



ANNUAL REPORT ON HEALTH AND SAFETY

2011

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 2011 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 2011 year, as well as the proposed goals and objectives for 2012. The Department of Occupational Health and Safety (DOHS) has prepared this report for review by the Board Governance and Human Resources Committee.

2. **Highlights of the 2011 Year**

- **Major Health and Safety Issues/Program Developments in 2011**

- **Workplace Violence and Harassment Prevention Policies and Programs**

In 2011, the University responded to employees' concerns related to workplace violence and harassment following the processes outlined in its Workplace Violence and Harassment Prevention Programs (which were developed in 2010 and had their first revision in 2011). Nineteen complaints related to workplace harassment and 15 related to workplace violence were received through the program. Of all the incidents reported, 3 required formal investigation and the others were resolved through early resolution. To enhance the training of employees, an on-line training on workplace harassment is under development.

- **Occupational Health and Safety System Audit**

In 2011, the University implemented its occupational health and safety system audit program. A health and safety professional from DOHS certified in the CSA Z1000¹ auditing audited the Department of Human Resources, Faculty of Health, Libraries, Faculty of Graduate Studies and the Faculty of Science and Engineering.

The audit focused on 4 major elements: health and safety communication, training/orientation, inspection and accident investigation and first aid system. Most Faculties/departments audited were in compliance with the first aid system. Most areas were required to improve their training of employees in hazard reporting; training or retraining of managers/supervisors on their roles and responsibilities under the *Occupational Health and Safety Act*.

- **Ministry of Labour (MOL) Visits (see Indicator 3 in Section 6.3 for detail)**

There were five visits by the Ministry in 2011.

Four of the five visits were inspections of specific laboratories containing highly technical, scientific research equipment (X-ray machine, laser and MRI). The MRI facility, which was a new facility, received 6 orders. The orders included providing the name of MRI Safety Officer to the MOL, increasing signage and providing awareness training to workers (e.g., maintenance, custodial workers, etc.) who may enter the common areas within the facility. Compliance with all orders was achieved prior to the deadline.

One visit involved an investigation of an incident which was initially believed to be a critical injury (involving extensive loss of blood) to a worker that was found in a washroom. Result from the investigation showed that it was a medical emergency and the person was not an active employee (but was an employee on leave) who was attending a non-work activity on campus. The person was transported by Emergency Medical Services to the hospital.

¹ CSA Z1000 = Canadian Standard Association Z1000:OHS Management System

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

There was no critical injury to York employees in 2011.

There were 33 lost time accident cases which occurred in 2011 relative to 47 during 2010. The major lost time accidents in 2011 were caused by slips, trips and falls (11 or 33%) and overexertion (11 or 33%). Most slips and falls happened indoors.

The total days lost in 2011 (406.5 days) was lower than in 2010 (486 days). The days lost are mainly attributed to slips, trips and falls (56%).

In 2011, the University received a rebate of \$249,561.71 by the WSIB. This is the New Experimental Experience Rating (NEER) assessment that applies to 2008, 2009 and 2010 case management performances. The rebate was a result of lower severity (lower lost time duration) of accidents, effective case management by the Employee Well Being Office, effective work accommodation programs and injury prevention follow up.

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

Based on the September 2011 NEER statement from WSIB, York's performance index (P.I.)^{*} for 2011 was 0.96. A performance index of less than 1.0 indicates a potential rebate and a better than average performance.

York's average days lost per claim in 2011 was 12.3 days per claim (10.3 days per claim in 2010). 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 2011, York's average days lost per claim (12.3) was below the Ontario industrial average (i.e. 13.9 days per claim).

In 2011, the Lost Time Injuries (LTI) frequency -- i.e. the number of lost time claims per 100 workers -- was 0.45 for York and 0.31 for our rate group (consisting of universities, museums, libraries and schools). This means that York's LTI frequency rate is above the rate group. The LTI frequency is calculated based on 2011 accident claims only.

^{*} (P.I. = NEER cost divided by Expected cost)

