TRENT UNIVERSITY'S SCIENCE SAFETY PROGRAM

OVERVIEW FOR SUPERVISORS AND LAB PERSONNEL

INTERNAL RESPONSIBILITY SYSTEMS (IRS)

The basis of all Health and Safety Programs is the Internal Responsibility systems

Directors and Officers

Employer

Supervisor

WORKER

Worker Rights

WORKERS:

Anyone who performs work or supplies services.

To Know about hazards in the workplace

To Refuse work they believe to be unsafe

To Participate in the identification and resolution of safety concerns through the JHSC

Worker Responsibilities

Directors and Officers

Employer

Supervisor

WORKER

RESPONSIBILITIES:

- Work in compliance with regulations
- Use/wear protective equipment/devices
- Report unsafe act/conditions
- No horseplay

SUPERVISORS

DEF'N: A PERSON WHO HAS CHARGE OF A WORKPLACE OR AUTHORITY OVER A WORKER

Directors and Officers

Employer

SUPERVISOR

Worker

In addition to the same worker rights and responsibilities a supervisor has the following additional responsibilities:

Instruction, supervision and to "take *every precaution reasonable in the circumstances for the protection of a worker*"

Employer

Directors and Officers

EMPLOYER

Supervisor

Worker

RESPONSIBILITIES

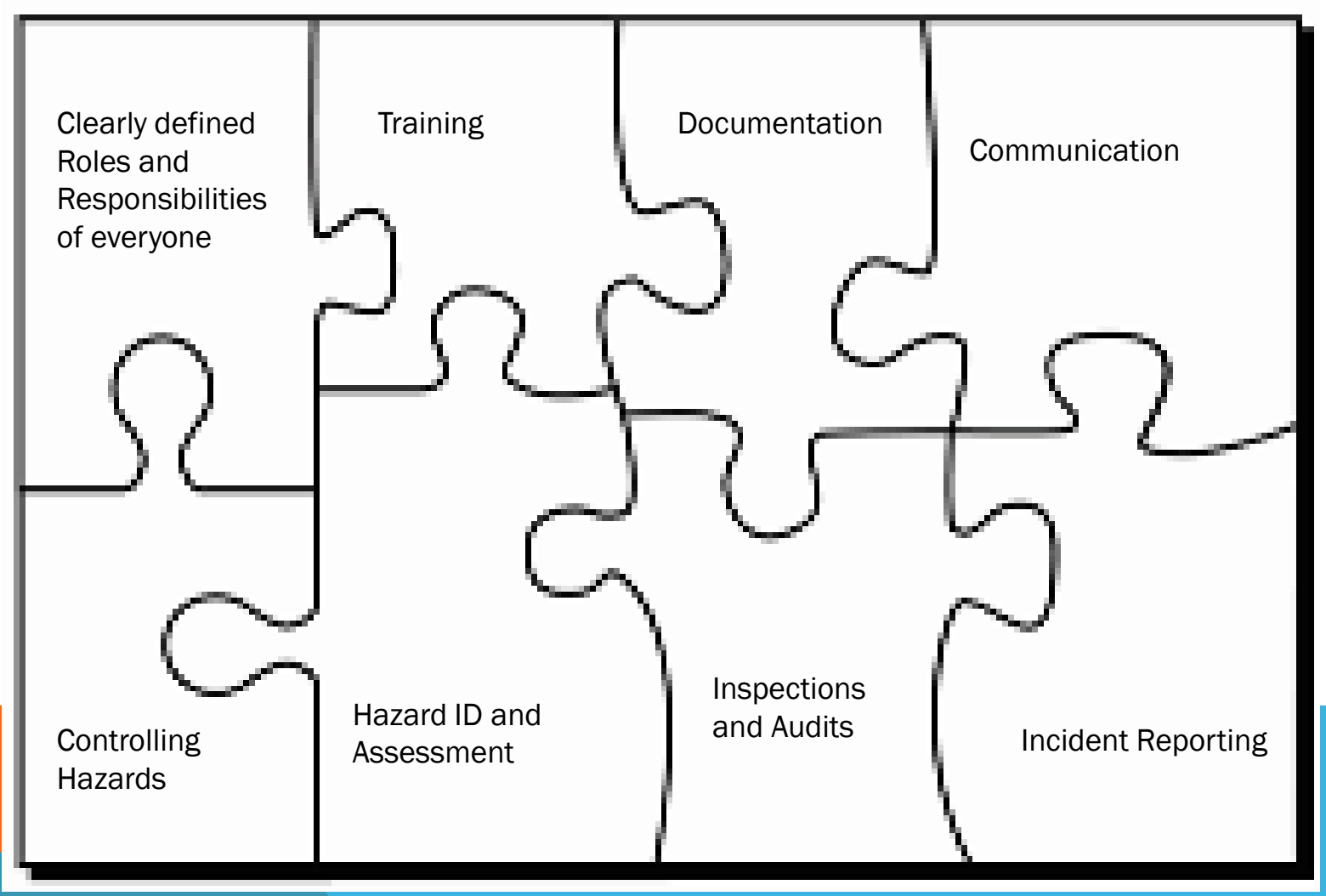
Provide equipment, materials, protective devices, etc.

