



## New Item

### Workplace Violence Risk Assessment

Under Part III (Violence and Harassment) of the Occupational Health and Safety Act (OHSA), **the University is required to assess the risks of workplace violence** that may arise from the nature of the workplace, the type of work, or the conditions of work. The University is required to reassess the risks of workplace violence as often as is necessary to ensure its Governing Council Policy with Respect to Workplace Violence and related Workplace Violence Program continue to protect workers from workplace violence. If the risk assessment is in writing, it must also be provided to the JHSCs.

OHS completed an assessment of all job categories/titles and developed a General University Workplace Violence Assessment for all positions across the University in University-owned/operated workplaces, which is reviewed annually.

This high-level assessment outlines potential risks, as well as measures and procedures to mitigate those risks, that are broadly applicable. Divisions should continue assessing and implementing local measures where applicable. Employees are encouraged to discuss any specific workplace considerations with their supervisors. JHSCs are encouraged to review the assessment. If you have any questions or comments, please contact EHS JHSC. For more information, please refer to the UofT Workplace Violence Program.

### Types of Assessments

#### Assessment #1: General Physical Environment Assessment

-Considers ALL 42 job categories/titles and areas listed in Table 1 and Table 2

#### Assessment #2: Specific Risk Assessment – Direct contact with clients and members of the public

-Considers only those job categories and specific job titles identified in Assessment #1: General Physical Environment Assessment as having relevant risk associated with direct contact work with clients or members of the broader public.

#### Assessment #3 Specific Risk Assessment – Direct contact with clients (crisis situations /volatile populations)

-Considers only those job categories and specific job titles identified in Assessment #1: General Physical Environment Assessment as having relevant risk associated with direct contact work with clients comprised of crisis situations /volatile populations.

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## Annual Safety Training Reminder

All employers in Ontario must ensure that their employees receive training specific to their workplace context. In EHS, we offer a variety of training courses tailored to roles and responsibilities.

For questions relating to any of the courses offered, registration, technical support, and/or training records, refer to the [training FAQs](#) or email [EHS](#) directly.

## Training Matrix

- [Admin & Facilities Staff](#) (download the [printable version](#))
- [Laboratory Personnel](#)
- [Basic Health and Safety Awareness Training](#) (this training is updated periodically and employees are also encouraged to refresh their training annually)

## 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](#)
- All 200+ [health & safety boards](#), its [location list](#), and the [required postings](#)
- [Health & Safety Policy](#)
- Policy with respect to [Workplace Harassment](#) and [Workplace Violence](#)
- [JHSC coverage per building](#).
- AED Locations for [St. George](#), [UTM](#), and [UTSC](#)



### **EHS JHSC SharePoint & Distribution**

All JHSC members can view and download minutes, workplace inspections, etc., via SharePoint and will receive an email when minutes and/or workplace inspections are uploaded. Notices for hygiene testing, reports, etc., are sent to the JHSC via the JHSC co-chairs. Co-chairs are encouraged to distribute information according to internal committee processes and, where applicable, consider membership representing different areas, employee/union groups, etc. All JHSC members can also access notices, reports, etc., via the JHSC SharePoint website. 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.