3. Achievements in 2011 in Relation to 2011 Goals and Objectives

Figure 1

2011 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 rate group in the last five years (2006-2010) was 0.43.</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 2011 was 0.45 which was slightly above the average LTI last 5 years (2006-2010) of 0.43 for the rate group (educational facilities).</p> <p>1.2 Attained. All committees meet at least once every 3 months and all committees conducted workplace inspections.</p> <p>1.3 Attained.</p> <p>1.4 Attained. 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>1.5 Attained.</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 Working Alone, Lift Truck, Indoor Air Quality, Hearing Conservation, Transportation of Dangerous Goods, Ladder Safety, Silica, Workplace Harassment Prevention and Workplace Violence Prevention programs.</p>	<p>Completed. The following programs were reviewed and updated in consultation with the JHSCs: Working Alone, Lift Truck, Indoor Air Quality, Hearing Conservation, Transportation of Dangerous Goods, Ladder Safety, Silica, Workplace Harassment Prevention and Workplace Violence Prevention programs.</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 with area health and safety officers. A half-day professional development session was organized for HSOs and 13 communications were sent to HSOs in 2011 from DOHS,</p> <p>(b) Received annual reports from area health and safety officers</p> <p>(c) Continued to provide orientation training to new area health and safety officers.</p> <p>(d) Maintain regular meetings with HSOs.</p>
<p>4. Specific: OHS System Audit: Implement OHS Management System Audit. Post audit checklist, develop audit schedule, communicate audit results and conduct follow up as required.</p>	<p>Completed and ongoing:</p> <p>To date, 5 audits have been completed. Audit checklist and the process have been posted on DOHS website.</p>
<p>5. Specific: Provide additional training on workplace harassment program to employees by developing an instructor's package to HSOs and managers of units in order to train their employees.</p>	<p>Completed:</p> <p>A train-the-trainer package on workplace harassment training for employees has been developed and HSOs have been trained.</p>
<p>6. Specific: Prepare task specific multimedia MSD prevention instructional modules for employees in CSBO (mainly for Grounds and Custodial employees).</p>	<p>Completed and ongoing:</p> <p>A poster named "Manual Material Handling Back Safety Prevention" was widely distributed in June 2011. Partnership with the School of Kinesiology and Health Science students in Ergonomic Biomechanics is underway to assess physical demand on specific tasks in CSBO and to develop relevant injury preventive measures.</p>
<p>7. Specific: Increase communication and outreach to the York community on health and safety information, e.g., develop newsletter, safety notices or guidelines etc. to enhance safety awareness and culture.</p>	<p>Completed and ongoing:</p> <p>DOHS initiated regular forums with Area Health and Safety Officers, participated in Safety Awareness Day, meetings with Executive Officers and Project Coordinators; developed new safety guidelines and participated in safety meetings in local units. DOHS Director continues to provide one-on-one safety orientation training to new senior executives.</p>

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

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 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 & Safety (DOHS) and to disseminate health and safety information to employees in their areas.

The DOHS maintains regular communication with about 80 HSOs. In 2011, six new HSOs completed the DOHS orientation program, which includes an overview of their functions and the York University OHS Management System. All HSOs submitted an annual report to DOHS.

In 2011, the University implemented its occupational health and safety system audit program. The program is to assess whether Faculties and departments have an adequate system in place to manage health and safety effectively. Depending on the risk level and the type of workplace hazards, some units will be audited more frequently (e.g., 3-year cycle) than others (e.g., 5-6 year cycle). The audit process includes documentation review, interviews and on-site observation. The audit is conducted by a health and safety professional from DOHS certified in the CSA Z1000 (OHS Management System) auditing. The audit framework and checklist is based on the Workplace Safety & Insurance Board’s Workwell Health and Safety Core Audit document and the Canadian Standards Association CSA Z1000-06 (Occupational Health and Safety Management) standard.

In 2011, DOHS audited the Department of Human Resources, Faculty of Health, Libraries, Faculty of Graduate Studies and the Faculty of Science and Engineering. The audit focused on 4 major elements: health and safety communication, training/orientation, inspection and accident investigation, and first aid system. Most Faculties/departments audited were in compliance with the first aid system. Most areas were required to familiarize their employees with the hazard reporting procedure; training or retraining of managers/supervisors on their roles and responsibilities under the *Occupational Health and Safety Act*. The auditor has received responses to recommendations from all units audited.

5. Changes in Legislation, Policies and Programs

5.1 Review of the University Occupational Health and Safety Policy

The University consulted the five Joint Health and Safety Committees (JHSCs) in February 2011 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 York University Automated External Defibrillator (AED) Standards, Requirements and Procedures

In recognizing the benefit of the use of AEDs in saving lives for person suffering from sudden cardiac arrest, the University has developed and implemented, in consultation with a medical consultant, AED standards, requirements and procedures. Currently there are 13 AEDs at York (11 at Keele campus and 2 at Glendon campus).

In 2011, an AED maintenance software program was purchased. The system sends an alert message to the local AED coordinator for the monthly maintenance check. The result of the maintenance test is logged in the system and can be accessed by DOHS.

