



Occupational Health and Safety Manual

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INTRODUCTION

This Occupational Health and Safety (OHS) Manual provides an overview of the OHS responsibilities of the employer, supervisors, workers, contractors, the Joint Health and Safety Committees (JHSC) and health and safety representatives. It also aims to familiarize you with the resources available within the University and to assist you in fulfilling these responsibilities.

All members of the workplace have legal obligations under the Ontario *Occupational Health and Safety Act* with respect to workplace safety and it is to the fulfilling of these legal obligations that this manual is directed.

Specific responsibilities of individual supervisors will depend to a large extent on the type of work being performed and on the size and nature of the work unit. A manual of this type therefore cannot provide an exhaustive outline of the specific duties and responsibilities. Where specific questions related to health and safety arise they should first be directed to your immediate supervisor. The staff of the Department of Occupational Health and Safety (DOHS) and other support units within the University are available to assist you in fulfilling the health and safety responsibilities of your job.

YORK UNIVERSITY OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROGRAMS

1. York University Occupational Health and Safety Policy

The York University Occupational Health and Safety Policy is reviewed by the Board of Governors annually. The policy states the University's commitment to maintaining a safe and healthy environment for work and study (see Figure 1). The most recently reviewed policy can be found on the Department of Occupational Health and Safety website (www.yorku.ca/dohs/policy).

Figure 1 - York University Occupational Health and Safety Policy

York University Occupational Health and Safety Policy


Policy
York University is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe conditions on its premises. The University endeavors to provide a hazard free environment and to minimize risks by adherence to all relevant legislation and, where appropriate, through development and implementation of additional internal standards, programs and procedures. York University requires that health and safety be a primary objective in every area of operation and that all persons utilizing University premises comply with procedures, regulations and standards relating to health and safety.

Occupational Health and Safety
Persons who are supervisors as defined by the *Occupational Health and Safety Act* shall ensure that persons under their direction are made aware of and comply with all applicable requirements and procedures adherent to this policy. Supervisors shall investigate all hazards of which they become aware and shall take appropriate corrective action. The University shall acquaint its employees with such components of legislation, regulations, standards, practices, and procedures as it pertains to the elimination, control and management of hazards in their work and work environment. Employees shall work safely and comply with the requirements of legislation, internal regulations, standards, and programs and shall report hazards to someone in authority, in the interests of health and safety of all members of the community.

Students
Students are responsible for conducting themselves in a manner which is consistent with their health and safety and that of others. Failure to do so may be considered a breach of Presidential Regulations governing student conduct.

Tenants and Contractors
The University will make its commercial tenants and contractors aware of its Occupational Health and Safety Policy and of the requirements that all persons working on its premises conduct their business in accordance with the *Occupational Health and Safety Act*. This Health and Safety Policy is promulgated by the Board of Governors and the administration thereof is delegated to the Vice-President Finance & Administration. Failure to abide by this policy or the requirements, regulations, standards or procedures contemplated herein will result in appropriate discipline or sanctions.

Approved by the Board of Governors


Mamdouh Shoukri

2. Occupational Health and Safety Programs

a) In support of the Occupational Health and Safety Policy, the University has developed health and safety programs relevant to specific occupational hazards. Reviewed once every two years in consultation with the Joint Health and Safety Committees, these programs include:

Accident Investigation	Laser Safety
Asbestos Management	Lift Truck Safety
Compressed Gas Cylinder Safety	Medical Surveillance Program for Research Facilities
Confined Space Entry	Mould Control
First Aid	Radiation Safety
Hearing Conservation	Silica
Hepatitis A and B	Transportation of Dangerous Goods
Indoor Air Quality	Working Alone
Industrial Hygiene Survey	Workplace Harassment Prevention
Laboratory Safety	Workplace Hazardous Materials Information System (WHMIS)
Ladder Safety	Workplace Violence Prevention

In addition, there are various guidelines and procedures on other occupational health and safety elements such as ergonomics, biosafety, etc.









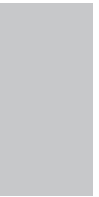





b) Occupational Health and Safety (OHS) Training

The Department of Occupational Health and Safety (DOHS) offers safety education and training to employees.