Appoint Competent supervisors

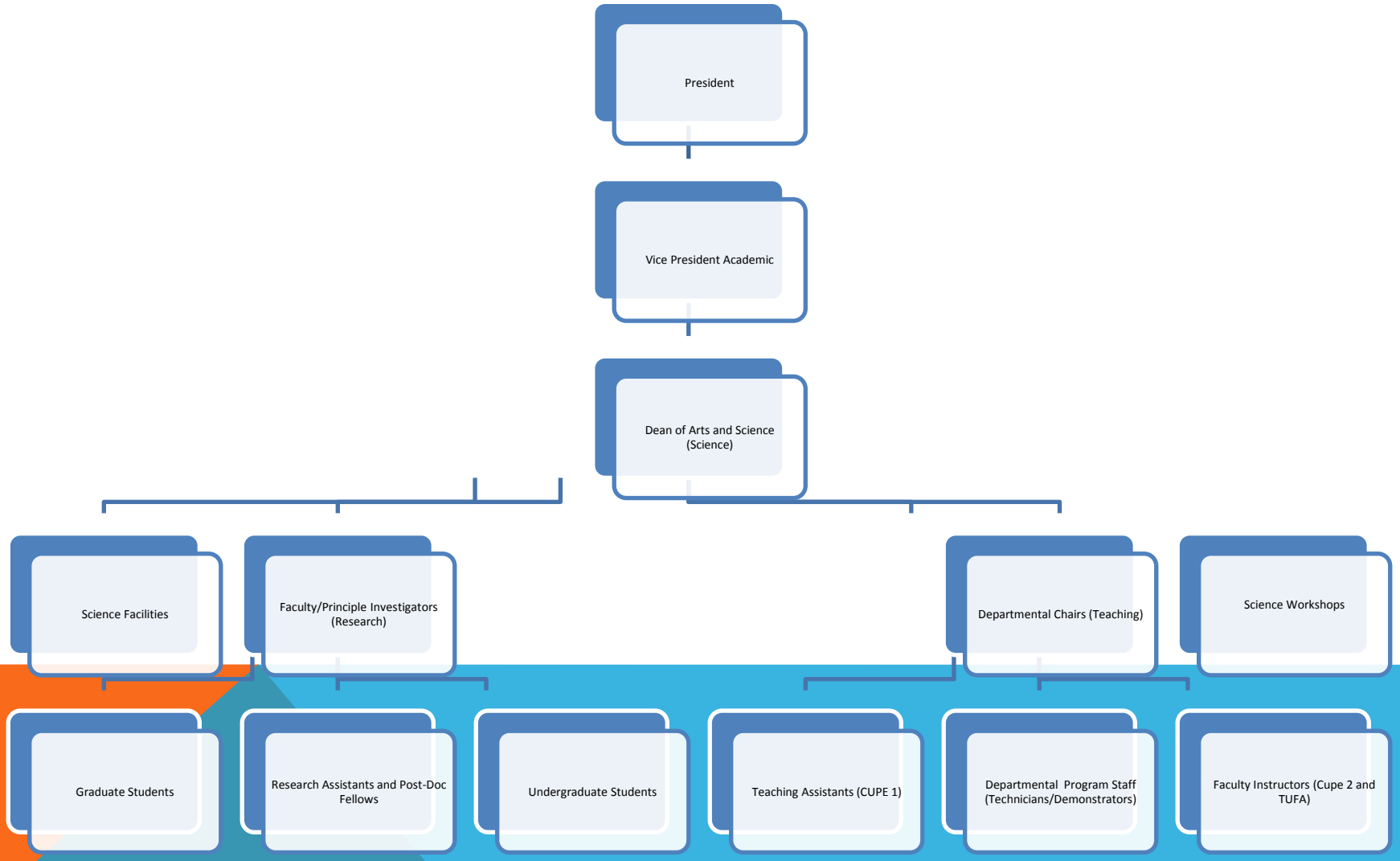
"Take *every precaution reasonable in the circumstances for the protection of a worker*"