5.3 Health and Safety Programs and Guidelines

Below is a list of York University Health and Safety Programs, 2011

1. Accident Response	13. Laser Safety
2. Asbestos Management	14. Lift Truck Safety
3. Compressed Gas Cylinder Safety	15. Medical Surveillance Program for Research Facilities
4. Confined Space Entry	16. Mould Control
5. First Aid	17. Radiation Safety
6. Hearing Conservation	18. Silica
7. Hepatitis A	19. Transportation of Dangerous Goods
8. Hepatitis B	20. Working Alone
9. Indoor Air Quality	21. Workplace Harassment Prevention Program
10. Industrial Hygiene	22. Workplace Violence Prevention Program
11. Laboratory Safety	23. Workplace Hazardous Materials Information System (WHMIS)
12. Ladder Safety	

Below is a list of Safety Guidelines which are posted on DOHS website

1.	Electrical Equipment Certification
2.	Emergency Eyewash Stations and Safety Showers
3.	Handling Heat Stress
4.	Reportable Communicable Disease (<i>new</i>)
5.	Scented Products
6.	Working in Cold Weather

6. Report on Key Health and Safety Performance Indicators

6.1 Workplace Safety and Insurance Board (WSIB) claims management

The Employee Well Being Office (EWO) in the Department of Human Resources 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 and the data are provided by the EWO:

Indicator 1a – Workplace Safety and Insurance Board (WSIB) claims management

Indicator 1a measures the 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 a York employee in 2011.
- Number of Lost Time claims in 2011: 33 – a decrease of 30% from 2010.
- Number of Days Lost in 2011: 406.5 – a decrease of 16% from 2010.
- Number of Days Lost in 2011 per 2011 claim: 12.3 – an increase of 19% from 2010

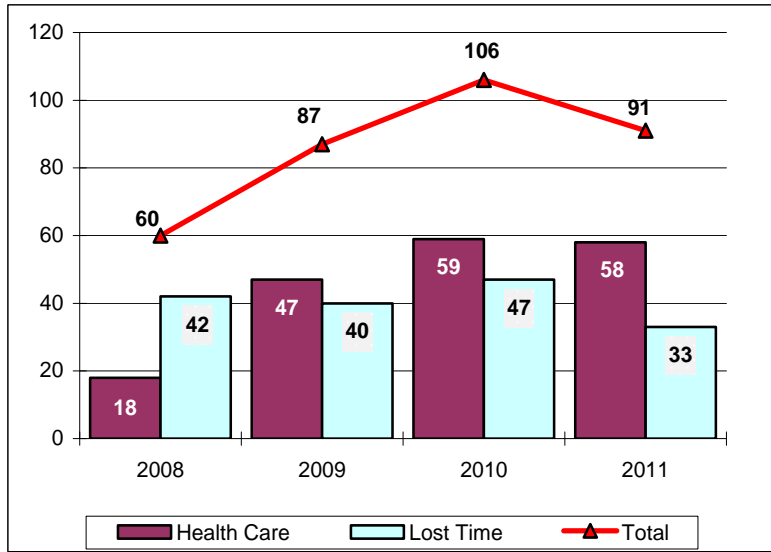
A critical injury is defined as one of a serious nature that:

- 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.

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

Comparative Annual WSIB Claims, Costs and Days Lost

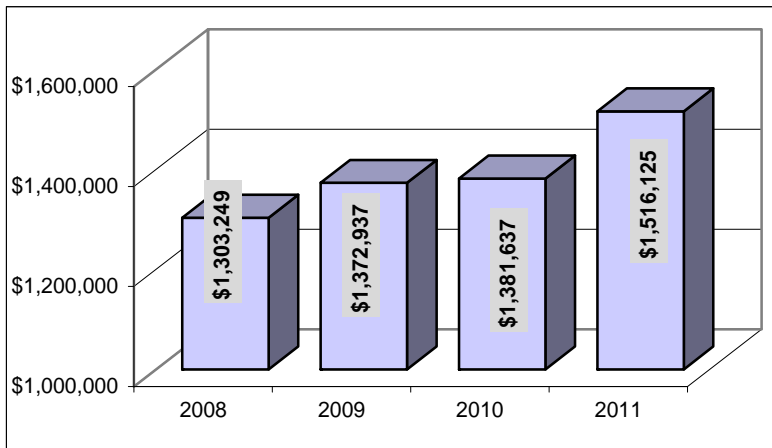
Figure 2 WSIB CLAIMS



Comments:

In 2011, there was a reduction in the number of lost time claims. The major lost time (LT) injuries were caused by slips, trips and falls (33%) and overexertion (33%).

