



(Photo by David Lee)

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New Item

Emergency Preparedness

The [University of Toronto's Emergency Preparedness website](#) provides essential resources in responding to crisis or emergency situations for students, faculty, librarians, staff, and affected community members. This platform outlines the University's comprehensive emergency response with its [UTAlert](#), [Campus Status & Important Contacts](#), [Responding to Incidents](#), [During an Emergency](#), and [Emergency Preparedness](#).

It also offers training programs to help the University community stay prepared for various scenarios, ensuring everyone is equipped with the knowledge and skills to respond swiftly and safely. It serves as a vital hub for safety, preparedness, and communication during emergencies.

Stay Aware. Stay Safe. – Stay Focus When Using Electronic Devices

As part of [Environmental Health & Safety \(EHS\)](#)'s commitment to [promoting safety](#) across our tri-campuses, two new posters have been created to help the University community stay focused when using electronic devices.

The "[Avoid Distractions from Electronic Devices](#)" poster encourages our community to stay alert and avoid distractions.

The "[Distracted Walking is Dangerous](#)" poster highlights the potential risks of not paying attention while using electronic devices.

We encourage you to download, print, and display these posters in key areas of your office, building, and workspaces. **Stay Aware. Stay Safe.**

Stay Focused:
Avoid Distractions from Electronic Devices



Distractions can lead to workplace accidents and injuries.

Stay Focused:
Distracted Walking Is Dangerous



Talking on the phone, texting, listening to music, or engaging in conversation while walking can lead to:



Fire Prevention Awareness & Fire Extinguisher Training

Fire prevention is paramount for personal safety and property protection. The University of Toronto offers [fire extinguisher training](#), through [Fire Prevention Services](#), to prepare students, staff, and faculty to develop the skills to respond quickly and effectively in the event of a fire. Fire Prevention Services offers both in-person and online fire extinguisher training. The [in-person training](#) (*offered at St. George campus from May-October - southeast corner of Convocation Hall*) provides hands-on outdoor experience using fire extinguishers. The online course, Course name: "How to Use a Fire Extinguisher" and Course ID: FPS-1001, is available year-round via SuccessFactors, and focuses on essential fire safety knowledge. We encourage members of the University community to participate in these training to enhance on collective fire prevention preparedness for our tri-campuses.

Ergonomic Awareness

Ergonomic awareness equips staff with the knowledge to prevent musculoskeletal injuries over time. At [Environmental Health and Safety \(EHS\)](#), a variety of services and resources are available to support staff in improving their ergonomic practices. These include the [Office Ergonomics Infographic](#), [Setting Up Your Workstation Guidance Sheet](#), [Sit Stand Workstation Guidance Sheet](#), [Lighting Ergonomics Guidance Sheet](#), the EHS536 Office Ergonomics Course via Quercus, and a [Workstation Self-Assessment](#) tool.

For staff whose medical conditions affect their ability to perform their job, [Health & Well-Being](#) can be contacted to discuss the possibility of a workplace accommodation.

Electrical Safety

When using electrical equipment, as per Ontario Electrical Safety Code Rules 2-022 and 2-024, all electrical equipment must be certified and display recognized certification markings. Uncertified equipment can potentially pose hazards such as fire, electrical shock, and etc.

Refer to the [Electrical Safety - Guidance on the Use of Electrical Equipment](#) for information on what to look for when inspecting power cords, extension cords, floor outlets, chargers, etc., as well as examples of unsafe electrical practices.

Reminders

COVID-19 and other Respiratory Illness Resources

[UTogether](#) is a one-stop hub of information on how the University is responding to the pandemic.

For all the latest information please check the UTogether, and Safe Environment websites. The University of Toronto continually updates our frequently asked questions related to COVID-19 and our community.

The University of Toronto is committed first and foremost to the health and safety of our entire community. To achieve this, the University has developed F&S Strategies: Regular Caretaking Service Levels Strategy and COVID-19 heating, ventilation and air conditioning (HVAC) strategy. If additional information on ventilation is required, please contact EHS JHSC with the request. Please note that such requests may require weeks to complete depending on the size and complexity of the ventilation system. In the interim, locations can be assessed on a case-by-case basis.

Legionella and Ventilation Testing

We encourage interested JHSCs to regularly check the [Water Testing Schedule](#) for the most up-to-date information on legionella testing in their building and to contact [EHS](#) if a JHSC worker member is interested in attending the beginning of legionella and/or ventilation testing. You can find it on our website [here](#). For more information regarding legionella, you can visit our [Legionella FAQs page](#).

