

Health and Safety

At Lakehead University - Orillia Campus

1 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.

The Act grants all workers Three Rights:

- Right to refuse unsafe work
- Right to know
- Right to participate

Workers must

- Work in compliance with the Act & regulations
- Report unsafe acts or conditions to the Supervisor
- Participate in training as required by the Employer

*For Joint Health and Safety Committee Info
Go to Orillia Health and Safety Website*

2 Reporting Unsafe Conditions

All unsafe conditions which may cause immediate danger or injury to persons must be reported to Security immediately at Orillia Academic (QA) Ext. 2009 or Heritage Place/Town Court (HP/TC) Ext. 2002. If the condition does not constitute immediate danger please report to the area supervisor, Security or Physical Plant.

Substandard conditions requiring the attention of Physical Plant should be reported to John Siecker. Facility Manager. ext 2302 or jsiecker@lakeheadu.ca.

3 Special Safety Programs Information

Chemical Safety <http://hr.lakeheadu.ca/wp/lpJ=185>

Biosafety <http://hr.lakeheadu.ca/wplpg=140#biosafety>

Workplace Violence Prevention <http://hr.lakeheadu.ca/wpl?og=214>

4 Working Alone

Working alone or after hours, employees should Keep InTouch (K.I.T.) with Security Services. Call OA ext. 2009 or HP/TC ext. 2002 or stop by the Security Office.

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

Emergency on campus? Call Security at 3-911, 24 hours a day

Health and Safety Questions? Resources Available!

1 Training

- WHMIS
- New Hire Orientation
- Fire Safety
- First Aid
- *Biosafety*
- Dealing with Difficult People
- Health, Safety and the Law
- Slips, Trips and Falls
- *Supervisor Training*
- *Basic Health and Safety Law*

2 Consultations, Assessments

- *Ergonomic*
- Laboratory Safety
- *Biosafety/Biosecurity*
- Chemical Safety
- Fire Safety

3 Resources Available

Our Office Provides:

- Work-related Accident/Incident Reporting (On-campus and Fieldwork)
- First Aid Kits and replacement supplies.
- Hazardous waste disposal
- *Health and Safety Video Library*
- Select Health and Safety Signage
- WHMIS labels
- Liaison for Health and Safety Committees
- Sharps, broken glass containers

For more information, contact: *Human Resources at ext 2011 or visit OA room 2012*

Health and Safety Website: <https://www.akeheadu.ca/faculty-and-staff/departments/services/hr/health-safety/or>

Emergency on campus? Call Security at 3-911, 24 hours a day

Work-Related Injury? Three Things to Do Right Away!

- Get first aid, if needed.

First aid is available through:

- designated first aiders: employees trained in first aid and CPR (located across campus)
- Security Services (call **3-911**)

CALL 3-911 AT ANY TIME (24 HOURS PER DAY) FOR IMMEDIATE ASSISTANCE, INCLUDING ACCESS TO AMBULANCE SERVICE.

- Tell your supervisor.

Your supervisor needs to know what happened so that he/she can promptly address the hazards which resulted in your injury.

- Contact Human Resources (or, after hours, Security).

Our staff will:

- provide you with required forms if you are planning to visit a health care provider (such as a physician or a chiropractor)
- arrange (and pay for) taxi service to off-campus health care, and
- work with you to complete an accident report

Later, HR will help you and your supervisor to design a modified work plan that accommodates your injury.

**Emergency?
Call 3-911. 24 Hours.**

For more information, contact:

Human Resources: ext 2011

Work-Related Injury? What to do? Check Page 1!

Page 2

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 providers listed on page 1 can ensure that your supervisor and/or Human Resources are contacted on your behalf, if you are unable to do so. You will still need to contact them once you have received emergency health care. (If you are hospitalized, Human Resources will contact you.)

Q/ What should I do if I am unsure that the injury or condition which I am experiencing 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. the 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?