The matrix on the following page indicates the requisite training for different levels of management/supervisors as well as for area health and safety officers.

Occupational Health and Safety Training Matrix

-  Mandatory
-  Mandatory where relevant to their role

	Executive OHS Role & Responsibilities*	Occupational Health and Safety Act	Workplace Inspection	Accident Investigation	Health and Safety Officer Orientation
President, VPs, AVPs, Deans. Principal					
Directors, Dept. Heads					
Non-academic managers/supervisors					
Academic Supervisors					
Area Health and Safety Officer					

*Includes due diligence, OHS Act, York University OHS Management System and supervisory responsibilities

Refer to the Department of Occupational Health and Safety website (www.yorku.ca/dohs/training.htm) for other hazard specific safety training.

OCCUPATIONAL HEALTH AND SAFETY LEGISLATION

1. Occupational Health and Safety Act (OHS ACT)

The *Occupational Health and Safety Act* came into force on October 1, 1979. Its purpose is to protect workers against health and safety hazards on the job. The Act sets out the rights and responsibilities of all parties in the workplace. It establishes procedures for dealing with workplace hazards and it provides for enforcement of the law where compliance has not been achieved voluntarily. The Act is based on the principle of the **internal responsibility system** in which workplace parties work together to identify health and safety problems and develop solutions. The internal responsibility system involves everyone, from the Board of Governors of the University to the individual worker.

Several provisions of the Act are aimed at fostering the internal responsibility system. Two new and important provisions are: (1) the requirement for employers to have a health and safety policy and program; and (2) the direct responsibility that officers of a corporation have for health and safety. The Joint Health and Safety Committee or the Health and Safety Representative, has a role to play by monitoring the internal responsibility system.

A copy of the Act is available from the York University Department of Occupational Health and Safety website (www.yorku.ca/dohs/resources.htm). Any questions regarding specific details of the *Occupational Health and Safety Act* and Regulations should be directed to the Department of Occupational Health and Safety.

2. Regulations under the Occupational Health and Safety Act

The *Occupational Health and Safety Act*, also gives the Government of Ontario broad powers to make regulations. The regulations set out in detail how these duties are to be carried out. A complete list of the regulations that have been passed under the Act can be found below.

Regulations Made Under the Occupational Health and Safety Act

Economic Sector Regulations

Construction Projects (O.Reg. 213)

Industrial Establishments (O.Reg. 851)

Mines and Mining Plants (O.Reg. 854)

Critical Injury Defined (O.Reg. 834)

Diving Operations (O.Reg. 629)

Elevated or Suspended Work Places on Building Facades (O.Reg. 156/84)

Needle Safety (O.Reg. 474/07)

Firefighters' Protective Equipment (O.Reg. 714)

Oil and Gas – Offshore (O.Reg. 855)

Roll-over Protective Structures (O.Reg. 856)

Teachers (O.Reg. 857)

University Academics and Teaching Assistants (O.Reg. 858)
Window Cleaning (O.Reg. 859)
Training Requirements for Certain Skill Sets & Trades (O.Reg. 572)

Hazardous Substances Regulations (O.Reg. 490/09)

Designated Substance – Acrylonitrile
Designated Substance – Arsenic
Designated Substance – Asbestos
Designated Substance – Benzene
Designated Substance – Coke Oven Emissions
Designated Substance – Ethylene Oxide
Designated Substance – Isocyanates
Designated Substance – Lead
Designated Substance – Mercury
Designated Substance – Silica
Designated Substance – Vinyl Chloride

Asbestos on Construction Projects and in Building and Repair Operations (O.Reg. 278/05)

Confined Space (O.Reg. 632/05)

Control of Exposure to Biological or Chemical Agents (O.Reg. 833)

Hazardous Materials Inventories (Revoked)

Inventory of Agents or Combinations of Agents for the Purpose of Section 21 of the Act (O.Reg. 852)
(will be repealed)

Workplace Hazardous Materials Information System (O.Reg. 860)

X-Ray Safety (O.Reg. 861)

Note: *For a complete reference to the Regulations made under the Occupational and Health and Safety Act, please see the Annual Consolidated Index to the Regulations of Ontario (Website: www.yorku.ca/dohs/otherlinks.htm, Ontario Statutes and Regulations).*

3. Other Pertinent Legislation

Smoke-Free Ontario Act

All Ontario universities and colleges are bound by the requirements of the Smoke-Free Ontario Act, which was passed on May 31, 2006. Smoking is prohibited in all enclosed workplaces and public places (includes areas with a roof and more than two walls). This legislation applies to everyone – students, faculty, employees, tenants, contractors and visitors – at the Glendon and Keele campuses (Website: <http://www.yorku.ca/dohs/index.htm>, then Smoking in the Workplace).

