

# **Environmental Health & Safety: Research Compliance Reviews PI Health & Safety Responsibilities**

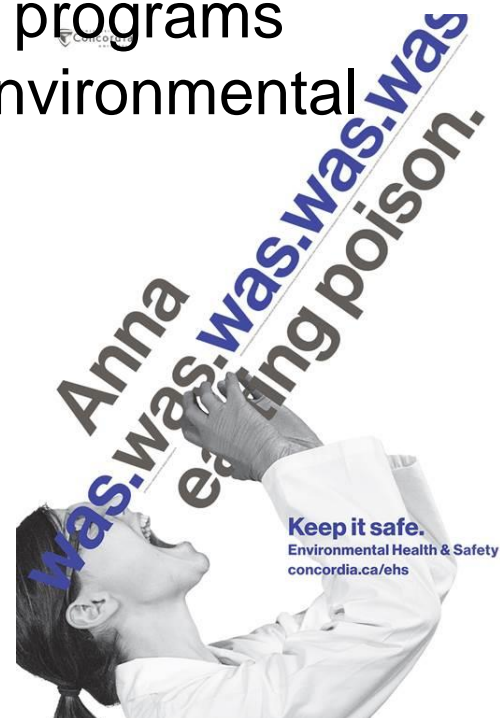
August 29, 2017

**Pietro Gasparrini, CIH**  
Director, Environmental Health & Safety

# Environmental Health & Safety

Environmental Health & Safety supports the academic, research and operational activities of the University and promotes a safe, healthy and sustainable campus environment by managing and coordinating programs and services that minimize health, safety, environmental and regulatory risks.

- Prevention
- Industrial Hygiene
- Laboratory Safety
- Sustainability



# Concordia's Safety Policies

## VPS-40 Environmental Health and Safety Policy

- **VPS-6** Policy on Working Outside The Hours of Operation or in Isolation
- **VPS-41** Policy on Personal Protective Equipment
- **VPS-42** Policy on Injury Reporting and Investigation
- **VPS-43** Return to Work & Temporary Work Assignment Policy
- **VPS-46** Radiation Safety Policy
- **VPS-47** Policy for the Management of Hazardous Materials
- **VPS-51** Laser Safety Policy
- **VPS-52** Biosafety Policy
- **VPS-54** Magnetic Field Safety Policy

# Recent Regulatory Changes

- Drone/UAV - Transport Canada (March 2017)
- Control of Hazardous Energy Regulations (June 2016)
- Transportation of Dangerous Goods (June 2015)
- Human Pathogens and Toxins Act (Dec. 2015)
- Workplace Hazardous Materials Information System - Hazardous Products Act & Regulations (Feb. 2015)



# Safety Programs - Research

- Biosafety
- Chemical Safety
  - Chemical Inventory
  - Nanomaterial Safety
  - Hazardous Waste Management
  - Transportation of Dangerous Goods
- Controlled Goods
- Controlled Substances
- Laboratory Safety Inspection
- Laser Safety
- Magnetic Field Safety
- Radiation Safety



## Manuals:

- Lab Safety
- Biosafety
- Radiation Safety
- Laser Safety

# Safety Rights & Responsibilities

- Everyone has a basic **right** and **responsibility** to themselves and others to work in an environment which is **safe**
- Everyone, no matter their position, is expected to **take initiatives** on health and safety issues and to work to solve problems and make continuous improvements in the workplace
- Safety is a **shared responsibility** (VPS-40)



# Supervisor's responsibility

- A **Supervisor** is any individual who has direct supervision of and responsibility for the activities of an employee or student
  - Must be able to demonstrate that you did everything reasonable to protect the health, safety and well-being of your staff and students - **DUE DILIGENCE**
  - **Supervisors** are **personally liable** and can be held **criminally responsible** (negligent) with regards to the safety of employees, students and visitors.
- **Supervisor's Health & Safety Responsibilities Training – new required training**
  - Academic (September 2017)
  - Non-Academic (September 25, 2017 – MB)

*Act Respecting Occupational Health and Safety (L.R.Q., c. S-2.1)  
Criminal Code of Canada*

# EHS Services & Support

- Safety Orientation & Training
- Compliance Monitoring
- Job Hazards Analysis
- Exposure & Risk Assessments
- SOP Reviews
- Safety Awareness Campaigns



**Know the risks.**  
Environmental Health & Safety  
[concordia.ca/ehs](http://concordia.ca/ehs)



# Safety Orientation & Training

## Orientation

### One-on-One Faculty/PI Orientation

- Review of relevant safety policies
- Internal & external permit requirements
- Safety training requirements

Safety orientation checklists (handout)