Orillia

FIRST AID QUALIFIED STAFF MEMBERS

Orillia Academic

Neil Quinn	Student Affairs	Ext 2116	Expiry Date: 20 Dec 2016
Brenda Melick	Student Affairs	Ext 2121	Expiry Date: 12 Apr 2015
Carolyn Rimkey	Faculty Admin Assistant	Ext 2600	Expiry Date: Oct 2014
Jenny Gomes	Human Resources	Ext. 2011	Expiry Date: Jan 2016
Shelley Unwin	Dean's Office	Ext 2017	Expiry Date: 9 May 2015
Theresa Prisciak	Security	Ext 2009	Expiry Date: 01 Mar 2015
Russell Holdsworth	Security	Ext 2009	Expiry Date: 10 Nov 2014
Anthony Davis	Security	Ext 2009	Expiry Date: 19 Jul 2014
Wes LaFlamme	Security	Ext 2009	Expiry Date: 10 Apr 2014
Robert Munroe	Security	Ext 2009	Expiry Date: 25 July 2016
Pat Naccarato	Security	Ext 2009	Expiry Date: 14 Sept 2014
Kyle Rogers	Security	Ext 2009	Expiry Date: 11 Apr 2016
Gerri Roque	Security	Ext 2009	Expiry Date: 03 Apr 2016
Tammy Mino	Security	Ext 2009	Expiry Date: 08 Dec 2014
Maciej Knurek	Security	Ext 2009	Expiry Date: 20 Mar 2015

Heritage Place

Devon Rylski (HP)	TSC	Ext 2213	Expiry Date: 29 May 2015
Lawrence Kingston	Security	Ext 2002	Expiry Date: March 2015

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;

Lakehead University Health and Safety website;

web: <http://hr.lakeheadu.ca/wp/?pg=140>

(Health and Safety Awareness training for workers and supervisors - 3rd item from the top in colour purple)

or the Ministry of Labour website;

<http://www.labour.gov.on.ca/english/hs/training/index.php>

Once an employee completes the training, a certificate of completion must be forwarded to the supervisor and a copy sent to Jenny Gomes, HR Officer (Orillia).

If you have further questions, please contact Jenny Gomes, HR Officer ext. 2011.

FIRE SAFETY PLAN FOR

**LAKEHEAD UNIVERSITY
500 UNIVERSITY AVENUE
ORILLIA, ONTARIO**

Handout - Faculty - Instructors

Original: LRI Project #2010-391
Reviewed: February 28, 2013
Reviewed By: Lakehead University

Leber Rubes Inc.

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PO Box 2372 Toronto Ontario

**T 416.515.9331
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FIRE SAFETY TEAM ORGANIZATION

The Fire Safety Team will consist of:

- Dean of Campus
- Facilities Manager
- Human Resources Officer - Orillia Campus
- Security
- Maintenance Staff
- Fire Wardens
- Teachers/Instructors

Each member of the Fire Safety Team will be responsible for certain administrative functions to be performed throughout the year. Some members of the Team may be responsible to ensure that tasks are carried out, while others may be responsible for carrying out those tasks. Some of the persons named above will also be responsible for carrying out duties in the event of a fire emergency/incident.

PERSONS REQUIRING ASSISTANCE TO EVACUATE

It is the responsibility of **Employers** to ensure that any persons in their employ who require assistance to evacuate are provided with means to evacuate the premises safely.

In addition, faculty and administration should be aware if there are students who will be present in the building who will require assistance in the event of a fire emergency.

Overview

There is a multitude of reasons why a person may require assistance to evacuate via the exit stair. A person's condition may literally affect their ability to walk (e.g. arthritic knee, broken leg, hip problems, etc.), in which case it may be possible for them to evacuate using the stairs but they will move slowly and may need another person's assistance to do so.

There are also conditions that do not actually affect a person's ability to walk, however, those conditions may become severe as a result of having walked down the exit stairs (e.g. asthma) or may lead to a high level of distress for the person in question (e.g. severe claustrophobia).

Planning

Persons requiring assistance should be identified prior to emergencies, for the purpose of formulating plans for their safety.

Employers should ensure their personnel discuss methods of evacuating persons requiring assistance, or what actions to take in the event that a person is unable to evacuate. Those who require assistance should feel comfortable with the plan. In the case of persons who can evacuate the building, assistance may take any of the following forms:

- Escorting the person to ensure they do not fall and become injured while evacuating.
- Carrying the person out (may involve the use of an evacuation chair or training in proper lifting techniques).

