

Realize. **Safety** first.

University of Regina Health, Safety & Wellness 2015 Annual Report Human Resources Department

To achieve our University's Strategic Priorities of *Student Success, Research that has Impact* and a *Commitment to our Communities*, the University must continually focus on assessing and mitigating risks that impact the health and safety of students, faculty and staff, the universities reputation, and our physical infrastructure is needed. Realizing a culture of safety through a well functioning Health and Safety Management System (HSMS), significantly contributes to achieving our University's Vision of ".....developing educated contributors, career-ready learners, and global citizens....."

This year's report once again outlines health and safety accomplishments achieved in 2015, as well as initiatives planned for 2016 according to the seven principle areas of our HSMS:

1. Management commitment and leadership
2. Hazard identification and control
3. Training
4. Communications
5. Inspections
6. Reporting and investigations
7. Emergency response

Maintaining a healthy and safe organization is a legislated requirement but more importantly, as an educational institution and steward of public resources, the University has a moral, ethical, and fiscal responsibility to provide leadership by advancing a culture of safety through consistently demonstrating leading safe work, teaching and research practices.

The Health, Safety & Wellness Unit (HSW), within Human Resources, provides leadership, consultation, training, direction and support on health, safety and wellness matters to our campus community and external partners.

University of Regina health and safety philosophy

As a means to achieving our Mission and Vision, the University of Regina is committed to continually advancing its culture of health and safety through a comprehensive Health and Safety Management System.

It is the objective of the University to:

Create a healthy and safe learning, research and work place through the full implementation of our HSMS.

Maintain, as a minimum standard, **compliance** with all relevant statutes, regulations and standards of regulatory authorities representing health and safety.

Ensure through awareness, training and the identification and mitigation of hazards, that **health and safety** is an integral part of our University's culture.

Incorporate leading health and safety practices in all University activities including infrastructure planning, budgeting, teaching, athletics, research and public events.

2015 Achievements by HSMS category

Management Commitment & Leadership

- The U of R exceeded its target for WCB lost time claims by 40 % in 2015, and reduced our lost days by 32%. This would suggest that although we are having more WCB claims, the claims are less severe therefore causing less days lost. (See page 7 for data)
- The U of R will pay \$59,000 less in WCB premiums in 2016 due to a positive performance related to WCB lost time claims and lost days in 2015, 2014 & 2013.
- The Provost, VPR and the Deans of Science, Arts, Engineering and Kinesiology and Health Studies have begun to implement a robust risk assessment process for all labs where hazardous products are used.
- A legal opinion was secured and all Deans and Directors have been made aware that legally, under the Saskatchewan Employment Act (OH&S provisions) and the Occupational Health and Safety Regulations, faculty are considered “supervisors” of paid undergraduate and graduate students. This opinion has been communicated to faculty to ensure that they act diligently to protect the health and safety of the students they supervise.
- In 2015 the U of R committed to making the Academic Green a “pesticide free” space. This initiative supports the University’s strategic direction of Sustainability and also provided a safe recreation area for our students, staff, faculty and the children who participate in our summer camps.
- All faculty and staff were invited to participate in 30 days of wellness walks. A number of the walks were lead by the senior leaders of the U of R demonstrating their commitment to wellness.
- On December 1st 2015, the Public Health Agency of Canada’s (PHAC) *Human Pathogen and Toxin Regulations* (HPTR) came into force. This has a significant impact on education and research activities at the University of Regina. To allow for efficient management of biosafety, biosecurity, and dual-use risks, the Vice President of Administration has been designated the University License Holder. The HPTR requires that the License Holder is “well-placed in the organization to accept responsibility for the effective oversight of all the responsibility under the *Human Pathogen Toxin Act and Regulations.*” Leadership at many levels was important to securing our License so that biological research can continue.

Hazard Identification & Control

- Influenza clinics were facilitated for all students, faculty and staff. Over 1,300 vaccinations were provided helping the U of R prevent influenza on our campuses.
- HSW in partnership with a number of faculty members have created a comprehensive risk assessment process for students and faculty to use to mitigate hazards.
- In order to comply with the PHAC HPTR, each Principal Investigator of a Containment Level 2 Lab underwent a hazard identification process to identify and assess all equipment, tools, organisms, biosecurity risks, and task hazards. The assessment of these hazards assisted with the development of detailed Biosafety Lab Manuals and specific Safe Operating Procedures and Guidelines.
- The University successfully passed a Canadian Nuclear Safety Commission Consolidated Uses of Nuclear Substances Questionnaire (desk-top inspection) to maintain our License to use radioactive materials.
- Risk assessments were conducted prior to the start-up of 50 construction projects with external contractors.
- 6 hazard reviews were completed for proposed research and teaching projects.
- A Field Level Hazard Assessment process was developed and implemented within Facilities Management. This process ensures all potential hazards are identified and mitigated before a construction project commences.
- A new process was launched in 2015 to assess the health and safety practices of all employers who host U of R Co-operative students. This process helps to ensure U of R students are only placed within organizations with health and safety practices in place.
- As part of Wellness programming, 48 ergonomic assessments were completed to assist faculty and staff in the prevention of repetitive strain injuries.



