

IBBME Health and Safety Orientation for New Graduate students and New Employees

“ibbme001”, Handout

This session is designed to orientate you in the Health and Safety requirements and obligations that you have to comply with at the Departmental and University levels as well at the provincial level. Also, it is designed to make sure that you know about the Health and Safety resources in our Department and University. We will show an example of the protective equipment and laboratory environment; we will demonstrate safety features of the IBBME Teaching Laboratory and will demonstrate proper safety procedures.

- Here are the topics that we will discuss in this orientation.

Legal foundations	Health & Safety Certification with UofT EHS Office
Legal responsibilities and requirements	Chemical Safety & Biological Safety
Laboratory orientation/ inspection	WHMIS system and Symbols, MSDS files
In case of emergency	Waste Disposal
Reporting an accident	Research with human subjects
Fire Safety	Animal Work
First Aid rules	Mechanical & Electrical Safety
Accident/Incident Reporting	Ergonomics

- Orientation at your own workplace

Your workplace orientation is done in your own laboratory after the IBBME Health & Safety Orientation in the IBBME Teaching Laboratory. Please make sure that you put your name on the front page of the form under “Inspected by...”. After touring the IBBME Teaching Laboratory, it will take you 15-20 minutes to walk around your laboratory or office, finding all the safety features of the laboratory/office and filling out the form. Please ask someone experienced (lab manager, a post-doc, or research associate) to assist you in this task. Make sure that you are familiar with your workplace and that your lab manager or person who supervises you signs the form on the last page.

Please download the inspection form from our web site (www.ibbme.utoronto.ca) under the tab Health & Safety. Please complete the form within 2 weeks and return it to the main IBBME office (164 College St, room 407) and place it in the mail box “Andrey”. Alternatively, please **scan your completed and signed** form and **send** it to [<safety.ibbme@utoronto.ca>](mailto:safety.ibbme@utoronto.ca).

If you have any questions, please contact the IBBME Health and Safety Coordinator

Dr. Andrey Shukalyuk

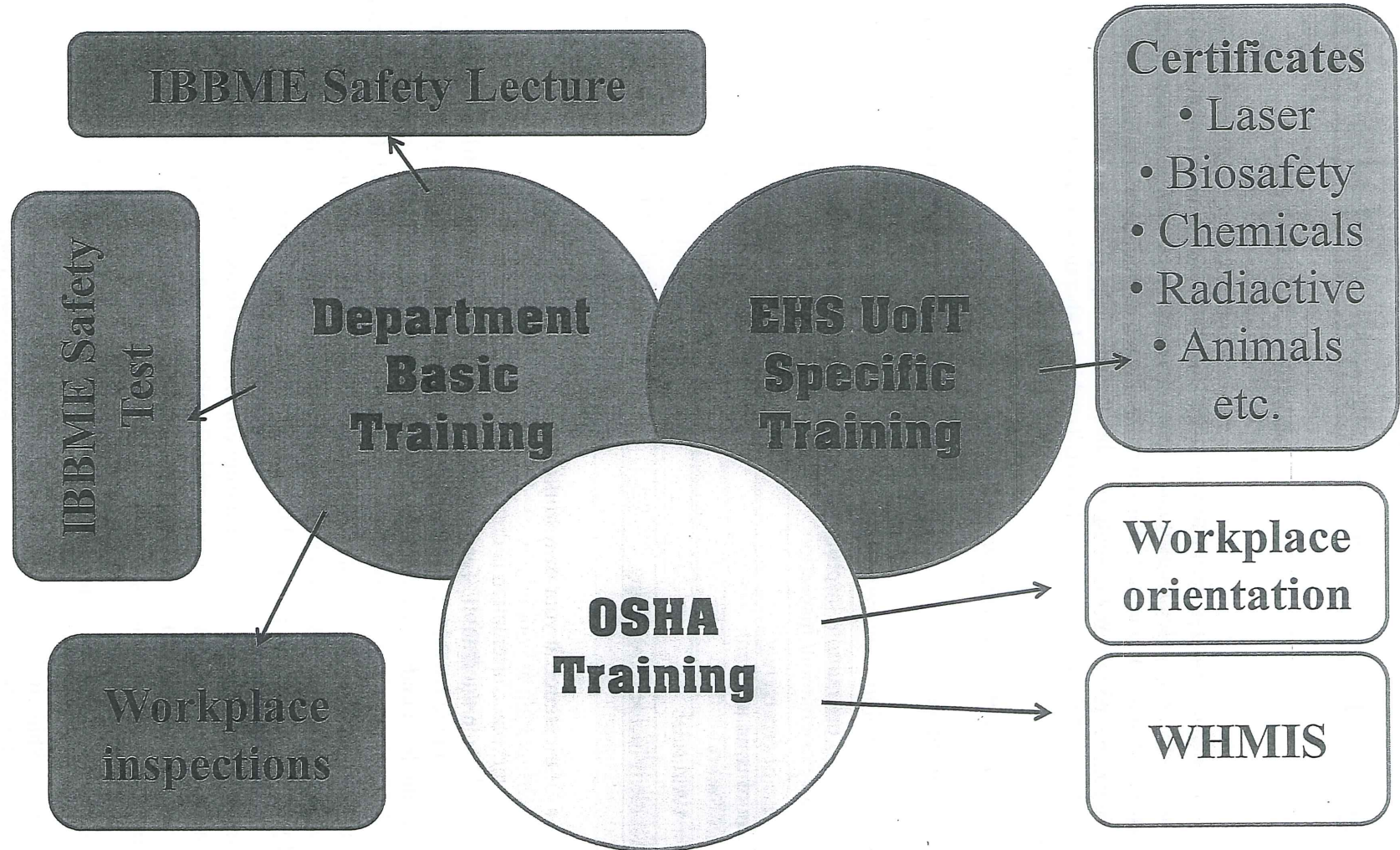
Phone: 416-978-1467

Address: 170 College St. Room 325

Email: safety.ibbme@utoronto.ca

Office Mail Box: 164 College St, Room 407

Safety Training



Go to My EHS Utoronto.ca



Environmental Health & Safety

U of T Home



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Environment/Health & Safety > Training > Register for Training > My EHS Training

