



Annual Health and Safety Report

January - December, 2008

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~ Improving Occupational Safety at UPEI ~

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Summary of Activities

In 2008 several health and safety policies, procedures and manuals were finalized and approved. An emphasis continued to be placed on training. A variety of issues were addressed by various groups and individuals on campus. The following list highlights key activities. Many other issues were addressed locally.

- ❑ Training remained a major focus in 2008. 801 employees received safety training as compared to 730 employees in 2007. See Appendix A for the breakdown.
- ❑ 104 incidents were reported during 2008, which was up by one from 2007 (103).
- ❑ Time lost from soft tissue injuries has increased by 32 days from last year (192.5 days in '08 vs 160.5 days in '07). See Appendix C for a further breakdown of incident types.
- ❑ As a result of long term injuries from 2004-7, there were 808 days of lost time in 2008. This was a 30 % increase from last year where there were 562 days of lost time.
- ❑ The UPEI Laboratory Safety Manual was completed and distributed; information sessions were held.
- ❑ The UPEI Facilities Management Safety Manual was finalized and implemented; information sessions took place.
- ❑ There were 21 reported complaints regarding indoor air quality in 2008. See Appendix D for a breakdown of concerns.
- ❑ Three new policies: Working Alone Policy, Scent Free Policy, Ensuring a Safe Campus Community; Violence Prevention and Response Policy, and Workplace Violence Prevention Program were approved by the Board of Governors.
- ❑ The UPEI Health and Safety Policy was revisited to add the definition of "Area Leader".
- ❑ The Tobacco Policy was revised to increase the distance to smoke away from buildings to 30 feet from 15 feet.
- ❑ The development of a hearing conservation program was begun.

Summary of Activities continued:

- ❑ An Infectious Disease Policy was developed by the Pandemic Planning subcommittee of the Emergency Operations Team. The policy was approved by the Board of Governors. The policy included information on immunizations for various programs/work places.
- ❑ Three new subcommittees were created under the Emergency Operations Team to look more closely at initiatives to make UPEI more prepared to handle an emergency, they include: Integrated Technology (communications methods), Communications (Integrated Communications), and SAFE (involvement with the City Police/RCMP to collect campus information & prepare for emergencies).
- ❑ Multiple 2008 NAOSH (North American Occupational Safety and Health) week events for P.E.I. were again hosted on campus with a luncheon, speaker and educational safety sessions.
- ❑ A Biosafety Officer was hired.
- ❑ A Risk Manager was hired for UPEI. A database and the initial stages of development was begun.

IMPROVING HEALTH AND SAFETY AT UPEI

The following initiatives have been initiated and/or will receive priority in 2009:

- ★ Compiled a Human Resources newsletter with an emphasis on health and safety in order to communicate new initiatives, within the first quarter of 2009.
- ★ Communicate emergency plans that are in place, have a table top exercise/mock for Senior Management Group, Communications and the Emergency Operations Team, have emergency locations finalized and operational components in place.
- ★ Provide faculty and staff information sessions on a variety of recently approved health and safety policies such as working alone and workplace violence prevention.
- ★ Ensure all building evacuation plans are in place.
- ★ Finalize and implement a hearing conservation program, including noise assessments, training, and medical surveillance, as applicable.
- ★ Begin the process of a systematic identification of health and safety risks.
- ★ Work with the Canada Games organizers to ensure that sufficient arrangements are in place to minimize hazards relating to the 2009 Canada Games held on campus.
- ★ Maintain or exceed the total number of people who attended safety training in 2008.

APPENDIX A - TRAINING (Numbers trained)

COURSE TYPE	2008	2007	2006
Aerial Platform Training (scissor lift)	-	16	-
Area Leader Orientation	-	11	23
Asbestos Awareness Training	23	-	-
Automated External Defibrillation	-	6	9
Basic Emergency Management	2	4	6
Biosafety Training	38	88	-
Biosafety Orientation (Graduate Students)	25	-	-
Chemical Spill Response Training	-	5	-
Confined Space Training	5	20	-
Confined Space Rescue Training	16	-	-
Emergency Communications	-	21	-
Emergency Mngt. Response (Security staff)	-	14	-
Facilities Mgt. Safety Manual Orientation	64	-	-
Fall Protection Training	-	13	-
Fall Protection Supervisory Training (3 days)	-	5	-
Fire Suppression & Extinguisher Training	-	n.av.	31
First Aid/CPR	51	56	55
First Aid/CPR (students/student staff)	n.av.	n.av.	65
Forklift Training (Introductory)	4	-	14
Hazard Assessment Training	-	-	35
IATA - Air TDG Training (Introductory)	-	-	15
IATA - Air TDG Training (Refresher)	6	8	-
Incident Reporting	-	-	21
Laboratory Safety Manual Information Sessions	178	-	-
Inspection Training	12	-	-
Laser Safety	-	12	-

