

uWaterloo Annual Faculty/Department Health, Safety and Environment (HSE) Report

**Deadline:
March 14, 2014**

Reporting Year: **2013** Faculty/Department: _____

TO BE COMPLETED BY FACULTY/DEPARTMENT HEALTH AND SAFETY COORDINATOR:				
1. Are the following posted on Departmental HSE Bulletin Boards:	Yes	No	N/A	Remarks (attach if needed)
a. First Aid Emergency Procedures Poster? Building Specific (08/06 or newer)				
b. Fire/Evacuation Emergency Procedures Poster? Building Specific (08/06)				
c. Occupational Health and Safety Act (OHSA) Poster with names and locations of Faculty/Dept. Health and Safety Co-ordinators? (November 2012)				
d. Emergency Lockdown Procedures Poster? (September 10 or newer)				
e. WSIB "In Case of Injury at Work" Poster #82? (05/06 or newer)				
f. Employee Safety Orientation Booklet (July 2013)				
g. MOL Health & Safety at Work Prevention Starts Here (June 2012)				
h. Copy of Occupational Health & Safety Act and Regulations? (July 2010 or newer)				
i. 2013/2014 Joint Health and Safety Committee (JHSC) membership. Campus Specific				
j. Location of Department HSE Board? Building _____ Hallway/Room _____				
2. In addition; are the following posted throughout the Faculty/Department, particularly in labs, shops and studios:				
a. First Aid Emergency Procedures Poster? Building Specific (08/06 or newer)				
b. Fire/Evacuation Emergency Procedures Poster? Building Specific (08/06)				
c. Emergency Lockdown Procedures Poster? (September 10 or newer)				
d. Laboratory Hazards Poster on or beside main lab entrance (where required)?				
e. Hazardous Material Spills Poster in chemical labs and areas with hazardous materials,? (Sept 06 or Building Specific)				
f. Emergency Procedures Poster for Classrooms and Meeting Rooms? (April 2011)				
3. Are the following available in Faculty/Department:				
a. Injury/Incident Report Forms? (February 2012)				
b. Incident Investigation Report? (June 2012)				
c. Hazard Report? (February 2012)				
d. Faculty/Department Health and Safety Procedures? (online access or hard copy)				
e. Field Work Risk Management Forms retained in department for review by Safety Office are located: Building _____ Room _____ Contact Person: _____				
4. Hazardous materials:				
a. Are labeled according to WHMIS requirements?				
b. Are Material Safety Data Sheets available according to WHMIS and less than 3 years old?				
c. Is chemical, radioactive and biological waste sent to Environmental Safety Facility?				
d. Has after-hours contact information for all labs/shops been made available to Police Services?				
5. Are department health and safety inspections:				
a. Conducted by department according to frequency guide? Attach 2013 department inspection records. - High (once per term): research labs, technical and maintenance shops, chemical dispensing areas, student project rooms, commercial kitchens - Medium (twice per year): undergraduate labs, custodial closets, storage areas - Low Hazard (once per year): general offices, classrooms, reception areas, conference rooms				
b. Records maintained for 2 years in the department for review by JHSC and Safety Office?				
c. Action Items completed? If no, provide list of outstanding hazards and action planned including dates.				

6. Department First Aid:	Yes	No	N/A	Remarks (attach if needed)
a. Are current first aiders listed at First Aid Station(s)? Attach list and date of expiry.				
b. Location(s) of Department First Aid Station Building _____ Room _____				
c. Kits inspected as per schedule listed on inside of kit?				
d. Adequate number of trained first aiders?				
7. Department Health and Safety Committee				
a. Has a departmental health and safety committee been established? Attach list of current members and 2013 meeting minutes.				
TO BE COMPLETED BY FACULTY/DEPARTMENT DIRECTOR/HEAD/CHAIR:				
8. Has Department head reviewed annually:				
a. Health, Safety and Environment Policy #34 with all employees? Date reviewed: _____				
b. Fire warden/building evacuation procedures? Date reviewed: _____ Attach list of fire wardens.				
c. Health, Safety and Environment Management System responsibilities with all parties (s. 2.7 to 2.10)?				
d. Field Work requirements with department members who undertake such activities?				
9. Health and Safety Training				
a. Are new or transferred employees provided with an HSE orientation session covering:				
i. Health, Safety and Environment Policy #34 and Health, Safety and Environment (HSE) Program?				
ii. Health and safety requirements of their position?				
b. Has mandatory safety training been completed by all workers?				
c. Have training requirements of all positions been reviewed with respect to hazards present in the work, and appropriate training provided?				
d. Have training records been verified for all workers? Training records should be available upon inspection.				
e. Have all supervisors completed Supervisor's Safety Orientation training?				
10. Risk Management				
a. Job Hazard Analysis (JHA) completed for all positions and/or major tasks?				
b. Current JHA's reviewed for changes to tasks or hazards and effective control of risks?				
c. Have Standard Operating Procedures (SOP) been implemented for all HIGH hazard activities?				
d. Have all Incident Investigation Reports been reviewed by the department head for corrective action?				

Faculty/Department Health and Safety Coordinator Name: _____ Date: _____

As the director/head/chair responsible for exercising management functions and carrying out health, safety and environment duties under Policy #34 and HSE Management System, I attest to my knowledge that the above compliance assessment is valid.

Name: _____ Title: _____

Signature: _____ Date: _____