | 12 | 6 | 6 |
| Footnotes: | | | | |
| 1. DOHS coordinated the certification of biosafety cabinets which is done by an external firm. | | | | |
| 2. Number of individuals or departments who received at least one visit. Multiple visits of an individual will be counted just once. This indicator did not include assessments for accommodations. | | | | |
| 3. A selected number of laboratories are selected for inspection every year. | | | | |

Indicator 6b - Occupational Health and Disease Prevention

York University offers medical surveillance programs for workers who may be exposed to certain biological (e.g., viruses) and physical agents (e.g., laser, noise). These programs involve initial baseline and ongoing testing of related workers' health status so that immunization requirements can be identified and be provided to workers prior to start of work. The ongoing surveillance allows early detection of diseases so that preventive measures (e.g., medical intervention or workplace process review and hazard control) can be put in place immediately to prevent progression of the disease.

Worker participation in medical surveillance programs is voluntary as prescribed in the legislation. DOHS develops, implements and maintains medical surveillance and disease prevention programs, including health surveillance for animal care workers, hearing conservation for workers who may work in noisy areas, Hepatitis A

and B immunization for workers who may be exposed to blood and body fluids, and vision screening for laser workers.

Vision screening for laser workers and Hepatitis A and B medical surveillance programs are only required for new workers (no annual retesting or monitoring required)

Figure 15: Indicator 6b - Summary of Medical Surveillance and Immunization Programs in 2009

| Medical Surveillance Programs | Number of Participants | |
|---|-------------------------------|-------------|
| | 2009 | 2008 |
| Animal Care Workers ¹ | 52 | 60 |
| Audiometric Testing ² | 138 | 0 |
| Vision Screening for laser workers ³ | 2 | 4 |
| Immunization Programs | Number of Participants | |
| | 2009 | 2008 |
| Hepatitis A and B | 9 | 15 |
| <p>Notes:</p> <p>1. The DOHS develops the health assessment form and provides employees with instructions to complete the form. Physicians at the York Lanes Health Centre review the completed health assessment form and inform the employees of required immunization.</p> <p>2. Audiometric testing was done in December of 2007, January 2009 and January 2010.</p> <p>3. Provided by York Laser Safety Officer.</p> | | |

2010 Goals and Objectives

Ongoing Activities

1. Achieve compliance and/or specified targets with respect to key health and safety performance indicators as outlined below:

| Indicator # | Indicator | Target |
|-------------|---------------------------------|--|
| 6.1 | WSIB Lost Time Injury Frequency | Attain the Lost Time Injury (LTI) per 100 workers below the LTI for the rate group (i.e. educational facilities). The average LTI for the rate group in the last five years (2005-2009) is 0.45. |
| 6.2 | Safety Committees | Continue to monitor that the number of JHSC meetings is in 100% compliance with the OHS Act. Monitor workplace inspections to ensure that workplaces in the University are inspected. |
| 6.3 | Government Contacts | Continue to maintain 100% compliance with direction received from government agencies. |
| 6.4 | Education/Awareness | Continue to provide education and awareness on legislatively required training. |
| 6.5 | Advice and Counsel | Continue to provide complete responses to all interventions. |
| 6.6 | OHS Assessment and Testing | Continue to maintain 100% compliance with statutory testing. |

2. Meet legislative requirements by ensuring the development and distribution of written Health and Safety programs and procedures to affected community members and by conducting reviews of existing programs every two years. Review Accident Response, Asbestos Management, Confined Space Entry, Laboratory Safety, Laser Safety, Mould Control, Radiation Safety and WHMIS.
3. Maintain communication with and the engagement of Area Health and Safety Officers (HSOs), so as to support their roles as health and safety resources/promoters, who disseminate information within their units. The establishment of Area HSOs is one of the key elements in the University's Occupational Health and Safety Management System.

New Projects

1. Increase e-learning tools and offerings so that health and safety training is more accessible to employees. Priorities include developing e-courses on OHS and Due Diligence for training of senior officers; Workplace Inspection; and refresher courses such as Radiation Safety, Workplace Inspection, Laser Safety.
2. Implement specific programs for musculoskeletal disorders (MSDs) prevention for grounds and custodial workers. Programs will include: worker education on MSD risk factors and controls on specific tasks (e.g., litter pick-up, use of specific equipment etc.); a train-the-trainer program on back safety, for night shift supervisors; and training supervisors on how to investigate MSDs and identify preventative measures.
3. Strengthen machine safety program to prevent injuries (e.g., implement training, safety inspection, publication of safety notices or guidelines etc.).
4. Provide leadership in the development and roll-out of new Workplace Violence and Harassment Prevention programs jointly with the Department of Human Resources and Employee Relations.
5. Develop and introduce an annual program of auditing selected University departments/units or specific hazard categories (e.g. machine guarding, electrical safety, etc.) to measure the level of compliance by the areas with the York University OHS Management System and/or the control of hazards.

Appendix I

University Policies, Procedures & 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

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 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 Presidential Regulations governing student conduct.

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.

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.