



**FULL-TIME STAFF
HEALTH & SAFETY REFRESHER
2016-2017**

USC HEALTH AND SAFETY POLICY





THE USC'S HEALTH & SAFETY POLICY OVERVIEW

- The Policy outlines the commitment and responsibilities of management and employees in maintaining a healthy and safe work environment
- The Policy is compliant with and based on the Occupational Health and Safety Act
- It is reviewed and updated annually
- Copies are posted on all USC health and safety boards, on the USC website, and on the USC Staff Hub



THE USC'S HEALTH & SAFETY POLICY CONT'D

- This Policy is compliant with Ontario's Occupational Health and Safety Act (the green book that hangs on all of the USC health and safety boards) by meeting or exceeding all legislative requirements.
- The Policy stipulates that all Supervisors and Managers will provide information and training to their staff so that all USC's employees are qualified to perform their work safely. It is the responsibility of the Supervisor or Manager to ensure that safe and healthy conditions are met in their respective workplaces.
- The Policy states that all USC employees will strive to work in a safe manner and will report all actual and potential hazardous conditions, accidents and injuries to a Supervisor.





WORKPLACE VIOLENCE AND HARASSMENT



WORKPLACE VIOLENCE: DEFINITION

Any behavior, including violent behavior that creates a climate of violence, hostility, or intimidation.

This would include things like:

- Violent or threatening physical contact
- Direct or indirect threats
- Threatening, abusive, or harassing phone calls
- Possession of a weapon on company property
- Destructive or sabotaging actions against the Corporation's or someone's personal property
- Threatening acts or abusive language that leads to tension within the work environment



WORKPLACE VIOLENCE: HARASSMENT

Harassment is defined as:

- Engaging in a course of vexatious comment or conduct that is known or ought reasonably be known to be unwelcome. **This does not include legitimate performance management issues.**

Harassment can include the following:

- Conduct or behaviour that creates an intimidating, bullying, demeaning, or hostile work environment. **This includes sexual harassment.**



DEFINITIONS FOR SEXUAL VIOLENCE AND HARASSMENT

- **Sexual Harassment** is defined as: (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;
- **Sexual Violence** is defined as: “sexual violence” means any sexual act or act targeting a person’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person’s consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.



WORKPLACE VIOLENCE: DOMESTIC VIOLENCE

- Employers who are aware, or ought reasonably to be aware, that domestic violence may occur in the workplace must take every precaution reasonable in the circumstances to protect a worker at risk of physical injury.



The USC's Discrimination, Harassment, and Violence Prevention Policy

- This Policy outlines the commitment and responsibilities of management and workers in maintaining a harassment, discrimination, and violence free environment
- It is reviewed and updated annually
- Copies of the Policy are posted on all USC health and safety boards, the USC website, and the USC Staff Hub



THE USC'S DISCRIMINATION HARASSMENT AND VIOLENCE REPORTING PROCEDURE (NEW!)

- Anyone who is the victim of violence or witnesses it in the workplace shall report the behaviour to the Human Resources Manager if the situation is not one of immediate danger. If there is immediate danger, individuals shall contact the police immediately and take steps to protect themselves (i.e. leave the situation).
- Anyone who deems they are being harassed is urged to speak up to the alleged harasser to advise them that the behaviour is unwelcome. If the behaviour persists and/or it is unsafe for the person to address the behaviour with the person responsible, the individual shall report the matter to the Human Resources Manager.



THE USC'S DISCRIMINATION HARASSMENT AND VIOLENCE REPORTING PROCEDURE CONT'D

- Once a complaint is received, the Human Resources Manager will meet with the complainants and every effort will be made to resolve the issues through an informal process. If this process is unsuccessful, a formal investigation will be initiated.
- The Formal Investigation process is outlined in the USC's Discrimination Harassment and Violence Reporting Procedure that accompanies the USC Discrimination Harassment and Violence Prevention Policy



WHAT DO I DO IN A POTENTIALLY VIOLENT SITUATION?