HOW TO ACCOMPLISH ALL OF THIS?

Properly Functioning Health and Safety Program



Reporting Structure

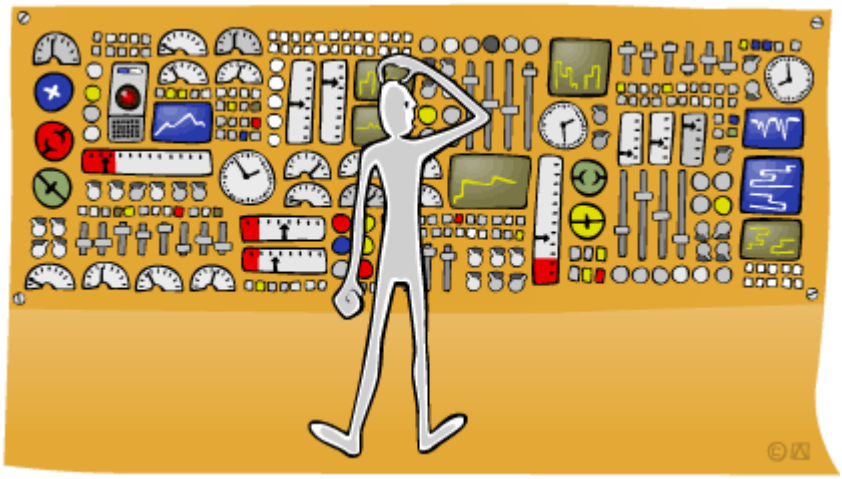


TRAINING

University Mandated Training:
University Health and Safety Orientation, Workplace Violence and Harassment

Supervisor Designated Training for their workers: eg. Chemical Use, Physical Hazards, Fumehoods

Special Mandatory Training: eg. Radiation Safety, Biosafety, Laser Safety. Training required by external agencies or regulations/Acts, WHMIS, Lab Safety Orientation,



DOCUMENTATION

- Record Keeping: eg., Lab Safety Training Record, SOPs, Inspection Records
- Supervisors should keep written records of Health and Safety related issues, and instructions given to personnel.
- SOPs should be created for high risk activities

COMMUNICATION

Supervisors and workers must be able to openly communicate about Safety related issues.

Things like standing agenda items for Safety in meetings help to keep the channels open.

Can take the form of emails, postings, recorded minutes of meetings, written policies and procedures etc…

INCIDENT REPORTING

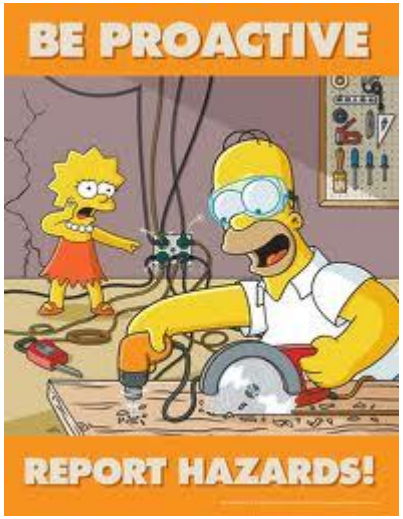
- Incidents (near misses as well) need to be reported promptly to supervisors and to other departments.
- Incident follow up helps to avoid a repeat.
- For some serious incidents, regulations require specific reporting processes.

