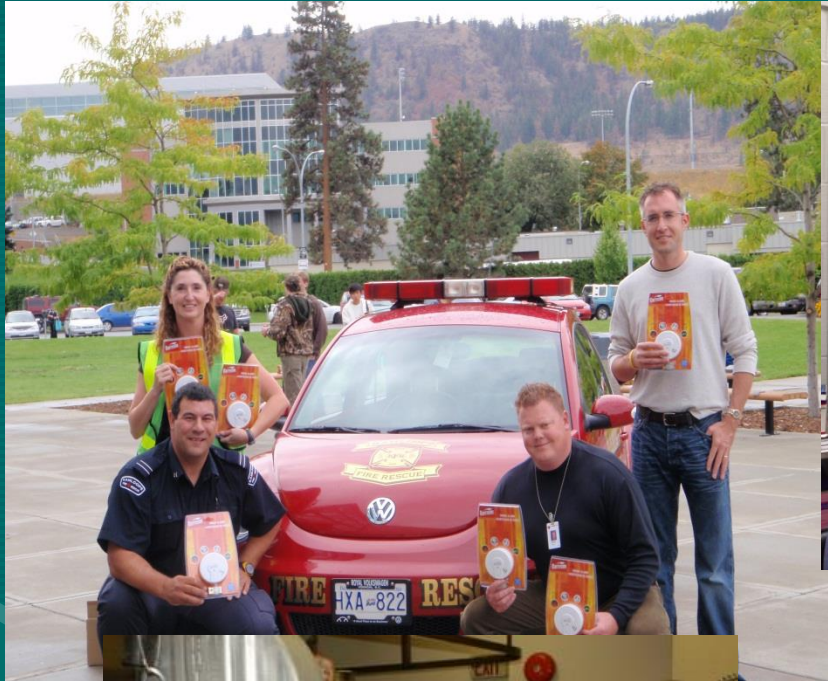


# Office of Safety & Emergency Management New Employee Orientation



# Where are we located?

Human Resources Building – 943 College Drive Entry 2

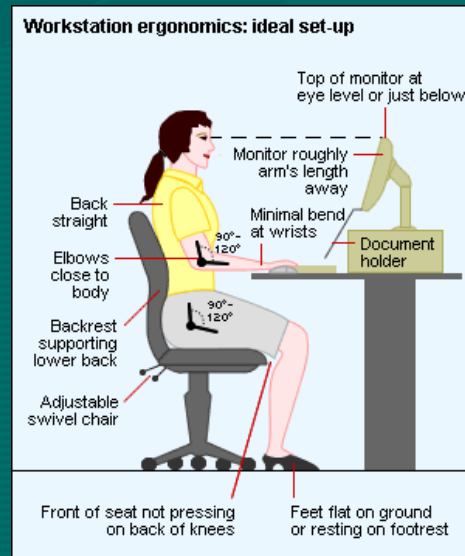


# Who are we?

- Sarah Martin – Manager, HS & Environment -& Biosafety Officer
- Stacey Jyrkkanen – Manager, Community Safety & Emergency Management
- Gordon Maurits – Safety Officer
- Timothy Crowe – Safety Tech
- Misty Antoine – Administrative Assistant

# Office of Safety & Emergency Management at TRU

- Safety, Biosafety & Security – injury reporting, inspections, investigations, ergonomics, first aid, Campus Security, & WorkSafe BC claims.
- Emergency Management – preparedness, incident response management & emergency notification.
- #1 Priority – Keep TRU Community safe.



# New Worker Orientation...

- General orientation to the workplace – today
- Health & Safety Orientation – Moodle course
- COVID-19 return to campus required training
  - WHMIS
  - Exposure Control Awareness Training
  - COVID-19 PPE
- Work site specific safety orientation
  - How to perform your job safely
  - site specific safety information

# Creating a Culture of 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.

***Think Safety – in everything you do!***

# Today's Topics

- First Aid/Incident and Injury Reporting
- Smoking/Vaping/Cannabis
- TRU Alerts – Emergency Notification Systems
- Fire Drills/Building Evacuations
- Security
- COVID-19 return to campus

# First Aid

- Self-treatment, First Aid, Hospital?
- First aid assistance – use the TRU SAFE app, Emergency Phone, or dial 5033 from your office



- Serious emergencies call 911 then Security



# Next Step – Immediate Reporting

- Why do we ask you to report immediately?
  - ❖ Employee safety and support
    - Keeps others safe
    - WorkSafe Claims

# What's the Process?

- Notify your supervisor
- Your supervisor will work with you to submit an incident report.
- Injuries requiring a physician's visit – notify your supervisor and OSEM immediately. Form 7 required.

