

The HR Review

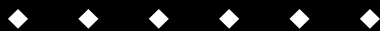


people - excellence - impact

Volume 2, Issue 1
April 2010

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HEALTH & SAFETY EVENTS

North American Occupational Safety and Health Week (NAOSH Week)
May 2-8, 2010

Keep watch for NAOSH week events held on campus.

The 2nd Annual UPEI Safety Champion of the Year to be named. The 1st award (2009) recipient was Geoffrey Paynter, AVC.

Message

We are pleased to issue our “new and improved” HR newsletter. Thanks to everyone for your comments and suggestions after our first effort.

The Human Resources Department has been busy implementing changes to provide better service to faculty and staff. Some of these include reduced processing time for timesheets, a much anticipated electronic competition process and e-distribution processes to reduce turnaround time and paper such as employee services notices via e-distribution channels. We have now contacted all departments to begin submitting electronic time sheets, completed training sessions on how to use our new electronic competition process and most recently, have installed Skype interview capabilities in our meeting room.

Our focus this issue is on Health and Safety. We hope you will find it interesting and useful.

Did you know...

In 2009 Interuniversity Services Inc (ISI), went to market for **Travel and Benefit Coverage** to ensure the current benefit and premiums were competitive in the marketplace. After careful review AXA was the vendor chosen by the benefit committee of ISI. UPEI Supplemental Health Trust and Joint Benefit Management Committee have approved the move to AXA for Travel Coverage effective May 1, 2010.

The new coverage offers a better benefit for less money. As such, employees will notice reduced overall Supplemental Health benefit premiums after May 1, 2010. An additional benefit deduction line will display on pay stubs for the AXA premium and the current deduction for Supplemental Health will show a reduced amount.

If you have any questions, please contact HR.

Scent Free Campus

Check out the “We Share the Air” campaign and the scent-free policy as we continue to create a scent-free campus. www.upei.ca/humanres/safety/scents

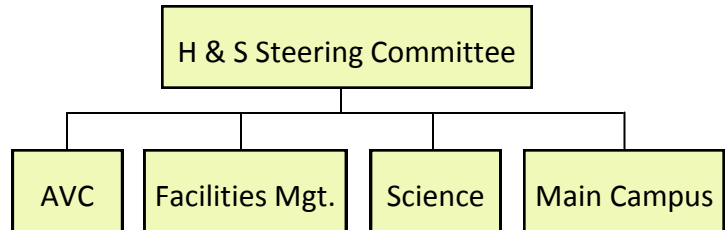


Health and Safety at UPEI

OS&H Committee Structure

Q. Who is responsible for safety at UPEI?

A. EVERYONE!



To find out who your health and safety committee representative is or to view recent safety committee meeting minutes, visit www.upei.ca/humanres/safety/health-safety-committees

UPEI Health and Safety Policy

This policy identifies the University's commitment to safety and the specific responsibilities for each level within our organization.

An **Area Leader** is the person most closely responsible for the day to day direction of work of the people in a given area. It may be a Chair, as in Chemistry; a Foreman, as in Facilities Management; or a Director, as in the Sports Centre. To view the list of Area Leaders visit www.upei.ca/humanres/safety/supervision

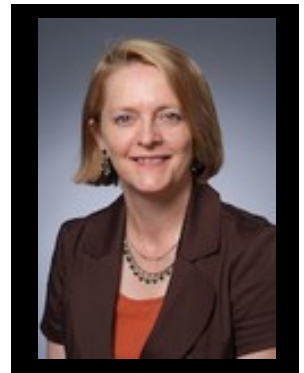


SPOTLIGHT



Our Biosafety Officer, Dr. Rhoda Speare is responsible for the development and implementation of our biosafety program at the University, which involves both biocontainment and biosecurity. In addition to becoming our resident expert and main resource to the campus Biosafety Committee, she is developing a new biosecurity plan across UPEI.

Training is a very important aspect of Biosafety. **Annual Biosafety training** will be offered this spring, tentatively scheduled for May/June. A variety of very qualified trainers will again share their knowledge on a wide array of biosafety topics.



A new document is available for the recording of site specific orientation for new workers in your lab (www.upei.ca/humanres/files/humanres/New%20Laboratory%20Worker%20Orientation%20Form.pdf). We have established a computerized inventory system of all biohazardous substances used or stored on campus. It is in the early stages of being completed, and so far the response has been positive. You will be advised when this tool becomes available to all researchers.



A UPEI Biosafety permit is required for all academic and research work involving biohazardous substances. While we immediately think this refers to work with pathogenic bacteria and viruses, it also includes many other agents such as cell culture, biological toxins, and rDNA. For further information please visit the following website to access the Biosafety Policy and a link to permits applications: www.upei.ca/research/researchpolicies. If you are currently working without the required permit, please contact Rhoda as soon as possible to talk about the application process so you are compliant not only with University policy but with the regulations of Federal agencies. Remember that students working with biohazardous substances must also apply for this permit.

EMERGENCY!

Q. What happens if there is an emergency on campus?

A. Emergency teams and operational plans are in place to protect people, animals and facilities and to respond to and minimize the impact of an emergency. Emergency meeting areas and technology are in place for the emergency teams.

Q. Did you know?

A. UPEI's Emergency Operations Team, Communications Team, and Senior Management Group participated in an emergency table top **simulation exercise** to practice their emergency roles in December 2009.