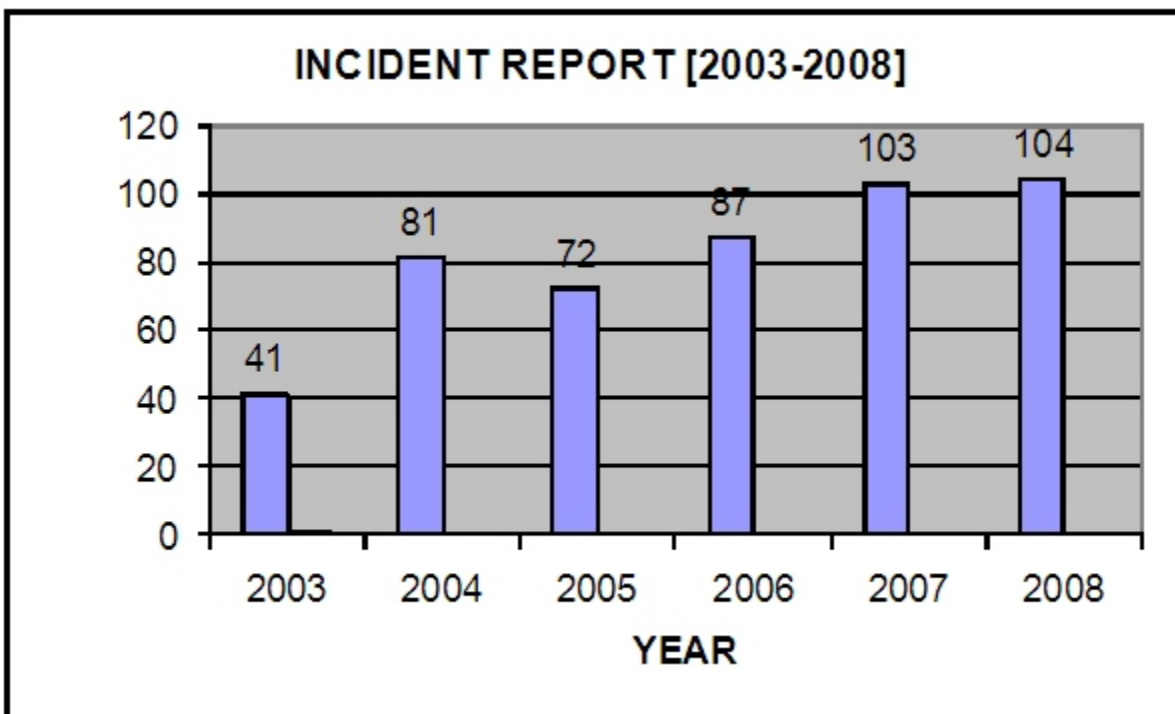
Leadership Safety Training - 10 Steps to Safety Excellence	56	-	-
Office Ergonomics Session	-	11	-
Radiation Safety (Introductory)	17	23	28
Radiation Safety (Refresher)	-	-	-
Respiratory Protection Training	-	24	-
Scaffolding Training	-	6	-
Soft Tissue Injury Prevention Training	-	23	22
Spill Control and Clean up	-	5	-
Transportation of Dangerous Goods - Ground (Introductory)	-	2	12
Transportation of Dangerous Goods - Ground (Refresher)	11		
WHMIS (Workplace Hazardous Materials Information System) Orientation	203	315	238
WHMIS Refresher	69	24	-
WHMIS For Supervisors	9	18	14
Workplace Safety Inspection Training	12	-	-
Total Number Trained	801	730	591

n.av. - numbers were not available.

APPENDIX B INCIDENT REPORTS

The number of incident reported in 2008 was 104. Soft Tissue Injuries (48) continue to be high, which is consistent with other organizations. Soft Tissue Injuries accounted for 46.2 % of the time lost at UPEI in 2008. Prevention and ergonomics sessions continue to be offered campus wide but the attendance remains very low. This is an area that requires further communications and education.

Aside from the days of lost time due to 2008 incidents, there were an additional 808 days of lost time due to 4 incidents which occurred in 2004-2007 that were carried over into 2008 due to longer term soft tissue injuries.