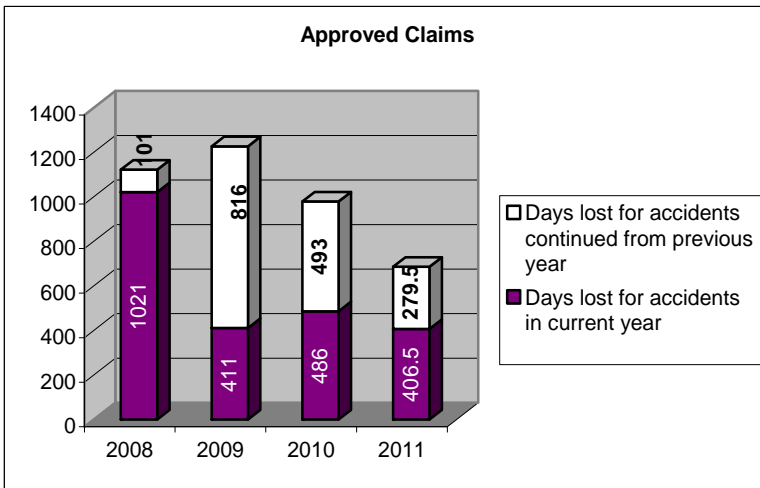
Figure 3 WSIB PREMIUM
(based on September NEER Statement)



Comments:

The premium rate for 2011 was 36 cents per hundred dollars of payroll which was higher than 2010 (34 cents per hundred dollars of payroll)

Figure 4 WSIB - DAYS LOST



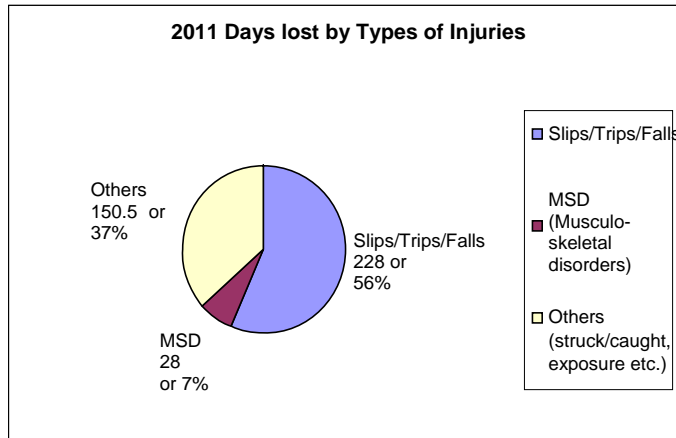
Comments:

In 2011, the days lost were mainly caused by slips, trips and falls (56%).

There were **33 lost time accident cases** which occurred in 2011 relative to 47 during 2010. The major lost time accidents in 2011 were caused by slips, trips and falls (11 or 33%) followed by overexertion (11 or 33%). Most of the slips and falls happened indoors.

The **total days lost in 2011 for accidents that occurred in 2011 (406.5 days)** was lower than in 2010 (486 days). The days lost were mainly the result of slips, trips and falls (56%). Two cases contributed to about 108 days lost, one was due to a slip over a puddle in the hallway causing multiple injuries and the other was tripping over some renovation waste injuring the hand.

Figure 5 - 2011 Days Lost by Type of Injuries



The **number of WSIB health care claims** (58 in total) was similar to 2010 (59). Injured employees are being encouraged to seek medical attention following an accident.

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 rebates received or surcharges levied.

A NEER rebate of \$249,561.71 was received from WSIB in 2011 for the 2008, 2009 and 2010 accident years.

The rebate was mainly the result of lower severity of injuries, effective case management by EWO, effective return-to-work and accommodation programs through the cooperation of managers, unions and employees and ongoing follow up with supervisors on injury prevention by DOHS upon receipt of supervisors’ accident investigation reports.

Figure 6: Detailed information on Indicator 1b – WSIB NEER Experience Rating (effective date: Sept., 30, 2011)

	2008	2009	2010	2011
WSIB Health Care Claims	18	47	59	58
WSIB Lost Time Claims	42	40	47	33
WSIB Annual Premium*	\$1,303,249	\$1,372,937	\$1,381,637	\$1,516,125
NEER Rebate/(Surcharge)	\$221,226.54	(\$175,847.32)	(\$164,095.50)	\$249,561.71
Performance Index	2.50	1.39	0.89	0.96

* The WSIB assessment rate per \$100 payroll was 34 cents in 2008, 2009 and 36 cents 2011. 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) 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 employees' respective unions.

An effective work accommodation program will decrease the amount of lost time by facilitating injured employees to return to work quickly and safely. In 2012, the University's Accommodation Fund was increased so as to provide additional support to local units in accommodating injured employees in their early and safe return to work. The Fund contributes to the cost of specialized equipment, job modification and professional services that may be associated with accommodation.