- Don't argue or make accusations
- Speak normally and do not raise your voice
- Apologise for any inconvenience – either real or imagined
- Sympathise with the person's situation – even if it seems strange
- Ignore insults
- Leave the area and get help as soon as possible

CALL CAMPUS POLICE IF...

- Workers whose physical safety is threatened by violence, in any form, in the workplace should contact the police immediately.
- Always *call the police* when an act of violence has occurred or someone is threatened with violence in the workplace.

Ext. 83300

Or 911



REPORT POTENTIAL VIOLENCE

- A worker should report to his or her employer or supervisor the existence of any situation that has the potential for violence. An Injury/Illness Reporting Form (found on all health and safety boards) should also be completed as per the USC Violence and Harassment Policy.
- The most qualified/experienced person should always deal with any incidents of potential violence.



CONSEQUENCES



The consequences of participating in any type of Workplace Violence as defined in this presentation, may be cause for discipline up to and including termination for cause.

A photograph of a document titled "EMPLOYEE TERMINATION" in large, bold, black letters. The document is on a light-colored surface. A pair of black-rimmed glasses is resting on the document. A fountain pen is also visible on the document. The document has several fields for information, including "Name", "Address", "Age", and "Location".

**EMPLOYEE
TERMINATION**

Name Address Age Location

USC JOINT HEALTH AND SAFETY COMMITTEE



THE USC JOINT HEALTH AND SAFETY COMMITTEE (JHSC)

Role of the JHSC

- To identify, evaluate and recommend solutions on matters pertaining to the health and safety of the workplace to members of Management.
- Conduct monthly workplace inspections
- Meet monthly to review any health and safety concerns (i.e. reviewing accident/injury reports, hazard reports etc.) and review inspection findings
- Review training programs to make sure that they are compliant with the Ontario Occupational Health and Safety Act
- Investigate any injuries or work refusals and attend any Ministry of Labour visits to the workplace
- Review training programs to make sure that they are compliant with the Ontario Occupational Health and Safety Act



THE USC JOINT HEALTH AND SAFETY COMMITTEE (JHSC) CONT'D

- Investigate any injuries or work refusals and attend any Ministry of Labour visits to the workplace
- The Joint Health and Safety Committee (JHSC) membership is comprised of an equal number of worker and management members.
- Employees are encouraged to report health and safety concerns to their immediate supervisor before bringing it to a JHSC member. The OHSA requires that all workers report any workplace hazard or contravention of the legislation to their supervisor

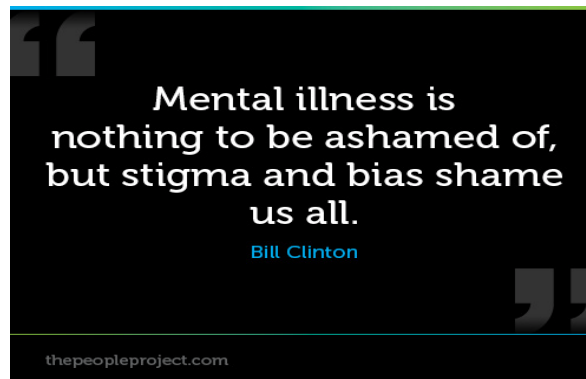


MENTAL HEALTH IN THE WORKPLACE



WHAT IS MENTAL HEALTH?

- ‘A state of wellbeing in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her community’
- Mental illness is a serious disturbance in thoughts, feeling, and perceptions that are serious enough to affect day to day functioning
- Mental illnesses do not differ from other illnesses like an infection or cancer. A person cannot ‘will’ themselves better. The same diligence in treatment and support from friends and family that would be true in the case of a physical illness should be extended to mental health issues



SUPPORTING A COLLEAGUE

- Mental Health scales from good to poor, with everyone falling somewhere in between. When someone is experiencing poor mental health they often keep it to themselves for fear of being judged, shamed, and discriminated against.
- What to look for – People who are suffering from mental health problems may behave out of character. Some examples of changes in behaviour that might indicate that a person is experiencing mental health challenges at work could include:
 - Consistent late arrivals or frequent absences
 - Lack of co-operation or general inability to work with or withdrawal from colleagues
 - Decreased productivity
 - Increased accidents or safety problems
 - Frequent complaints of fatigue or unexplained pains
 - Difficulty concentrating, making decisions, or remembering things
 - Decreased interest or involvement in one's work
 - Working excessive overtime over a prolonged period
 - Expressions of strange or grandiose ideas
 - Displays of anger or blaming others