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

**PART A - Occurrence Details (Please fill area or areas of the following)**

Personal Injury  Hazard  Near miss  Safety/Violence  Environmental Damage  Workplace Illness/Hygiene

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

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

---

**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: \_\_\_\_\_ am/pm Where did the incident occur: \_\_\_\_\_ Blog: \_\_\_\_\_ Room: \_\_\_\_\_

Treatment provided:  None  First Aid  Ambulance  Hospital  Dr  Other \_\_\_\_\_ Time out:  N  Y - Date Stopped: / /

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

First aid name: \_\_\_\_\_ PI: \_\_\_\_\_ Date of treatment: / /

---

**PART C - Risk Assessment (To be completed by supervisor of area for any hazard, clear area or injury which necessitated or had 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 happen 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 consequence contained in step 1 happening?) Consider this without new or inherent controls in place. Look at the descriptions and choose the one most suitable.

**Step 3 - Consider the Rating** (What is the risk rating?) 1. Use Step 1 rating and select the correct column. 2. Use Step 2 rating and select the correct row. 3. Circle the risk score where the two ratings cross on the matrix below.

CONSEQUENCE	LIKELIHOOD	LOW RISK	MEDIUM RISK	HIGH RISK	VERY HIGH RISK
Major Death or extensive injuries	A Is expected to occur	A	E	E	H
Moderate Medical treatment	B Could probably occur	B	E	H	M
Minor First aid treatment	C Could occur, but only rarely	C	H	M	L
Insignificant No treatment	D May occur, but probably never will.	D	M	M	L

---

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

Determine Appropriate controls to minimize the risk of injury with priority being the elimination of the hazard(s) contributing to the occurrence.

Hierarchy of Controls	Action Taken/Recommended	When	When	Job No. / Ref.
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 (i.e. gloves, glasses, hearing protection)				

---

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

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

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

Doc No: OHA2 0.01 1  
Control: 049 2010  
Revision: 049 2012

# TRU Smoking Policy ADM 05-3

- TRU is committed to providing a safe and healthy workplace and learning environment for employees and students.
- Tobacco/vaping
  - Defined as lit tobacco, cigars, pipes, smokeless tobacco, electronic cigarettes, vaping devices and any other similar device.
- Cannabis
  - Non medicinal use is prohibited on campus.
- Smoking is permitted only in Designated Smoking Areas – DSAs



# Designated Smoking Areas



- 1 Arts and Education (AE)
- 2 Campus Activity Centre (CAC)
- 3 House of Learning (HL)
- 4 Human Resources (HR)
- 5 Library
- 6 McGill Residence
- 7 Old Main (OM)
- 8 Science
- 9 TRU Residence
- 10 Trades
- 11 Upper College Heights 1
- 12 Upper College Heights 2