## Training

- Legislated and University imposed safety training provided by EHS (handout)
- Develop training upon request
- Recordkeeping
- Supervisor's Training Report (handout)



# Supervisor's Training Report

## Supervisor's Safety & Compliance Training Report

**Gasparrini, Pietro**

*Director, Environmental Health And Safety*

### Supervisor's Training History

Training Course	Training Date	Valid Until
Asbestos Safety Training	13-Sep-13	13-Sep-16
Fall Protection/Confined Spaces	26-Nov-14	N/A
Fire Prevention & Emergency Preparedness Training	26-Jul-12	26-Jul-15
Hazardous Waste Management Program Audit Presentation	24-Feb-16	N/A
Hearing Conservation Program Training	04-Jun-14	04-Jun-17
Identification of Risks and Workplace Inspections	23-Apr-15	N/A
Laser Safety	31-Jul-12	31-Jul-15
Radiation Safety Officer Training	18-Jul-13	18-Jul-14
Workplace Harassment Workshop	04-Oct-13	N/A

### Staff/Student Training History

**Filacchione, Lina**

*Staff*

Title (Subject)	Training Date	Valid Until
Asbestos Safety Training (Asbestos)	13-Sep-13	13-Sep-16
Fall Protection/Confined Spaces (Confined Space Safety)	26-Nov-14	N/A
Hazardous Waste Operations & Emergency Response (HAZWOPER) (Chemical Safety)	05-Dec-11	05-Dec-14
Identification of Risks and Workplace Inspections (Orientation)	23-Apr-15	N/A
Lock-Out-Tag-Out (Control of Hazardous Energy (LOTO))	30-Apr-15	N/A
Respiratory Protection (3M) (Respiratory Protection)	26-Nov-14	N/A
WHMIS 1988 for Laboratory Personnel (Chemical Safety)	04-Apr-14	04-Apr-17
Working at Heights (Working at Heights)	28-Jan-16	28-Jan-19
Workplace Harassment Workshop (Orientation)	04-Oct-13	N/A

# Compliance Monitoring

- Inspections
- EHS Research Compliance Reviews
- Injury/Near-Miss investigations
- If non-compliance is identified, then
  - Corrective action
  - Non-compliance escalation
  - Freezing of accounts
  - Closing of labs



# EHS Research Compliance Review




Research compliance review application forms completed by the PI (with assistance from EHS)



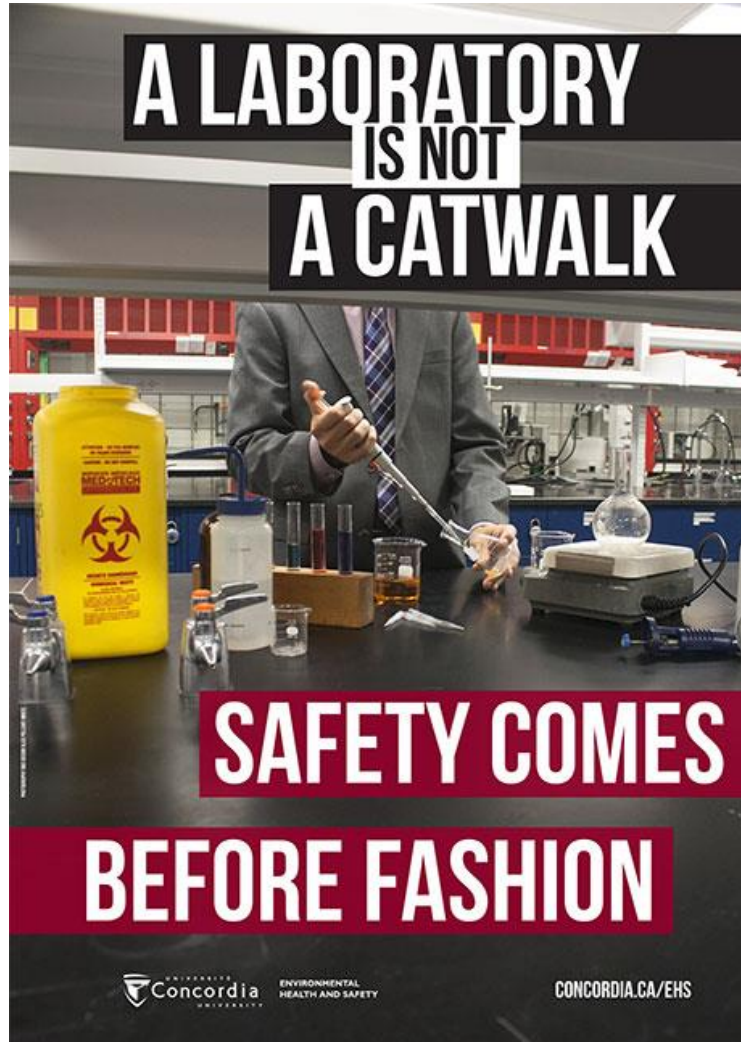
Verification of valid training of PI and team members