Below is a summary of the number, type and cost of accommodations in 2011:

Figure 7 – Number, Type and Cost of Accommodations in 2011:

(Data provided by the EWO in the Department of Human Resources)

Employee Group	Number of Requests	Type of Accommodation ¹ Requested			Nature of Accommodation Requested					Disposition			Amount Spent ²
		WSIB	LTD	OTHER	JR	EQ	HSS	MH	OTHER	O	S	U	
CASUAL	1			1						1	2		\$
CUPE 3903	4			4					4				\$ -
CUPE 1356	27	8		19	2			6	19	13	14	2	
CUPE 1356-1	2	1		1					1	1			\$ -
CUPE 1356-2	1			1					1			1	\$ -
CPM	10	1	1	8		1		1	9	2	8	3	\$ 7,436.00
IUOE	1			1					1		1		\$ 565.00
YUFA	19	1		18		3			18	6	12		\$ 9,763.00
YUSA ³	53	11		42	2	2		2	40	9	25	5	\$ 22,537.00
OPSEU	1	1							1		1		\$ -
OTHERS (Daycare)	2			2					2		2		\$ 3,861.00
TOTAL 2011	121 (359*)	23	1	95	4	6	0	9	94	32	63	11	\$ 44,162.00
TOTAL 2010	160 (419*)	37	13	110	2	0	2	21	125	73	72	15	\$ 28,809.87

Footnotes:

1. To qualify for accommodation, an employee must be under a physician's care for a specific disability.

2. Exclusive of first \$1000 paid by the department for accommodation items.

3. Included salary estimate for permanent job accommodation.

* Total cases. Includes LTD cases and STD accommodations that continued and carried over from previous year.

Legend

Type Of Accommodation

WSIB Workplace Safety & Insurance Board

LTD Long Term Disability

STD Short Term Disability

Other e.g. employees on short term disability or no lost time

Nature of Accommodation

JR Job Redesign

EQ Equipment using funds

HSS Human Support Services

MH Modified Hours

OTHER e.g., IME, professional services

Disposition

O - Ongoing, at work, not performing full duties

S - Successful, at work performing full duties

U - Unsuccessful the employee not at work

6.2 Safety Committees

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

Joint Health and Safety Committees (JHSCs) 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 five JHSCs and one Health and Safety Representative for the employees of the York University English Language Institute (YUELI), who are members of the Ontario Public Service Employees Union (OPSEU), Local 578, as they are too small to form a JHSC.

JHSCs are consulted in the review of the University's 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 assessments, 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 2011, the University took the following major actions in response to concerns raised by the various JHSCs:

- Closure of Escott Reid Walkway at Glendon to pedestrian traffic due to construction hazard;
- Repaired stairs between upper and lower lots at Glendon and developed plan to replace stairs in Spring 2012;
- Maintained regular communication of safety and security concerns related to the subway;
- Expanded the distribution of an information booklet related to the University's emergency preparedness for persons with disabilities;
- Revised the scented products guideline;
- Communicated to Area Health and Safety Officers an electrical hazard related to key type light switches and applied warning labels on existing switches on campus.

Indicator 2a – JHSC Meetings in 2011

The number of JHSC meetings in 2011 was in compliance with the OHS Act.

The *Occupational Health and Safety Act* requires JHSCs to meet at least once every three months. All committees had 4 or more meetings in 2011.

Figure 8: Detailed Information on Indicator 2a – JHSC Meetings in 2011

JHSC Meetings¹ 2011		
JHSC	No. of Meetings 2011	No. of Meetings 2010
CUPE 1356,1356-1⁴	6	5
CUPE 3903⁵	5	6
YUFA²	5	3
YUSA³	10	9
IUOE⁶	4	1
Footnotes:		
1. <i>OH&S Act</i> 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. IUOE = International Union of Operating Engineers		

Indicator 2b – JHSC Workplace Inspections in 2011

All committees, except JHSC 3903, conducted workplace inspections in 2011.

All JHSCs, except JHSC 3903, conducted workplace inspections as scheduled in 2011. JHSC 3903 had a turnover of worker members in 2011 requiring certification training and training on workplace inspection. Worker members of JHSC 3903 started workplace inspections in 2012.

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

Figure 9: Detailed Information on Indicator Number 2b – JHSC Workplace Inspections in 2011

JHSC	2011		2010	
	Inspections Completed	Person Hours	Inspections Completed	Person Hours
CUPE 1356, 1356-1	26	23.5	19	20.5
CUPE 3903	0	0	18	45.5
YUFA	3	14	8	14
YUSA	22	61	28	193.5
IUOE	8	12	5	6
YUELI	3	1.5	5	1.25
University Totals	62	112	83	280.75

Indicator 2c – JHSC Recommendations

There was no formal recommendation sent to the VP Finance and Administration from the Joint Health and Safety Committees in 2011

JHSCs often provide 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.

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

Joint Health and Safety Committee Recommendations, Jan. 2011 - Dec. 2011									
Recommendation by	Recommendation to	Type of Recommendation	Nature of Response				Timeliness of Response		
			Agree	Disagree	Further study	No response	On Time	Late	No response
No formal recommendations were submitted to the VP-Finance and Administration in 2011.									

