

APPENDIX B: WSEP Questions/Issues/Concerns – Who Can You Ask?

- Notes:**
1. The following are examples of the kinds of issues and questions that may arise regarding workplace safety and environmental protection. Many of these will be dealt with through Standard Operating Procedures (SOPs).
 2. The 4-digit campus phone numbers listed below are for calls made from campus phones. Calls from off-campus phones, including cell phones, require 966 prior to the 4 digit number (eg, Campus Safety is 966-5555). To make off-campus calls from campus phone, dial 9 and then the number (eg, 9-911).

Safety Area	Types of Issues and Questions	Who to Contact in the College/University
<p><i>Biosafety</i> Administers Biological Safety Program</p>	What would you do if you were exposed to the contents of a cell culture flask?	<ul style="list-style-type: none"> ● Follow the clean up and disinfection procedures in the appropriate Emergency Control Plan. ● Submit an incident report to University WSEP. ● Contact the Biosafety Manager Andrea Smida (8496) if questions.
<p><i>Chemical Safety</i> Administers Chemical Safety Program, coordinates lab inspections, oversees annual fume hood testing and hazardous waste disposal.</p>	What do you do if you spill a corrosive chemical or other hazardous substance?	<ul style="list-style-type: none"> ● Alert all others within the spill area. ● Isolate area and prevent re-entry. ● Call Waste Management (8597) or Campus Safety (5555) and provide them with the information. ● Submit an Incident Report to University WSEP.
	What do you do if you find a container with no indication of contents?	<ul style="list-style-type: none"> ● Check with others in the lab to see if they know what it is. ● Contact the Chemical Safety Manager Darrell Hart (8512) if questions.
<p><i>Community Safety</i> Administers U of S Violence Policy and Prevention Program and receives and acts on concerns of personal safety.</p> <p>Please refer to College's <i>Violence Prevention Plan</i>,</p> <p>Check the red and yellow safety alert board at entrance to THORV (lobby by THORV 105).</p> <p>See Personal Safety Resource posters in washrooms across campus (eg, Security Services, Safewalk, Student Counselling).</p>	What should you do if you see someone who is acting suspiciously?	<ul style="list-style-type: none"> ● If you feel comfortable doing this, ask if you can be of assistant. ● If you continue to believe the individual is suspicious, note a description and the direction the person is going, and then call Campus Safety to report (5555).
	What if you see someone being abusive to another individual?	<ul style="list-style-type: none"> ● If you feel comfortable doing so, ask what is wrong. ● Contact Campus Safety (5555).
	What if you see someone being harassed by another individual?	<ul style="list-style-type: none"> ● Contact the Coordinator of Discrimination and Harassment Prevention Services Carole Pond (4936).
	What safety measures should you take if working after hours?	<ul style="list-style-type: none"> ● Study or work in pairs if possible. ● Stay in well-lit areas. ● Carry a cell phone if possible. ● Call Safewalk (7233) or Campus Safety (5555). ● Visualize ahead of time the appropriate responses to various situations that might arise.
What should you do if you see someone who is ill or injured.	<ul style="list-style-type: none"> ● If the accident is <u>major</u>, phone 9-911 for an ambulance and then phone 5555 for Campus Safety. It is important to get medical services notified and responding first and then Campus Safety. Campus Safety will respond as well and meet the 911 responders and direct them to the location of 	
Please see also Appendix E		

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	(attached).	<p>the incident.</p> <ul style="list-style-type: none"> ● If the accident is <u>not major but not minor</u>, phone 5555 for Campus Safety, the staff there will call an ambulance if they believe there is a need. ● If the accident is <u>minor</u>, and you feel confident administering First Aid, do so and you may also take the student to Student Health, or the employee to an urgent care clinic, or ensure they go with a friend. <u>If you do not feel confident in attending to the situation</u>, call 5555 for Campus Safety.
<p>College-Specific Safety</p>	<p>What does the College do to increase security measures?</p> <p>Contact Ed Krol (2011) or Merry Beazely (5826) with if any questions, concerns or suggestions.</p>	<ul style="list-style-type: none"> ● The College has a key allocation policy to minimize access to certain areas of the College, when access is not required. ● A number of doors to labs and some offices have an auto-close, auto-lock feature to prevent doors being left open by mistake. ● Keep doors closed and locked if necessary (eg, after hours). ● Alarm system and cameras are located in the Pharmacy Skills Lab (G11 THORV), and security cameras in the College Computer Lab (112 THORV) and on the 3rd Floor outside of the Graduate Student Offices (330/330.1 THORV).
	<p>What to do if a power outage?</p>	<ul style="list-style-type: none"> ● Contact the College Office staff who will have attempt to find out the cause/duration and any directions. ● If no windows or emergency lighting, ensure you have flashlights or plug-in lights in your area. ● For critical processes (eg, research experiment in progress), refer to the specific Emergency Response Plan (ERP.)
	<p>What to do in event of serious weather or natural disaster?</p>	<ul style="list-style-type: none"> ● Check U of S website and watch for U of S announcements on PAWS or email. ● Contact the College Office for directions.
	<p>What to do if you see a safety issue arise (eg, individuals wearing lab coats into eating areas).</p>	<ul style="list-style-type: none"> ● Contact Dr. Krol who will arrange to have an email sent to all faculty, staff and students reminding them of the relevant policy.
<p>Contractor Safety Responds to contractor safety-related situations.</p>	<p>Who do you contact if you are concerned about work that a contractor is doing (eg, asbestos removal, renovation work).</p>	<ul style="list-style-type: none"> ● Asbestos has now been removed or contained in areas throughout the College. ● If you have any safety concerns about the work of contractors contact Contractor Safety Technician Pat Pattison (6076) or Fire Safety Manager Larry Riopka (8838).
<p>Environmental Program Facilitate responsible stewardship of our environment while helping our campus meet its</p>	<p>What do you do with old toner cartridges?</p>	<ul style="list-style-type: none"> ● Please give cartridges to Ivan Chovan, College Stores Manager, who will recycle them through the University's Waste Management Facility.
	<p>Who do you check with to see if a liquid can be discarded in a lab sink?</p>	<ul style="list-style-type: none"> ● Contact Dr. Ed Krol (2011), who will refer you to SOP if applicable, or contact Chemical (8512) or Biosafety Manager (8496).

