



UNIVERSITY OF OTTAWA
HEART INSTITUTE
INSTITUT DE CARDIOLOGIE
DE L'UNIVERSITÉ D'OTTAWA

Occupational Health, Safety and Biosafety

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Occupational Health and Safety

Agenda:

The Occupational Health and Safety Act

Definition of Workplace Parties

Roles and Responsibilities

Internal Responsibility System

Health and Safety Policy

Joint Health and Safety Committee

Employee Rights

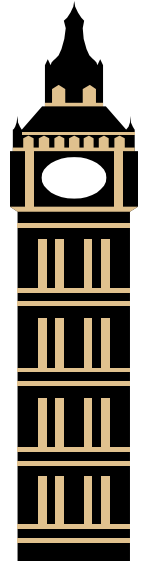
Health and Safety Policies

Health and Safety Communication



The Occupational Health and Safety Act of Ontario

- Establishes the general principles for workplace health and safety in Ontario workplaces
- Establishes a mechanism to enforce the regulations
- Involves everyone in the workplace from the Board of Directors to the individual worker





The Regulations

While the Act describes general duties the regulations describe the specific requirements

- **Provide the details about how the health and safety duties are to be carried out in a particular workplace**
- **Examples of regulations and the kinds of workplaces to which they apply are:**

- Health Care and Residential (applies to the hospital environment)
- Industrial Establishments (applies to the University)
- Construction (building projects)
- WHMIS (all workplaces where chemicals are handled)
- Needle Safety (hospitals)



Internal Responsibility System

Health and Safety law in Ontario is based on the concept of internal responsibility. That means:

- Every person in the workplace has direct responsibility for health and safety (of their own and of others) as it pertains to his or her job
- All workplace parties work together to develop solutions to health and safety problems
- All workplace parties have responsibility to maintain a safe and healthy workplace



The Ministry of Labour

The role of the Ministry of Labour is to develop, communicate and enforce the law. If the internal responsibility system fails to resolve health and safety issues then the Ministry of Labour can enforce the law

Ministry of Labour inspectors can enter the workplace at any time without prior notice to the employer to do one of the following:

- Inspect the workplace
- Investigate complaints
- Issue orders
- Initiate prosecution



Duties of Workplace Parties

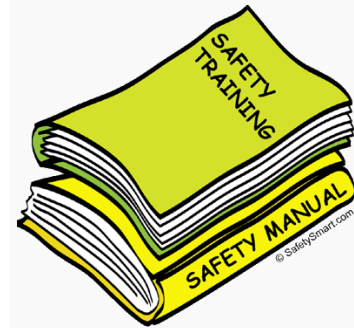
The Act gives everyone in the workplace specific duties for health and safety that are related to their level of authority

- The employer means a person (or company) who employs one or more persons or who contracts for the services of one or more persons
- The employer is in charge of everyone in the workplace and is ultimately most responsible to provide a safe and healthy workplace



Employer Duties

- Provide equipment, materials, protective devices as prescribed and ensure they are used and maintained as prescribed
- Provide information, instruction and competent supervision
- Acquaint workers with any workplace hazards
- Assist and cooperate with the joint health and safety committee
- Post a copy of the Act and pertinent regulations
- Prepare and post a written health and safety policy
- Take every precaution reasonable in the circumstances to protect workers





Supervisor Duties ..

The supervisor means a person who has charge of a workplace or authority over a worker. The supervisor must:

- Ensure workers work in compliance
- Ensure workers use the protective devices as prescribed
- Acquaint workers with all workplace hazards
- Provide written instructions where required
- Take every precaution reasonable in the circumstances to protect the worker



Worker duties ...

A worker is ...