Indicator 2d – Radiation Safety Committee Compliance

The University was 100% in compliance with the Canadian Nuclear Safety Commission (CNSC) requirements in 2011. The University 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 2011.

The University issued 30 internal radioisotope permits as of December 2011. 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 2011 and no leakages were detected.

6.3 Indicator 3 – Government Contacts

The University was 100% in compliance with direction received from government agencies in 2011.

This indicator is a measure of compliance with direction received from regulatory agencies. There were 5 visits by the Ontario Ministry of Labour (MOL) in 2011.

Figure 11: Detailed Information on Indicator 3 – Government Contacts 2011

Date	Government Agency	Reason for Contact	Government Response	University Response
26-Jan-11	CFIA	Biosafety Lab Inspection	Several minor deficiencies reported	Biosafety Officer followed up on action required.
18-Aug-11	MOL	X-ray Safety Inspection (Farquharson Building)	No orders issued	None required.
19-Aug-11	MOL	MRI Safety Inspection (at Sherman Health Science Research Centre)	6 orders issued. Orders included providing name of MRI safety officers, labeling, training.	All orders have been complied with by the due date and a notice of compliance has been sent to the MOL.
19-Aug-11	MOL	Laser Safety Lab Inspection	No deficiencies noted. No action required.	None required.
26-Aug-11	MOL	Investigate a medical emergency (extensive loss of blood)	No orders are issued. The worker involved was on LTD since 2007 and was attending non-work activity on campus	Emergency Medical Services transported the person to the hospital.
7-Sep-11	MOL	X-ray Safety Inspection (Petrie Science Building)	No orders issued.	None required.
7-Nov-11	WSIB	Investigate mould claim (in TEL 1047)	No action required. Claim denied.	None required.
18-Nov-11	CNSC	Radioisotope Lab Inspection	No deficiencies reported. No orders issued.	None required.

CFIA= Canadian Food Inspection Agency
 CNSC= Canadian Nuclear Satey Commission
 MRI = Magnetic Resonance Imaging
 MOL = Ontario Ministry of Labour
 WSIB = Workplace Safety Insurance Board

Four of the five MOL visits were inspections of specific laboratories housing X-ray machine, laser and MRI. The MRI facility, which was a new facility, received 6 orders. The orders included providing the name of the MRI Safety Officer to the MOL, improving signage and providing awareness training to workers such as custodial and maintenance workers. All orders have been complied with prior to the deadline given.

One visit involved an investigation of an incident which was initially believed to be considered as a critical injury (involving extensive loss of blood) to a worker that was found in a washroom. The result of the investigation showed that it was a medical emergency involving a person was not an active employee but was attending a non-work activity on campus. The person was transported by Emergency Medical Services to the hospital.

6.4 Indicator 4 – Education/Awareness

In 2011, 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 2011.

All senior University officers received mandatory due diligence and health and safety training. New senior officers, as part of their health and safety orientation, are required to meet with the Director of DOHS to receive an overview of the University's OHS Management System within the first month of arrival and to complete an on-line due diligence health and safety module.

Fig. 12: Detailed Information on Indicator 4 - Training Courses Provided by DOHS in 2011

Courses	Number of Sessions	Trained 2011	Trained 2010
Legislatively Required Training			
Asbestos Safety	2	14	11
Asbestos Practical (hands-on)	2	13	12
Confined Space Rescue Refresher	0	0	37
First Aid ¹	8	87	107
First Aid Emergency	2	22	12
First Aid Refresher	3	13	35
Due Diligence for Senior Executives	2	2	5
JHSC - Certification Part 1*	5	9	3
JHSC - Certification Part 2*	4	8	7
Laser Safety	7	14	3
Lift Truck Training	0	0	12
- Scissor Lift**	0	0	26
- Fork Lift	0	0	4
- Zoom Boom Training**	0	0	27
Occupational Health and Safety Act for Supervisors (includes on-line training)	28	110	184
Radiation Safety for Users ²	11	46	40
Respiratory Fit Testing	5	13	10
Transportation of Dangerous Goods*	2	2	19
Transportation of Dangerous Goods - Biological (<i>new</i>)	3	3	-
Violence Prevention in the Workplace (on-line)	n/a	781	4924
WHMIS I ³ (includes on-line training)	25	1172	1310
WHMIS II ⁴	21	427	311
Workplace Harassment Train-the-Trainer (<i>new</i>)	5	49	-
Workplace Harassment for Non-Academic (<i>new</i>)	72	601	-
Mandated by Internal Policy and Procedures			
Accident Investigation	8	77	108
Biosafety Training	16	136	143
Biological Hazards	3	78	66
Compressed Gas Cylinder Safety	4	72	55
Fine Arts TA***	1	43	35
Mould Control	2	14	12
MRI Awareness (<i>new</i>)	5	54	-
Science TA****	1	81	109

