

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

**Deadline:
Feb. 24, 2012**

Reporting Year: **2011** Faculty/Department: _____

Compliance Requirements:

	Yes	N/A	Remarks
1. Are the following posted on Departmental HSE Bulletin Boards:			
a) First Aid Emergency Procedures Poster? (08/06)	<input type="checkbox"/>		
b) Fire/Evacuation Emergency Procedures Poster? (08/06)	<input type="checkbox"/>		
c) Occupational Health and Safety Act (OHSA) Poster with names and locations of Faculty/Dept. Health and Safety Co-ordinators? (January 2011)	<input type="checkbox"/>		
d) Emergency Lockdown Procedures Poster? (September 10 or newer)	<input type="checkbox"/>		
e) WSIB "In Case of Injury at Work" Poster #82? (05/06 or newer)	<input type="checkbox"/>		
f) Employee and Supervisor Safety Orientation Booklet (May 2011) NEW	<input type="checkbox"/>		
g) Health, Safety and Environment Policy #34? (June 2010)	<input type="checkbox"/>		
h) Joint Health and Safety Committee minutes and other HSE notices?	<input type="checkbox"/>		
i) Current Joint Health and Safety Committee membership? (www.safetyoffice.uwaterloo.ca)	<input type="checkbox"/>		
2. In addition; are the following posted throughout the Faculty/Department, particularly in offices, labs, shops, studios and work areas:			
a) First Aid Emergency Procedures Poster? (08/06)	<input type="checkbox"/>		
b) Fire/Evacuation Emergency Procedures Poster? (08/06)	<input type="checkbox"/>		
c) Emergency Lockdown Procedures Poster? (September 10)	<input type="checkbox"/>		
d) Classroom Emergency Procedures Poster? (April 11) NEW	<input type="checkbox"/>	<input type="checkbox"/>	
e) In chemical labs and areas with hazardous materials, Hazardous Material Spills Poster? (September 06 or building specific)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are the following available in Faculty/Department:			
a) Copy of Occupational Health and Safety Act and Regulations? (July 2010 or newer)	<input type="checkbox"/>		
b) Access to web link to HSE Program? (www.safetyoffice.uwaterloo.ca)	<input type="checkbox"/>		
c) Injury/Incident Report Forms? (January 10)	<input type="checkbox"/>		
d) Faculty/Department Health and Safety Manual? (online access or hard copy)	<input type="checkbox"/>	<input type="checkbox"/>	
e) Field Work Risk Management Forms retained in department for review by Safety Office?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Has Faculty/Department reviewed:			
a) Health, Safety and Environment Policy #34? (June 2010)	<input type="checkbox"/>		
b) Fire warden/building evacuation procedures?	<input type="checkbox"/>		
c) Health, Safety and Environmental Management System responsibilities?	<input type="checkbox"/>		
d) Field Work requirements with department members who undertake such activities off campus?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Hazardous materials:			
a) Are labeled according to WHMIS requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Are Material Safety Data Sheets available according to WHMIS?	<input type="checkbox"/>	<input type="checkbox"/>	
c) Is chemical, radioactive and biological waste sent to Environmental Safety Facility?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are new or transferred employees provided with an orientation session covering:			
a) Health, Safety and Environment Policy #34 and Program?	<input type="checkbox"/>		
b) Health and safety requirements of their positions?	<input type="checkbox"/>		
7. Are internal department health and safety inspections:			
a) Conducted by Faculty/Department at least annually?	<input type="checkbox"/>		
b) Maintained for review by Joint Health and Safety Committee and Safety Office?	<input type="checkbox"/>		
8. Health and Safety Training – At least annually are:			
a) Requirements reviewed? (www.safetyoffice.uwaterloo.ca)	<input type="checkbox"/>		
b) Records verified in myHRinfo?	<input type="checkbox"/>		
9. Department First Aid:			
a) Are current first aiders listed at First Aid Station(s)?	<input type="checkbox"/>		
b) Location of First Aid Station(s) – Building _____ Room _____	<input type="checkbox"/>		
10. Additional comments list on the reverse.	<input type="checkbox"/>		

Faculty/Department Health and Safety Co-ordinator/Committee: _____ 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 our Faculty/Department/Group is in compliance.

Name: _____ Title: _____

Signature: _____ Date: _____

Original: Director of Safety **Copies:** Department and Senior Administrator – Academic Depts. submit via Dean's Office