- a person who performs work or supplies services for monetary compensation
- or unpaid learner like a secondary school co-op student, a university student on placement, an intern etc
- **workers are responsible to ...**
 - Work in compliance with the Act and Regulations
 - Use the protective equipment or devices that are provided by the employer
 - Report any hazards or contraventions to the supervisor
 - Do not engage in any type of dangerous behaviour in the workplace
 - Report all accidents and incidents to your supervisor



Worker Rights

Workers have 3 basic rights under the OHS Act

- The **right to know** about the hazards of the workplace and how to work with them safely
- The **right to refuse** to do unsafe work which the worker has reason to believe is dangerous
- The **right to participate** in keeping the workplace safe and healthy



Right To Know

- Workers have the right to know about any potential hazards to which they may be exposed
- Workers are entitled to training on how to work safely with these hazards and how to protect themselves from exposure



Right To Refuse

- Workers have the right to refuse work that they believe to be dangerous to themselves or to another worker
- The OHS Act describes the exact process
- Healthcare workers have a limited right to refuse if their work refusal places patients at risk



Right to Participate

- Workers have the right to participate in the process of identifying and resolving workplace health and safety concerns
- This is achieved by the presence of the joint health and safety committee
 - Worker members on the committee represent their co-workers on all matters relating to health and safety
 - Any worker may become a member of the committee by being selected by his or her co-workers or by the union if one exists



Joint Health and Safety Committee

- Is required in every workplace where 20 or more workers are employed
- Has an advisory role in health and safety compliance
- “Joint” means the committee is made up of management and worker members
- Main role is to identify workplace hazards, evaluate them and recommend corrective action through:
 - Regular meetings (6/year in the UOHI)
 - Monthly workplace inspections
 - Investigation of work refusals, critical accidents, dangerous circumstances



Health and Safety Program

The UOHI Program:

- 20 health and safety policies
- Standard operating procedures
- Worker training program
 - Occupational Health and Safety
 - WHMIS
 - Laboratory Safety
 - Fire Safety
 - Biosafety
- Workplace inspection process
- Accident investigation procedure / Critical Incident Reporting procedure



Occupational Health and Safety

Policy 4-10

The UOHI is / will:

- committed to providing a safe and healthy workplace
- Maintain equipment and the premises in a safe manner
- Focus on injury prevention but will investigate accidents that occur
- Comply with all relevant health and safety legislation, standards etc
- Provide training to employees
- Prepare policies and standards in a comprehensive H&S Program
- Perform regular workplace inspections
- Cooperate with the joint health and safety committee
- Take every precaution reasonable to protect workers



Personal Protective Equipment and Apparel in Research Laboratories

Policy 4-20

In situations where workers and students in the research laboratories are required to work with hazardous chemicals or physical agents, they will be advised of appropriate apparel to be worn in the laboratory and provided with suitable protective equipment. These may be:

- Laboratory coats
- Closed toe and closed heel footwear
- Eye protection – safety glasses, goggles and face shield
- Gloves
- Respiratory protection
- Hearing protection

Workers and students must comply with all the requirements of the personal protective equipment and apparel policy



Workplace Inspections

A hazard is anything or situation in the workplace that has the potential to cause injury or illness to a worker. Workplace inspections are one of the mechanisms by which hazards could be identified and corrected before they cause a problem.

Policy # 4-30

Two types of workplace inspections are required as follows:

- Legislated inspections by the Joint Health and Safety Committee – required to inspect part of the workplace each month so that the whole workplace is inspected in the year
- Routine inspections by the supervisor of the area – the clinical manager or the principal investigator – frequency determined by the supervisor



Common UOHI Workplace Hazards

- Repetitive movements / over-exertion
- Slips, trips and falls
- Chemicals – laboratory, housekeeping, pharmaceutical
- Biological materials – used in research
- Radiological materials – research, therapeutic and diagnostic
- Needles and other sharps
- Workplace violence



Accident Investigation

Accident investigation is another mechanism by which workplace hazards can be identified and corrected:

Policy #4-80

- All accidents that result in personal injury or illness must be investigated by the supervisor in order to:
 - Identify underlying causes
 - Take corrective action
 - Monitor effectiveness



Health and Safety Enforcement and Discipline

Policy #4-100

In cases where a worker is not in compliance with a workplace health and safety requirement:

- Investigate the non-compliance
- If caused by a lack of knowledge then provide training and education
- If willful then apply the principles of progressive discipline
 - verbal warning – remind the worker of the requirement to comply
 - written warning – put the reminder in writing to the worker
 - suspension / dismissal



Workplace Violence Prevention Program

Policy # 4-200

- The Institute will not tolerate acts of violence against employees while at work or in the process of carrying out work on behalf of the Institute
- The Institute will investigate violent incidents that occur at work or while worker is carrying out work on behalf of the Institute
- The Institute will provide support for victims of workplace violence



Working Alone

In situations where a person is required to work alone outside of normal working hours consider:

- Is a buddy system required?
- Always carry / wear your UOHI ID badge
- Contact Security at 14888 on arrival and let them know you are alone in the lab / unit
- Contact Security again when leaving
- PI's and supervisors are required to check in, at regular intervals, with the worker



Health and Safety Education

Policy # 4-300

The Institute will:

- provide training that is prescribed in health and safety legislation
 - identify and provide other required training programs
 - ensure workers are aware of hazards and relevant safe work policies and procedures
- *Workers are required to attend



Health and Safety Communication

Policy # 4-400

The Institute will ensure:

• effective communication and exchange of information about health and safety issues through

- Open forums
- Staff / laboratory meetings
- Training programs
- Notice boards
- Electronic Mail



Health and Safety Reporting Protocol

Employee has a health and safety concern



Report the concern to the Supervisor



Corrective Action is taken by Supervisor



Supervisor advises employee of action taken

➤ Not satisfied by supervisor action THEN contact the JOHSC Member



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Emergency Preparedness

The remaining slides cover emergency preparedness at the Heart institute. As part of the Ottawa Hospital we follow all the procedures set out by the hospital to deal with emergencies such as fires, hazardous materials spills, internal and external disasters and missing patients.





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All major types of emergencies are categorized by a colour code – The Heart Institute adheres to the Ottawa Hospital's System

Emergency Codes Posters and booklets are located in all departments and laboratories:

- Emergency telephone numbers to call to report
- Instructions specific to each type of emergency



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EMERGENCY PAGING CODES/ CODES D'URGENCE

CODE	DESCRIPTION	TELEPHONE(Z)
RED/ROUGE	FIRE / FEU	1-5555
GREEN/VERT	EVACUATION / ÉVACUATION	1-5555
ORANGE	DISASTER (INTERNAL OR EXTERNAL) DÉSASTRE (INTERNE OU EXTERNE)	1-5555
BLUE/BLEU	CARDIAC ARREST ARRÊT CARDIAQUE	1-4777
BROWN/BRUN	HAZARDOUS MATERIALS SPILL DÉVERSEMENT DE MATIÈRES DANGEREUSES	1-2999
YELLOW/JAUNE	MISSING PATIENT / PATIENT DISPARU	1-2999
WHITE/BLANC	VIOLENT PATIENT / PATIENT VIOLENT	1-5555
SECURITY – ROUTINE OR EMERGENCY SÉCURITÉ – APPELS DE ROUTINE OU D'URGENCE		1-2999
BLACK/NOIR	BOMB THREAT / ALERTRE À LA BOMBE	1-2999
CODE 1	TRAUMA TEAM / ÉQUIPE DE TRAUMATOLOGIE	1-5555
STAT CALL APPEL STAT	MEDICAL EMERGENCY URGENCE MÉDICALE	1-4777
CODE 333	OBSTETRICS EMERGENCY URGENCE EN OBSTÉTRIQUE	1-5555
LOSS OF UTILITIES / PERTE DE SERVICES		1-4281



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Fire Safety

What is a fire?

If you see smoke or flames it means a fire situation exists

*** Amount of smoke or size of flames does not matter**





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Fire Safety – Code Red

In the event of a fire remember the word : S.C.A.T.E.