In the case of persons who are unable to evacuate, Fire Wardens and others designated to do so must know:

- Where a person can safely be left in the eventuality that evacuation from the building is not possible (refer to the Emergency Procedures section of this plan).
- The procedure for reporting the location of persons left in the building to Fire Department or building personnel.

In the case of those who believe the elevator lobby to be the logical place to await rescue, they should be informed that in fact the exit stair (either inside the stair or immediately outside the stair) is the ideal place to stay. Exit stairs are designed to provide protection from smoke and fire and are therefore the safest locations in the building.

Building staff will not use the elevators to evacuate building occupants.

ONGOING RESPONSIBILITIES - FIRE SAFETY TEAM

BUILDING OWNER/DEAN OF CAMPUS/FACILITIES MANAGER/HUMAN RESOURCES OFFICER - ORILLIA CAMPUS

You will carry out the following duties, or ensure that they are carried out:

- Comply with the Ontario Fire Code.
- Implement this Fire Safety Plan.
- Revise the Fire Safety Plan when changes occur that will affect the information therein (e.g. change to contact information, change to fire protection or life safety systems, etc.).
- Appoint and organize designated building supervisory staff to carry out fire safety duties.
- Instruct supervisory staff (Fire Safety Team) and other occupants so that they are aware of their responsibilities for fire safety.
- Ensure that building life safety and fire protection systems provided for occupant safety are maintained.
- Provide alternate measures for occupant safety during the shutdown of fire protection and/or life safety equipment.
- Ensure that checks, tests and inspections, as required by the Ontario Fire Code, are completed on schedule and that records are retained for a period of not less than 2 years.
- Conduct fire drills as required by the Ontario Fire Code and as set out in the "Fire Drills" section of this Plan.
- Ensure measures are taken to control fire hazards in the building (refer to the Fire Prevention section of this plan).

ONGOING RESPONSIBILITIES - FIRE SAFETY TEAM

TEACHERS/INSTRUCTORS

You will carry out the following duties as assigned to you:

- Be familiar with your floor areas, locations of exits from the building and the route to the designated assembly location, and the sound of the building's fire alarm.
- Be aware at all times of persons in your premises/classrooms who may require assistance to evacuate.
- Attend all fire safety training sessions provided.
- Be familiar with proper internal procedures for turning off equipment and securing cash and receipts (where applicable).
- Participate in fire drills as described in this Plan.
- Assist in fire prevention by noting and reporting to your supervisor or building staff where fire hazards exist. Refer to the "Fire Prevention" section of this Plan.

ONGOING RESPONSIBILITIES - EMPLOYERS

You will carry out the following duties as assigned to you:

- Comply with the applicable Fire Code within the space you control/lease.
- Ensure that Fire Wardens are designated and all staff is trained to carry out the duties assigned to them under this Plan.
- Ensure that all employees (including persons with disabilities) are provided with the knowledge and means to enable them to react appropriately to fire emergencies and to safely evacuate the building.
- Ensure that any employees who require assistance to evacuate the building are identified. Plans must be in place to ensure the safety of these employees. The plan should be a result of discussion between the person requiring assistance and the person assigned to assist them, in accordance with the Emergency Procedures in this Fire Safety Plan.
- Practice and encourage employees to practice fire prevention and fire safety. Ensure that hazards reported are corrected immediately. Refer to the "Fire Prevention" section of this Plan.
- Encourage all employees to participate in fire drills conducted in the building, and to cooperate with Fire Wardens and building staff as they provide direction during fire alarms and building evacuations.