Register for Training: 'My EHS' Training

Log into 'My EHS Training' in order to:

- register for courses
- find course descriptions, dates and locations
- cancel or change your registration
- view or print your training history
- set up your profile without registering for a course (for first-time users only)



Login access requires a valid UTORID and only works from campus networks. Please be sure to take note of the course details and instructions that will display once you log in. Upon successful registration the screen will automatically update the list of 'EHS courses you are currently registered in'.

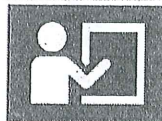
IMPORTANT NOTES:

- If you do not have a UTORID, please contact your Business Officer or Departmental Administrator to obtain one.
- If you are a temporary staff/faculty member, contractor, or visiting temporarily please contact your Business Officer or Departmental Administrator to obtain a Long-Term Guest UTORID.
- If you are a U of T Administrator and have questions regarding the creation of UTORID's please refer to the Information Commons Help Desk FAQ page. You may also request a Batch Guest UTORID Tool.
- If you are registering for the first time and your Supervisor is not listed in the drop down menu, please use "Name Not Found"

Scroll down and click on Log into "My EHS Training"

Log into 'My EHS Training' in order to:

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- find course descriptions, dates and locations
- cancel or change your registration
- view or print your training history
- set up your profile without registering for a course (for first-time users only)



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- If you are registering for the first time and your Supervisor is not listed in the drop down menu, please use "Name Not Found"
- If you are wait-listed please be sure to log back in here to check your registration status. Please do not attend training if your spot has not been confirmed.

For Biosafety Training related inquiries please contact the Biosafety Team

For all other registration inquiries please contact the EHS Office or the Training Coordinator at 416.978.6011. (If you encounter an error message while logging in, close your browser completely and try again. Make sure you are logging in while on campus.)

*Please use Chrome or Mozilla Firefox browser to login.

Log Into My EHS Training

In a pop-up window, log in with your UTOR ID

Click on "View Training History"

Register for an EHS course:
Select from all available courses
Select from courses registered for my work

Course #	Description

Date/Time	Location

Register for this Course
View Training History
Register Another Worker

Please note: If you do not have any personnel under your supervision, you will view the page only on your name. If you do supervise other people, you will need to select the name of the person from a drop box for whom you wish to view the training history.

EH&S courses on-line

1. **EHS002 – Basic Health and Safety Awareness Training (on-line)**
2. **EHS900 – Laboratory orientation (on-line)**
3. **EHS101 – WHMIS and Lab Safety Training: Workplace Hazardous Materials Information System for Lab Users**

4. **Laboratory Academic Supervisor Safety Training (EHS009)**
5. **Office ergonomics (EHS536)**
6. **Slips, Trips and Falls (EHS528)**
7. **Chemical Safety & WHMIS for Summer Staff/Students (EHS501)**
8. **Asbestos Awareness Online Training (EHS509)**
9. **Hydrogen Fluoride Online Safety Training (EHS555)**
10. **Laser Safety Online Refresher Training (EHS735)**
11. **Radiation Safety Online Refresher Training (EHS705)**
12. **Radiation Sealed Sources Online Training (EHS710)**

WELCOME! The Office of EHS welcomes you to the University of Toronto. Please take the time to review this document as it outlines the minimum training requirements for individuals who work in our offices and/or support and maintain our facilities. Please answer the questions in the table below to determine which requirements apply to you. If you answer "yes" the corresponding training/documents apply. You are responsible to ensure that you are aware of your training requirements. Please speak with your supervisor or manager if you have any questions about training and/or registering. Please feel free to contact the Office of EHS should you have any questions, we are here to help and we look forward to meeting you.

Who? ALL Research Lab Positions: Principal Investigators, Supervisors, Managers, Technicians, Post Docs, Research Associates, Internship students, project students, grad & undergrad students. (Register for training at www.ehs.utoronto.ca)

		Complete this Training Requirement (See Key below)																					
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Biosafety <small>*If working with any biological agents, a permit is required. Contact EHS Office</small>	ARE YOU A U OF T FACULTY, STAFF OR STUDENT WHO....																						
	will work in a CL1 / CL2 Lab?	◆	◆	◆	◆																		
	will work with human materials (e.g. blood, specimens, tissue, cells)?	◆	◆	◆	◆	◆																	
	will work with viral vectors (e.g. retrovirus, lentivirus, biological agents)?	◆	◆	◆	◆		◆																
Chemical & Laboratory Safety <small>*If working with high hazard chemicals a High Hazard Chemical Permit is required (contact EHS).</small>	will ship/receive/import biological agents?	◆	◆	◆	◆			◆															
	will work with/near chemicals?	◆	◆																				
	will use a respirator in the lab?	◆	◆						◆														
	will work with hydrogen fluoride?	◆	◆							◆													
	will work with mercury?	◆	◆								◆												
	will work with molten materials?	◆	◆									◆											
Radiation Safety <small>*If working with any radiation/x-ray or laser, a permit is required. Contact Office of EHS</small>	will ship chemicals?	◆	◆									◆											
	will work with open and sealed sources?	◆	◆										◆	◆									
	will work with sealed sources only?	◆	◆												◆	◆							
	will work with irradiators *training includes 30 mins of hands-on	◆	◆													◆	◆						
	will receive/ship materials?	◆	◆														◆						
	will receive rad materials?	◆	◆																◆				
	will work with x-ray machines?	◆	◆																	◆	◆		
Human & Animal Research Safety	will work with open beam class 3B and class 4 lasers?	◆	◆																		◆	◆	
	Will work with humans or handle live animals/ carcasses/tissue or will have access to a vivarium? Contact your Local Animal Care Committees (LACCs)	◆	◆																				
Research Abroad	Will conduct research work in a lab setting outside of Canada (Contact Safety Abroad Office (safety.abroad@utoronto.ca) & EHS	◆	◆																				

