



(Photo by Johnny Guatto)

IN THIS NEWSLETTER

NEW ITEMS

- Workplace Inspections Reminder (Management Sign-Off)
- Workplace Inspection Schedules & Templates
- Listing & Resources
- Reimbursement Form (Revised)
- Onboarding Letter - Duties of JHSC Co-Chairs
- Off-Campus Safety
- Smoke Free Policy
- Naloxone

REMINDERS

- Respiratory Illnesses [e.g. Influenza (flu), Respiratory Syncytial Virus (RSV), COVID-19, and etc.]
- Legionella and Ventilation Testing
- Reporting Health And Safety Concerns
- Reporting Indoor Air Quality (IAQ) Concerns
- University of Toronto, EHS Websites
- Workplace Inspections
- Safety Training
- Type 3 Asbestos Abatement Work
- F&S Service Alerts
- Eye Wash Inspection
- Emergency Preparedness
- Interested in joining a JHSC?

New Item

Workplace Inspections Reminder (Management Sign-Off)

After the monthly inspections are completed/signed by the Inspection Team, management (area supervisors) are reminded to sign and return a copy of the inspection report to EHS once corrective actions are completed. Please refer to the Process Table - JHSC Workplace Inspection for detailed information on roles and responsibilities before, during, and after an inspection.



Workplace Inspection Schedules & Templates

Table with 2 main columns: Inspection Team Findings and Management/Worker with Direct Responsibility to Co-Sign. Includes sub-columns for Hazard Concern, Priority, and Corrective Action Taken.

To assist each JHSC across the University in conducting timely monthly inspections, EHS has reached out to each committee's co-chairs to ensure the accuracy of the

schedule. This process ensures that all buildings, floors, and departments are accurately captured, enabling the Inspection Team to correctly inspect the designated areas.

EHS continues to encourage all Inspection Teams to utilize the Workplace Inspection Report Template to ensure consistency across the University when documenting observable hazards, so that corrective actions can be taken appropriately.

Listing & Resources

EHS offers a variety of listings and resources to support the functions, roles, and responsibilities of our JHSC community. From membership listings, templates, checklist, hazard management tools, reimbursement form, and mental health/wellness resources, please visit the JHSC Listings & Resources page.

JHSC membership listing found here.

Resources

JHSC Meetings: Agenda Template, Minutes Template

Workplace Inspections: Workplace Inspection Report Template, Workplace Inspection Checklist, Notification of Inspection Letter, Workplace Inspections Tips for Before and After, Process Table - JHSC Workplace Inspection

New Member/Co-Chair Onboarding: Welcome to the JHSC / New Co-Chair

Hazard Management Tool

JHSC Reimbursement Form

Monthly JHSC Newsletter

JHSC FAQs

Mental Health/Wellness Resources



### Reimbursement Form (Revised)

The reimbursement form has recently been revised to support applicable JHSC members, as outlined in the Collective Agreement. The goal of the revised form is to provide improved clarity for:

- CUPE 3902 Unit 1, 3, 6, and 7 Members, and
- USW Local 1998 Casual Members.

If you are the applicable JHSC members who were appointed by your respective Union, please take a moment and read the instructions in the form carefully to avoid delays in the reimbursement process.

#### Important Information

Timeline for when the form needs to be signed, approved, and sent remains unchanged. Failure to adhere to the timeline *may result in significant delays in the reimbursement process.*

### Onboarding Letter - Duties of JHSC Co-Chairs

As required by Section 9(11) of the Occupational Health and Safety Act (OHSA), "two of the members of a committee shall co-chair the committee, one of whom shall be selected by the members who represent workers and the other of whom shall be selected by the members who exercise managerial functions."

When a member is selected as a co-chair, these positions work together collaboratively to ensure the committee operates effectively. To support this, EHS has been communicating to the co-chairs with the necessary resources to fulfill their roles and duties.

### Off-Campus Safety

When conducting off-campus work activities, the University provides guidelines to faculty, staff, and students for assessing risks and addressing potential safety concerns. An Off-Campus Safety Planning Record (Risk Assessment) form has also been designed to guide units through a range of health and safety considerations.

Wildlife	Social Environment	Travel & Location	Hazardous Agent	Equipment & Tools	Physical Environment
Dangerous animals	Violence: Are there situations where the student could be exposed to violence? Could the student become a subject of violence?	Airplanes, helicopters, watercraft	Hazardous materials - chemicals / biological agents/ ionizing and non-ionizing radiation	Sharps (needles, etc.)	Diving - caves, current, deep diving, wreck, etc.
Working with wild-caught animals such birds, bats, raccoons, skunks, fowls, and coyotes) or any other animals besides lab-bred mice/rats.	Work Stress: Will there be a high level of stress in the student's work? (e.g. work requiring constant alertness for long periods of time, such as a security monitor, or work with high levels of emotional stress such as working in an Emergency Room)	Using/driving vehicles	Designated substances - asbestos / lead / silica / mercury	Hand tools and equipment (e.g. hammer, screwdriver)	Working from heights - scaffolds / ladders
Insects & bites, venomous, disease from insect vectors (e.g. malaria, Lyme, etc.)	Other social environment not specified above	Travel on dangerous roads or off-roads	Noise >85 decibels	Powered tools	Confined or restricted spaces
Plants (poison ivy, oak etc.)		High altitudes	Vibration	Exposed moving parts	Working alone
Other wildlife not specified above:		Activities requiring high fitness levels	High force motions	Stationary Power Machines	Working with or near fire
		Hiking	Working with or near explosives	Lifting devices & or Mobile equipment	Temperature extremes
		Climbing/cliffs		Large or heavy equipment	
		Isolated or remote locations		Welding	
		Other hazards not specified			