IF YOU FIND FIRE OR SMOKE

FIRE SAFETY TEAM - ALL

1. **Leave the fire area immediately.** Remove any person in immediate danger. Make sure that doors to the affected area are closed.
2. **Alert building occupants.** Activate the nearest fire alarm pull station.
3. **If you are unable to use an alternate exit or are trapped:**
 - a. Return to an office and close the door, leaving it unlocked.
 - b. Seal off all openings, which may admit smoke.
 - c. Crouch low to the floor if smoke enters the room.
 - d. **Call the Fire Department at 911** and alert them to your location.
 - e. Wait to be rescued. Listen for instructions given by authorized personnel.
4. **Use the closest exit stairs and/or exterior exit doors to exit. DO NOT** use elevators. If you encounter fire or smoke in the exit stair, use an alternate exit.
5. **Once at a safe location, call 911.**
6. **If safe to do so, perform your duties as outlined in the "Emergency Procedures" section of this Plan.**
7. **Report dangerous conditions.** If you have information relating to persons still in the building, report it immediately to building staff or Fire Department personnel.
8. **Proceed to your designated assembly location.**
9. **Do not return to the building until it is declared safe to do so by the Fire Department.**

IF YOU HEAR A FIRE ALARM SIGNAL

TEACHERS/INSTRUCTORS

Provided it is safe to do so, perform the following procedures:

- 1. Instruct all students/occupants to evacuate the building.**
 - a. Direct occupants to the nearest exit.
- 2. Conduct a systematic check of your immediate area (including washrooms, exam rooms and storage rooms) if not already done**
 - a. Look for smoke or fire,
 - b. Instruct occupants to evacuate.
- 3. All equipment should be turned off, including lab equipment if safe to do so, and if required.**
- 4. Ensure persons who require assistance to evacuate or those who cannot evacuate, are assisted in the following manner:**

Persons requiring assistance to evacuate via the exit stairs:

- Persons being assisted should be moved into the exit stair when there is a break in the flow of persons evacuating, or when the stair is clear.
- If, in the process of descending the exit stair, the person is unable to continue, stop at the next stair door down. If you are obstructing others exiting by remaining in the stairwell, and if the fire is not on that floor, exit the stair. Station the person immediately outside the stairwell door. Exit the building and immediately report the person's location to Fire Department personnel or building staff.

Persons unable to use the stairs to evacuate:

- **If there is no fire or smoke on the floor** - Those persons who cannot evacuate via the exit stairs are to remain immediately outside the exit stair door. If conditions worsen, they are to move into the exit stair, ensuring that the stairwell door remains closed.
- **If there is fire or smoke on the floor** - Assist person into the exit stair. Notify the Fire Department of the situation by dialing 911 from a safe location, giving the location of anyone remaining on the floor. Those persons who cannot evacuate via the exit stairs are to remain in the exit stair, ensuring the exit stair door remains closed.

TEACHERS/INSTRUCTORS (cont'd.)

- 5. Evacuate the building.**
If you know of persons still in the building, or if you saw fire or smoke, report staff to Fire Department personnel immediately upon evacuating the building. Proceed to your assembly location.
- 6. Obtain information from evacuees in your assigned area**
If anyone has information that should be reported to the Fire Department or building staff, ensure that it is reported. If persons reported missing are subsequently accounted for, ensure that building staff or Fire Department personnel are advised.
- 7. Follow instructions from the Fire Department and assist them as requested.**
- 8. Advise evacuees to remain at the assembly location until the Fire Department has declared the building safe.**

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been raised and the Fire Department has been notified, should an attempt be made to extinguish the fire, and only then by experienced person(s) familiar with extinguisher operation. If the fire cannot be easily extinguished, leave the area and confine the fire by closing the door.

Fighting the fire is always a voluntary act.

Fire and smoke can be contained and/or controlled by ensuring that doors are closed.

FIRE PREVENTION

The best way to fight fire is to prevent it from happening in the first place. Fires do not just happen; they are usually traced to human error, and prevention of fires is the ultimate achievement in fire safety. **Fire prevention is everyone's responsibility.** If you notice a fire hazard report it to your supervisor immediately.

The following fire prevention measures are noted for the purpose of creating a safe environment for occupants and building staff.