Verification of internal & external permit requirements

 <b>ENVIRONMENTAL HEALTH AND SAFETY</b>	
<b>ENVIRONMENTAL HEALTH &amp; SAFETY</b> <b>RESEARCH COMPLIANCE REVIEW</b>	
<b>Principal Investigator</b>	Dr. R. Greene
<b>Telephone</b>	+1 (514) 848-2424 ext 1111
<b>E-mail</b>	<a href="mailto:r.greene@concordia.ca">r.greene@concordia.ca</a>
<b>Department</b>	My Department
<b>Project Title</b>	Project involving hazardous materials or equipment
<b>Project Location (Room, Building)</b>	Concordia University Premises
<b>EHS Approval Certificate Number</b>	EHS-16-XXXX
<p>Environmental Health and Safety has reviewed Dr. Greene Environmental Health &amp; Safety Compliance. Dr. Greene has been issued all the necessary internal permits.</p> <p>According to the information provided to EHS, we certify that the planned research project is in compliance with all university internal safety policies and procedures and all government laws and regulations.</p> <p>This includes the use of:</p> <ul style="list-style-type: none"> <li>Chemicals: <b>Approved for use</b></li> <li>Radioactive material: <b>Approved for use</b> <b>Radiation Permit: RP-RGR-15-0XX</b></li> <li>Biological material: <b>Approved for use</b> <b>Bio Permit number: B-RGR-15-0XX</b></li> <li>Laser: <b>Approved for use</b> <b>Laser Permit Number: LP-RGR-15-0XX</b></li> </ul> <p>Frederic Guilhem Manager - EHS</p> <p>Issue Date: 2015-05-01 Expiration Date: 2018-04-30</p> <p>I, Dr. Greene, hereby acknowledge that I have read the <b>LABORATORY SAFETY MANUAL (EHS-DOC-001)</b> and agree to carry out all procedures involving hazardous materials in accordance with the regulations indicated therein. I also assume full responsibility for informing all those who will be involved with this project about University Regulations and provide adequate instruction regarding safety precautions specified in the Laboratory Safety Manual.</p> <p>R. Greene May 1, 2015</p> <p>EHS-FORM-068 v.3 1 / 1</p>	

Provided to the Office of Research  
Required for release of funds

# Safety Campaigns





## Safety training



### Registration

Environmental Health & Safety (EHS) provides safety training free to anyone with a valid Concordia ID. Participants are required to register (Refer to Training Calendar below).


When you register, a confirmation message will appear on your screen indicating your registration was submitted. You will receive a confirmation via email.

**Please note:** If less than 5 participants are registered for any given training session, EHS reserves the right to cancel the session. Anyone registered will be notified directly. Every attempt will be made to ensure that participants are

EHS	
General safety	
Laboratory safety programs	▼
<b>Training</b>	
Fine Arts Safety	
Hazardous waste disposal	▼
Non-hazardous waste	
Sustainability	
Injury/Near-Miss Reporting	
EHS Team	



### Contact us

 Environmental, Health & Safety:  
514-848-2424, ext. 4877

 514-848-2807

 [ehs@concordia.ca](mailto:ehs@concordia.ca)

 [Staff directory](#)

 Questions, comments or concerns?  
[Please fill out this form](#)

## Environmental Health & Safety

Part of the university's mandate is to provide a safe environment for work and study, and we take that commitment to heart.



Safety Programs



Injury Reporting



Training



Supervisors Corner



Research Compliance



Dashboard

# Reporting injuries and near misses

**Injuries and near-misses** must be reported to:

- Supervisor
- EHS
  - **Submit** a completed *Injury (Accident) / Incident/ Illness/ Hazard Report* form to Environmental Health & Safety within **24 hours**

**Hazards and dangerous situations** which you cannot correct must be reported immediately to the appropriate person/unit:

- Facilities Service Centre (2400)
- Supervisor
- Security (3717)
- EHS (4877)



# Questions?

## Contact EHS

(514) 848-2424 **ext. 4877**

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### **SGW Office**

1455 de Maisonneuve W.  
GM-1000  
Montreal, QC, H3G 1M8

### **Loyola Office**

7141 Sherbrooke St. W.  
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Montreal, QC, H4B 1R6

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**[www.concordia.ca/ehs](http://www.concordia.ca/ehs)**

**[ehs@concordia.ca](mailto:ehs@concordia.ca)**

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