

# New Employee Orientation – Health and Safety



# • Welcome to TRU!



# H&S – Who and Where We Are

- **Stacey Jyrkkanen** – Manager, Health & Safety; Medical Services; Emergency Management
- **Gordon Maurits** – Safety Officer
- Located in Old Main Building – OM1461 – just off Student Street in the Health Services office.

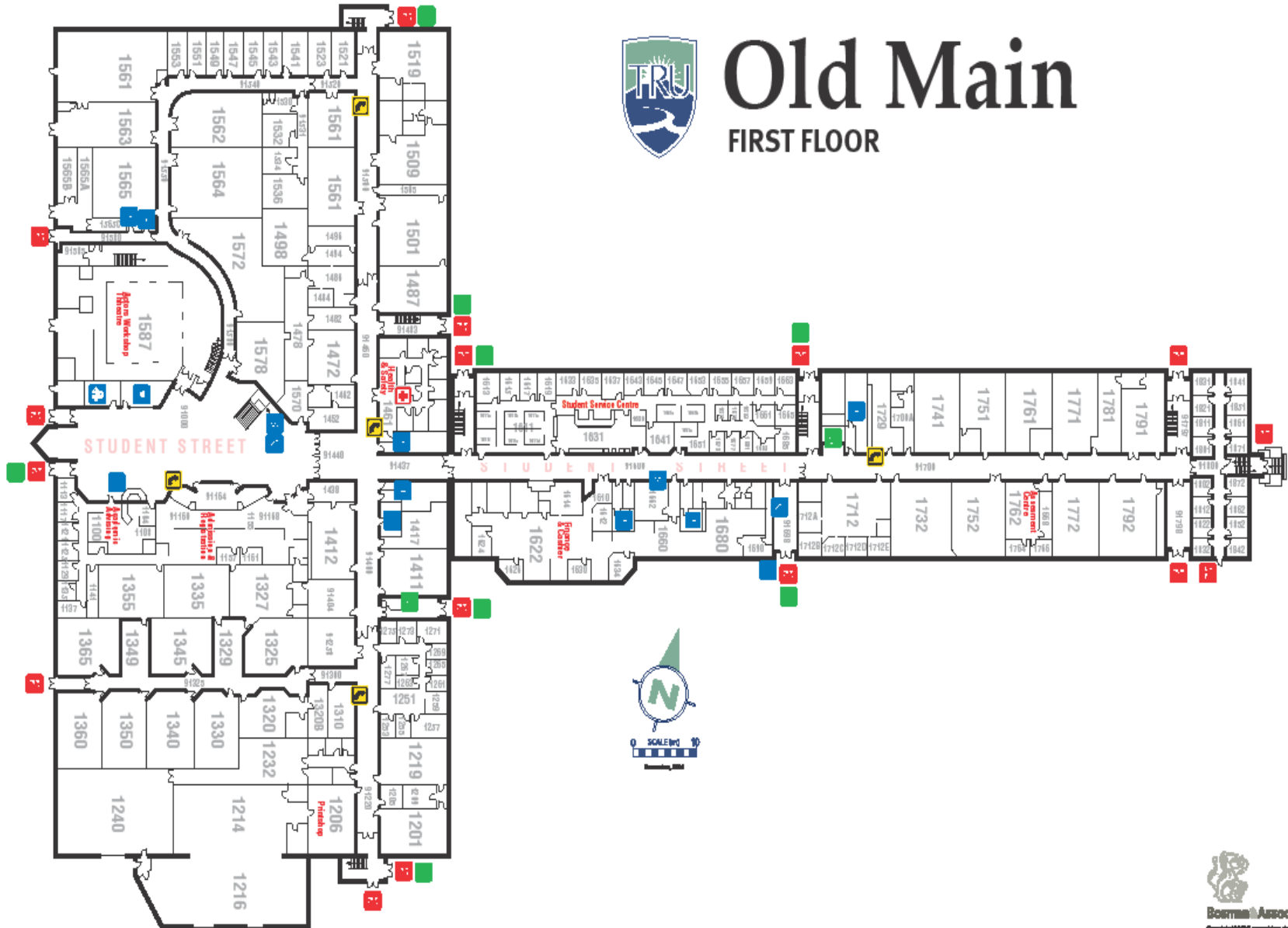






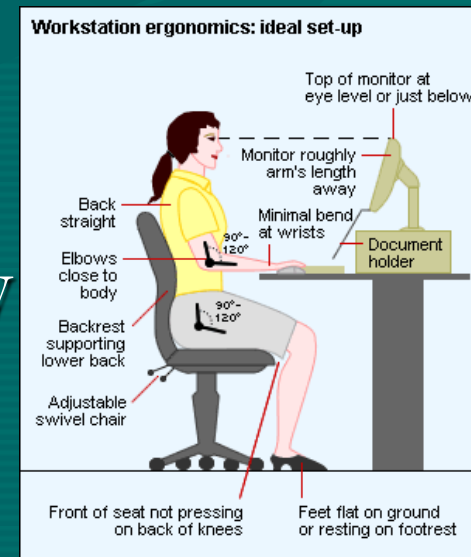
# Old Main

## FIRST FLOOR



# Health & Safety at TRU

- Health & Safety is responsible for a large number of programs and areas.
- Some of these areas include: injury reporting, inspections, investigations, ergonomics, safe work procedures, orientations, training, first aid, emergency management, fire safety and WorkSafe BC claims.
- #1 Priority – Keep TRU Community safe.



# Who is Responsible for Safety?



# *Everyone* is responsible for safety.

- Everyone (from the President to the janitor) has a responsibility for their own health and safety as well as the health and safety of co-workers and students.
- This means if you see something hazardous or feel that you are being asked to do something that is unsafe contact health and safety.

# Rights & Responsibilities...

- TRU Safety Policy – ADM 5-0
  - Roles and responsibilities of supervisors and workers
- WorkSafe BC Regulations
  - Right and duty to refuse unsafe work
  - Right to know hazards of the work
  - Participate in safety activities



# First Aid

- If you need first aid assistance during regular hours call switchboard – Dial 1111
- After hours call security 5033
- Serious emergencies call 911
- AED's – located in all buildings



# Injury Reporting

- If you are injured while on the job you must report it immediately to your supervisor
- Your supervisor will work with you and the H&S department to complete the required documentation.
- Timely reporting is extremely important to ensure proper claim management as well as prevent injury to others.