Key	Requirements	Valid For	Delivery	Key	Requirements	Valid For	Delivery
1	EHS 002 Basic Health and Safety Awareness	No expiry	online	12	EHS 910 TDG Chemical	3yrs	online
2	EHS 005 WHMIS	3yrs	online	13	EHS 701 Radiation Safety	3yrs	in-class
3	EHS 601 Biosafety	No expiry	in-class	14	EHS 705 Radiation Safety Refresher	3yrs	online
4	EHS 602 Biosafety Refresher (upcoming)	1yr	in-class/online	15	EHS 710 Sealed Sources	3yrs	online
5	EHS 603 Blood Borne Pathogens	No expiry	in-class	16	EHS 715 Sealed Sources Refresher	3yrs	online
6	EHS 613 Viral Vectors	1yr	online	17	EHS 907 TDG Rad	3yrs	in-class
7	EHS 909 TDG Bio	2yrs	in-class	18	EHS 908 TDG Rad - receiving only	3yrs	in-class
8	EHS 532 Respiratory Protection	2yrs	in-class	19	EHS 741 X-ray Safety	3yrs	online
9	EHS 006 Hydrogen Fluoride	No expiry	online	20	EHS 745 X-ray Safety Refresher	3yrs	online
10	EHS 111 Mercury Safety Awareness	No expiry	online	21	EHS 731 Laser Safety	3yrs	in-class
11	EHS 566 Molten materials	No expiry	online	22	EHS 732 Laser Safety Refresher	3yrs	online



In Case of Injury & Incident

1

Get medical attention
immediately, if needed.

2

Student/Employee: Tell a U of T
Faculty/Supervisor/Administrator/Staff
Supervisor: Arrange to get medical
care, if needed.

3

Student/Employee: Complete
online accident/incident e-form with
U of T Faculty/Supervisor (if possible)

Questions? Contact EHS at '416-978-4467' or ehs.office@utoronto.ca



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Office of Environmental Health & Safety
www.ehs.utoronto.ca



Laboratory

- A *laboratory* is a **workplace** where relatively small quantities of *hazardous chemical, biological or radioactive substances* are used for the purposes of scientific research, experimentation or analysis.

UofT Lab. Safety Manual

- The *Act* requires supervisors to ensure that a worker ‘uses or wears the equipment, protective devices or clothing that the worker’s employer requires to be used or worn.’

UofT Lab Coat Guidelines

- U of T Scent-Free Policy *Guideline on the Use of Perfumes and Scented Products*

Things you should wear in lab (PPE):

WE PROVIDE

Lab coats

Gloves

Goggles

Mask (when required)



YOU PROVIDE


Closed toe shoes

Long pants

Tied-back hair



http://www.ehs.utoronto.ca/

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U of T Home

Home About Us **Report an Incident** Our Services Training JHSC Resources Elog

Work or Study at U of T?

- I work in an Office
- I work in a Lab
- I work in Facilities and Services
- I am a Student
- I do Field Research

My EHS Training Login



Recent Posts

Upcoming Events: UTSU
Clubs Day & Street
Festival

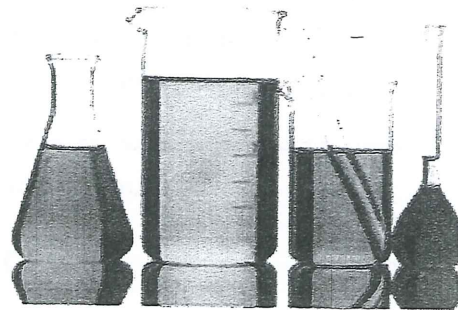
September 4, 2016

We're now hiring for the
Work-Study Fall/Winter
Program!

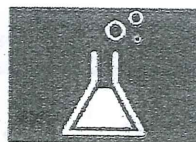
August 25, 2016

Promote Lab Safety

Download, print and display our Lab Safety posters including the Budget List poster.



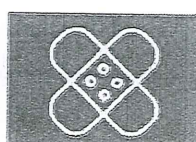
Biosafety



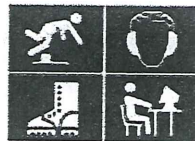
Chemical and Lab Safety



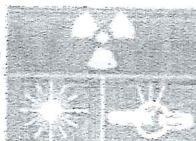
Environmental Protection Services



Occupational Health



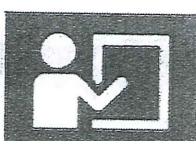
Occupational Hygiene & Safety



Radiation, Laser & X-ray Safety



Accident Reporting



Health & Safety Training



Report an Incident **Our Services**

Notice: Online Accident/Incident eForm for Employees

Notice: Online Accident/Incident eForm for Students, Contractors and Visitors

Emergency Procedures

Spill Reporting Procedures

UofT EHS resources

<https://ehs.utoronto.ca/resources>



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Resources

[FAQ's](#)

[Hazardous Materials
Information](#)

[Health and Safety Links](#)

▼ [Policies and Procedures](#)

[Promoting Safety \(Digital &
Print Media\)](#)

Environmental Health & Safety > Resources

Resources

Accident Reporting

Procedures for reporting an accident whether it happens to a student, employee or while working away from campus.

