

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

Reporting Year: 2018

**Deadline:**  
February 28, 2019

Faculty/Department \_\_\_\_\_

TO BE COMPLETED BY FACULTY/DEPARTMENT HEALTH AND SAFETY COORDINATOR:	Yes	No	N/A	Action Plan (attach if needed)
1. Required postings are located on Departmental HSE Bulletin Boards and throughout the Faculty/Department, particularly in labs, shops and studios.				
2. <a href="#">Incident &amp; Investigation Reports</a> are completed and maintained in the department for 2 years.				
3. Investigations are being completed for hazardous situations, medical aid and lost time incidents by supervisor.				
4. Hazardous materials:				
a. <a href="#">Are labeled</a> according to WHMIS requirements.				
b. <a href="#">Laboratory Hazards Poster</a> posted on or beside main entrance for all labs (where required).				
c. A <a href="#">chemical inventory</a> is complete for each laboratory.				
d. <a href="#">Safety Data Sheets</a> are available according to WHMIS and are current.				
e. <a href="#">Chemical, radioactive and biological is waste</a> is properly stored, packaged and sent to the Environmental Safety Facility.				
f. After-hours contact information for all labs/shops has been made available to Police Services annually.				
5. Health and safety inspections:				
a. <a href="#">Departmental inspections</a> are conducted according to frequency guide. Attach 2018 department inspection records. - High (once per term): research labs, technical and maintenance shops, chemical dispensing areas, student project rooms, commercial kitchens - Medium (twice per year): undergraduate labs, custodial closets, storage areas - Low Hazard (once per year): general offices, classrooms, reception areas, conference rooms				
b. Records maintained for 2 years in the department for review by JHSC and Safety Office.				
c. Corrective actions are taken and documented. If no, provide list of outstanding hazards and action planned including dates. _____ _____ _____				
d. <a href="#">An inventory of all equipment</a> requiring annual/pre-use inspection or periodic calibration exists, and inspections and calibrations are up to date.				
e. <a href="#">Supervisors are conducting monthly safety inspections</a> and document corrective actions. (s. 2.8)				
6. Department First Aid Stations:				
a. <a href="#">Names of current first aiders</a> are listed at First Aid Station(s).				
b. <a href="#">Kits</a> (including <a href="#">department vehicles</a> ) inspected (and inspection documented) as per schedule on inside of kit.				

TO BE COMPLETED BY FACULTY/DEPARTMENT DIRECTOR/HEAD/CHAIR:	Yes	No	N/A	Action Plan (attach if needed)
<b>7. Department Health and Safety Committee and Coordinator</b>				
a. Departmental health and safety committee has been established. Attach list of current members and 2018 meeting minutes.				
b. A <a href="#">Health and Safety Coordinator</a> has been assigned to carry out duties under the HSEMS and has completed training. Name: _____				
<b>8. Department head reviews annually with all employees:</b>				
a. Health, Safety and Environment <a href="#">Policy #34</a> . Date reviewed: _____				
b. <a href="#">Fire warden/building evacuation procedures</a> . Date reviewed: _____				
c. <a href="#">Health, Safety and Environment Management System</a> responsibilities with all parties (s. 2.6 to 2.10).				
d. <a href="#">Field Work requirements</a> with department members who undertake such activities.				
<b>9. Health and Safety Training - Records verified upon inspection.</b>				
a. New and transferred employees are provided with a department-specific HSE orientation session covering: <ul style="list-style-type: none"> <li>i. Health, Safety and Environment Policy #34 and Health, Safety and Environment (HSE) Program.</li> <li>ii. Health and safety requirements of their position.</li> <li>iii. Emergency procedures (fire, spill, first aid, injury reporting)</li> </ul>				
b. Mandatory safety training (SO1001 Employee Safety Orientation, SO1081 Workplace Violence & Harassment Awareness and SO2017 WMHIS 2015) has been completed by all employees.				
c. Training requirements of all positions have been reviewed with respect to hazards present in the work, and <a href="#">hazard-specific training</a> provided.				
d. All supervisors have completed Supervisor's Safety Orientation training ( <a href="#">SO1100 or SO1003</a> ).				
<b>10. Risk Management - Records verified upon inspection.</b>				
a. <a href="#">Job Hazard Analysis</a> (JHA) or Risk Assessments are completed for all positions and/or major tasks.				
b. Current JHA's and Risk Assessments are reviewed for changes to tasks or hazards and effective control of risks.				
c. <a href="#">Standard Operating Procedures (SOP)</a> have been implemented for all HIGH hazard activities.				
d. 2018 Incident & Investigation Reports have been reviewed by the department head to ensure corrective action has been taken.				
e. <a href="#">Field Work Risk Management Forms</a> are retained in departments for review by Safety Office. Location: Building _____ Room _____ Contact Person: _____				

Faculty/Department Health and Safety Coordinator Name: \_\_\_\_\_ 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 the above compliance assessment is valid.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Academic Depts. submit via Dean's Office**

**Original:** Safety Office - COM **Copies:** Department and Senior Administrator