**Thompson Rivers University - Hazard/Incident Report Form**

**PART A - Consequences** (Please check one or more of the following)  
☐ Personal Injury ☐ Hazard ☐ Near miss ☐ Security/Violence ☐ Environmental Damage ☐ Workplace Hygiene

Name of person reporting occurrence: \_\_\_\_\_ PI#: \_\_\_\_\_ Date of Occurrence: \_\_\_\_/\_\_\_\_/\_\_\_\_

Brief description of occurrence/hazard: \_\_\_\_\_

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**PART B - Injury Details** (To be completed by First Aid Supervisor, if not an injury please proceed directly to PART C)

Surname of injured person: \_\_\_\_\_ Given name(s): \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: ☐ M ☐ F

Student/employee number: \_\_\_\_\_ Employment status: ☐ Employee ☐ Student UG ☐ Student PG ☐ Contractor ☐ Visitor

Department (Address if non employee): \_\_\_\_\_ PI#: \_\_\_\_\_

Date of incident: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_:\_\_\_\_ Where did the incident occur: \_\_\_\_\_ Bldg: \_\_\_\_\_ Rm: \_\_\_\_\_

Treatment provided: ☐ None ☐ First Aid ☐ Ambulance ☐ Hospital ☐ Or ☐ Other \_\_\_\_\_ Time lost: ☐ N ☐ Y - Date Stopped: \_\_\_\_/\_\_\_\_/\_\_\_\_

Bodily Location: \_\_\_\_\_ Type of injury: \_\_\_\_\_ Cause of injury: \_\_\_\_\_

First aider name: \_\_\_\_\_ PI#: \_\_\_\_\_ Date of treatment: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**PART C - Risk Assessment** (To be completed by supervisor of area for any hazard, new area or injury which occurred or that the potential for medical treatment or resulted in lost time)

**Step 1 - Consider the Consequences** What are the consequences of this incident occurring? Consider what could reasonably have happened as well as what actually happened. Look at the descriptions and choose the one most suitable.

**Step 2 - Consider the Likelihood** What is the likelihood of the consequences identified in Step 1 happening? Consider this without new or interim controls in place. Look at the descriptions and choose the one most suitable.