APPENDIX B (continued)

SUMMARY OF INCIDENT REPORTS - 2008

Incident Type	No. of incidents	As a % of incidents	*Time lost (days)	As a % of total time lost
Soft Tissue Injuries	48	46.2 %	184.5	95.8 %
Animal Related Incidents	14	13.5 %	-	-
Needle stick/Puncture wound	1	1.0 %	-	-
Other incidents	1	1.0 %	5	2.6 %
Chemical Contact/Splash	8	7.7 %	-	-
Chemical Inhalation/Indoor Air Quality	13	12.5 %	3	1.6 %
Personal health	2	1.9 %	-	-
Cuts	9	8.7 %	-	-
Near Misses/Observations	4	3.8 %	-	-
Ergonomics	3	2.9 %	-	-
Broken Bones	1	1.0 %	-	-
Total	104	100.2 %	192.5	100 %
Time lost in 2008 due to 4 incidents carried over from other yrs.	4	-	808	-
Total time lost in 2008 (days)			1000.5 days	

* Lost time incidents are only recorded for employees, while incidents are recorded for all campus users.

Breakdown of individuals who completed incident reports:

- 76 Faculty and Staff (73%)
- 25 Students (24%)
- 3 Visitors (3%)

APPENDIX C COMPARISON OF INCIDENT REPORTS FROM 2006 - 2008

Incident Type	Number of Incidents			As a % of incidents			*Time lost (days)		
	2006	2007	2008	2006	2007	2008	2006	2007	2008
Soft Tissue Injuries	28	26	48	32%	25%	46%	88	94.5	184.5
Slips, Trips and Falls	^N 1	-	-	1%	-	-	-	-	-
Animal Related Incidents	15	8	14	17%	8%	14%	-	-	-
Needle stick/Puncture	3	3	1	3%	3%	1%	-	-	-
Other Incidents	4	5	1	5%	5%	1%	7	3.5	5
Chemicals	9	3	8	10%	3%	8%	-	-	-
Chem.Inhal/IAQ	15	3	13	17%	3%	13%	-	-	3
Personal health	0	2	2	-	2%	2%	-	-	-
Cuts	10	11	9	12%	11%	9%	74.5	-	-
Near Miss/Observ.	1	37	4	1%	36%	4%	-	-	-
Ergonomics	0	3	3	-	3%	3%	-	-	-
Broken Bones	-	-	1	-	2%	1%	-	62.5	-
Fires	1	-	-	1%	-	-	-	-	-
TOTAL	87	103	104	99%^P	101%^P	102%^P	169.5	160.5	192.5

Legend

* Lost time incidents are only recorded for employees, while all incidents are recorded for students and visitors.

^N Soft tissue injuries which resulted from Slips, Trips, and Falls were categorized as Soft Tissue injuries, as the more severe incident type. This division left the banged knees, bumps, bruises, broken bone, etc. under the Slips, Trips, and Falls heading. In 2007, these injuries were categorized into more applicable headings.

^P Percentages are rounded to the nearest whole number, therefore total does not equal 100%.

APPENDIX D INDOOR AIR QUALITY COMPLAINT SUMMARY FOR 2008

In 2008 there were 21 formal indoor air quality complaints received by Facilities Management. An emphasis has been placed on preventive measures.

Type of Air Quality Concern	# of Complaints
Odours, fumes	11
General air quality	6
Mould	3
Multiple concerns	1
Total	21

APPENDIX E WORKERS COMPENSATION CLAIMS AND PREMIUMS

There were 13 individuals injured in 2004-07 that had ongoing claims throughout 2008. These claims amounted to \$106,073 and 808 lost days from work.

Year 2008	# of individuals who made claims	Claim Amount
Prior to 2008 (ongoing claims)	13 old	\$106,073
New claims in 2008	20 new	\$10,819
Total UPEI Claims Costs (paid by WCB) in 2008		\$116,892
Premiums paid to WCB by UPEI in 2008		\$508,913*

* In 2005, WCB implemented a 7 year Experience Counts program whereby the premiums were calculated based on the trends within the category in which the organization is placed and on the WCB claims made by the organization.

APPENDIX F SUMMARY OF WCB PREMIUMS FROM 2000-2008

This table summarizes the annual premiums that UPEI paid to the Workers Compensation Board (WCB) per \$100 gross salary (excluding faculty) over the past 8 years.

Other “hidden” expenses were incurred as a result of incidents such as hiring and training of replacement staff, loss of productivity, retraining of injured worker, loss of morale, as well as increased medical costs and personal health illnesses covered through accumulated sick leave or other insurances.

Year	Premium	Total/Year
2000	\$1.32	\$206,708
2001	\$1.56	\$281,993
2002	\$1.64	\$273,432
2003	\$1.73	\$363,554
2004	\$1.71	\$388,281
2005	\$1.37*	\$337,342
2006	\$1.44*	\$345,331
2007	\$1.62*	\$458,210
2008	\$1.67*	\$508,913
2009	\$1.64*	-

* In 2005, WCB implemented a 7 year Experience Counts program whereby the premiums were calculated based on the trends within the category in which the organization is placed, on a determined base rate increase, and on the WCB claims made by the organization.