Workplace Safety and Insurance Act (Ontario)

This Act sets a framework of provisions and regulations for any employee at York University who sustains a personal injury or illness resulting from his/her employment. It facilitates the return to work and recovery of injured workers and provides other benefits to workers and to the survivors of deceased workers (Website: www.yorku.ca/dohs/resources.htm, Ontario Statutes and Regulations, Workplace Safety and Insurance Act).

Transportation of Dangerous Goods Act (Canada)

This Act governs the transporting, shipping and receiving of dangerous goods on public roads. All shipping or receiving of dangerous goods must be coordinated through trained personnel (e.g. Science Stores and Physical Plant Stores) (Website: www.tc.gc.ca).

Nuclear Safety and Control Act (Canada)

This Act establishes procedures for persons dealing with radioactive materials in order to protect them from exposure to harmful radiation (Website: www.nuclearsafety.gc.ca/).

RESPONSIBILITIES OF EMPLOYERS, SUPERVISORS AND WORKERS UNDER THE OCCUPATIONAL HEALTH AND SAFETY ACT

Who is the employer?

York University is the employer for its entire full and part-time academic and non-academic staff. The responsibilities incumbent on the University as an employer are delegated to various levels of supervisory staff. In practice, many of the duties of the employer are exercised by **senior administrators and managers**.

Who is a supervisor?

A supervisor is a person who has charge of a workplace or authority over a worker.

This broad definition given in the *Occupational Health and Safety Act* is applicable in both academic and non-academic divisions of the University.

In academic divisions, faculty members or principal investigators may have charge of a workplace (e.g. a laboratory) or have some degree of authority over graduate students, teaching assistants, administrative staff or other University employees. In such a case they are supervisors as defined under the Act.

In non-academic, supervisory role of administrative staff is usually more clearly defined and is outlined in position descriptions.

Who is a worker?

A worker is a person who is paid to perform work or supplies services. Thus all University employees are workers. In addition, where students are paid to perform work, such as teaching assistants, they are workers as defined under the Act.

It is the policy of the University that as far as possible it will be a safe and healthy place to work and study. Therefore, although some individuals such as students and volunteers may not meet the definition of a worker under the OHS Act, they should be afforded the same protection that would be afforded a worker under the Act.

Responsibilities of Employers (refer to OHS Act Sec. 25)

1. Prepare and post (review and revise at least annually) a written occupational health and safety policy and develop/maintain a prevention program to fulfill that policy.
2. Comply with any orders and requirements of inspectors, directors and other agents from the Ministry of Labour.
3. When appointing a supervisor, appoint a "competent person". According to OHS Act, a "competent person" means a person who,
 - (i) is qualified because of their knowledge, training and experience to organize the work and its performance,
 - (ii) is familiar with the provisions of this Act and the regulations that apply to the work, and
 - (iii) has knowledge of any potential or actual danger to health and safety in the workplace
4. Provide all equipment, materials and protective devices, as prescribed, and offer training in its safe use and its limitations and ensure it is maintained and used properly.
5. Inform a worker, or a person in authority over a worker, about any hazards in the workplace and outline the control strategies which must be implemented to prevent exposure to that danger.

6. Post in the workplace a copy of the *Occupational Health and Safety Act* and pertinent Regulations and the Workplace Safety and Insurance Board – Form 82 "In All Cases of Injury" poster.
7. Take every reasonable precaution in the circumstances for the protection of a worker.