This form is intended to be completed by applicable JHSC members who were appointed to an applicable JHSC by their Union and are requesting pay related to approved JHSC activities (see Appendix A) as per the Collective Agreement. Please read the instructions below carefully to avoid significant delays in your reimbursement.

<b>For CUPE 3902 Unit 1, 3, 6, and 7 Members</b> 1. Complete the form with the correct information. 2. Submit the completed form to your JHSC Manager Co-Chair for signature/email approval. 3. Once signed/approved, send the form to <a href="mailto:ehs.jhsc@utoronto.ca">ehs.jhsc@utoronto.ca</a> & <a href="mailto:hso@cupe3902.org">hso@cupe3902.org</a> .	<b>For USW Local 1998 Casual Members</b> 1. Complete the form with the correct information. 2. Submit the completed form to your JHSC Manager Co-Chair and <a href="mailto:ehs.jhsc@utoronto.ca">ehs.jhsc@utoronto.ca</a> for signature/email approval. 3. Once signed/approved, send the form to your department's Business Manager or equivalent.
<b>Important Information</b> Timeline when the form needs to be signed/approved/sent: a. By the 10 <sup>th</sup> of every month in which the JHSC activity occurs, OR b. 10 <sup>th</sup> of the subsequent month if the JHSC activity occurs after the 10 <sup>th</sup> of the prior month Please note, failure to complete the above and adhere to the timeline may result in significant delays to your reimbursement.	
<b>EHS may not be able to reimburse individuals who are not currently employed at the University of Toronto.</b>	

Name of JHSC Member	Click or tap here to enter text.		
Personnel Number	Click or tap here to enter text.		
JHSC you are a member of	Select your JHSC		
Employee Group	Choose an item		
Course/Department you are supporting	Contract End Date	Location (building & room)	
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	

Please note, once your contract ends and if a new contract is not in place, you will no longer be part of that JHSC as you are not conducting work within that JHSC's jurisdiction. In other words, any reimbursement request submitted for JHSC-related activities will not be processed if they are not conducted within the same time period as your employment contract.

Date of JHSC Activity	Rate of Pay	Number of Paid Hours	Name and Description of Particular Activity
Click or tap to enter a date.	Contact your departmental office if you are unsure	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

For a list of reimbursable JHSC activities and appointment guidelines, please see the FAQs.



### Smoke Free Policy

As of January 1st 2019, the University of Toronto has been smoke-free.



The Smoke Free Policy reflects our commitment to provide a safe and healthy environment for everyone in the U of T community. For more information, check out University of Toronto's smoke-free policy website and the FAQs.

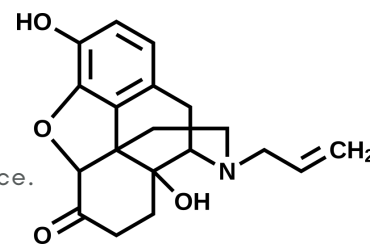
Support Related to Cessation

- Support are available through eligible benefits program
- Homewood Health through the Employee and Family Assistance Program



## Naloxone

In our continue support of naloxone kits in the workplace under Regulation 559/22 in the Occupational Health & Safety Act (OHSA), if the University becomes aware, or should reasonably be aware, of a worker who may be at risk of an opioid overdose at a workplace where they perform work for the University, the University will be required to provide and maintain a naloxone kit in that workplace.



Furthering our support to the University community (including workers, students, and visitors), Campus Safety on each campus is trained on the use of naloxone kits (nasal spray) and equipped as needed. For more information, please refer to the [EHS Naloxone](#) page.

# Reminders

## Respiratory Illnesses [e.g. Influenza (flu), Respiratory Syncytial Virus (RSV), COVID-19, and etc.]

EHS provides resources for [managing respiratory illnesses](#) such as flu, RSV, and COVID-19, and etc. These include guidelines on vaccination, self-screening tools, informational posters, procedures for illness management, and protocols for returning to campus. For further questions, please reach out to [EHS](#).

## 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 [HSO@cupe3902.org](mailto:HSO@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](#). Please note: Subscription to F&S alerts is currently available only for St. George at this time.

### **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](#).

### **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](#).

### **Interested in joining a JHSC?**

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