REACHING OUT TO YOUR COLLEAGUE

- If you notice signs or symptoms in a colleague and are concerned about that person's mental health, don't be afraid to ask. Be sensitive and avoid being accusatory. Encourage dialogue by asking questions like, *'I've noticed lately that you have been behaving differently, is everything all right?'*
- **Compassion, support, and stability** is what you can offer
- Steps to take when reaching out –
 - Assess the situation. Is this person at risk of harming themselves? If yes, call 911. Confidentiality does **not** apply when someone is at risk to harm themselves or others
 - Give verbal and non verbal clues that show that this person can speak freely and without judgement
 - Give reassurance. Help the person see hope and help them understand that they are experiencing a medical illness that can be treated
 - Encourage the person to seek help and help them locate the resources they need
 - Promote self care and establish a social support group of close friends/family



REACHING OUT TO YOUR COLLEAGUE

- What to say and do –
 - **Don't** try to offer advice, compare their situation to someone else's, or expect them to 'snap out of it'
 - **Do** express your concern with sincerity – *'You're having panic attacks? I'm so sorry, I know that must be incredibly difficult.'*
 - **Do** offer your support to whatever point you feel comfortable
 - **Do** treat them the same way that you did before
 - **Do** be patient and listen to their fears and concerns while taking them seriously
 - **Don't** dismiss their experiences or feelings even if they appear illogical
 - **Don't** pretend to be an expert or understand the situation
 - **Do** keep an open mind and treat your colleague with respect



TAKING CARE OF YOUR OWN MENTAL HEALTH

- Take time to do things that you love:
 - Engage in a favourite hobby – music, reading, painting etc.
 - Watch a favourite TV show or movie
 - Hang out with friends and family
 - Take a day trip
- Know and respect your limits:
 - Take time to recharge your batteries – take breaks!
 - Be aware of any changes in your own habits, attitudes, and moods, especially if they last for several weeks
- Take care of your body:
 - Eat a well-balanced diet
 - Seek natural light every day
 - Give yourself enough time for sleep
 - Stay hydrated with lots of water
 - Avoid or limit alcohol, caffeine, drugs, and tobacco
 - Stay active and exercise



REACHING OUT

- If you are experiencing mental health challenges, reach out to get help if you need it and/or speak to someone you trust. Here at the USC, you can always reach out to the Human Resources Department. There is no reason to feel ashamed and uncomfortable. There are people here ready to help you!



THE USC'S VISITOR POLICY

- This policy applies to all persons with scheduled appointments for a business function, and to all USC employees.
- All visitors must
 - Sign in upon arrival at our reception desk;
 - Sign out when leaving;
 - Always be escorted by their designated USC host;
 - Remain in designated areas;
 - Immediately report any illness or injury suffered while visiting the USC to their host; and,
 - Wear applicable personal protective equipment.
 - Notify your USC host if you require special assistance in the event of an emergency evacuation.



THE USC'S VISITOR POLICY CONT'D

- The formal visitor procedure is outlined in the USC's Visitor Policy (posted on the Staff Hub)
- If a visitor refuses to follow any USC policy as directed by their host, then the host will
 - Ask visitor to leave; and report incident to supervisor.



University Students' Council of the University of Western Ontario
VISITOR LOG

By signing this log you are acknowledging that you have read, understood and will abide by the Visitor Health and Safety Responsibilities.



DATE YYYY/MM/DD	TIME		VISITOR NAME + BUSINESS	USC HOST NAME / PURPOSE
	IN	OUT		



POLICIES

- The policies reviewed in this presentation can be found on the USC Staff Hub at or on the USC website at the following location:

[http://www.usc.uwo.ca/health_and_safety/policies.a
sp](http://www.usc.uwo.ca/health_and_safety/policies.asp)



THANK YOU