Members of the Biosafety Advisory Committee performing bio-lab audits

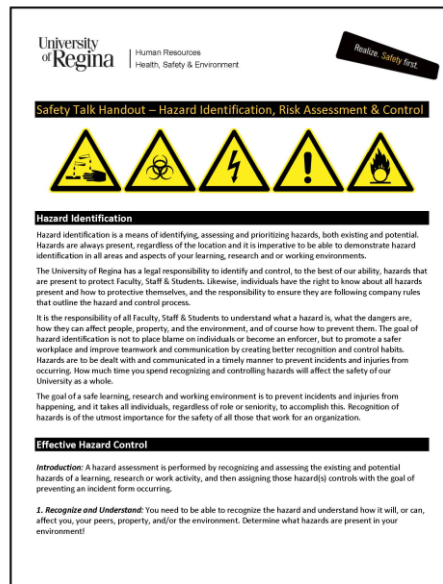
Training

- 2,999 students, staff and faculty received health and safety training in 2015.
- In partnership with the Research Office, a risk and hazard assessment awareness session was provided to faculty.

- As a result of the 2012-13 Blood and Body incident in the Faculty of Kinesiology and Health Studies, a capillary blood access course was created in partnership with Saskatchewan Polytechnic. This course is provided to all staff and faculty who are accessing blood from human research participants.
- Health and safety information and training is presented at new employee orientations, undergraduate orientation sessions, graduate student orientations, and to students who live in our campus residences.
- Continuing in 2015, a mandatory health and safety orientation is offered to Teaching Assistants through workshops hosted by the Centre for Teaching and Learning.
- Emergency Warden training was made available online this year. Previously, Wardens were required to attend a 4 hour lecture.
- Lab safety training now includes updated WHMIS training (WHMIS 2015) which incorporates the new Globally Harmonized System of classifying hazardous materials.
- Chemical and Radiation Safety training was provided to members of the Regina Fire & Protective Services HAZMAT team to help them understand the various chemical and radioactive hazards they may be encountering when responding to a situation on campus

Communications

- 20 “Sixty Second Safety Talks” were created and distributed to over 300 Facilities Management staff and each talk is distributed to co-chairs of each Local Occupational Health and Safety Committee for distribution to all staff and faculty within their respective area.



- Numerous safety posters highlighting important safety information were produced and placed in numerous labs within the Faculties of Engineering & Science.



- Local Occupational Health and Safety Committees ran events during North American Occupational Safety and Health week in May and staff and faculty were invited to participate.
- 5 health and wellness lunch and learn sessions were offered to staff and faculty to gain information on AED use, learning to deal with stress and an opportunity to participate in a yoga class.
- Initiated by the U of R, the first U of R, U of S and Saskatchewan Polytechnic Directors of Health and Safety meeting occurred in 2015. These meetings will continue to occur quarterly and discussions will focus on shared successes, challenges and opportunities for partnership in health and safety in post-secondary research-intensive institutions.
- An updated Violence Prevention Policy was approved and communicated to the campus community and included the opportunity for unit level Site Security Assessments to assess and institute measures to limit the potential impact of violence.

Inspections

- Local Occupational Health and Safety Committees continued to inspect the work/study areas at the U of R within their jurisdiction.
- Labs that contain radioactive materials were inspected 32 times and remediation measures were implemented as applicable.
- Each Containment Level 2 Lab underwent a biosafety audit and was provided with a detailed report outlining deficiencies and suggesting mitigation strategies. Audit follow up will be performed in March 2016.

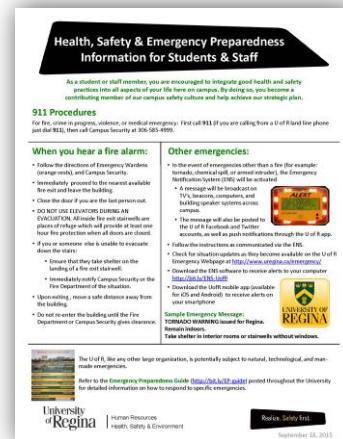
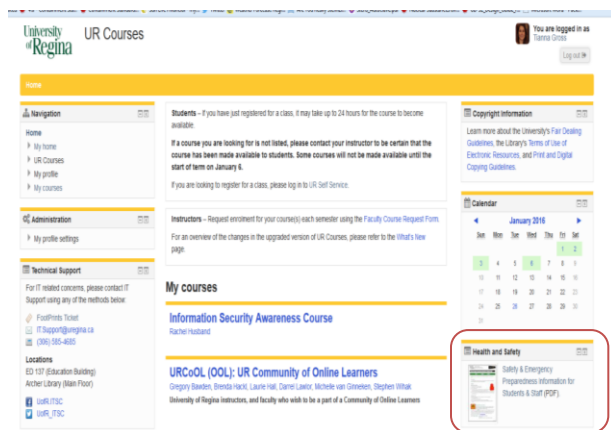
Reporting & Investigations