Frequently Asked Questions (FAQ's)

Got a question about EHS services and programs? Maybe someone else already asked it.

Hazardous Materials Information

Hazardous Materials reference links such as Material Safety Data Sheets (MSDS).

Health and Safety Links

Health and Safety links for information about other Universities, Associations and Organizations.

Policies and Procedures Listing

List of University policies and procedures that apply to different aspects of working life on campus.





















U of T Lab Hazardous Waste Management

An on-line version of the University of Toronto Laboratory Hazardous Waste Management and Disposal Manual.

WHMIS Workplace Hazardous Materials Information System

WHMIS is the system in Canada used for classifying and labelling hazardous workplace chemicals. This system has been updated to align with the Globally Harmonized System (GHS) for classifying and labelling chemicals. From now until December 1, 2018, your employer can still use existing WHMIS 1988 labelling and hazard symbols on products. After that date, your employer must discard all WHMIS 1988 labelled products or re-label them to conform to WHMIS 2015. In the meantime, you will likely see both types of labels and hazard symbols in your workplace.

The table below helps you through this transition period by showing WHMIS 1988 hazard symbols alongside equivalent WHMIS 2015 symbols. For more detailed information on any controlled product in the workplace, be sure to check the WHMIS label and the relevant Safety Data Sheet.

WHMIS 1988 Hazard Class	WHMIS 1988 Symbols	WHMIS 2015 Symbols	WHMIS 2015 Hazard Class
A			Gas Cylinder Gas Under Pressure
B Division 1 to 6			Flame Flammable, Self-reactive, Pyrophoric, Self-heating, In Contact with Water Emits Flammable Gases, Organic Peroxide
C			Flame Over Circle Oxidizing Gases, Liquids, Solids
D1		 	Skull and Crossbones Acute Toxicity (fatal or toxic) Exclamation Mark Irritation (skin or eyes), Respiratory or Skin Sensitization, Specific Target Organ Toxicity
D2		 	Health Hazard Carcinogenicity Mutagenicity Reproductive Hazards Exclamation Mark - same as above
D3			Biohazardous Infectious Materials
E			Corrosion Skin Eye Corrosion/Irritation Corrosive to Metals
F		 	Exploding Bomb Self-reactive, Explosive, Organic Peroxide
N/A	N/A		Health Hazard Aspiration Hazard, Specific Target Organ Toxicity (Single Exposure, Repeated Exposure)
N/A	N/A	Appropriate symbol required	Physical Hazards Not Otherwise Classified, Health Hazards Not Otherwise Classified

OSHA Workplace Inspection by New Employee

12 categories (A—L)

First page header:

Supervisor (PI name), Building (name), Room (number)



- Last page:

Laboratory manager or Research Associate
(name, contacts and **signature**)

Lab Orientation (example)

- Know where all of these are at all times
- You have to be able to find them blind:

TAKE A MOMENT and tour the Lab (Orientation):

- 1. Fire exits**
- 2. Fire alarms**
- 3. Fire Extinguishers**
- 4. Eye wash stations**
- 5. Safety Shower**
- 6. Hazardous storage and waste**
- 7. Safety protocols/lists/inventory/contacts/etc.**

MATERIAL SAFETY DATA SHEET FOR DIHYDROGEN MONOXIDE

PRODUCT NAME: DIHYDROGEN MONOXIDE
FORMULA WT: 18.00
CAS NO.: 07732-18-5
NIOSH/RTECS NO.: ZC0110000
COMMON SYNONYMS: DIHYDROGEN OXIDE, HYDRIC ACID
PRODUCT CODES: 4218, 4219
EFFECTIVE: 05/30/86
REVISION #01

LABORATORY PROTECTIVE EQUIPMENT

SAFETY GLASSES; LAB COAT

PRECAUTIONARY LABEL STATEMENTS

STORAGE: KEEP IN TIGHTLY CLOSED CONTAINER.

BOILING POINT: 100 C (212 F) VAPOR PRESSURE (MM HG): 17.5

MELTING POINT: 0 C (32 F) VAPOR DENSITY (AIR=1): N/A

SPECIFIC GRAVITY: 1.00 EVAPORATION RATE: N/A

SOLUBILITY (H₂O): COMPLETE (IN ALL PROPORTIONS) % VOLATILES BY VOLUME: 100

APPEARANCE & ODOR: ODORLESS, CLEAR COLORLESS LIQUID.

TOXICITY: LD50 (IPR-MOUSE) (G/KG) - 190
LD50 (IV-MOUSE) (MG/KG) - 25

DISPOSAL PROCEDURE

DISPOSE IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL ENVIRONMENTAL REGULATIONS.

SAF-T-DATA(TM) STORAGE COLOR CODE: ORANGE (GENERAL STORAGE)

SPECIAL PRECAUTIONS

KEEP CONTAINER TIGHTLY CLOSED. SUITABLE FOR ANY GENERAL CHEMICAL STORAGE AREA. DIHYDROGEN MONOXIDE IS CONSIDERED A NON-REGULATED PRODUCT, BUT REACTS VIGOROUSLY WITH SOME MATERIALS. THESE INCLUDE SODIUM, POTASSIUM AND OTHER ALKALI METALS; ELEMENTAL FLUORINE; AND STRONG DEHYDRATING AGENTS SUCH AS SULFURIC ACID. IT FORMS EXPLOSIVE GASES WITH CALCIUM CARBIDE. AVOID CONTACT WITH ALL MATERIALS UNTIL INVESTIGATION SHOWS SUBSTANCE IS COMPATIBLE. EXPANDS SIGNIFICANTLY UPON FREEZING. DO NOT STORE IN RIGID CONTAINER AND PROTECT FROM FREEZING.

DOMESTIC (D.O.T.)

