



EHS Supervisor Due Diligence Toolkit

The Office of Environmental Health and Safety (EHS) has compiled some resources for supervisors. Here is some general information about health and safety (H&S) that will assist you as a supervisor. This is just a short list. For more information, please visit our website (<https://ehs.utoronto.ca/>) and contact us if you have any questions: ehs.office@utoronto.ca or 416-978-4467.

General Information

- 1) Please ensure that required H&S postings at the workplace are posted: <https://ehs.utoronto.ca/jhsc/>



- 2) Joint Health and Safety Committee (JHSC) information: <https://ehs.utoronto.ca/jhsc/>

Training

What is the MY EHS Training?

The My EHS Training webpage is how employees register for in-class training, find link to online training and download their training records. It is the supervisor's/department's responsibility to ensure that all employees in their areas have taken appropriate training. Link to the webpage: <https://ehs.utoronto.ca/training/my-ehs-training/>

All New Employees

All new employees must set up a profile on the My EHS training webpage. You need a valid UTORid and password to login. If you are new to the system, it will automatically

prompt you to set up a profile after you login. **Please read the instruction on this webpage. If an employee does not have a profile, there is no training record.**

EHS002 Basic Health and Safety Awareness Training (BHSAT)

All employees (workers, supervisors, managers, directors, faculty, sessional/seasonal/casual employees etc.) must take the EHS002 Basic Health and Safety Awareness Training (BHSAT). This is a regulatory requirement. For more information: <https://ehs.utoronto.ca/basic-health-and-safety-training/>.

Supervisor Due Diligence

EHS offers two supervisor-specific training courses: EHS583 Supervisor Due Diligence (online) and EHS305 Accident Investigation for Supervisors (in-class). You should also review the EHS Supervisor Due Diligence Checklist: <https://ehs.utoronto.ca/home/i-am-a-supervisor/>.

First Aid Training

First aid training information is available on the EHS website: <https://ehs.utoronto.ca/training/first-aid-training/>.

Training Matrices

Two training matrices are also available to assist supervisors and departments in determining what types of training their employees may need: Admin & Facilities and Laboratory Personnel (<https://ehs.utoronto.ca/training/>).

Incident Reporting

Incident Reports

All incidents must be reported within 24hrs and preferably immediately. When submitting an incident report, you should see a **BIG GREEN checkmark** on the screen and



Accident Reporting

978-4467.

you will get a copy by email immediately after submission. If neither occurs, then your submission has failed and you need to submit again. If you have any questions and concerns, please contact EHS:

ehs.office@utoronto.ca or 416-



There are separate forms for Employees and Non-Employees (students, visitors):

<https://ehs.utoronto.ca/report-an-incident/>

Critical Injuries

Please also familiarize yourself with the definition and procedures around Critical Injuries:

<https://ehs.utoronto.ca/report-an-incident/>. There are additional requirements for securing the scene (remains undisturbed) and reporting to the Ministry of Labour.

Hazard-Specific Information

Please visit the EHS Policies and Procedures webpage for a full listing (<https://ehs.utoronto.ca/resources/policies-and-procedures/>). Please note that EHS procedures/training do not replace department-specific information/training that should be taking place as well.

Some general H&S topics include:

- 1) Asbestos webpage (program, link to asbestos inventory and information): <https://ehs.utoronto.ca/our-services/occupational-hygiene-safety/asbestos-management-program/>
- 2) Office Ergonomics: <https://ehs.utoronto.ca/our-services/occupational-hygiene-safety/ergonomics/>
- 3) Slip, Trips and Falls poster (training also available online, course code: EHS528): <https://ehs.utoronto.ca/resources/promoting-safety/>
- 4) Guidelines on the Use of Perfumes and Scented Products: <https://ehs.utoronto.ca/our-services/occupational-hygiene-safety/guidelines-on-the-use-of-perfumes-and-scented-products/>
- 5) Workplace Violence and Harassment policies and programs: <http://policies.hrandequity.utoronto.ca/>
- 6) Lab Chemical Safety: <https://ehs.utoronto.ca/our-services/chemical-and-lab-safety/>
- 7) Biosafety: <https://ehs.utoronto.ca/our-services/biosafety/>
- 8) Radiation Safety, including lasers and x-rays: <https://ehs.utoronto.ca/our-services/radiation-safety/>
- 9) Environmental Protection Services: <https://ehs.utoronto.ca/our-services/environmental-protection-services/>
- 10) Spill reporting: <https://ehs.utoronto.ca/report-an-incident/spill-reporting-procedures/>

Contact Information/Emergency Phone Numbers

General Inquiries	ehs.office@utoronto.ca 416.978.4467 https://ehs.utoronto.ca/
In an emergency	In case of a fire, injury or illness requiring emergency medical help: Call 911 (some campus phone will require you dial "9" before the external number).
Campus Police/After-hours emergency	
St. George Campus	416.978.2222
Mississauga Campus	905.569.4333
Scarborough Campus	416.978.2222
If you have building or facilities related concerns (including the safety of the parking lots or grounds), contact your local facilities group.	
St. George Campus	416.978.3000
Mississauga Campus	905.828.5301
Scarborough Campus	416.287.7579
Chemical spills (After-hours, contact Campus Police)	
St. George Campus	416.978.7000
Mississauga Campus	905.301.4855, 905.301.2043
Scarborough Campus	416.208.5141