

Student Worker Health and Safety Awareness TRAINING HANDOUT

INSTRUCTIONS:

Please follow all three (3) steps to complete your Health & Safety Awareness training.

Step 1: Complete the Ontario Ministry of Labour's (MOL) online course: [Health & Safety Awareness in 4 Steps](#). You will obtain a certificate after completing the course.

Step 2: Carefully read the health and safety information on this handout. This supplements the information you received in Step 1 and is information that all employees working at Humber should know. Once completed, please fill out and sign at the bottom of Page 3.

Step 3: Submit (a) your online MOL course certificate and (b) the signed information sheet (Page 3) to your supervisor and Health and Safety Services (healthandsafety@humber.ca)

Please note: Student workers should complete this training within one (1) month of hire. This training only needs to be completed once by each student worker.

1. Contacts

Emergencies

Police, Fire, Ambulance: 911

Humber Public Safety – Emergency: 416-675-6622 ext. 4000

General Inquiries

Public Safety – General Inquiries: 416-675-6622 ext. 8500

Health and Safety Services – General: healthandsafety@humber.ca

Centre for Human Rights, Equity and Diversity: <http://hrs.humber.ca/human-rights-equity-diversity.html>

Capital Development and Facilities Management - General Inquiries and Work Orders: 416-675-6622 ext., 4444

2. Humber H&S Policy and H&S Boards

Humber's [Occupational Health and Safety Policy](#) states that, *"It is the goal of Humber and its employees to... plan every activity and perform all tasks in a manner that minimizes risk, promotes the health, safety and well-being of all individuals and prevents occupational injury and/or illness."*

3. Joint Occupational Health and Safety Committees

Humber has established a Joint Occupational Health and Safety Committee at each campus. Each Committee is composed of worker and management members who work together to review health and safety issues and make recommendations to resolve them. A list of members on each committee, their locations and phone numbers, and meeting minutes, are located on the Health and Safety Boards (locations listed below) as well as at <https://hrs.humber.ca/safety.html>.

- North Campus: main corridor near E105
- Humber Center for Trades & Technology: in corridor near CAR102
- Lakeshore Campus:
 - east side: Building L, in corridor near the cafeteria
 - west side: main corridor across the hall from A120
- Humber Arts and Media Studio: main lobby
- Orangeville Campus: AL208, Administration Faculty Office

4. Hazards

A hazard is any object, situation, or behaviour that has the potential to cause personal injury or illness, or damage to property or the environment.

- a. Hazards should be reported immediately to your supervisor.
- b. If the hazard cannot be resolved in a timely manner, it can be referred to a higher level of management.
- c. If the hazard remains unresolved, you can refer concerns to the Joint Occupational Health and Safety Committee for the campus (North, Lakeshore, Orangeville) where you work.
- d. Health and Safety Services is available for consultation at any point during this process.

5. Incidents

Humber is committed to providing a safe work environment for all staff and endeavours to reduce workplace risks that may lead to accidents and personal injury. In the unfortunate circumstance that a work-related incident or injury does occur, it is important to know how to respond:

- a. If someone is injured, the first priority is to ensure that the person receives first aid or medical attention through one of the following methods:

For Emergencies:

- Call 911 for ambulance, fire or police services; and
- Contact Public Safety; they will be connected to the call automatically if you call 911 from a Humber phone. Otherwise, contact Public Safety at 416-675-6622 ext. 4000. Security can assist in directing first responders to specific campus location, providing first aid, securing the site and controlling local activities. If care is sought from an outside clinic or health care centre, the doctor should be informed that the injury happened at work.

For Non-Emergencies:

- Contact Public Safety at 416-675-6622 ext. 8500. All security officers are trained in first aid.
- Go to one of Humber's Health Centres located at:
 - North Campus: LRC 2nd Floor
 - Lakeshore Campus: WEL 2nd Floor,

or

- Seek care from your doctor or an Urgent Care Clinic. If care is sought from an outside clinic or health care centre, the doctor should be informed that the injury happened at work.