PROPER SHIPPING NAME CHEMICALS, N.O.S. (NON-REGULATED)

INTERNATIONAL (I.M.O.)

PROPER SHIPPING NAME CHEMICALS, N.O.S. (NON-REGULATED)

IBBME Health & Safety Courses

ibbme001

Department Health and Safety Orientation

- basic, lecture-based
- mandatory for everyone
- one time

ibbme002

Department Health and Safety Training for Level2 laboratories

- only if needed/requested
- includes data from ibbme001 with hands-on training
- recommended for the IBBME TAs/staff/students/volunteers
- one time

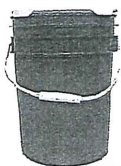
ibbme003

Department Health and Safety Orientation for TAs

- prior the course
- includes the facility touring
- includes portion of the data from ibbme001 and ibbme002
- focuses on teaching the safe practices
- mandatory for the TA with BME courses
- one time per course

The Bucket List

Getting rid of lab waste? Here's how to dispose of it.



Chemical Waste Pail

- Designate and label for lab specific use
- Ethidium Bromide gels
- Contaminated solids including plastics and glass
- No sharps
- Provided by EPS (6-3473)



Radioactive Solid Waste Container

- Contaminated plastics and solids
- Ensure tag provided is completed before pickup
- No liquid scintillation vials
- Provided by EPS (6-3473)



Radioactive Liquid Waste Container

- Radioactive aqueous liquid waste
- No liquid scintillation vial contents
- Green tag: half life <30 days
- Blue tag: half life >30 days & <90 days
- Yellow tag: half life >90 days
- Provided by EPS (6-3473)



Biohazard Waste Pail

- Risk Group 2 biologically contaminated solids
- No liquids, sharps, Risk Group 1 biologicals or animal anatomical waste
- Provided by EPS (6-3473)
- (Some locations receive pails that are lined)



Biohazard Bag

- Biologically contaminated solids only
- No sharps
- Purchased by lab



Sharps Container (CSA Approved)

- Needles, syringes, lancets, blades, etc.
- Designate, separate and label as Biological, Chemical or Radioactive waste
- Purchased by lab



Animal Anatomical Waste Pail

- All animal anatomical waste
- All materials contaminated with toxins requiring incineration
- Biobags, provided by DCM can be used to transport tissues to DCM
- Cytotoxic waste
- No biologically or chemically contaminated bedding
- Provided by EPS (6-3473)



Recycling Bin

- Untaminated paper
- Empty boxes
- Catalogues
- Provided by F&S (6-5711)



Regular Garbage

- Untaminated refuse (paper towels, pipet wrappers, etc.)
- Decontaminated Risk Group 1 biological solids
- Provided by Caretaking (8-6252)



Amber Laboratory Glass Tote

- Untaminated coloured glass (triple rinsed)
- No hazardous materials, garbage or gloves
- No clear glass
- Provided by F&S (6-5711)



Teal Laboratory Glass Tote

- Untaminated Clear glass (triple rinsed)
- No hazardous materials, garbage or gloves
- No coloured glass
- Provided by F&S (6-5711)



Orange Laboratory Plastic Tote

- Untaminated laboratory plastics (triple rinsed)
- No hazardous materials, garbage or gloves
- Provided by F&S (6-5711)



Office of Environmental Health & Safety
www.ehs.utoronto.ca

EPS: Environmental Protection Services; a subsidiary of Environmental Health & Safety
F&S: Facilities & Services



Hazardous Waste Disposal



Biological

Sharps (needles, syringes, lancets, blades, etc.) to be placed in CSA approved containers (purchased by lab)
Contact 6-3473 for pickup

Clean laboratory glassware and plastic to be placed in either Caretaking Orange Pails or Recycling Totes (Teal for Glass and Orange for Plastic)
Contact Recycling 6-5711 or Caretaking 8-6252

Risk group 2 contaminated liquid waste to be autoclaved by lab in leak proof autoclavable containers (purchased by lab) or decontaminated with appropriate disinfectant
Contact 8-3981 (Biosafety Services) for treatment and disposal procedures

Risk Group 2 contaminated non sharp glass and plastic to be double bagged using autoclave bags (purchased by lab) displaying biohazard symbol
Contact 6-3473 for pickup

Risk Group 2 contaminated sharp glass and plastic to be placed in 20L Yellow Pails (supplied by EHS)
Contact 6-3473 for pickup and supplies

Anatomical and Cytotoxic waste
Contact Biowaste 6-3473 for pickup and supplies

Labelling: All risk group 2 pails or autoclave bags to be labelled with biosafety permit #, building and room #.

Collection Schedule: See schedule information at www.ehs.utoronto.ca/services/environmental.htm

Contact 6-3473 (Hazardous Waste Technicians) for pickup scheduling, supplies and other inquiries



Chemical

Sharps contaminated with chemicals to be placed in BD Containers
Contact 6-3473 for pickup

Solids and liquids (including glass and plastics contaminated with chemicals) to be placed in leak proof containers (EPS can supply 20L Green Pails) with proper Hazardous Waste Label
Contact 8-4821 for pickup and supplies

Contaminated solids to be placed into pails and/or lined drums in building's Chemical Waste Storage rooms (left in Storage Room by EHS). Other buildings need Green Pails or other sealable container.

Gels (ethidium bromide) to be placed in 20L Green Pails
Contact 8-4821 for pickup and supplies

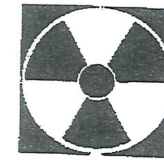
Important contact information

For all biowaste, chemical waste and radioactive waste questions, call
Environmental Protection Services 8-7000

For all waste emergencies (Mon-Fri 8am-4pm) call
Environmental Protection Services 8-7000

For all spills, odours/smells after hours, call
U of T Police 8-2222

www.ehs.utoronto.ca
www.hrandequity.utoronto.ca



Radioactive

Sharps contaminated with radioactivity to be placed in yellow UofT approved sharps containers and labeled as radioactive waste with isotopes and activity
Contact 8-2050 for pickup

Glass contaminated with radioactivity: empty glassware to be decontaminated before placing into closed 20L Orange Pails provided by Facilities & Services-Caretaking. If unable to decontaminate call EHS at 8-2050.