GENERAL HAZARDS

- Keep all hallways, aisles and corridors free from obstructions.
- Ensure that all fire doors remain closed at all times. They should never be propped open.
- Smoking is a major cause of fire deaths. Many fires are related to careless smoking practices. This is a non-smoking facility.
- Avoid placing combustible materials directly in contact with an electrical outlet.
- Do not hang anything from a fire sprinkler head.
- Do not hang combustible materials from ceilings or near/on doors. Limit posting of papers on doors to a maximum of two 8.5"x11" sheets of paper, and only if necessary

ELECTRICAL HAZARDS

- Disconnect all electrical appliances with heating elements (e.g. coffee maker) at the end of the workday.
- Electrical wiring that is defective, frayed, or cracked must be replaced.
- Evidence of electrical arcing in outlets and electrical devices should mean discontinuation of use until a qualified electrician can assess the problem.
- Avoid using extension cords wherever possible. Extension cords are designed for temporary use only. If they are to be used, they should be protected from physical damage. They should never be run under mats or carpets. Use a breakered power bar instead
- If a circuit breaker consistently "trips", discontinue using the device that is causing the circuit to trip. It must be determined if the device is faulty, or if there is too much current passing through the circuit, or if the circuit wiring is at fault. Only a certified electrician should assess and repair problems in the electrical distribution system.
- Circuit breaker panels shall not be covered or obstructed by stored material.

STORAGE AREAS

- Storage areas should be kept clean and free of rubbish.
- Materials should be stacked in such a way as to ensure stability of the piles and adequate aisle width
- There must be a clearance of at least 18 in. between fire sprinkler heads and stored material.
- Light fixtures should be protected by wire guard or cage to prevent accidental breakage of light bulbs.
- Material should not be stored directly touching an electrical outlet.
- Electrical equipment and devices should not be operated, or connected to an electrical source in storage rooms.
- Doors to storage rooms shall be kept closed at all times.
- Flammable and combustible liquids should not be stored in storage rooms used for ordinary combustible materials (e.g. paper, boxes, clothing, linens, etc.).
- Hazardous, reactive, or unstable chemicals and substances shall not be stored in storage rooms used for ordinary combustible materials.
- Service rooms should not be used for storage.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

The handling and storage of flammable and combustible liquids are required to comply with applicable requirements of the current Ontario Fire Code (OFC).

- Personnel using hazardous chemicals are required to complete annual WHMIS Training and to be familiar with the MSDS sheets, which describe the use and handling of chemicals.
- Do not store flammable and combustible liquids with corrosives, oxidizers, reactive chemicals, or compressed gases. Storage incompatibilities will be verified with the product's MSDS.

FIRE DRILLS

The purpose of a fire drill is to ensure that all members of the Fire Safety Team are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

Frequency

Fire drills for the Fire Safety Team are to be held annually. At minimum, the drill will involve the training/rehearsal of all members of the Fire Safety Team in their respective emergency procedures and duties, and ideally will involve evacuation of the entire building. Evacuation drills provide training for the Fire Safety Team in managing an evacuation with occupants, and will give occupants essential training in safely evacuating the building.

Guidelines for Conducting Fire Drills

- The decision to notify participants of an impending fire drill rests with the management. Should there be any concern relating to potential safety issues, (e.g. where some occupants may be injured attempting to evacuate), advance notice may be desirable in order that measures can be taken to avoid such situations.
- Check with the local Fire Department to determine whether they wish to be notified when fire drills are conducted.
- The fire alarm monitoring company must be called before and after the drill. Once the drill is concluded, the fire alarm monitoring company should confirm that they received the correct signal from your building.
- Building occupants should be requested to report their observations to Fire Wardens (e.g. difficulty hearing the alarm or announcements).
- Fire Wardens and building staff should report whether any problems were encountered during the evacuation drill. This may be accomplished either by holding a debriefing immediately following the drill, or by distributing the fire drill report to be completed and returned to you.
- You must retain records of all drills conducted for a period of at least 12 months.

LAKEHEAD UNIVERSITY - FIRE DRILL EVALUATION	
DRILL DATE: _____	DRILL TIME: _____
EVACUATED FROM FLOOR #	DEPT:
ALARM(S) HEARD ADEQUATELY?	YES NO (additional explanation):
ANNOUNCEMENTS HEARD ADEQUATELY?	YES NO (additional explanation):
PROBLEMS EXPERIENCED DURING DRILL?	YES NO (if yes, please explain):
SUGGESTIONS FOR IMPROVEMENT?	YES NO (provide below):