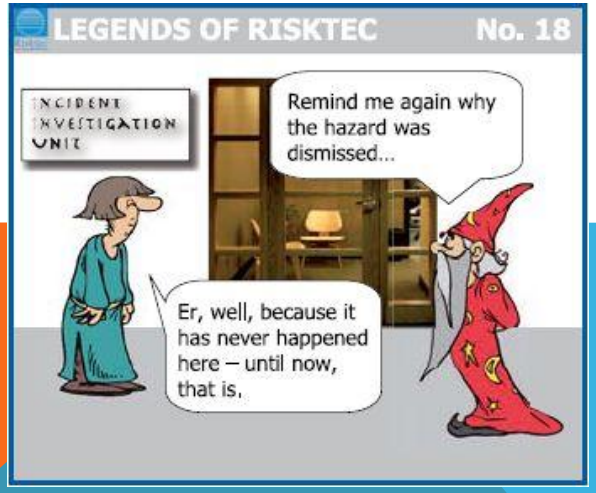
INSPECTIONS AND AUDITS

Inspections are routine ways are checking to see how things are going.

Audits are a thorough review which look at overall program effectiveness and weaknesses

HAZARD ID AND ASSESSMENT





- Identify potential hazards in your work and the work of your personnel by looking at People, Equipment, Materials, Environment and Processes.
- Assess their risk (probability X severity)

HAZARD IDENTIFICATION AND RISK ASSESSMENT

People

Equipment

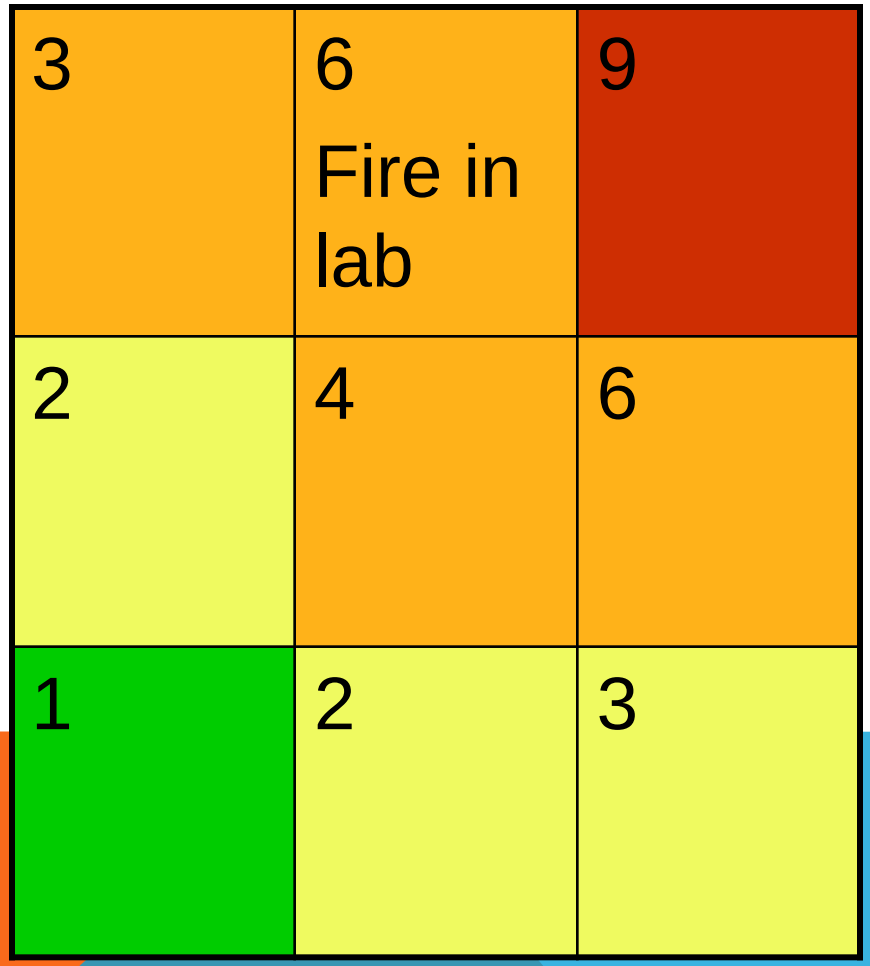
Materials

Environment

Process

PEMEP can help you to ID hazards.