Plastics and solids contaminated with radioactivity to be placed in yellow radioactive solid waste container, lined with yellow bag, supplied by EHS office, tag completed
Contact 8-2050 for pickup or supplies

Liquid scintillation vials: segregate glass and plastic vials and clearly mark as radioactive disposal (bag or container to be supplied by lab)
Contact 8-2050 for pickup

Radioactive aqueous liquid to be placed in radioactive liquid waste container, supplied by EHS, tag completed
Half life < 30 days – green tag
Half life > 30 days < 90 days – blue tag
Half life > 90 days – yellow tag

Contact 8-2050 for pickup and supplies



UNIVERSITY OF
TORONTO

Environmental
Health & Safety

University of Toronto
**GUIDELINE ON THE USE OF
PERFUMES AND SCENTED
PRODUCTS**

Purpose

The University of Toronto is committed to a safe and healthy environment for faculty, staff, students, and visitors. This guideline is intended to:

- 1) Increase the awareness within the University community about the potential impact of fragrance chemicals on the health, wellbeing, productivity and lifestyle of those affected.
- 2) Ask for the voluntary cooperation towards a scent-reduced environment.
- 3) Provide the steps for responding to scent-related issues.

What is the issue?

Exposure to perfumes and other scented products can trigger serious health reactions in individuals with asthma, allergies, migraines, or chemical sensitivities.

Fragrances are found in a wide range of products. Common scented products include perfume, cologne, aftershave, deodorant, soap, shampoo, hairspray, body spray, makeup and powders. Examples of other products with added scents include air fresheners, fabric softeners, laundry detergents, cleaners, carpet deodorizers, facial tissues, and candles.

We generally think that it is a personal choice to use fragrances; however, fragrance chemicals are by their very nature shared. The chemicals vapourize into the air and are easily inhaled by those around us. Today's scented products are made up of a complex mixture of chemicals which can contribute to indoor air quality problems and cause health problems.

Some of these fragrance chemicals are known to be skin sensitizers. Some are also respiratory tract irritants, and can trigger asthma and breathing difficulties. Individuals with asthma commonly cite fragrances as irritating or exacerbating their symptoms. Fragrances are also implicated in vascular changes that can trigger migraines in susceptible individuals. Individuals with chemical sensitivities can experience symptoms at very low levels in the air, far below those known to cause harmful effects in the general population.

Susceptible individuals can experience a variety of symptoms, including headache, sore throat, runny nose, sinus congestion, wheezing, shortness of breath, dizziness, anxiety, anger, nausea, fatigue, mental confusion and an inability to concentrate. Although the mechanisms by which fragrance chemicals act to produce symptoms are not yet understood, the impact on all those affected can be quite severe, resulting in great difficulty in work and study activities.

Increasing Awareness

This guideline is intended to raise the awareness within the University community about the potential impact of fragrance chemicals on the health, wellbeing, productivity and lifestyle of those affected. Information on scent awareness will be disseminated through posters, web sites, information brochures and training sessions where appropriate.

Working Towards A Scent-Reduced Environment

In order to protect those individuals with fragrance sensitivities and to possibly prevent others from developing such sensitivities, the University is asking for voluntary cooperation towards a scent-reduced environment. Faculty, staff, students and visitors are strongly encouraged to avoid or reduce the use of

fragranced products, and to replace them with unscented alternatives. This is a request to voluntarily refrain from chemical-based scented products, and not a ban on scented products.

What is the University doing about it?

Recognizing that chemicals, including fragrance chemicals, can negatively impact on indoor air quality, the University will strive to:

- ◆ Promote the reduction of unnecessary use of chemicals, including fragrance chemicals.
- ◆ Promote the use of environmentally-friendly and least harmful products in laboratories, cleaning materials, and building materials.
- ◆ Target harmful chemicals and contaminants and implement controls to effectively prevent or minimize their release into the general air as a result of building, maintenance, custodial, research and teaching activities.
- ◆ Support the best possible air quality practicably attainable, by means of proper ventilation, peak performance and proper maintenance of building mechanical ventilation systems.
- ◆ Develop proper information and training to promote the above to the University community.

What can you do to help?

- ◆ Be considerate of those who are sensitive to fragrance chemicals. Avoid using scented products; instead, use scent-free alternatives.
- ◆ If you do use scented products, use them sparingly. A general guideline for scented products is that the scent should not be detectable more than an arm's length away

from you. Do not apply scented products in a public area.

- ◆ Avoid using products (e.g. air fresheners or potpourris) that give off chemical-based scents in your work area.
- ◆ Avoid using laundry products or cleaning agents that are scented. Air out dry-cleaned clothing before wearing.

What can you do if you are sensitive to fragrance chemicals?

- ◆ If you feel you can do so comfortably, approach the scented individual and let him/her know how you react to fragrances. Be specific about the types of physical reactions you have (e.g. asthma attacks, migraines, shortness of breath). Talk to the individual in a cordial and respectful manner. Ask for their understanding and cooperation. Many people are unaware of the potential health effects of fragrance chemicals.
- ◆ Inform your supervisor or instructor of your sensitivities, your symptoms, and the types of exposures that improve or worsen these symptoms. Ask them to assist in finding a solution to your situation. As an employee, you may ask your supervisor to discuss this matter with the individual involved or with the group of employees. As a student, you can ask your professor to discuss the issue with the class and ask for their cooperation in not using scented products.
- ◆ Consult with your physician about your symptoms.
- ◆ Consult the resources listed in this guideline for further information or assistance.

