

APPENDIX A: Summary of Workplace Safety and Environmental Protection (WSEP) Information College of Pharmacy and Nutrition

What is the University and College's role regarding workplace safety and environmental protection?

The University's goal is to provide a place of employment and learning that is as free as possible from recognized hazards. A safe and healthy environment is created and maintained through the provision of proper facilities, equipment, training, services and promotion of safety consciousness. The University is implementing a *Health, Safety and Environment Management System (HSEMS)* to assist in managing HSE issues on campus. Please find below information on what our College is doing in this area, and key safety messages. For full information on College WSEP, please see www.usask.ca/pharmacy-nutrition/about/safety.php.

- **Pharmacy and Nutrition HSEMS** – our College's HSEMS was put into place in June 2009.
- **College Site-specific Violence Prevention Plan** – put into place in February 2009.
- **Pharmacy and Nutrition Local Workplace Safety and Environmental Protection Subcommittee** – chaired by Dr. Ed Krol, the Subcommittee provides information and assistance to faculty, staff and students to ensure we have a safe and healthy environment. Examples include: ensuring regular HSEMS inspections of all College facilities, and ensuring individuals receive appropriate HSE training courses, as related to their job responsibilities. We are also working to develop a culture of environmental responsibility for College operations and events.

Please find below key information regarding what to do should the following circumstances arise.

In case of fire alarm?

- Please note evacuation routes posted in classrooms and labs in the College (eg, exit route for 110 THORV is the bridge to Arts; for 128 THORV it is the Northwest stairs).
- If in class, when alarm sounds, follow the directions of the instructor, fire wardens and door guards to leave immediately, move away from the building, and do not return to the building until the all-clear is sounded. If you are the instructor in charge, please lead students out as per evacuation route.
- Note locations of fire extinguishers, eyewashes and emergency showers in or adjacent to labs.

Note: We recommend that course instructors indicate to students their evacuation route at the beginning of term.

In the event of a power outage?

- If in class, follow directions of the instructor. If you are the instructor in charge, please go to the College Office and ask what to do (eg, how long power expected to be off). There is emergency lighting in hallways, washrooms and other areas where there are no windows.

If you encounter a medical emergency? See Appendix F for important information re incident reporting.

- If the injury or illness is major, phone 9-911 for an ambulance and then also phone 966-5555 to report to Campus Safety.
 - All Campus Safety staff are trained as first responders to deal with many medical and trauma emergencies. In case of an emergency on campus, call 5555 and 9 – 911 from a campus telephone.
 - Campus Safety has two patrol vehicles equipped with an **automated external defibrillator** (AED) and would generally be able to respond more quickly to emergencies on campus than Emergency Measures Services (EMS) because of their proximity.
- If the injury or illness is not major but not minor, phone 966-5555 for Campus Safety, who will call an ambulance if they believe there is a need, and advise you on what to do.
- If the injury or illness is minor, and you feel confident administering First Aid, do so, or call 966-5555 for Campus Safety for advice or accompany the individual, if a student, to the Student Health Centre at 145 Saskatchewan Hall, or if an employee, to a medical clinic or hospital emergency department.
- You may contact the College Office, 116 Thorvaldson, for help in carrying out the steps outlined above.

What personal safety measures are there on campus?

- The default number to call for help is 966-5555.
- See www.usask.ca/dhse/communitysafety/ for information on the Campus Safety Department, the President's Advisory Committee on Personal Safety, Safety Alert Boards, Personal Safety Resources, Stay Safe on Campus services, which include Rape Aggression Defense course, Working Alone Procedures and Late Night Safe Study Program.

If you have any questions regarding the above, please contact Dr. Ed Krol at ed.krol@usask.ca or 966-2011.