



HEALTH AND SAFETY COORDINATOR

ANNUAL ADMINISTRATIVE ACCOUNTABILITY REPORT

TO: _____
One level up and/or Unit Head (usually Chair, Director, Manager, Principal, Dean or CAO)

FROM: _____
Health and Safety Coordinator *

**The Health and Safety Coordinator is anybody who has been designated to have oversight over the areas identified below. This could be a business officer, business manager, department facilities coordinator, etc. with responsibilities in the areas identified above.*

Introduction

Health and Safety Coordinators of individual units complete an Annual Administrative Accountability Report. This report has been developed to assist the unit Health and Safety Coordinator or the individual who performs the health and safety coordination function, to help ensure that all relevant issues are considered. The Health and Safety Coordinator should provide this completed form to the senior administrator one level up, and discuss any items that are not being followed.

If you have any questions regarding health and safety please visit www.ehs.utoronto.ca or call 416-978-4467.

The following is intended to provide a quick overview of the important topics and key items for administrators to address.

		Yes	No	N/A
1	Posting of Notices			
1.1	A copy of the University Health and Safety Policy is posted in a prominent location in (e.g., health and safety bulletin board) the workplace.			
1.2	A copy of the Occupational Health and Safety Act is posted in a prominent location in the workplace.			
1.3	The names and work locations of the members of the local health and safety committee are posted in a prominent location in the workplace.			
2	Health and Safety Committee			
2.1	A joint health and safety committee has been established in the workplace.			
2.2	The joint health and safety committee has met at least quarterly during the last 12 months.			
2.3	Minutes of meetings of the joint health and safety committee are posted, are readily available and uploaded to the JHSC Module: https://utoronto.sharepoint.com/sites/ehs-jhsc/ .			
2.4	The committee carries out regular inspections of the workplace such that the entire workplace has been inspected during the past 12 months.			
2.5	The health and safety committee has at least one worker and one management certified member.			
2.6	A system or process exists to deal with recommendations from the joint health and safety committee.			
3	Identification of Responsibilities			
3.1	All employees have been made aware of their responsibilities and duties under the Occupational Health and Safety Act and have been provided with appropriate training.			
4.	Accident Reporting and Investigation			
4.1	Procedures are in place to ensure that all accidents are promptly reported to local management and to the Office of Environmental Health and Safety.			
4.2	Local management reviews all accident reports and investigate where appropriate with a view to preventing similar future occurrences.			
4.3	Employees are made aware of the location of the first aid station(s) and room(s) and who to contact for first aid assistance. Please refer to: EHS First Aider Contact Information .			
5	Hazard Identification/Risk Assessment/Control			
5.1	A process and procedures are in place to identify workplace hazards, assess them as to the risk of injury and take appropriate precautions to reduce the risk of serious injury.			
5.2	Safety procedures are accessible and communicated to employees			

		Yes	No	N/A
6	Training/Communication			
6.1	A process is in place to ensure that ALL employees have been provided with health and safety training, which includes: basic health and safety awareness training (https://ehs.utoronto.ca/basic-health-and-safety-training/) and specific training, procedures, and protective measures to deal with hazards in the workplace. EHS Training Matrices are available on the EHS website: https://ehs.utoronto.ca/training/			
6.2	Onboarding: A process is in place to ensure that all new employees, regardless the length of employment, are provided with department specific-procedures/information/training.			
6.3	All supervisors in my portfolio have been made aware of the EHS Supervisor Due Diligence Checklist, Toolkit and other H&S resources for supervisors: https://ehs.utoronto.ca/home/i-am-a-supervisor/ .			
6.4	Employees are made aware that they should report all health and safety concerns to their supervisors; building-related concerns may also be reported to a designated departmental contact (e.g., department building coordinator) or directly to the local facilities group: UTM , UTSC , UTSG .			
7	Hazardous Materials			
7.1	All persons who work with hazardous chemicals have been made aware of location of Safety Data Sheets (SDSs) and of procedures for retrieving them. An online SDS database, ChemWatch Gold FFX, is available to the University community: https://ehs.utoronto.ca/resources/hazardous-materials-information/			
7.2	All hazardous chemicals present in the workplace are properly identified and labelled.			
7.3	Procedures are in place to ensure the safe disposal of all hazardous materials, and staff members are made aware of these procedures.			
7.4	Employees are made aware that all changes to the workspace that disturb the building fabric (e.g. drilling a hole for wires or pictures, removing a ceiling tile) must be carried out by the appropriate facilities group to ensure that health and safety procedures are followed and not be carried out on their own.			
8	Emergency Procedures			
8.1	Emergency procedures have been developed and provided to all persons in the workplace.			
8.2	Emergency phone numbers have been posted (e.g. Campus Police, building/facilities, chemical spills).			
8.3	Appropriate numbers of first aid stations are maintained with trained staff in first-aid available.			