Save lives – remove patients / visitors to safe area / alert co-workers

Close doors to **C**ontain smoke and fire

Alarm – **A**ctivate the alarm located near all exits

Telephone 1-5555 to report the exact location of the fire

Evacuate or **E**xtinguish





Fire Equipment

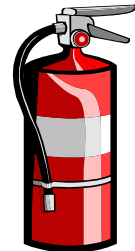
You must familiarize yourself with the fire equipment in your area:

Pull Stations: located near all exits, stairwells and the elevators



Portable fire equipment (hose cabinet and portable extinguishers)

- Hose cabinets are located in corridors and elevator lobbies
- Extinguishers are located near the exit doors of every lab and also within the hose cabinets





Fire Alarm



The Hospital has a Two Stage system

First stage (slow stage) – The bells or tone sound slowly for about one minute then stop and is followed by an announcement indicating where the alarm is occurring. Your actions are:

- Close all doors
- Clear the corridors
- Listen for announcements

Second stage (fast stage) – the bells will sound rapidly indicating that an evacuation of a part or all of the Heart Institute will occur. Your actions:

- Obey the instructions of the fire monitor in your area



Announcements

- When the fire alarm sounds an announcement will be paged overhead indicating the location of the alarm in the Heart Institute
- Regardless of the location (Building 2 which is clinical services or Building 5, which is research services) if you hear the fire alarm you must take appropriate action



If the alarm (or fire) is in your area

- Immediately notify others in your area to leave the area and proceed to the nearest safe fire zone beyond the fire doors
- Close all doors behind you as you leave
- Listen to the announcements
- Obey all instructions from the fire monitor, the fire brigade or the fire marshall
- Wait for the “ALL CLEAR” to be announced before returning to your area
- If you are not in your lab or office when the alarm occurs remain where you are. Do not migrate through the building



If the Alarm (or fire) is in another area.....

- Listen to the PA announcements for the exact location
- Floor monitors will keep you advised of the situation
- You can continue to work but be ready to evacuate if required



Evacuation – **CODE GREEN**

If the fire (or other emergency) requires an evacuation of the area a **Code Green** would be called.

There are 2 types of evacuation that could occur:

- **Horizontal to a safe zone on the same level**
- **Vertical**
 - Partial 2 floors down or
 - Total to the outside or another building



Classes of Fire

Class “A”

Involve ordinary combustibles such as paper, wood, rags etc

Use an extinguisher with a class A rating

Class “B”

Involves flammable and combustible liquids such as varsol, gasoline, grease etc

Use an extinguisher rated class B

Class “C”

Fires involving charged electrical equipment such as fuse boxes, electric kettles, toasters etc

Use an extinguisher rated class C



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Using the Fire Extinguisher

To use a fire extinguisher remember the acronym “PASS”

Pull the pin



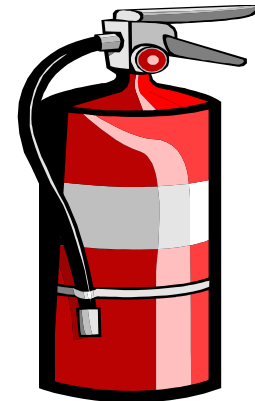
Aim at the base of the fire



Squeeze the handle



Sweep over the fire





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Smoking in the Workplace

Prohibited anywhere on hospital property other than the designated smoking shelters

Penalties

\$140.00 to \$5000.00 plus

For employees up to 2 day suspension with no pay





Disaster Planning - **CODE ORANGE**

The Heart Institute has a disaster plan that would be implemented in the case of a community disaster or major internal disaster occurring. Should such circumstances arise a **Code Orange** would be announced overhead. The UOHI Plan works in tandem with the Ottawa Hospital's Plan.