Responsibilities of Supervisors (refer to OHS Act Sec. 27)

Under the *Occupational Health and Safety Act*, supervisors have a general legal duty to **take every precaution reasonable in the circumstances for the protection of a worker**. In addition, supervisors must:

1. Be familiar with the provisions of the *Occupational Health and Safety Act* and regulations and the University's health and safety policies, programs and procedures as they apply to the workplace under their control.
2. Be knowledgeable about potential or actual danger to health and safety in the workplace and advise workers about these hazards.
3. Ensure that a worker works in compliance with the *Occupational Health and Safety Act* and regulations by following safe workplace procedures and by ensuring any personal protective equipment, protective devices and/or clothing required to be used or worn by a worker are properly used and maintained.
4. Provide a worker, where prescribed, with written instructions outlining the measures and procedures to be followed for the worker's protection.
5. Provide a worker with instruction and training to protect the health and safety of the worker.

Responsibilities of Workers (refer to OHS Act Sec. 28)

1. Work in compliance with the *Occupational Health and Safety Act* and regulations.
2. Use or wear protective equipment, devices and/or clothing that the employer requires to be worn.
3. Report to their supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger themselves or another worker.
4. Report to their supervisors any contravention of the *Occupational Health and Safety Act* or the regulations or the existence of any hazard of which they are aware.
5. Not remove or make ineffective any protective device required by the regulations or by the employer.
6. Not to use or operate any equipment, machine, device or thing or work in a manner that may endanger themselves or another worker.
7. Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

JOINT HEALTH AND SAFETY COMMITTEE (JHSC), HEALTH AND SAFETY REPRESENTATIVE

Under the *Occupational Health and Safety Act*, a Health and Safety Representative is required where the number of workers regularly exceeds 5; a JHSC is required where 20 or more workers are regularly employed. York University as an employer is responsible under the *Occupational Health and Safety Act* for establishing and maintaining JHSCs. York University's organization of JHSCs has been developed in consultation with the Ministry of Labour. A list of JHSCs and Health and Safety Representatives at York University is available from the Department of Occupational Health and Safety. These committees are advisory bodies composed of representatives of workers and management. Their primary functions are to identify workplace health and safety hazards and to make recommendations to management with respect to workplace health and safety. In order to carry out these duties, worker members of the committees and health and safety representatives perform regular inspections of the workplace.

The powers of the JHSC and Health and Safety Representative are outlined in the *Occupational Health and Safety Act* (available at the DOHS Website: www.yorku.ca/dohs/resources).

A list of current JHSC members are available on www.yorku.ca/dohs/committee.htm

ADDRESSING HEALTH AND SAFETY CONCERNS AND RESOLUTION OF WORK REFUSALS

1. Addressing Health and Safety Concerns and Hazard Reporting (see Fig.2 flow chart)

The following outlines the general process to follow when a worker notices a hazard or a health and safety concern:

1. The worker reports a hazard or concern to his/her supervisor and explains why it is a concern.
2. The supervisor promptly investigates the hazard or concern and keeps workers apprised of progress.
A response could be either the resolution of the concern, diminution of the hazard or the submission of an action plan to resolve it. For an action plan, the response time should not exceed 21 days.
3. If the worker continues to believe that the concern or hazard remains or if the corrective actions are not being undertaken in a timely fashion, then the worker may seek the assistance of the Joint Health and Safety Committee (JHSC) or the Health and Safety Representative. At this stage, the concern should be documented by using the hazard reporting form (see Fig.3 Suggested Hazard Report Form).
4. The JHSC or the Health and Safety Representative will investigate the hazard or concern promptly and forward a recommendation to the supervisor for appropriate action.

Note: The Department of Occupational Health and Safety is available for consultation by all parties at any stage of this process.

2. Resolution of Work Refusals

The *Occupational Health and Safety Act* gives a worker the right to refuse work that he or she believes is unsafe. This right to refuse may be exercised if the worker has reason to believe that:

- (a) any equipment, machine, device or thing that the worker is to use or operate is likely to endanger himself/herself or another worker;
- (b) the physical condition of the workplace is likely to endanger himself/herself;
- (c) any equipment, machine, device or thing that the worker is to use or operate or the physical condition of the workplace in which the worker works or is to work is in contravention of the Occupational Health and Safety Act or the regulations, and such contravention is likely to endanger himself/herself or another worker.

There are limits on this right of refusal for certain classes of workers such as police, firefighters, and some health care workers. The Act sets out a specific process, which is outlined in the flow chart (see Fig. 4), to be followed in a work refusal situation. It is important that supervisors understand this procedure.