- 396 actual and 52 nearmiss incidents were reported to HSW in 2015. 350 of these incidents were investigated by HSW and mitigation measures implemented with the applicable supervisor and staff member.

- To lessen the degree of complexity in reporting injuries and nearmiss situations for Nursing Students and Nursing Faculty, the U of R and Saskatchewan Polytechnic have cooperatively leaned the required reporting paperwork from 4 forms to 1 form.

Emergency Response

- The Emergency Notification System has been successfully integrated into the U of R mobile app. This allows the U of R to send “push notification” emergency messages to all app users.
- Using the U of R’s emergency response system, we successfully hosted the northern fire evacuees on our main campus. Services such as shelter, food, medical care and recreation were provided.
- Many Faculties and faculty members are now including emergency information in each course syllabus. In addition, Safety & Emergency Preparedness Information for Students is available on the URCourses homepage (see below).



- 2 large scale emergency table top exercises were carried out with the University’s Emergency Operations Centre (EOC) group. These exercises engaged several departments expanding the learning beyond just the EOC members.
- U of R hosts many children’s camps on both campuses. A Code Adam (missing child) emergency protocol was developed and implemented for children’s camps held on both campuses. The protocol activates both on campus and off campus resources to assist in finding a missing child.
- Several Business and Academic Continuity Plans are under development.

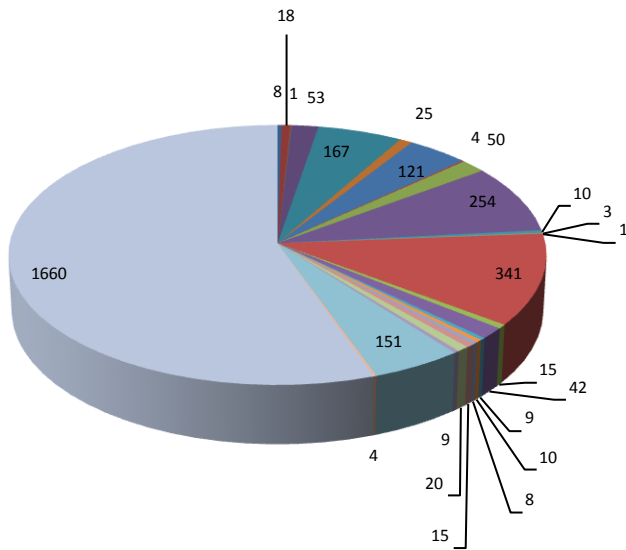
- The U of R Hazardous Materials Spill Response Team conducted spill remediation for 6 hazardous material spills/ releases.