**** Links to key policies and procedures are located on the following pages ****

Comments (if additional space is required, please attach additional pages).

Unit _____

Name of Health and Safety Coordinator (printed) _____

Date _____

Signature of Health and Safety Coordinator _____

**ANNUAL ADMINISTRATIVE ACCOUNTABILITY REPORTS
LINKS TO KEY POLICIES AND PROCEDURES**

1.	GENERAL	Policies and Procedures – Governing Council: https://governingcouncil.utoronto.ca/secretariat/policies
2.	FINANCIAL	<p>Guide to Financial Management (GTFM): https://finance.utoronto.ca/policies/gtfm/</p> <p>Travel and Other Reimbursable Expenses Policy: https://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/</p> <p>FIS Management Reports https://finance.utoronto.ca/fast/support-documentation/funds-management/reporting/management-reporting/</p> <p>Delegation of Authority https://finance.utoronto.ca/policies/gtfm/financial-management/objective-and-responsibilities/delegation-of-authority/</p>
3.	PROCUREMENT	<p>Procurement Policy / BPS Procurement Directive: https://governingcouncil.utoronto.ca/secretariat/policies/procurement-policy-april-28-2020</p> <p>Procurement Services - University of Toronto Procurement Policy: https://www.procurement.utoronto.ca/about-procurement/uoft-procurement-policy</p> <p>Procurement Services: https://www.procurement.utoronto.ca/</p>
4.	THE DIVISION OF PEOPLE STRATEGY, EQUITY & CULTURE	<p>Employment policies, including policies for administrative non-unionized staff, policies for faculty and librarians and policies for research associates: https://people.utoronto.ca/policies/</p> <p>For collective agreements for administrative unionized staff: https://people.utoronto.ca/agreements/</p> <p>For all other documentation, refer to Human Resources Home: http://www.people.utoronto.ca/</p>
5.	RESEARCH	<p>Policy on Ethical Conduct in Research: https://governingcouncil.utoronto.ca/secretariat/policies/research-policy-ethical-conduct-march-28-1991</p> <p>Research Administration Policies and Guidelines: https://research.utoronto.ca/engaging-research/research-administration-policy-guidelines</p>
6.	RECORDS MANAGEMENT	<p>University of Toronto Archives and Records Management Services (UTARMS) https://utarms.library.utoronto.ca/</p>

7.	HEALTH AND SAFETY	<p>Office of Environmental Health and Safety https://ehs.utoronto.ca/</p> <p>Basic Health and Safety Training https://ehs.utoronto.ca/basic-health-and-safety-awareness-training-ehs002/</p> <p>University of Toronto Environmental Health & Safety Program – Policies, Procedures and Guidelines: https://ehs.utoronto.ca/resources/policies-and-procedures/</p> <p>Supervisor Health and Safety Resources and Toolkit: https://ehs.utoronto.ca/home/i-am-a-supervisor/</p> <p>Workplace Violence Risk Assessment http://ehs.utoronto.ca/wp-content/uploads/2021/02/Workplace-Violence-Risk-Assessment.pdf</p>
8.	CONFLICT OF INTEREST	<p>Statement of Conflict of Interest and Conflict of Commitment https://governingcouncil.utoronto.ca/secretariat/policies/conflict-interest-and-conflict-commitment-statement-february-1-2007</p> <p>Policy on Conflict of Interest – Academic Staff https://governingcouncil.utoronto.ca/secretariat/policies/conflict-interest-policy-academic-staff-june-22-1994</p> <p>Policy on Conflict of Interest - Administrative Staff https://governingcouncil.utoronto.ca/secretariat/policies/conflicts-interest-administrative-staff-policy-june-20-2023</p> <p>Policy on Conflict of Interest – Librarians https://governingcouncil.utoronto.ca/secretariat/policies/conflict-interest-policy-librarians-march-9-1995</p>
9.	INTERNAL AUDIT – Fraud and Financial Impropriety	<p>https://governingcouncil.utoronto.ca/internalaudit/report-fraud/reporting-incidents-suspected-financial-impropriety-procedure</p>