Notes: (1) *In any case of a work refusal, the Department of Occupational Health and Safety (DOHS) must be contacted as soon as possible to ensure that appropriate procedures are followed.*

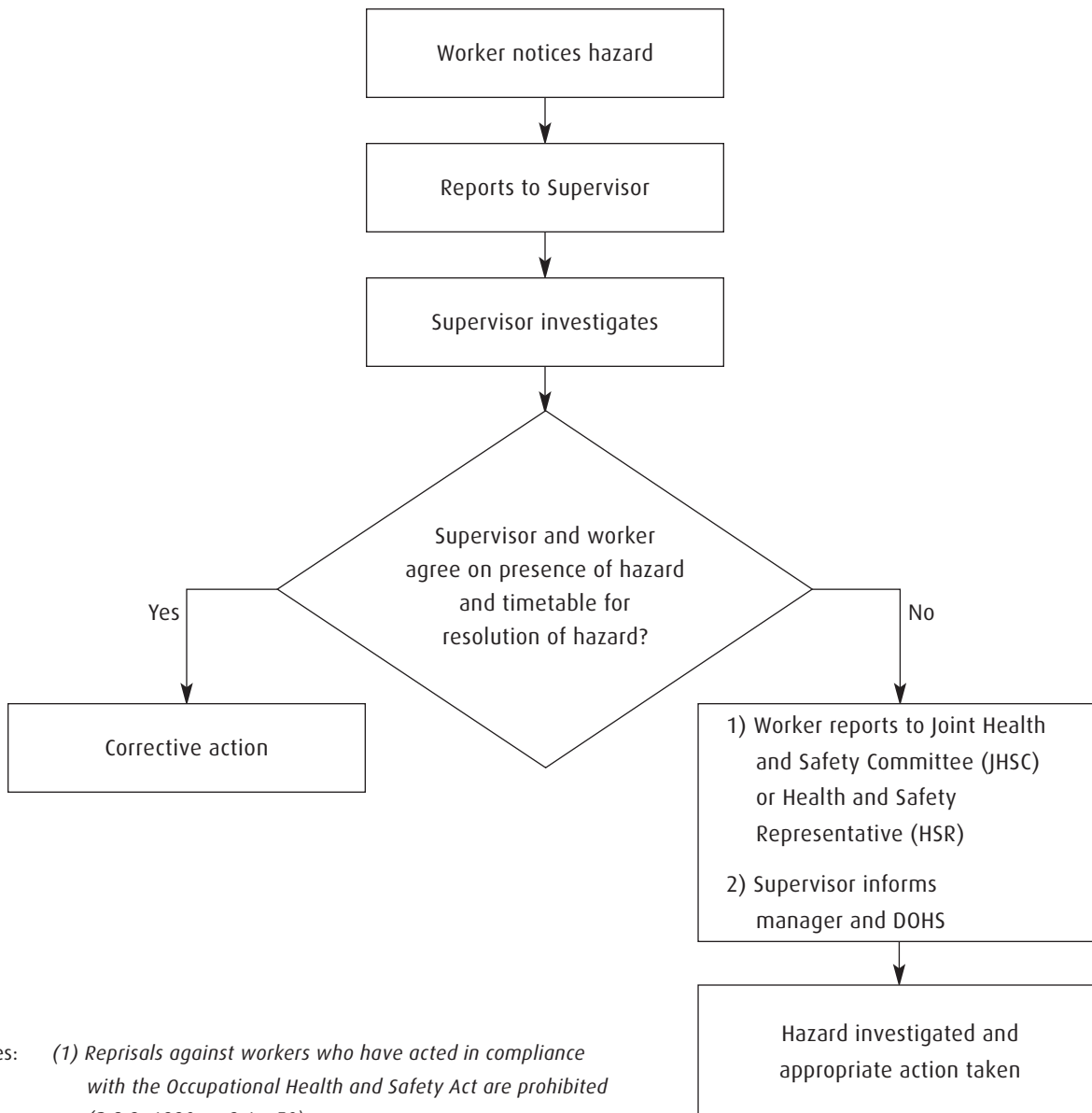
(2) *Reprisals against workers who have acted in compliance with the Occupational Health and Safety Act are prohibited.*

HAZARD REPORTING SYSTEM

Revised August 2010

Figure 2 - Hazard Reporting System

The Department of Occupational Health and Safety (DOHS) is available for consultation with all parties at all stages of this procedure.