Images from two 2015 hazardous material spills

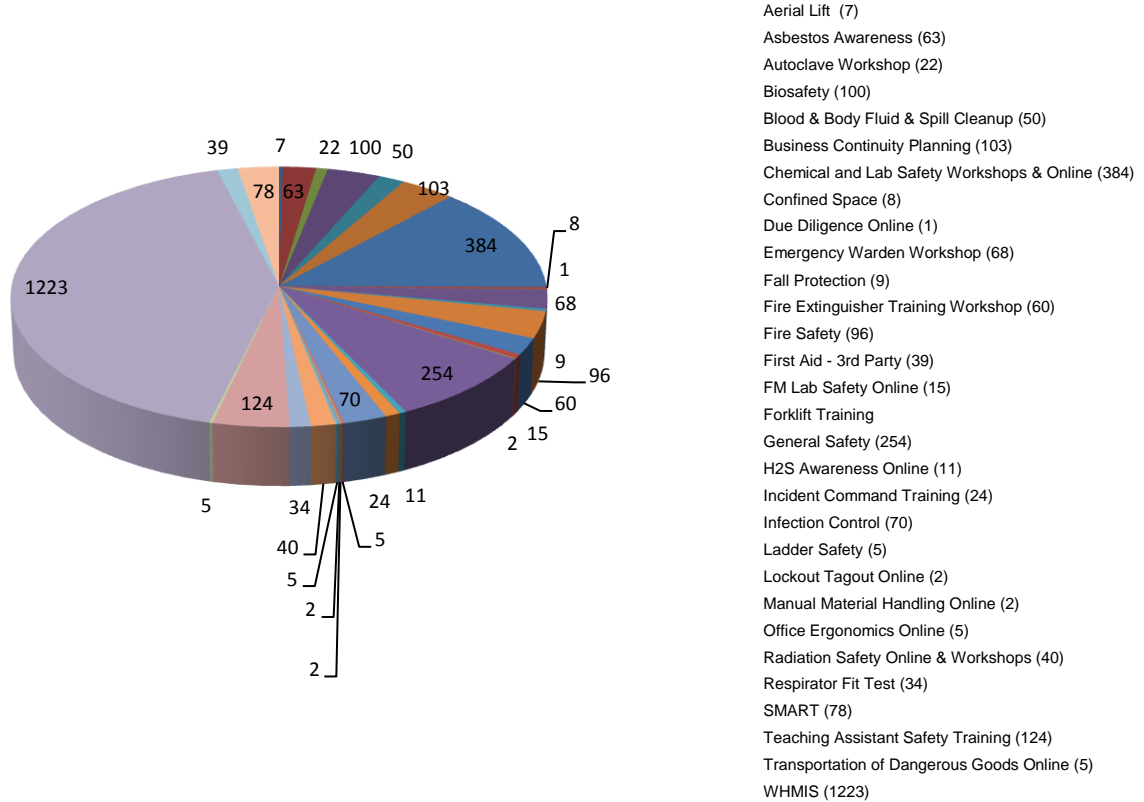
Data

2015 Total of 2,999 Safety Training Courses Completed

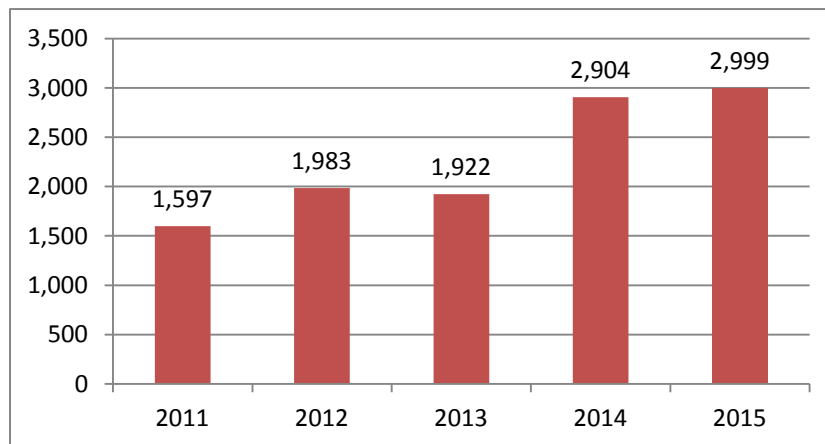


- Aerial Lift (8)
- Animal and Zoonotic Disease Awareness (18)
- Autoclave Workshop (1)
- Biosafety (53)
- Chemical and Lab Safety (167)
- Confined Space (25)
- Emergency Warden Training (121)
- Fall Protection (4)
- Fire Extinguisher Training Workshop (50)
- Fire Safety (254)
- First Aid - 3rd Party (10)
- FM Lab Safety (3)
- Forklift Training (1)
- General Safety (341)
- H2S Awareness Online (15)
- Infection Control (42)
- Ladder Safety (9)
- Lockout Tagout Online (10)
- Office Ergonomics Online (8)
- Radiation Safety Online & Workshops (15)
- Respirator Fit Test (20)
- SMART (9)
- Teaching Assistant Safety Training (151)
- Transportation of Dangerous Goods Online (4)
- WHMIS (1660)