What can you do as a Supervisor?

If an individual in your work area or classroom is adversely affected by scented products:

- ◆ Listen to the person with respect and civility.
- ◆ Clarify the issue. Ask the individual to describe their health effects, the factors that make the problem better or worse, and the actions they are taking to deal with it.
- ◆ Investigate the issue and use good judgment and consideration to provide a fair, uniform and timely resolution.
- ◆ Discuss the issue with your staff or students in an open and non-threatening manner. Inform them of the health concerns that have arisen as a result of the use of scented products in the workplace. You may choose to have this discussion with an individual or an entire group, whichever is appropriate to the situation.
- ◆ Request everyone's cooperation and understanding to voluntarily avoid the use of scented products in the area. Discuss the benefits of a scent-free work area.
- ◆ Implement measures to reasonably accommodate those who are affected by scented products. Where employees are severely limited due to exposure to scented products, you may need to establish a fragrance-free zone. For meetings held in enclosed rooms, you may need to send out notices to attendees informing them of the scent-free nature of the meeting.
- ◆ Consult campus accessibility resources to accommodate students during classes or exam time.
- ◆ Consult with the building engineer regarding the adequacy of ventilation in the area.
- ◆ Promote the information in this guideline and display the "We Share the Air" poster.

- ◆ Refer those issues which cannot be resolved locally to the Department Head, the local joint health and safety committee and/or Human Resources, as appropriate.

What should you do if you're approached about the scented product you're wearing?

- ◆ If an individual or your supervisor informs you that the fragranced products that you use or wear are a problem and requests that you avoid using them, you may feel puzzled, hurt, annoyed, defensive or even insulted by the request. Understand that it is not about you as a person or about your choice of fragrance, but it is about the chemicals in the fragranced product. Do not discount the issue as ridiculous and unreasonable.
- ◆ Discuss the issue openly. Ask questions about the health impact on the person, the types of symptoms experienced, the factors which make the person's symptoms better or worse (e.g. fragrance type, amount used).
- ◆ Empathize with the individual. Work with cooperation and understanding towards a satisfactory resolution.

U of T Mississauga Resources

Joint Health and Safety Committee
Co-chair
905-569-4574

<http://www.utm.utoronto.ca/healthandsafety>

Director of Human Resources
905-828-5210

U of T Resources

Office of Environmental Health and Safety
215 Huron Street, 7th Floor
416-978-4467

Health and Well-Being Programs and Services
263 McCaul Street, 2nd Floor
416-978-2149

Other Resources

Ontario Lung Association
416-922-9440
www.on.lung.ca

Use Good Sense With Scents!



UNIVERSITY OF TORONTO
Office of Environmental Health and Safety
www.ehs.utoronto.ca
Revised Feb 2010



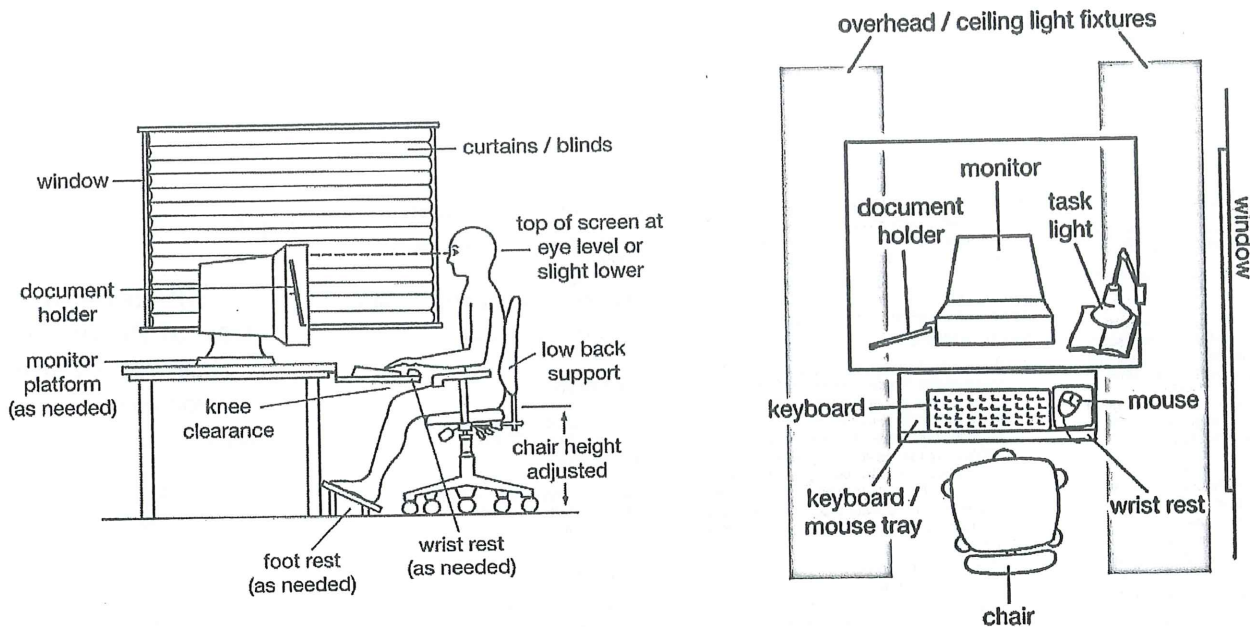
UNIVERSITY OF
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Guideline on the Use of Perfumes and Scented Products