Consequence	Description	Likelihood	Description
Major	Death or extensive injuries	A	Is expected to occur
Moderate	Medical treatment	B	Could probably occur
Minor	First aid treatment	C	Could occur, but only rarely
Insignificant	No treatment	D	May occur, but probably never will

**LIKELIHOOD**

	High	Med	Min	Inv	
Major	A	E	E	H	M
Moderate	E	H	M	M	M
Minor	H	M	M	M	L
Insignificant	M	M	M	L	N

**PART D - Corrective Action** (To be completed by supervisor of area where incident occurred with consultation where possible)

Defensive Appropriate controls to minimize the risk of injury with activity being the elimination of the hazard(s) contributing to the occurrence

Hierarchy of Controls	Action Taken/Recommended	When	When	Job No.
1. Elimination (remove the hazard)				
2. Substitution (use an alternative)				
3. Isolate (separation from hazard)				
4. Redesign (change equipment or process)				
5. Administration (change work practice)				
6. Personal Protective Equipment (e.g. gloves, glasses, hearing protection)				

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**PART E - Sign Off** (Please forward a copy to the OHS Department and the JNSC Chair where appropriate)

Employee Signature: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (year/month/day) Phone Number: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (year/month/day)

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# *TRU Alert*

- TRU's Notification and Warning system
  - What is it and how does it work?
- Available to all staff and students – 'opt-in'
  - What's involved?
- Testing of the system

# Smoking and TRU

- TRU is committed to maintaining and enhancing the cleanliness of indoor air in order to help create a healthy workplace for all employees and students.
- Smoking is not permitted in any building or TRU vehicle.
- Smoking is not permitted within **25 feet** of building entrances, windows or air intakes.
- There are also some building entrances that are 'smoke free' areas.
- Trades has designated smoking area.



In the spirit of cooperation,  
mutual respect and  
understanding...

## **GET YOUR BUTT BEHIND THE LINE**

**For more information on the "Behind the Line" campaign contact  
Occupational Health and Safety or the Wellness Centre**



# Scent Reduced Awareness Program – Share the Air

- In conjunction with TRU Wellness Center, H&S is promoting scent reduction on campus.
- You can participate by being more aware of the impact of scented personal care products on the health of others.
- Products include – perfume/cologne, aftershave (Axe products), certain deodorants, hand & body lotions, air fresheners, and candles.
- Some areas are ‘Scent Free’

Welcome to our  
**Scent-Free Area**

**Some people are extremely sensitive to perfumes, colognes, aftershaves and other scented products. Please refrain from wearing them in this area. Thank you.**

# Share the Air

- We ask for your support in limiting or eliminating the use of scented personal care products whenever possible.
- We ask that you choose the many unscented alternatives that are available.

# JOHSC

J – Joint

O – Occupational

H – Health

S – Safety

C – Committee



# JOHSC

- A Joint Health and Safety Committee is a requirement of WorkSafe BC.
- This committee is made up of worker and employer representatives from a variety of areas, working together to identify and resolve health and safety problems in the workplace.



- The Committee's role in the workplace includes:
  - promoting safe work practices
  - assisting in creating a safe and healthy workplace
  - recommending actions which will improve the effectiveness of the occupational health and safety program and
  - to promote compliance with WCB Regulation.



# Safety Subcommittees

- Every building on campus has a Health & Safety subcommittee.
- These subcommittees deal with building specific safety issues and conduct monthly inspections.
- Representatives from these subcommittees attend the monthly JOHSC meeting.
- Get involved – join your building's safety committee!

# Emergency Marshals

- BC Fire Code requires institutions like TRU to have Emergency Marshals.
- Currently we have approximately 80 emergency marshals across campus.
- Duties – participate in fire/emergency evacuation drills, monthly safety inspections, work with Incident Commanders during drills/incidents.

- Training – includes general duties, radio procedures, use of fire extinguishers, fire safety plans and other emergency specific training.
- Get involved –  
be a TRU Emergency Marshal!



# WHMIS

W – Workplace

H – Hazardous

M – Materials

I – Information

S – Systems



- If your position requires that you are working with chemicals you are required to take WHMIS training.



# WHMIS

- WHMIS training is an on-line training program that is administered by the H&S department.
- Training can be completed in an hour.
- Contact myself or Gordon and we will send you the login information.
- MSDS Online – Material Safety Data Sheets work in conjunction with WHMIS. Our online system allows access to product MSDS's where they are used.

# Health Services

- Located OM1461.
- Available to current staff and students only.
- 3 physicians
- Appointment required. Call 5126
- Hours

Monday – Thursday 8:30 to 4 (closed 11:40 to 12:40 lunch)

Friday 8:30 to 3 – open through lunch.



# More Information...

- There is much more to the Health & Safety program and orientation.
- For more information please visit our website [www.tru.ca/hsafety](http://www.tru.ca/hsafety)
- Call Gordon 5139, or myself 5805.

# Questions?