2014 Total of 2,904 Safety Training Courses Completed



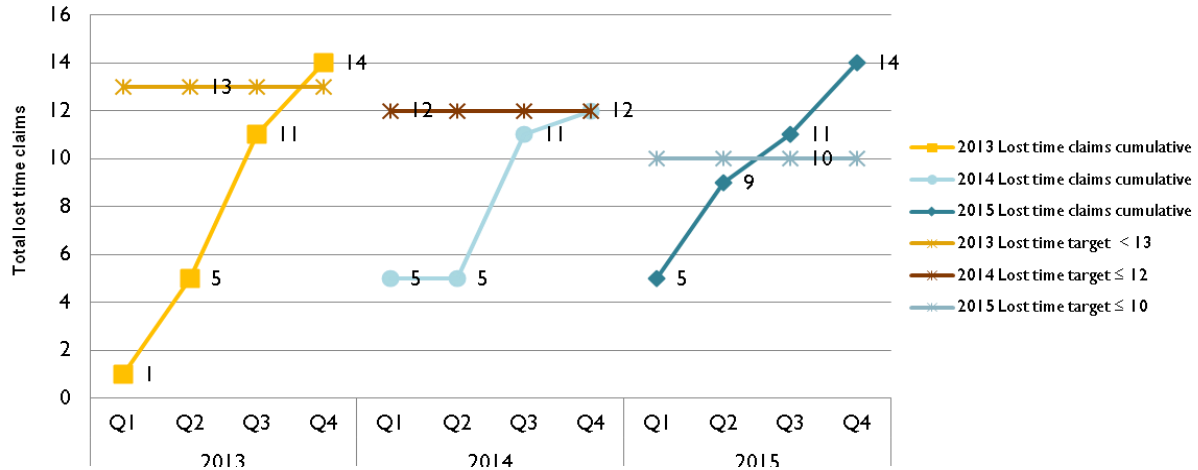
Total Safety Training Course Numbers



Reported Data for U of R WCB lost time and medical aid injuries

(Faculty and students excluded as they are not covered by WCB)

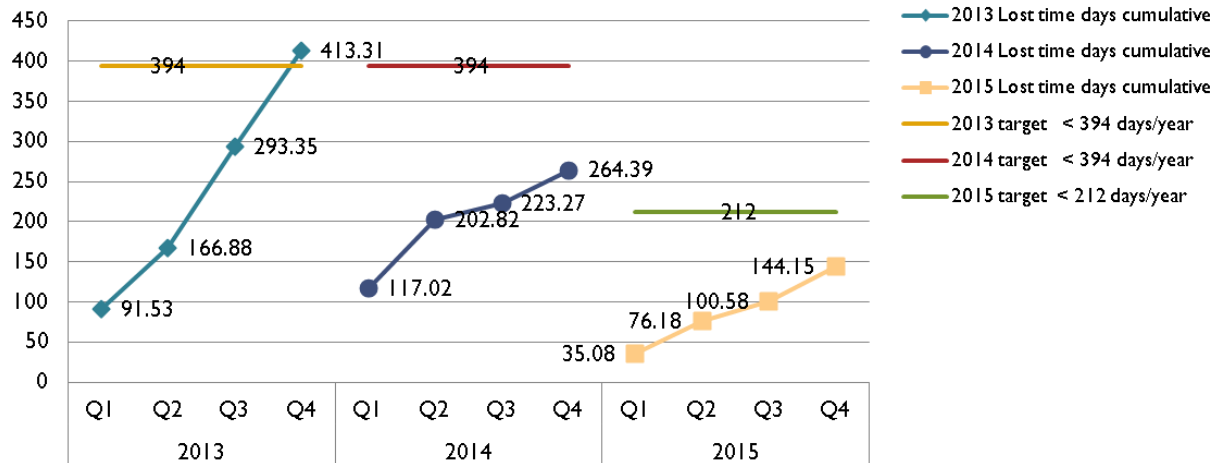
A "lost time claim" is a workplace injury that is significant enough to make the worker lose time at work beyond the initial day of injury.
 A "medical aid claim" is a workplace injury where the worker sees a medical practitioner but does not lose time at work.



The U of R exceeded our 2015 target for lost time claims by 40%. Even with these added claims, we were still able to reduce our lost days by 32%. This correlation may indicate that although we experienced a larger volume of claims, they are less severe in nature and are resulting in less days lost.

