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(Campus Services, Grounds, & Recycling/Waste Management)

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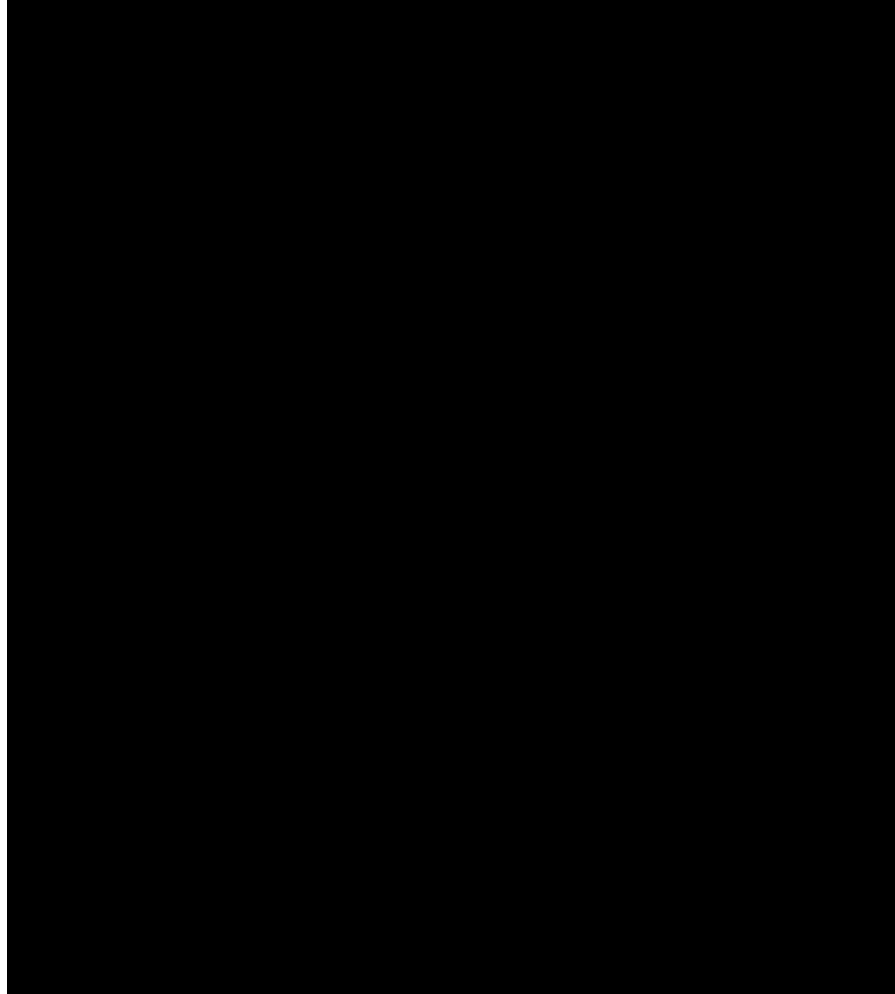
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University of Toronto
HEALTH AND SAFETY POLICY

The University of Toronto is committed to the promotion of the health, safety and wellbeing of all members of the



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The Grounds department is committed to providing a safe and healthy work environment for their employees. The operation of these departments will ensure that the measures and procedures prescribed by the Occupational Health and Safety Act (The Act) and its regulations as well as other relevant legislation concerning health and safety are complied with. This includes establishing and maintaining programs to identify and appropriately control workplace hazards; participating in joint health and safety committees to identify and address workplace hazards and workplace health and safety issues; providing appropriate tools and equipment; and providing suitable training to employees concerning workplace health and safety.

All employees of the University have a responsibility under the Occupational Health & Safety Act to work in compliance with The Act and associated regulations and to use or wear the equipment, protective devices or clothing that the University requires to be used or worn.

Employees, including supervisors, have an obligation to report any safety hazards or possible contraventions of The Act of which they are aware to their immediate supervisor, so that any safety hazards or contraventions can be corrected. All Grounds employees must accept their responsibilities concerning the provision of a safe environment in which to work.

The purpose of this handbook is to orient workers, particularly new hires, to the University's Health & Safety Policy, and to provide an overview of the health and safety programs and procedures that are provided, depending on the nature of the work, that an employee is expected to perform and the hazards that may be encountered. The employee's supervisor will ensure that appropriate training is provided to match the tasks assigned.

OCCUPATIONAL HEALTH AND SAFETY AT U OF T

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The University of Toronto Health and Safety Policy reflects the University's

- Not use or operate any equipment, machine, or device unsafely.

The University has established a number of local JHSCs made up of workers and management. As advisory bodies, committees are authorized by The Act to identify workplace health and safety hazards, and to recommend corrective actions to management. To do so, committee members meet regularly to discuss health and safety concerns and perform regular workplace inspections.

There are a number of individual JHSCs within the University. Get to know the committee and the committee members who represent you. Member's names and work locations are posted in your workplace.

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The Act gives employees the following rights:

- The ULJKW WRSD can advise you on workplace health and safety, either individually or through the health and safety committee.
- The ULJKW WRSD can advise you on hazards in your workplace. Your supervisor must tell you about such hazards and how to work safely.
- The

After this investigation, if you believe that the work continues to be unsafe, you can continue to refuse to work. Inform your supervisor of this, and he/she will then call a Ministry of Labour inspector to investigate the matter.

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Report any accident to your supervisor immediately, whether an injury occurs or not. Your supervisor will ensure that anyone hurt gets proper medical attention, that the accident is properly investigated, and that any hazards are dealt with. Your supervisor is also required to submit an accident report to WSIB Administrator, Health and Well-Being Programs and Services 263 McCaul Stul tanToaoant reON MTE6y,L:reON4reON4re7r9nt reON MM597T6m C80m C4

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It is important that everyone in the workplace, whether you are a supervisor or a worker, to follow safe work practices on the job. Your department is responsible for providing a safe workplace and in turn, you must work in a safe manner. Although there are many types of hazards that may be

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The University is an open environment where many people come and go. Many of our employees work in public and have direct or incidental contact with the public. From time to time, public health issues, such as seasonal influenza or H1N1 influenza, may have an impact on our employees. During and outbreak, employees can visit the UofT Pandemic Preparedness website for more information: <http://www.preparedness.utoronto.ca/pandemic.htm>

Prevention

The following are general guidelines for protecting yourself during an outbreak. Each illness is different and during an outbreak, you may wish to contact Public Health (City of Toronto: 416-338-7600, City of Mississauga: 905-799-7700) or your doctor for more information.

- Clean your hands frequently with an alcohol-based hand sanitizer or soap and water. Here are guidelines on hand-washing from the City of Toronto:
<http://www.toronto.ca/health/cdc/resources/index.htm>
- Practice cough and sneeze etiquette:
 - Cough or sneeze into your sleeve
 - Cover your mouth and nose with a tissue when you cough, sneeze or b.02 0r

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The Smoke Free Ontario Act (SMOA) came into effect on May 21, 2006. Prior to the SMOA, smoking was already prohibited in all University buildings and while working (even working outdoors).

The SMOA bans smoking in enclosed public places and all enclosed workplaces, including but not limited to:

- Restaurants
- Schools
- Private clubs
- Sports arenas,
- Work vehicles
- Offices
- Entertainment venues
- Washrooms
- Lobbies
- Parking garages
- Trailers
- Loading docks
- Patios that have food and beverage service if they are either partially or completely covered by a roof

The ban in an enclosed workplace is in effect at all times even during off-hours when people are not working.