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environmental obligations for all activities (eg, compliance for discharges to water, environmental incidents).		<ul style="list-style-type: none"> Note that all controlled products and waste are disposed of by the University's Waste Management Facility.
	Should you leave your computer and monitor on when you leave work?	<ul style="list-style-type: none"> Turn off lights and computer monitors, however, it is best to leave computers in order that central upgrades can automatically be installed (and they run on little power).
	How can we reduce paper usage?	<ul style="list-style-type: none"> Reduce printing of emails; make double-side copies whenever possible, post handouts online for students.
	What can be recycled and what not – do the contents of blue bins get recycled?	<ul style="list-style-type: none"> The College will be arranging for an education program for faculty, staff and students on environmental friendliness in the near future. Our Custodial Staff now all have containers, such that contents of office and lab blue bins are recycled. For more information see www.facilities.usask.ca/sustainability/recycle.
<p>Fire Safety Responds to fire related situations, conducts fire inspections, review evacuation plans, drills and extinguisher inspections.</p>	What do you do if you smell smoke or see flames?	<ul style="list-style-type: none"> Pull a fire alarm to activate the building alarm. Evacuate the building as per Emergency Evacuation memo distributed each September. If small isolated fire, and you feel confident in doing so, use a fire extinguisher or fire blanket. If someone's clothing is on fire, use emergency shower if there is one close by, or use fire extinguisher or fire blanket. Then follow injury guidelines above. Chief fire warden for the Thorvaldson building is Dr. Ed Krol (2011). Fire warden for the U of S is Larry Riopka (8838).
	Who do you talk to with concerns about fire evacuation or other fire safety issues?	<ul style="list-style-type: none"> Contact Dr. Ed Krol (2011) or Larry Riopka (8838).
	What else can you do regarding fire safety?	<ul style="list-style-type: none"> Read and understand the building emergency evacuation plan, distributed every September. Take the Fire Safety Training Course (see APPENDIX C).
<p>Hazardous Waste Management Oversees hazardous waste disposal.</p>	What do you do if you see sharps in a lab garbage container?	<ul style="list-style-type: none"> Find out who put the sharps there, and ask that person to follow the Exposure Control Plan for that lab. If you can't find who put them there, put a sign on the garbage container to alert custodial staff and others not to touch and contact the person responsible for the lab to deal with the sharps.
	General questions on hazardous waste management?	<ul style="list-style-type: none"> See the Waste Disposal Manual at www.usask.ca/dhse/hwm/codes.php. Contact Waste Management Facilities (8496).
<p>Occupational Safety Responds to issues of indoor air quality, ergonomics, noise and hearing conservation and</p>	What if your office or lab is overly hot or cold.	<ul style="list-style-type: none"> Contact Jackie Huck or one of the College Office Staff who will call Facilities Management Division.
	What do you do if you see a leak and water on the	<ul style="list-style-type: none"> Contact Jackie Huck or one of the College Office staff, who will contact Facilities Management Division.

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<p>injury prevention.</p> <p>Volatile and/or noxious substances should be restricted to operation fume hoods. Particularly noxious compounds should be stored in ventilated cabinets or operating fume hoods.</p>	<p>floor in hallways or labs?</p>	<ul style="list-style-type: none"> ● Place a garbage can or other item by the spill to alert others.
	<p>What do you do if you smell strong fumes in your office or lab?</p>	<ul style="list-style-type: none"> ● Contact Jackie Huck or one of the College Office staff, who will contact Facilities Management Division. ● Those responsible for labs with skinks/drains need to ensure that someone in the lab pours water into any unused skinks and floor drains <u>at least quarterly</u> to keep the P-traps full.
	<p>What if you do if you are having neck or wrist pain or discomfort at your workstation?</p>	<ul style="list-style-type: none"> ● Contact Merry Beazely (5826) in the College Office and she will arrange for an ergonomic assessment.
<p>Radiation Safety Administers Radiation Safety Program, ensure permits in good standing.</p>	<p>Concern that arise regarding radioactive materials.</p>	<ul style="list-style-type: none"> ● Refer to your own lab Standard Operating Procedures. ● Please direct any questions regarding radioactivity to Radiation Safety Debbie Frattinger (8494).
<p>Transportation of Dangerous Goods Oversees the transport of dangerous goods on campus.</p>	<p>What are College receiving policies regarding biological and chemical deliveries?</p>	<ul style="list-style-type: none"> ● Couriers delivers item to Stores. ● If no-one is there, they bring delivery to College Office, where staff sign for the item and immediately take down to Stores and handle as necessary (eg, if temperature sensitive, also will call the individual to whom the package is being sent). ● If the item is labeled <u>hazardous</u>, Office Staff direct the courier to take the item to immediately Chemistry Stores (we have an agreement with them to receive).
<p>Training Courses</p>	<p>See attached list training courses that are mandatory or recommended for faculty, staff and students, depending on the nature of their responsibilities.</p>	<ul style="list-style-type: none"> ● Note: Supervisors are responsible for providing <u>site-specific training</u> to all individuals under their supervision.