Internal Disaster

Fire / Flood / Utility failure

External disaster

Plane crash / Tornado / Chemical leak into environment



Emergency Procedures Manual (EPM)

The following documents are contained in the EPM

- **Internal Evacuation Plan (Departmental or Unit Specific)**
- **External Disaster Plan**
- **Disaster Fanout (Process of recalling staff in the event of a disaster)**
 - Identification Badges (Always take home with you)
 - Fanout lists and instructions

***Annual review – Employees are encouraged to review the EPM on an annual basis**





Spills Control - **CODE BROWN**

Major or Minor spills

Minor Spill < 1 Litre

- Generator of the spill is to clean up
- Emergency Hazmat Spill Cart – located on the 3rd floor of the Research Centre

Major Spill > 1 Litre

- Call 12999 for help
- Code Brown Assessment Team will respond
- Ottawa Fire Department or HazMat Contractor would be called if cleanup is beyond our capacity to handle





CODE **PURPLE** - Active Shooter / Hostage Taking

- **Hostage Taking** – is a situation whereby an assailant(s) takes a hostage(s) and is threatening to cause harm to accomplish negotiations
- **Active Shooter** – is an individual engaged in killing or attempting to kill people with a gun or other firearm or similar weapon. In most cases there is no pattern or method to their selection of victims. Although they may be more likely to target, active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.



CODE PURPLE - Hostage Taking

- **If you are notified of a hostage taking situation or become aware, telephone 1-5555 to advise them of all the details**
 - Run and hide (lockdown or barricade doors), turn off lights, stay quiet / silence electronic devices
 - When the police arrive stay out of the way or stay down, keep your hands in the air and follow all the instructions of the police
- **If you are in the hostage taking area**
 - Stay calm
 - Follow the instructions of the captor
 - Be cooperative – do not speak unless spoken to and only if necessary
 - Do not try to escape unless your life is in immediate danger and you have no other option. Be absolutely sure you (and other hostages) can make it, and that you will not endanger the lives of any other hostage. Even then, re-think before you try.



CODE PURPLE - Active Shooter

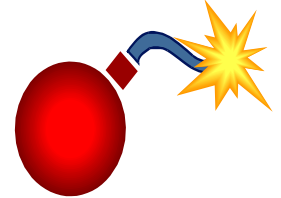
Staff and patients in distant area from shooting incident:

- Avoid Incident area. Stop all movement in building.
- Quickly remove staff, patients and visitors from main corridors and close, lock / barricade unit doors.
- Cover door, windows.
- Turn off lights.
- Stay quiet and silence all electronic devices.
- Take cover in secure areas (e.g. conference rooms, bathrooms, offices) that can be locked or barricaded with heavy furniture. Move occupants away from exposed windows.



CODE BLACK – Bomb Threat

- **Most common is the telephone bomb threat**
- **Treat all threats seriously**
- **Key questions to ask**
 - Where is the bomb
 - When will it explode
 - What does it look like
 - What will make it explode
- **Complete the checklist in the Emergency Codes Booklet**
- **Call security at 12999**
- **Staff are asked to search their own area to identify anything that should not be there. If something suspicious is found do not touch it. Call Security**





Other Emergencies or Codes

•Missing Patient / **CODE YELLOW** / 12999

- If a search has been carried out and patient cannot be found the unit may initiate a Code Yellow

•Violent Patient or Situation/ **CODE WHITE**/ 12999

- an overhead broadcast used to alert a response team to an area where the clinical or research staff have made an assessment that a patient or other person, poses a threat to themselves or others and intervention to calm the situation has failed

•Cardiac Arrest / **CODE BLUE** / 14777

- the Heart Institute has its own Code Blue teams in each patient care unit to respond to cardiac arrests in this building. The team is alerted through an overhead broadcast as well as an electronic page to each member

•Code Amber – Infant abduction – 15555

When an Infant is missing from the patient care unit, the Ottawa Hospital (TOH) will assume that the Infant has been abducted until it can be proven otherwise.

•Code STEMI

- En route to the Heart Institute if the patient has a heart attack the paramedics will contact the Institute to prepare to receive the patient. The Code Stemi team will assemble to wait for the patient





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REMEMBER:

- If you or one of your colleagues experiences a medical emergency dial 911



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- Follow the link below to go to the related quiz The password is **healthandsafety**
- <http://www.classmarker.com/online-test/start/?quiz=djh52efd9b626d19>