Reported Data for U of R WCB lost time days

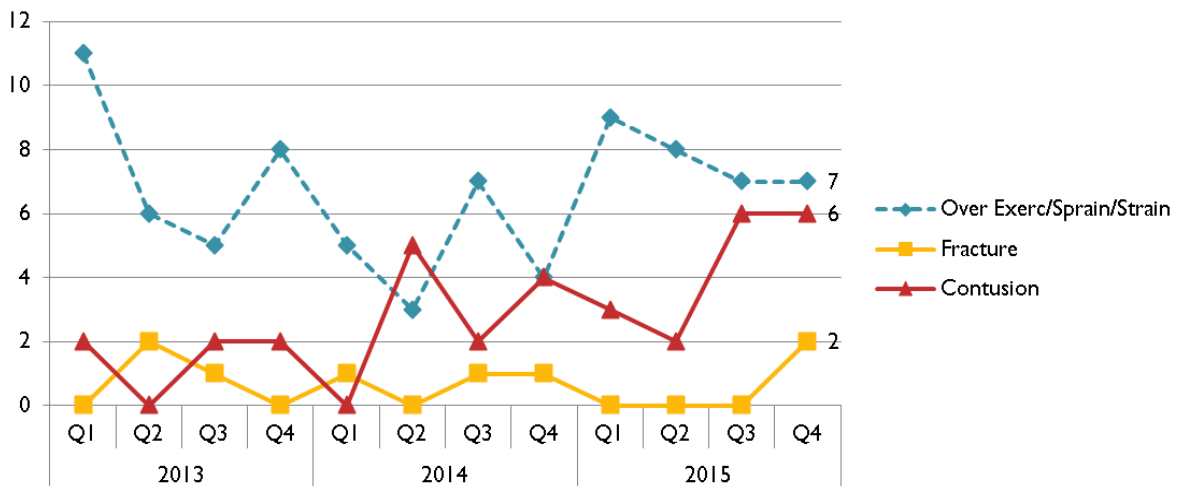
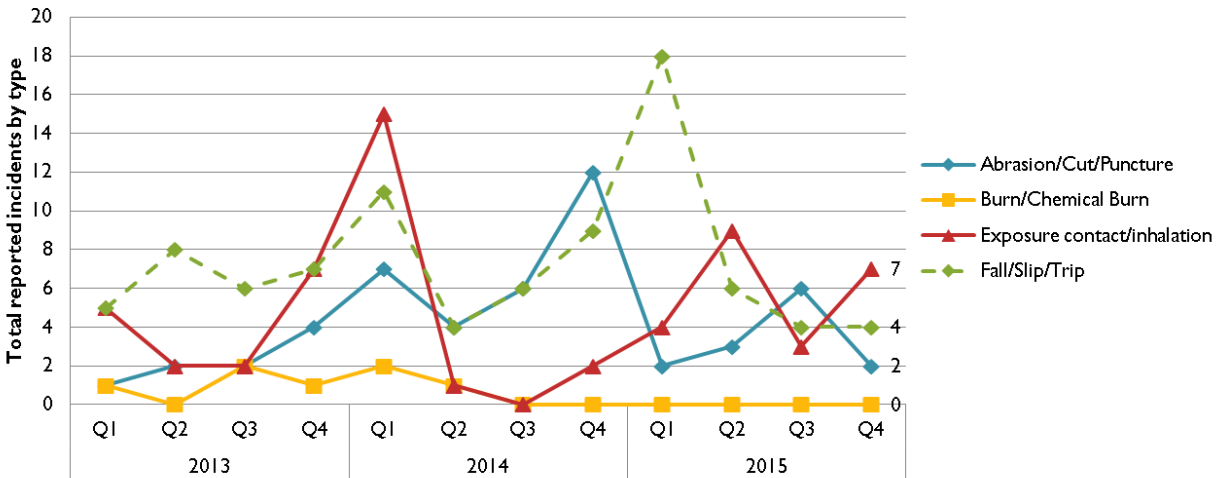
(Faculty and students excluded)



The U of R surpassed our established 2015 target for lost days by 32%. We however exceeded our lost time claims target by 40%. This correlation may indicate that although we experienced a larger volume of claims, they are less severe in nature and are resulting in less days lost.

U of R Reported Incidents by Injury Type

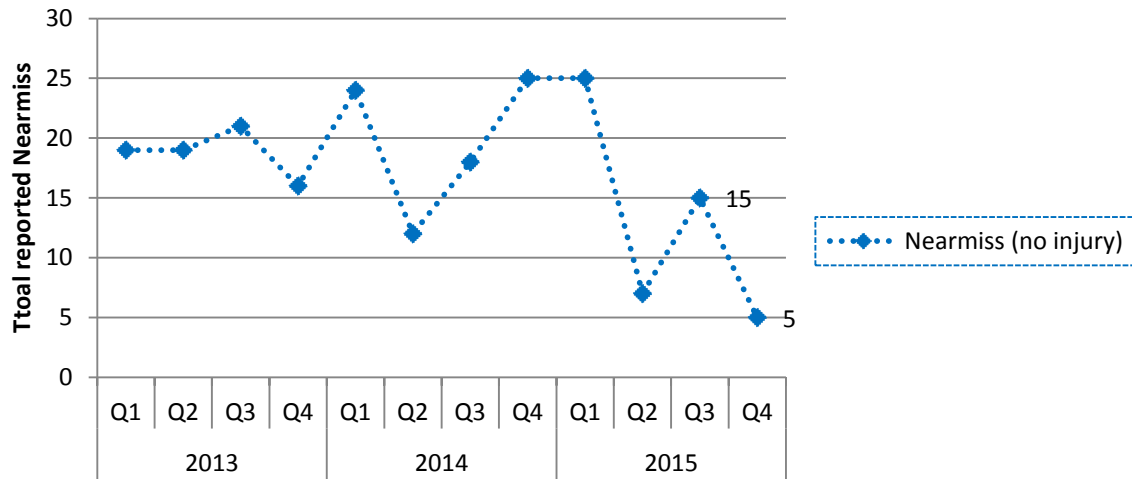
(Students, faculty and staff included)
(Displayed in the following two charts)