Q. How can I find out more about UPEI's Emergency Plans?

A. Visit www.upei.ca/emergency

Q. What is the S.A.F.E. program?

A. School Action For Emergencies.

The S.A.F.E. program includes an operational database and training that local Police & RCMP can use to deliver site-specific emergency response efficiently and effectively should critical incidents arise.

Q. Is UPEI working with the Policy/RCMP to implement the S.A.F.E. program on campus?

A. Police and RCMP have surveyed the campus and entered necessary site-specific information into their database. Safe areas are being identified all across campus. Further information to come ...

PANDEMIC PREPAREDNESS



Q. Does UPEI have a pandemic preparedness plan?

A. Yes. Visit www.upei.ca/emergency/pandemic-preparedness-plan

Q. What do I need to know about reporting infectious diseases?

A. View the policy at www.upei.ca/policy

Q. What's happening with H1N1 now?

A. UPEI continues to take steps to minimize the impact of the H1N1 and to educate the campus community. Some preventive initiatives include hand sanitizer dispensers, hand washing signage, increased frequency of cleaning high touch surfaces, and Pandemic planning and H1N1 business continuity plans. For further information please visit the PEI Public Health website: www.gov.pe.ca/flu

PROGRAMS REQUIRED BY THE PEI OCCUPATIONAL HEALTH AND SAFETY ACT

DO YOU WORK ALONE? *Working alone* involves working under circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

The Working Alone Policy promotes awareness and ensures the health and safety of staff, faculty and students who work on our campus. Visit www.upei.ca/policy

Each Department needs to assess the risks of working alone and develop working alone communications plans, procedures and/or controls to reduce/eliminate potential hazards in their work areas.

WORKPLACE VIOLENCE PREVENTION PROGRAM

was developed to reduce the risk of workplace violence on our campus and to become better equipped to handle violent situations should they occur. Visit www.upei.ca/policy

Each Department needs to assess risks and identify controls to minimize the effects of potential incidents. Be aware of signs of violence, report concerns/incidents to the UPEI Security Office.

WHMIS TRAINING Workplace Hazardous Materials Information System (WHMIS) training is required by law for every UPEI employee and graduate student. Refreshers are required every 2 years after the orientation training. Visit www.upei.ca/humanres/safety/training to access the online training module or contact Debbie McKie (dmckie@upei.ca) for online training access instructions.

RESPIRATORY PROTECTION If you need a respirator and fit testing for your job, please contact Denise Bustard (dbustard@upei.ca) for further information.

INDOOR AIR QUALITY Check out the Indoor Air Quality Complaint Form and Policy at www.upei.ca/facilities/policies



A HEARING CONSERVATION PROGRAM is being developed due to new regulations through the PEI Occupational Health and Safety Act. Stay tuned for further information

Compressed Gas Cylinders/Cryogenics + Elevators + People = don't mix ! COMPRESSED GAS CYLINDERS OR CRYOGENS ARE NOT TO TRAVEL IN ELEVATORS WITH PEOPLE. View the policy on "Transporting Compressed Gas Cylinders or Cryogenics by Elevator" www.upei.ca/humanres/safety/generic-laboratory-standard-operating-procedures-sops

INSPECTION SCHEDULE

Campus inspections are on a 3 year rotation: 2010 Main Campus



LAB SAFETY...

The UPEI Laboratory Safety manual has been distributed to all laboratories and is available on the Health and Safety website. Hard copies are available at the Bookstore – **Every lab must have this manual.**

ERGONOMICS If you have concerns about your work station set-up and/or potential health effects due to your workstation, please contact Denise Bustard at dbustard@upei.ca



OUCH!

After a workplace injury or illness:

1. Complete a UPEI Incident Report and Investigation Form. *Also complete this form for near misses.*
2. Complete the two Workers' Compensation forms: Employee's Report and the Employer's Report; and submit them to Human Resources within three days of the date of injury for benefit review by WCB. These forms are available at www.upei.ca/humanres/safety/incident-reporting-and-investigation

Tobacco Policy Reminder

Effective January 2009 smoking was banned **30 feet** from all building entrances and ventilation systems on campus. If your summer plans include maintaining a healthier lifestyle by quitting smoking please contact Angela Marchbank for information on cessation programs (amarchbank@upei.ca).

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ UPCOMING SAFETY TRAINING

(www.upei.ca/humanres/safety/upcoming-training)

Emergency First Aid/CPR/AED Training: May 19th

Transportation of Dangerous Goods Training: tentatively scheduled for May

Please contact Debbie McKie to register (dmckie@upei.ca)



How to contact us ...

We welcome your comments about this publication and other HR related matters. The Human Resources Department is located in the Kelley Building, Suite 143 (lower level across from Registrar's office). You can reach us at:

Reception	566-0514	Health & Safety	566-0516	Pension & Benefits	566-0517
Employment	566-0515	Payroll	566-0484	Director	566-0704
Biosafety	566-5071	Fax	894-2895	General e-mail	Employment@upei.ca

Human Resources Mission Statement

As an active partner, we will further the strategic mission of the university by providing exceptional human resources leadership and management. We will impact the university by fostering a positive, safe and healthy environment that attracts, retains and inspires excellence in people.