Student Workers Orientation ⁵	6	130	151
Workplace Inspections (includes on-line training)	25	93	108
X-Ray Safety	2	8	6
Discretionary Based upon Identified Need or Requests			
Back Safety ⁶	15	25	247
Chemical Handling, Volatile Storage Rooms****	3	24	21
Computer Workstation Safety	12	48	61
Electrical Safety Awareness	0	0	36
Fall Arrest Awareness *	0	0	66
Health & Safety for 2nd and 4th Year Engineering Students	1	34	36
JHSC - Occupational Health & Safety Act	1	13	-
Laboratory Fire Safety****	2	47	132
Ladder Safety	8	9	21
Occupational Health & Safety Act for CUPE 1356	0	0	12
Radiation Safety Awareness	2	2	7
Footnotes:			
*Courses organized/coordinated by DOHS and provided by external trainer.			
Courses organized by CSBO *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 Officials and Designated First Aiders).			
2. Radiation Safety for Users, some employees received training through independent study package with the completion of a quiz.			
3. WHMIS I is for employees who work in the proximity of where hazardous materials are used, includes training for Security Officials.			
4. WHMIS II is for employees who work with hazardous materials; includes customized training for custodial staff.			
5. Training for CSBO and Student Services employees (Dons and Residence Life Coordinators). Includes: Back safety, WHMIS, <i>OHS Act</i> , Sharps, Blood and Bodily Fluids, Harassment Awareness, Workplace Violence Prevention, AODA.			
6. Large group sessions were organized by Custodial Services in 2010.			

6.5 Indicator 5 – Advice and Counsel

The total number of DOHS interventions in 2011 was slightly higher than in 2010.

Figure 13 provides a statistical summary of the range of DOHS interventions providing professional advice and counsel to members of the University community during 2011 to assist them in making decisions and taking action to fulfill statutory responsibilities.

In 2011, there was an increase in mould concerns from employees due to water leaks and flooding in some buildings (e.g., Bethune College, Technology Enhanced Learning Building, etc.). DOHS responded by following the procedure in its Mould Control Program, i.e. visual inspection, moisture testing and bulk sampling to assess the extent of mould growth. In some cases, employees had to be relocated due to odour, health symptoms, and to allow for mould remediation work.

There was no chemical spill in 2011.

Figure 13: Detained Information on Indicator 5 – Advice and Counsel 2011

Type Of Issue	Number of Interventions 2011	No. of Interventions on Same Issues 2010
Asbestos	40	35
Accessibility	5	9
Accident Prevention	24	82
Biological Spills/Exposure	10	5
Chemical Spills/Fumes/Odours	80	72
Confined Space	25	21
Diving Research (<i>new</i>)	2	-
Emergency Response Warden Evacuation	2	5
Environmental	6	5
Ergonomics ¹	89	81
Ergonomic Committee (<i>new</i>)	2	-
First Aid Supplies	51	70
Furniture Procurement (<i>new</i>)	10	-
General Safety	122	56
Hazardous Waste Disposal	25	27
Health and Safety Program Review	12	7
Indoor Air Quality ²	90	79
Joint Health and Safety Committee (including meetings with co-chairs)	20	18
Joint Health and Safety Committee Member Orientation	3	2
Laboratory Decommissioning and Renovation	5	4
Laboratory Safety	64	50
Medical Consultant Meetings	7	14
Mould	40	18
Noise	10	4
OHS System: New Area Health & Safety Officer Orientation	6	6
PCB	3	2
Public Health	10	4
Radiation Safety (including MRI)	11	19
Research Enquiries & Meetings	2	2
Return to Work Meeting with Employee Well Being Office	4	4
Safety Inspection & Assessment (new building)	10	3
Safety Orientation Checklist Submission	311	288
Senior Executive Occupational Health & Safety Orientation Meetings	3	6
Sharps (Pick-up and Disposal)	3	4
Smoking	16	7
Subway Construction	4	3
Violence/Harassment in Workplace Program	29	28
Water Contamination & Sampling	8	9
Work Permit Approvals	36	44
Work Refusal - Internally Resolved	2	1
Totals	1202	1094
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 Assessment and Testing

In 2011, 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 or arranges selected environmental testing, testing of equipment, laboratory inspection 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 and certification testing biocontainment cabinets).

There was an increase in laboratory inspections in 2011 to facilitate compliance by lab supervisors and in response to the relocation of laboratories to the new Life Science Building. There was an increase in indoor mould assessment due to flooding in a few buildings (e.g., Bethune College and Technology Enhanced Learning Building).