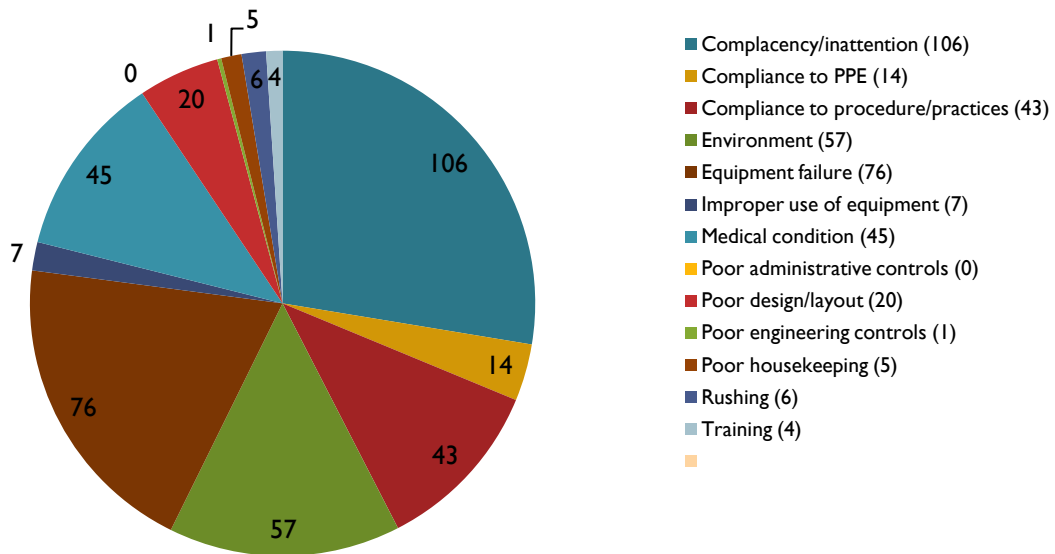
The preceding graphs depict the types of incidents and injuries most frequently reported to HSW.

Musculoskeletal injuries continue to dominate quarter over quarter. Major initiatives planned for 2016 based on data analysis and incident investigations are the implementation of a formalized risk assessment process, leadership training, and a continued focus on musculoskeletal injuries.

U of R Near Miss Reporting



U of R Root Cause of Reported Incidents in 2015



Definitions of Root Cause Categories

Equipment failure

Any piece of equipment that cannot accomplish its intended purpose or task and has resulted in an incident.

- Elevator malfunction
- HVAC issues
- Power outage

Environment

Any incident in which the environment contributed to the incident occurring

- Slips, trips, falls – During the winter months or freeze thaw seasons
- Sports activities
- Smoke alarms set off by residence cooking processes
- Pest issues
- Insect bites
- Lightning strike

Complacency / Inattention

An incident that has occurred due to the lack of attention, distraction or failure to identify your surroundings

- Distracted walking/driving resulting in an incident
- Motor vehicle incidents
- Failure to follow manufacturers recommendations which may have resulted in an incident
- Rushing/In a hurry

Communication

Any incident that has occurred as a result of failing to communicate pertinent information.

- Failure to communicate potential hazards which may lead to an incident
- Failure to communicate, leading to misaligned expectations ultimately resulting in an incident

Poor engineering controls

An incident that has occurred due to the lack of control(s) that are designed to reduce exposure to a chemical, or physical hazard.

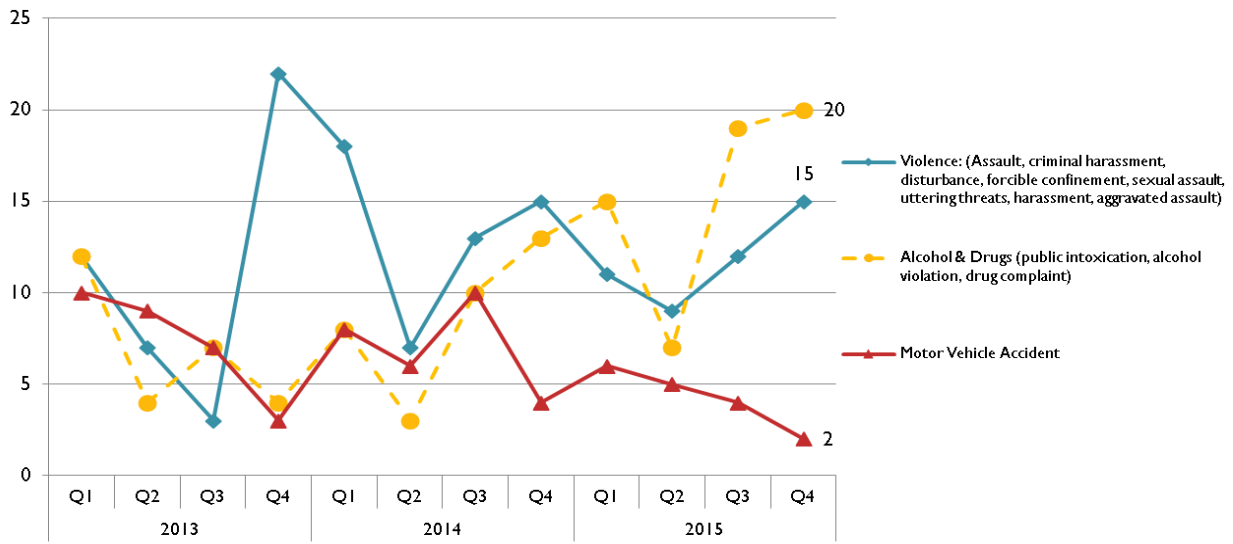
- The lack of ventilation which may possibly lead to a potential exposure
- Missing guardrail on an elevated platform
- Missing guard on moving machinery