- b. Report the incident to your supervisor as soon as possible.
- c. The supervisor is to submit the [Health & Safety Incident Report Form](#) to Health & Safety Services within 24hrs.
- d. Health and Safety Services will follow up to ensure that the incident is investigated and preventive measures are in place.
- e. Health and Safety Services will submit a claim to the Workplace Safety and Insurance Board (WSIB) and coordinate a return to work plan, if needed.
- f. During the recovery period, ensure you keep in touch with your supervisor, Health and Safety Services and, if necessary, the WSIB.

6. Critical Injuries

A critical injury is defined in legislation as an incident that: places life in jeopardy; produces unconsciousness; results in substantial loss of blood; involves the fracture of a leg, an arm or multiple fingers or toes; involves the amputation of a leg, arm, hand or foot, or multiple fingers or toes; consists of burns to a major portion of the body; or causes the loss of sight in an eye.

Health and Safety Services is required by law to report all critical injuries to the Ministry of Labour (MOL) as soon as possible. In the event of a critical injury:

- Ensure prompt medical/emergency attention is to all injured persons;
- Alert Public Safety, your supervisor, and Health and Safety Services as soon as possible;
- Secure the scene. Ensure that the accident scene is undisturbed until the MOL inspector arrives, except to prevent further risk.

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7. Workplace Violence & Harassment

Workplace violence is the exercise of physical force that could cause injury to a worker in a workplace. It also includes an attempt or threat to cause injury. For more information, see Humber's [Workplace Violence Prevention Policy and Procedures](#) and Humber's [Sexual Assault and Sexual Violence Policy and Procedures](#).

- a. In the event of a workplace violence incident:
 - Call 911 for police or Emergency Medical Services (EMS) if needed
 - Call Public Safety, 416-675-6622 ext. 4000
 - Notify your manager.
- b. Domestic or other external threats that can impact the campus should be reported to your supervisor and Public Safety so that a prevention plan can be implemented. Humber is required by law to protect workers from all kinds of violence in the workplace, including domestic violence.

Workplace harassment occurs when a person engages in a course of vexatious comment or conduct against a worker in a workplace, which is known or ought to be reasonably known to be unwelcome. This also includes workplace sexual harassment. Harassment complaints are dealt with under Humber's [Human Rights and Harassment Policy](#) and [Human Rights Complaint Resolution Procedures](#).

8. Further Health and Safety Training

a. Workplace Hazardous Materials Information System (WHMIS):

All employees who work with chemicals as part of their job are required to complete WHMIS training. Email healthandsafety@humber.ca to register for an upcoming in-class or online training session.

b. Sexual Assault and Sexual Violence Awareness Training for Employees:

All employees are required to complete Sexual Assault and Sexual Violence Awareness Training. For more information on how to complete this online training module, please go to this [training link](#) on the Centre for Human Rights, Equity and Diversity website.

c. Job Specific Training:

Please inform your supervisor if additional training is required for potential or existing hazards that you may come across as part of your role.

9. Health and Safety Services

Humber's Health and Safety Services provides a range of services, including those related to: accident reporting and follow-up; WSIB claims, return to work and accommodation; health and safety training; workplace assessments; ergonomic assessments; disposal of hazardous wastes; health and safety-related policies and programs; legislative compliance; workplace violence prevention; and advice and expertise on health and safety matters.

If you have any questions about this training or require more information, contact your supervisor or Health and Safety Services (healthandsafety@humber.ca). You can also find more information on the Health and Safety website at hrs.humber.ca/safety.

EMPLOYEE STATEMENT: I have read and understood the above information.

Employee Signature _____ Date: _____

Employee Name _____ Position _____

School or Department _____ Manager _____

Please complete and email with your MOL training certificate to your supervisor and healthandsafety@humber.ca