# What is a TRU Alert?

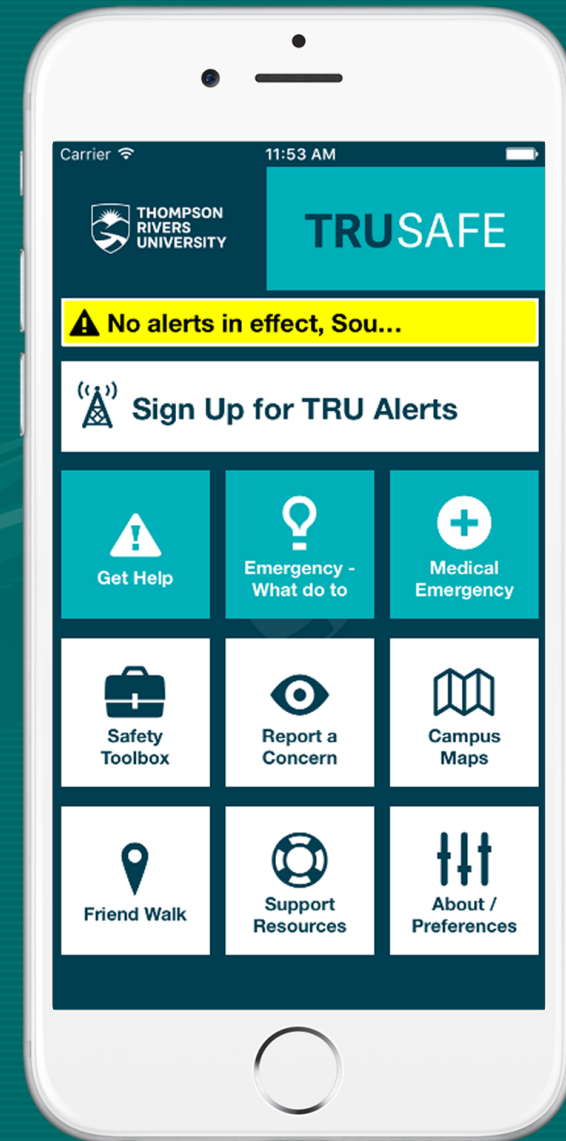


- Communication to alert the TRU Community of an emergency situation
- Tells you what is happening, where and what you need to do to stay safe!



# TRU SAFE App

- Allows for emergency calls to security and first responders.
- Information on emergency procedures, safety tips, maps
- Friend walk
- Emergency Alerts platform
- FREE – download now



# Fire/Building Evacuations

- Know your closest and alternate exits and assembly areas.
- Leave your classroom/work area as a group
- Once out of building check to ensure everyone is accounted for
- Return only once 'all clear' is given

Must leave when bells sound or directed to do so



# Security

- 24/7 on-site services include
  - First aid
  - Safe walk
  - Access
- When & How to Call?
  - Help/First Aid
  - Suspicious Activity/Persons ‘See something, say something’
  - TRU SAFE App, Emergency Phones
- Theft Prevention



# COVID-19 Return to Campus

- For all COVID-19 related H&S information please visit the [TRU H&S webpage](#)
- Prior to coming back to campus:
  - all employees and students MUST complete the 3 required training modules (WHMIS, Exposure Control, COVID PPE)
  - An approved Safety Plan MUST be in place and communicated to all returning employees
    - Approved plans are found [here](#)
  - Cleaning supplies, signs and any required PPE must be available for employees/students (as applicable)

# COVID -19 Return to Campus

- Do NOT come to work or class if your are SICK!
- Everyone is to self-assess daily, prior to coming to work/class
- Signs indicating occupancy, directional traffic flow, cleaning requirements, entrances/exits etc. have been posted in all buildings, please obey all signage.



Green = good to use  
Red = do not use

**Keep right**  
in hallways  
and stairwells  
Stay 2 metres away from others



**UP  
ONLY**

One-way traffic only in stairwell  
Except in Emergencies



# More Information...

- There is much more to the Safety & Emergency Management programs.
- For more information please visit our website [www.tru.ca/safety](http://www.tru.ca/safety) and OneTRU - Office of Safety and Emergency Management
- Email [osem@tru.ca](mailto:osem@tru.ca)
- Call Sarah (OHS) 5807 or Stacey (Security/EM) 5805.

# Questions?

**Coronavirus COVID-19**  
BC Centre for Disease Control | BC Ministry of Health

**Hand Hygiene**

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?** **Either will clean your hands: use soap and water if hands are visibly soiled.**

**Remove hand and wrist jewellery**

HOW TO HAND WASH		HOW TO USE HAND RUB
1 Wet hands with warm (not hot or cold) running water	2 Apply liquid or foam soap	1 Rub hands one way then the other (if soiled, follow hand washing steps)
3 Lather soap covering all surfaces of hands for 20-30 seconds	4 Rub thoroughly under running water	2 Apply about a coin-sized amount to your hands
5 Pat hands dry thoroughly with paper towel	6 Use paper towel to turn off the tap	3 Rub all surfaces of your hands and wrists until completely dry (10-20 seconds)

©2020, HCL, BC

**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**

## Help prevent the spread of COVID-19

To reduce the risk of exposure to the virus that causes COVID-19, we are **limiting the number of people** in this space.

**ADDRESS/ROOM/SPACE:**

**OCCUPANCY LIMIT:**

## Help limit the spread of COVID-19

Self-assess before entering TRU property using the BC COVID-19 Self-assessment tool. [bc.thrive.health](https://bc.thrive.health)

**DO NOT ENTER IF YOU HAVE:**

- A fever, cough, runny nose, sore throat or shortness of breath.
- Been exposed to someone who is, or may be infected with the COVID-19 virus.

If you have symptoms, call 8-1-1 to speak to a medical professional and follow their advice.

[tru.ca/covid-19](https://tru.ca/covid-19)