Reporting Health And Safety Concerns

If you have any health and safety concerns, please report them to your supervisor. Supervisors have responsibilities for health and safety in the workplace, and workers are responsible for reporting hazards to their supervisors. EHS has an [Online Accident/Incident eForm](#) that should be completed and submitted by the worker's supervisor in the event of an incident or injury. Additionally, [EHS](#) is also available to provide support by conducting assessments to identify workplace hazards and providing recommendations to address concerns. JHSC members who are approached by workers about health and safety concerns should also encourage workers to report their concerns to their supervisors and/or [EHS](#) directly.

Reporting Indoor Air Quality (IAQ) Concerns

As always, report any health and safety concerns to your supervisor. [EHS](#) can also be contacted to assess individual situations for any IAQ related questions or concerns. For more information regarding IAQ, you can visit the [IAQ page](#).

[Environmental Health & Safety](#) website contains a lot of information and resources:

- [Monthly JHSC Newsletter](#)
- [Health & Safety \(H&S\) Board](#), [their locations](#), [required posting](#) and links for download. Please inform EHS when a board is installed/relocated as EHS conducts annual updates and audits.
- [Health & Safety Policy](#) and Policy with Respect to [Workplace Harassment](#) and [Workplace Violence](#) which JHSCs are encouraged to regularly review.
- [JHSC coverage per building](#). Please note, updates are regularly made as units move, occupy new space, etc.
- AED Locations are listed on the [U of T Map](#). For more information regarding AEDs, First Aid and First Aid Training, please see [First Aid Training Page](#).
 - Campus Safety vehicles are equipped with AED and first aid kits. In the event of a medical emergency, contact [them](#) after you have called 911, or direct another person to call while you call 911.
- [CUPE3902 Reimbursement Forms](#) for JHSC-related activities. Once approved by the manager co-chair of your JHSC, please forward a copy to [EHS JHSC](#) and H5O@cupe3902.org.

EHS JHSC SharePoint

JHSC members can view/download minutes, inspections, etc. via [SharePoint](#) and will receive an email when minutes/inspections are uploaded. All members can also access the notices, reports, etc. via the JHSC SharePoint site. Please [click here](#) for a tutorial on how to use the new EHS JHSC SharePoint. JHSCs are reminded to regularly send relevant documents to [EHS](#) for upload.

Workplace Inspections

JHSCs are required to conduct workplace inspections each month so that the entire workplace is inspected by the end of the year. EHS offers various resources such as: online training (EHS415 JHSC Workplace Inspection), [Workplace Inspection Report Template](#), and [Workplace Inspections Tips for Before and After](#) - full listing and resources are available through the EHS site under "[JHSC Listing & Resources](#)".

It is the area supervisor's responsibility to correct any items noted in the workplace inspection report by completing the right side of the table and submitting a completed copy to [EHS JHSC](#). For re-occurring hazards, please include projected timeline for corrective action in the applicable section.

Please review the [Process Table](#) and [FAQs](#) regarding workplace inspections.



Safety Training

The University offers numerous training courses for its workers, specific to their workplace context ([Administration/Facilities](#), [Lab Environments](#), [JHSC Training](#), etc.) and regularly updates the training courses on an ongoing basis. We encourage the JHSCs to review our training offerings relevant to their specific work and welcome the JHSCs to provide us with any feedback regarding training content. If you have any questions regarding relevant training required for your specific work, please speak with your supervisor. If you have any questions regarding EHS-offered training courses and related University-developed training content, please contact [EHS](#).

Type 3 Asbestos Abatement Information

Type 3 asbestos abatement air sampling results are available on the Asbestos Data website. For more information, please see [Type 3 Asbestos Abatement Information](#).

F&S Service Alerts

To receive Facilities & Services (F&S) alerts for building related-services (e.g. service outages, shutdowns, Type 2 and 3 asbestos work), please subscribe to [F&S Alerts](#).

Eyewash Inspection

It is the responsibility of the lab to conduct regular eyewash flushing and documentation. For more information, please see University of Toronto [Safety Eyewash and Shower Standard](#).

Interested in joining a JHSC?

Please contact [your JHSC](#) for any vacancies. As a reminder, in accordance with the Occupational Health and Safety Act, worker members are appointed by their respective union. For more information, please see [JHSC FAQs](#). Alternatively, you can contact [EHS](#) or your union directly.