Notes: (1) Reprisals against workers who have acted in compliance with the Occupational Health and Safety Act are prohibited (R.S.O. 1990, c. O.1, s50)

(2) DOHS recommendations will be distributed to supervisor, the JHSC's member /HSR and worker

(3) Supervisor is responsible to initiate corrective action

HAZARD REPORT FORM

Revised July 23, 2002

Figure 3 - Suggested Report Form

Section 1 (To be completed by worker)

Date of Report: _____

Name of Worker: _____

Department: _____

Name of Supervisor Reported To: _____

Description of Hazard: _____

Suggested Corrective Action (if any): _____

Section 2 (To be completed by supervisor)

Date of Response: _____

Name of Supervisor (if different from above): _____

Supervisor Response: _____

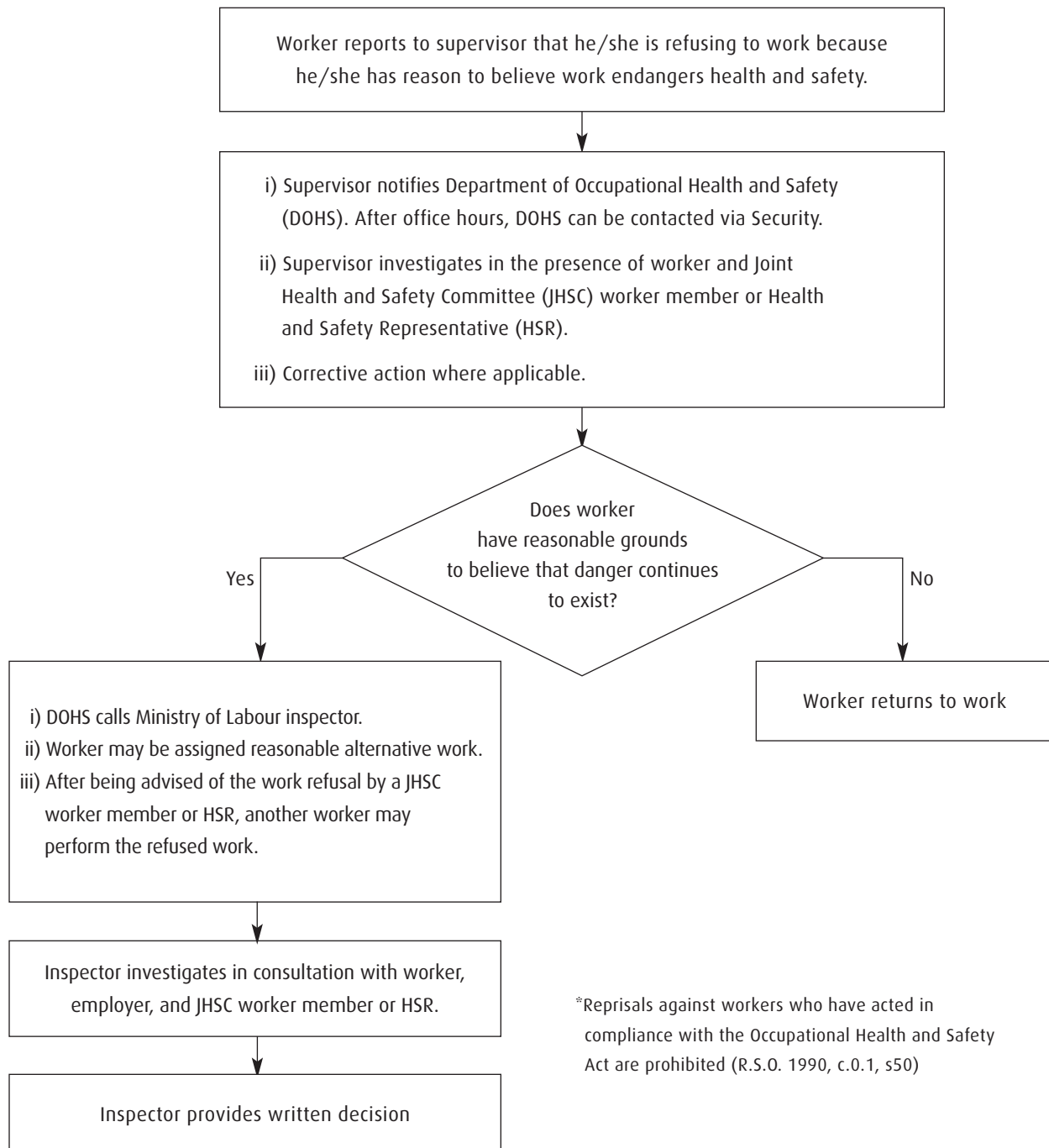
cc: employee, supervisor, relevant JHSC or H&S Representative

