



Health and Safety At Lakehead University, Orillia Campus

Ontario Occupational Health and Safety Act

The Occupational Health and Safety Act sets out the rights and duties of all parties in the workplace. Its main purpose is to protect workers against health and safety hazards on the job. The Act establishes procedures for dealing with workplace hazards, and it provides for enforcement of the law where compliance has not been achieved voluntarily.

Workers Have 3 Rights:	Workers Must:
Right to refuse unsafe work	Work in compliance with the Act & Regulations
Right to know	Report unsafe acts or conditions to their Supervisor
Right to Participate	Participate in training as required by the Employer

Reporting Unsafe Conditions

All unsafe conditions which may cause immediate danger or injury to persons **must** be reported to Security immediately:

- at Orillia Academic (OA) ext. 2009 or
- at Heritage Place (HP) ext. 2002

If the condition does not constitute immediate danger please report to the area supervisor, Security or Physical Plant

Safety Programs Information

Chemical Safety Program:

<https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/health-safety/tb/lab-safety/chemical-safety-program>

Biosafety Program

<https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/health-safety/tb/biosafety/biosafety-program>

Workplace Violence Prevention Policy

[https://www.lakeheadu.ca/sites/default/files/uploads/855/Violence in the Workplace Policy, LU Policy.pdf](https://www.lakeheadu.ca/sites/default/files/uploads/855/Violence%20in%20the%20Workplace%20Policy,%20LU%20Policy.pdf)

Working Alone

Working alone or after hours, employees should Keep InTouch (KIT) with Security Services. Call OA ext. 2009 or HP ext. 2002 or stop by the Security Office on your way in to work and on your way out.



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Questions? Want more information? See the Health and Safety Website at
<http://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/health-safety>

Training Provided

WHMIS	Lab Safety	New Hire Orientation
First Aid	Fire Safety	Supervisor H&S Awareness

Resources Available

- Work-related Accident and Incident Reporting
- First Aid Kits
- Joint Health and Safety Committee (worker and management members)
- University Policies and Procedures

Health and Safety Websites

<https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/health-safety/or>


<https://www.labour.gov.on.ca/english/index.php>

<http://www.wsib.on.ca>

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Work Related Injury or Illness? Three Things to do Right AWAY!

1. Seek Medical Attention or Get first aid if needed 
 - First Aid is available through:
 - Designated first aiders (employees trained in first aid and CPR)
 - Security Services (call 3 – 911)

Call 3 – 911 any time including to for medical assistance or to call an ambulance

2. Tell Your Supervisor
Your supervisor needs to know what happened so he/she can promptly address the hazard(s) which resulted in your injury. He/she also needs to know where you are and if you need to leave for medical attention.
3. Contact Human Resources (or after regular business hours, contact Security)
HR can assist with:
 - The forms you may require if you need to seek medical attention from a health care provider
 - Help you complete an accident or incident report
 - HR can also help you if you require a modified work arrangement to return to work

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Questions & Answers About Work-Related Injuries



Q What are "work-related injuries"?

A Work-related injuries "arise out of and in the course of employment". They include injuries which:

- are the result of accidents in the workplace (eg. fracture and bruises in a fall from a ladder), or
- are the accidental outcomes of normal workplace activities (eg. back strain while lifting boxes)

Work-related injuries also include disablements which appear gradually in association with workplace activities (eg. tendinitis from improper mouse use).

Q What if my injury prevents me from contacting my supervisor or Human Resources immediately?

A Any of the first aid trained employees can help you contact your supervisor and/or Human Resources if you are unable to do so. You will still need to contact them once you have received emergency health care.

Q What should I do if I am unsure that my injury or condition is work-related?

A Contact Human Resources.

Q Are all injuries reported to the Workplace Safety and Insurance Board?

A No. While all injuries are recorded, only those injuries which cause an employee to:

- obtain health care (eg. services of a medical doctor, chiropractor, dentist, physiotherapist, etc.), or
- be absent from work, or
- earn less than regular pay

are reported to the Workplace Safety and Insurance Board.

Did You Know That ...

all employees of Lakehead University, including student employees, full-time, part-time, casual and contract employees, have workers' compensation coverage under the Workplace Safety & Insurance Act

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Mandatory Health and Safety Awareness Training

As a condition of employment and in accordance with Provincial Legislation - Occupational Health and Safety Awareness and Training Regulation (O. Reg. 297/13) under the Occupational Health and Safety Act (OHSA), all faculty and staff of Lakehead University must complete the Health and Safety Awareness Training. The training describes the workplace parties rights and responsibilities in regards to Occupational Health and Safety.

To access the training please visit:

www.lakeheadu.ca/faculty-and-staff/departments/services/hr/health-safety/or/new-employee-orientation-training



You MUST complete the following:

- Accessibility for Ontarians with Disability Act Training –link on Health and Safety page
- Employee Health and Safety Awareness Training

<https://www.labour.gov.on.ca/english/hs/training/>

- If you are a supervisor, then please complete the Supervisor H&S Awareness Training

<https://www.labour.gov.on.ca/english/hs/training/>

Depending on your role, you may be required to complete WHMIS Training – link on Health and Safety page



Once you have completed each training item please save and print a certificate of completion and send to Human Resources, Orillia, Room 2011 or email orhumres@lakeheadu.ca



If you have already completed similar training, please provide certificate copies or proof of completion to the HR Associate for review and to confirm whether you need to complete these modules.