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

Type of Tests	Required/ Requested 2011	Tests Conducted 2011	Required/ Requested 2010	Tests Conducted 2010
Statutory Testing/Inspection				
Biocontainment Cabinets/Laminar Flow Hoods ¹	47	47	36	35
Radioactive Sealed Sources Leak Testing	9	9	5	5
Radioisotope Laboratories Monitoring	22	22	21	29
X-RAY Machine Leak Testing	1	1	2	2
Mandated by Internal Policy and Procedures				
Biosafety Laboratory Inspection & Commissioning	14	14	11	11
DOHS Equipment Calibration	2	2	9	9
Laboratory Inspections ²	52	52	36	36
Indoor Air Quality	70	70	38	38
Indoor Mould Assessment	30	30	19	19
Other Hygiene ³	110	110	104	104
Workplace Noise Testing of Areas >85dBA	5	5	2	2
Ergonomics ⁴	25	25	30	30
Ergonomics (for Accommodations including all WSIB cases)	30	30	32	32
Footnotes:				
1. DOHS coordinated the annual certification of biosafety cabinets which is performed by an external firm.				
2. Inspection of scientific laboratories in the Faculties of Science and Engineering, Health, Liberal Arts and Professional Studies.				
3. Includes testing for hazardous gases and vapours in response to odours and spills (e.g. flammables, organic vapour, carbon monoxide and hydrogen sulphide, etc.)				
4. Number of individuals or departments who received at least one visit. Multiple visits of an individual were counted just once.				

Indicator 6b - Occupational Health and Disease Prevention

York University protects workers and researchers from exposure to biological hazards through its medical surveillance and biosafety programs.

Medical Surveillance Program

The medical surveillance programs (e.g., medical surveillance for exposure to biological hazards, respiratory protection, hearing conservation, etc.) establishes the initial health status (baseline) of a person and ensures adequate safety measures are enacted for the hazards present in the workplace. For example, audiometric or hearing test are conducted for workers exposed to high noise level annually to monitor the effectiveness of hearing protection; medical surveillance for workers who may be exposed to biological hazards to ensure that various immunizations and medical tests (e.g., TB tests) are in place before work begins and in high risk areas annually thereafter.

Biosafety Program

A major initiative by the Canadian government is underway to enhance the regulation of biological hazards. In 2009, the *Human Pathogens and Toxins Act* was enacted. Regulations under the Act are anticipated to be released in the fall of 2015. Members of DOHS, including the Director and Biosafety Officer have participated in government consultation meetings to provide feedback to the regulators and to closely monitor the impact on York's teaching and research community who work with regulated biological agents.

The Biosafety Program, managed by the University Biosafety Officer (BSO), has progressively grown since it was established as a standing OHS program in 2010. A permitting/certification system is in place for all biological research, which began with 11 certificates in 2003, increasing to 47 by 2011. The BSO, with the University's Biosafety Committee, actively inspects, commissions/decommissions labs, and develops procedures/guidelines on safe handling, emergency/spill response, disinfection and biohazardous waste disposal. Since biosafety training was created in 2008, 473 York workers and researchers have been trained, including 32 faculty members.

The BSO of DOHS also provides expert advice to the York community regarding exposure to biohazardous materials (including reportable, communicable diseases) by liaising with the DOHS medical consultants and government authorities.

Below is a summary of biosafety and medical surveillance activities in 2011.

Figure 15: Indicator 6b - Summary of Biosafety and Medical Surveillance Activities in 2011

	No. of Tests/Participants	
	2011	2010
Biosafety Program		
Biosafety Certificate Approval - New	3	10
Biosafety Certificate - Renewal	20	29
Biocontainment Cabinets and Laminar Flow Hoods Certification	47	35
Medical Surveillance Programs		
Animal Care Workers and other biohazards ¹	35	47
Audiometric Testing	131	124
Note: 1. The DOHS provides employees with instructions for completing the health assessment form.		

2012 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 (2006-2010) is 0.40.
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. During 2012, the following programs will be reviewed: Accident Investigation, Asbestos Safety, Compressed Gas Cylinder Safety, Confined Space, Laboratory Safety, Laser Safety, Radiation Safety, WHMIS, Workplace Harassment Prevention and Workplace Violence Prevention.
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 and disseminators of 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. Conduct Occupational Health and Safety System audits of Faculties/departments following the established multi-year audit schedule.
2. Develop on-line training programs on Workplace Harassment Prevention for academic and non-academic employees.
3. Establish partnership programs with relevant Faculties for occupational health and safety programs improvement and resource sharing (e.g., engaging kinesiology students in job task physical demand analysis, ergonomic assessment etc.).

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, 2010/06/21, 2011/06/20
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 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.

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.