WORK REFUSAL PROCESS

Revised September 3, 2002

Figure 4 - Resolution of Work Refusal Process

After the hazard reporting process, the work refusal process is available to workers who continue to believe that the work endangers their health and safety.



*Reprisals against workers who have acted in compliance with the Occupational Health and Safety Act are prohibited (R.S.O. 1990, c.0.1, s50)

ACCIDENT REPORTING AND INVESTIGATION

All full-time, part-time and temporary employees of the University are covered under the Workplace Safety and Insurance Act (WSIA) for injuries and illnesses resulting from their employment. Coverage includes payment for health care costs and loss of earnings due to time away from work. (Note: Volunteers are not covered under the Workplace Safety and Insurance Act and its insurance plan).

Under the WSIA, the University is obliged to report to the Workplace Safety and Insurance Board (WSIB), within three days, of any accident that results either:

- in lost time from work (past the day of the accident) or
- which necessitates health care from a health professional such as physician, dentist or specialist.

The WSIB levies a fine of \$250 for late reporting.

First Aid is to be administered by trained personnel. All York University security officers are certified first aiders. Each building and all major departments also have first aid stations with trained first aiders. Every employee is responsible for knowing the location of the closest first aid station.

1. Accident Reporting

Workers are responsible for reporting any work related accidents, injuries or occupational diseases to their supervisor immediately after the occurrence.

Supervisors are responsible for:

1. Investigating the worker's accident.
2. Notifying a worker member of the Joint Health and Safety Committee or Health and Safety Representative representing the worker.
3. Completing and distributing the Supervisors Accident Investigation Report form within 24 hours of the occurrence. (Where late reporting by the supervisor results in a fine of \$250 levied by WSIB, the fine is charged to the supervisor's department).
4. For critical injuries*, notifying Security Services at 416-736-5333 (York Security notifies the Department of Occupational Health and Safety, which, in turn, notifies the Ontario Ministry of Labour).

* *Critical Injury, as defined under the Occupational Health and Safety Act (Regulation 834), is an injury of a serious nature that (a) place life in jeopardy; (b) produces unconsciousness; (c) results in substantial loss of blood; (d) involves the fracture of a leg or arm but not a finger or toe; (e) involves the amputation of a leg, arm, hand, or foot but not a finger or toe; (f) consists of burns to a major portion of the body; (g) causes the loss of sight in an eye.*

Note: *Accidents involving volunteers and individuals that are not employees but are providing a service should still be investigated and a report should be forwarded to the Insurance and Risk Management office in the Finance Department at York University. In addition an accident and illness report should be completed by York Security.*

2. Accident Investigation

Accident investigation should include:

- Notifying relevant parties e.g. Joint Health and Safety Committees and appropriate management
- Assessing the scene
- Interviewing (e.g. injured worker, supervisor, witnesses)
- Reporting
- Recommending corrective action
- Implementing corrective action
- Communicating recommendations to workers and management

3. Accommodation of Injured Workers

In some cases, the injury may result in either a temporary or permanent disability, which prevents the worker from performing the normal duties of the job. York University has an accommodation program to enable workers to continue to work following an injury, and will make every reasonable effort to accommodate their abilities and limitations as specified by their physician. Additional information on return to work can be obtained from York University Employee Well-Being Office.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

WHMIS is a regulation established under the *Occupational Health and Safety Act*.