INFORMATION BROCHURE



Office Ergonomics: Setting Up Your Workstation



10 Tips on Setting Up Your Workstation

1. Start with your chair. Adjust your lower back support so that it fits into the curve of your lower back. Adjust chair height until your feet are flat on the floor, your thighs are parallel to the floor and your hips and knees are 90 degrees.
2. Where possible, place monitor 90 degrees from windows to prevent glare.
3. Pull yourself towards your workstation. If your armrests are in the way, push them away or lower them.
4. Arrange your computer monitor, keyboard and your body is lined up directly in front of each other.
5. Check your monitor height. Sit back, close your eyes and then open them again. Your eyes should fall in the top 2 inches of the monitor. Adjust height accordingly. Bifocal wearers may need to have their monitors 2-4 inches.
6. Place your mouse next to your keyboard and at the same height.
7. Adjust your keyboard / mouse height so that your elbows are 90 degrees when using this equipment. If you cannot change the height of your tray or workstation, increase your chair height (you may need a footrest).
8. If you have a keyboard tray, it should be flat or tilted slightly away from you.
9. Place the telephone and other frequently used items within arm's reach.
10. Use a document holder if you type and refer to documents at the same time. Place document holder next to and at the same height as the monitor.



Office Ergonomics: Setting Up Your Workstation

Office Ergonomics: Dos & Don'ts

Do take the Online Office Ergonomics course which provides more details on how to adjust your workstation and how to solve common problems:

<http://www.ehs.utoronto.ca/Training/training.htm>

Do take regular alternate activity breaks. Vary your tasks (e.g. photocopy) and take visual breaks (focus on a distant object for 10-15 seconds for every hour on the computer).

Do use blinds and curtains to reduce glare. Tilting your monitor forward also helps reduce glare.

Do adjust your workstation to fit you.

Do speak to your supervisor if you have any concerns regarding your workstation.



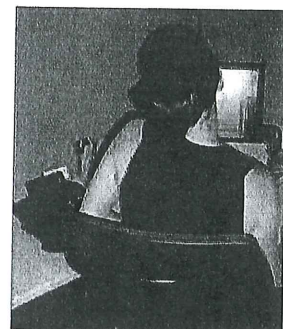
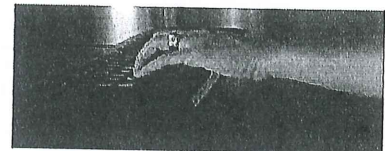
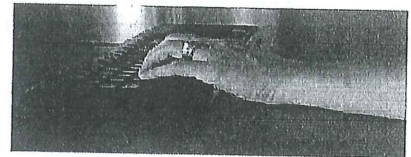
Don't continuously use your wrist rest. Wrist rests should only be used during breaks from mousing and typing.

Don't bend your wrists when you are typing or mousing. Wrists should be neutral.

Don't twist your neck or body to view your computer monitor use the keyboard.

Don't tuck your legs under your chair. This causes fatigue. Feet should be flat on the floor.

Don't cradle your phone between your neck and shoulder. Use a speaker phone or headset.



Basic First Aid Kit	Deluxe First Aid Kit
<p>Content includes:</p> <ul style="list-style-type: none"> • 1 CPR one way valve • 1 pair of nitrile examination gloves • 1 pair of scissors • 1 pair of plastic tweezers • 6 antiseptic towelettes • 1 conforming gauze bandage 5 cm (2 in) • 1 roll of adhesive tape 1.25 cm x 25.5 cm (0.5 in x 10 in) • 1 triangular bandage 101.5 cm x 101.5 cm (40 in x 40 in) • 10 plastic adhesive bandage 2 cm x 7.75 cm (0.75 in x 3 in) • 2 knuckle bandages • 2 fingertip bandages • 3 gauze pads 5 cm x 5 cm (2 in x 2 in) • 3 gauze pads 7.5 cm x 7.5 cm (3 in x 3 in) • 3 gauze pads 10 cm x 10 cm (4 in x 4 in) • 1 pressure bandage 10 cm (4 in) • 1 emergency blanket • 2 insect sting reliefs • 1 emesis bag 23 cm x 30.5 cm (9 in x 12 in) • 1 incident record book • 1 pencil 	<p>Content includes:</p> <ul style="list-style-type: none"> • 1 CPR one way valve • 1 pair of nitrile examination gloves • 1 pair of black paramed scissors • 1 splinter forceps 11.5 cm (4.5 in) • 6 antiseptic towelettes • 1 conforming gauze bandage 5 cm (2 in) • 1 conforming gauze bandage 7.5 cm (3 in) • 1 roll of adhesive tape 1.25 cm x 25.5 cm (0.5 in x 10 in) • 1 triangular bandage 101.5 cm x 101.5 cm (40 in x 40 in) • 10 plastic adhesive bandage 2 cm x 7.5 cm (0.75 in x 3 in) • 2 knuckle bandages • 2 fingertip bandages • 3 gauze pads 5 cm x 5 cm (2 in x 2 in) • 3 gauze pads 7.5 cm x 7.5 cm (3 in x 3 in) • 3 gauze pads 10 cm x 10 cm (4 in x 4 in) • 1 pressure bandage 10 cm (4 in) • 2 oval eye pads • 3 insect sting reliefs • 1 emesis bag 23 cm x 30.5 cm (9 in x 12 in) • 1 disposable penlight • 1 incident record book • 1 pencil
<p><i>Colour: red/black</i> <i>Material: 210-denier nylon</i> <i>Dimensions: 15 cm x 11.5 cm x 6.5 cm (5 in x 4.5 in x 2.5 in)</i> <i>Weight: 0.3 kg (0.6 lb)</i></p>	<p><i>Colour: red/black</i> <i>Material: 210-denier nylon</i> <i>Dimensions: 24 cm x 15 cm x 9 cm (9.5 in x 6 in x 3.5 in)</i> <i>Weight: 0.4 kg (0.8 lb)</i></p>