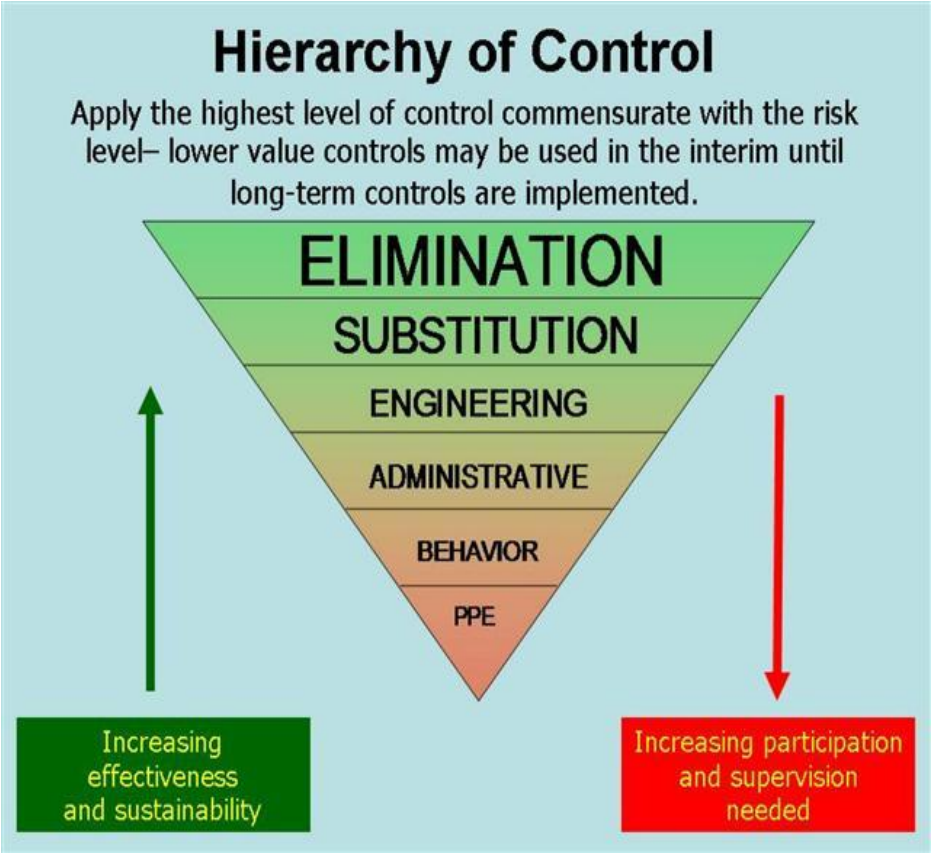
HAZARD MATRIX



- Minimally Hazardous: Normal Precautions acceptable
- Caution: may require some training and PPE
- Hazardous: requires training, PPE and may need SOP's
- Dangerous: requires specific training, PPE, detailed SOP's and Emergency Response Plan
- Act on the Risk Assessment by.....

CONTROLLING THE HAZARD

- Eliminate or substitute for the hazard
- Use engineering controls for separating hazard from people
- Administrative controls such as training
- Implement good practices and procedures
- Supply and prescribe the appropriate PPE



Structure of Science Safety Program

Science Safety Core Principles Document:

- Outlines the general requirements of the Science Safety Program
- Consolidated and Concise.
- Manageable investment of time

Lab Safety Training Record

- Defines Training requirements of all personnel. To be completed by supervisors in consultation with personnel.
- Acts as a record of training which can be kept by supervisors for their files

Training

- Takes the form of documents and guidelines to be read and presentations to be reviewed on Blackboard
- Verification Quizzes which automatically generate certificates of training which are used in conjunction with the Lab Safety Training Record

Structure Continued

Documents and Guidelines

- Additional Guidelines for Chemical use, Physical hazards, Lasers, PPE, Emergency Procedures etc. are available for download which can be printed and put in labs.

Forms and Templates

- Forms for supervisors to use to assist with documentation and communication of training requirements for lab personnel
- Inspection checklists, Audit lists, Electrical Safety checklists available for download to be used by supervisors and personnel on a regular basis for their labs and operations
- Information on highly regulated programs such as Designated Substances, Radiation Safety, and Biosafety available online
- Forms for incident reporting available for download

NEXT STEPS:

Lab Personnel

- Read the Science Safety Program Core Principles (found in Documents and Guidelines)
- Take the Quiz on Blackboard
- Discuss with your Supervisor your training requirements (Lab Safety Training Record)

Supervisors

- Read the Science Safety Program Core Principles
- Download the Training Records Template
- Discuss with your lab personnel their training requirements
- Keep the records in your files