It is an information system that gives workers the right to know about toxic or hazardous substances in the workplace.

An employer in charge of a workplace where hazardous materials are used has three main duties:

- to identify and label hazardous materials,
- to provide Material Safety Data Sheets (MSDSs) and
- to train workers.

The purpose of WHMIS is to reduce workplace illness and injury by increasing worker awareness and understanding of the hazards associated with chemical or physical agent exposure. Each employee who handles, works with, or works in proximity to a hazardous material (controlled product) or has a potential for exposure will receive training regarding the potential hazards of exposure.

The worker must also be made aware of the control methods, which are to be used when there is a potential for exposure to dangerous chemicals, materials or agents. All MSDSs for products must be readily accessible to workers and will be kept in the workplace. In addition, MSDSs are also available at the following locations:

Petrie Science Building – Hallway beside Room 002

Farquharson Life Sciences Building – 2nd floor, opposite the Department of Biology Office

East Office Building – Room C37

Joan and Martin Goldfarb Centre for Fine Arts – Slide Library, Room 274

Physical Resources Building – Room 1019

Glendon – Central Services Building, Room 201

If you are uncertain how to work safely with a hazardous material then ask your supervisor for assistance.

WHMIS symbols are found on supplier labels. Read the label before using the material. Workplace Labels must be applied when materials are put into a secondary container.

The WHMIS hazard symbols identify the hazards according to the criteria for 6 classes (see Figure 5). One or more hazard symbols may appear on the supplier label depending upon the classes of hazard into which the product falls.

Figure 5 - WHMIS Hazard Symbols

CLASS AND DIVISION DESIGNATION

SYMBOLS

CLASS A - COMPRESSED GAS



CLASS B - FLAMMABLE AND COMBUSTIBLE MATERIAL

- 1. Flammable Gas
- 2. Flammable Liquid
- 3. Combustible Liquid
- 4. Flammable Solid
- 5. Flammable Aerosol
- 6. Reactive Flammable Material



CLASS C - OXIDIZING MATERIAL



CLASS D - POISONOUS AND INFECTIOUS MATERIAL

- 1. Materials Causing Immediate and Serious Toxic Effect
- 2. Material Causing Other Toxic Effects
- 3. Biohazardous Infectious Materials



CLASS E - CORROSIVE MATERIAL



CLASS F - DANGEROUSLY REACTIVE MATERIAL



EMERGENCY TELEPHONE LIST

Fire, Ambulance, Police.	911 or 9-911
Urgent Security matter (or after dialing 911)	33333 or (416)736-5333
York Security Services: General Enquiry.	58000 (416) 650-8000
York Security Services: TDD (for the Hearing Impaired).	55470
goSafe.	55454
City of Toronto Police Services.	(416) 808-2222
Humber River Regional Hospital (York-Finch).	(416) 747-3833
Spills Action Centre.	(416) 325-3000
Poison Control Centre.	(416) 813-5900 or 1-800-268-9017
Department of Occupational Health and Safety.	55491
Department of Facilities Management: Maintenance, Caretaking.	22401
Fire Prevention Office.	33937

SAFETY ORIENTATION CHECKLIST

To be completed during employee orientation.

- 1. I am aware of the Hazard Reporting Procedure.
- 2. I know where I can obtain a copy of the Occupational Health and Safety Act.
- 3. I know who to ask for the location of the closest first aid station and the name of the qualified first aid person in my work area.
- 4. I know what WHMIS is and where to obtain more training.
- 5. I know where to obtain the Material Safety Data Sheets (MSDSs) for the chemicals that I am working with.
- 6. I know how to obtain protective equipment (e.g. gloves, safety goggles, protective clothing, respirator, etc.) if I need them in my job.
- 7. I have received a copy of the University Occupational Health and Safety Policy and I know what it is about.
- 8. I know what to do in an emergency and how to contact York Security Services.
- 9. I know my responsibilities as a worker.
- 10. I know my responsibilities as a supervisor (if applicable) and the requisite occupational health and safety training that I have to attend.

Employee Name

Employee Signature

Department Supervisor or Representative Signature

Date

Name of Department

*Copies: 1. Supervisor 2. Department of Occupational Health and Safety
(E.O.B. Rm C37, Fax: 58057)*