Compliance to procedures / practices

An incident in which a personal decision was made to not comply with applicable procedures and practices which have been implemented to eliminate and/or reduce risk of injury.

- Failure to don appropriate PPE
- Deciding to not ask for assistance when lifting a heavy object
- Failure to lockout a piece of energized equipment before working on that object

Incidents Reported to Campus Security



This data has been provided by Campus Security. Campus Security investigates those incidents reported to them directly and works with stakeholders to resolve issues and implement remedial preventative measures. An important initiative for 2015 was to centrally collect data from all data sources related to the health and safety of students, faculty and staff.

2016 Initiatives by HSMS category

Management Commitment & Leadership

- Continued focus will be needed by all University leaders to implement and measure activities that support a well functioning Health and Safety Management System (HSMS). Performance criteria related to health and safety is being developed and will be included in letters of offer and also performance assessment tools for out of scope staff.
- “Supervision and Safety” education for managers.
- The Deans of Science, Engineering, Kinesiology and Arts will implement risk assessment tools that become a normal part of research activities in labs using hazardous materials.
- Funding for equipment and training related to the activities of safe teaching and research will need to continue to be a priority.

Hazard Identification & Control

- U of R Leaders will need to continue to promote and implement a formal risk assessment process to ensure that risks or hazards at the U of R are assessed formally and documented (i.e., travel and fieldwork endeavors, research activities, sporting activities).
- Create a standardized incident and near-miss database. Once done, a communications strategy that highlight reporting options is needed to enhance the awareness of students, faculty and staff as they do not always understand, or feel encumbered to report or act on hazards when they experience them.
- The current U of R Travel and Fieldwork process needs improving to address the risks of the many staff, faculty and students who travel within Canada and abroad. The revision of this process will require significant effort from key stakeholders to make the process efficient and effective.
- Continued focus on the legal compliance with the licensing requirements of PHAC, CNSC and the Global Harmonization System (WHMIS 2015) is required to sustain and advance each program.
- The current importation, exportation, and transportation of dangerous goods program and processes are inadequate to address the more complex materials of research and teaching on campus. A Central Stores function is needed where all hazardous products are received, inventoried and shipped properly.

Training

- Continued emphasis is needed by front line leaders to monitor faculty, staff and students who have received health and safety training to ensure the training has had the desired effect on behavior. Health and Safety training needs to be supplemented by front line leaders, addressing site risks and duty/activity specific safe work procedures.
- Create Supervision and Safety training.
- Lead by the Deans in Science, Engineering, Arts and KHS, all applicable faculty members and lab managers will complete the newly launched Risk Assessment in Research training program.

Communications

- Develop communications strategy to enhance our student's understanding of the health and safety practices and safe study opportunities on campus.
- Create a central repository for Safe Operating Procedures that can be used and shared amongst researchers.

- Promote the U of R's Health and Safety Management System.
- Develop a communications strategy for faculty and staff related to proper ergonomics to proactively address musculoskeletal risks.

Inspections

- Implement a fire load policy to address the excessive paper and stored materials in many offices on the main and CAC campuses.
- Local Occupational Health and Safety Committees continue to struggle with physically inspecting all areas within their jurisdiction. Efforts will be made to help them with this process.
- Implement a comprehensive Lab Close Out procedure in the Faculties of Science and Engineering & Applied Science.

Reporting & Investigations

- Fully implement a culture of risk assessment in all research labs with hazardous materials.
- Student, faculty and staff incident and near-miss reporting requires an enhanced focus as many students, faculty and staff do not know how to or when to report an incident.
- With the goal of creating a central database, initiate a review of all data reporting of health and safety events that occur at the U of R.

Emergency Response

- Prepare a robust emergency campus evacuation plan.
- Review and enhance our active shooter response protocols.
- Finalize Academic and Business Continuity Plans for each academic, administrative and research unit.
- Launch a targeted communications campaign to enhance awareness and response to emergencies.