

Human Resources and Equity Annual Report 2007



INTRODUCTION	1
PART A – THE EMPLOYMENT RELATIONSHIP	2-13
SECTION 1. EMPLOYEE EXPERIENCE	
<i>a) Speaking UP Employee Experience Survey</i>	
<i>b) Canada’s Top 100 Employers</i>	
<i>c) Communication and Services</i>	
<i>d) New Faculty and Staff Orientation</i>	
SECTION 2. FACULTY AND LIBRARIANS	
<i>a) New Childcare Benefit</i>	
<i>b) Training Sessions for Academic Administrators</i>	
<i>c) Faculty Services</i>	
SECTION 3. ADVISORY COMMITTEES	
<i>a) Human Resources Management Board (HRMB)</i>	
<i>b) Professional/Managerial Advisory Committees</i>	
<i>c) Senior Management Committee on Health and Safety</i>	
SECTION 4. LABOUR RELATIONS	
<i>a) Concluded Collective Bargaining Agreements</i>	
<i>b) Preparation for Collective Bargaining in 2008</i>	
<i>c) Grievance Activity</i>	
<i>d) Job Evaluation</i>	
SECTION 5. REWARDS AND RECOGNITION	
<i>a) Performance Assessments</i>	
<i>b) “Stepping UP” Awards Program</i>	
<i>c) Long Service Recognition Program</i>	
<i>d) Retirement</i>	
SECTION 6. DIVISIONAL HUMAN RESOURCES OFFICES	
PART B – ORGANIZATIONAL DEVELOPMENT AND LEARNING.....	14-16
SECTION 1. LEARNING PROGRAMS	
SECTION 2. CAREER DEVELOPMENT	
SECTION 3. LEADERSHIP, MENTORING AND SUCCESSION PLANNING PROGRAMS	
<i>a) Mentoring Programs</i>	
<i>b) Succession Planning</i>	
<i>c) Leadership Programs at OISE/UT and School of Continuing Studies (SCS)</i>	
<i>d) Reaching Out – Mentoring and Training for Skilled Professional Immigrants</i>	
PART C – EQUITY AND DIVERSITY	17
PART D – WORKPLACE WELLNESS AND HEALTH	18-22
SECTION 1. QUALITY OF WORK-LIFE INITIATIVES	
SECTION 2. FAMILY SUPPORTS	
SECTION 3. HEALTH AND WELL-BEING	
<i>a) Sick Leave and Long-Term Disability</i>	
<i>b) Accommodation</i>	
<i>c) Work-related Injuries and Illness</i>	
<i>d) Health Promotion</i>	
<i>e) Advice and Consulting on Occupational Health Matters</i>	
<i>f) Practicum Placement Supervision</i>	
PART E – HEALTH AND SAFETY	23-40
SECTION 1. OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY	
<i>a) General Compliance Issues</i>	
<i>b) Joint Health and Safety Committees</i>	
SECTION 2. OCCUPATIONAL HYGIENE AND SAFETY SERVICES	
<i>a) Hazard Control Programs</i>	

b) Health and Safety Awareness and Educational Events

c) Hygiene and Safety Performance Indicators

SECTION 3. RADIATION PROTECTION SERVICE

a) Ionizing Radiation

b) Non-Ionizing Radiation

c) Performance Indicators

SECTION 4. BIOSAFETY

SECTION 5. ENVIRONMENTAL HEALTH AND SAFETY TRAINING

a) H&S Training

b) Radiation Training

c) Laser Safety Training

d) Biosafety Training

e) Environmental Training

SECTION 6. WORK-RELATED INJURIES AND ILLNESS

a) Types of Injuries and Days Lost

b) Occupational Disease Prevention Programs

SECTION 7. ENVIRONMENTAL PROTECTION SERVICES

a) Chemical Waste Management

b) New Regulatory Requirements

c) PCB Waste Management

d) Radioactive Waste Management

e) Environmental Incidents

SECTION 8. MINISTRY OF LABOUR ACTIVITY AND ORDERS

PART F – APPENDICES 41-71

INTRODUCTION

The Human Resources and Equity portfolio works in partnership with the other divisions of the University to:

- Attract and retain excellent staff
- Promote a safe, healthy and productive work environment
- Ensure an equitable and inclusive community
- Foster positive employee and labour relations
- Develop programs and an environment in which staff can perform at their maximum capability and continue to learn and develop

This report provides a summary of all of the major activities within the portfolio of the Vice-President, Human Resources and Equity. The report is organized in 5 main parts. Part A provides an overview of activities focused on enhancing the employment relationship and experience. Part B summarizes progress made in the areas of organizational development and learning; Part C provides a brief summary of activities related to equity and diversity; and Part D of the report describes our activities and progress in promoting workplace wellness. This year, for the first time, we have included the Health and Safety annual report within this larger report to present employee health and safety within the broader context of the employment experience. Part E summarizes the health and safety initiatives. Appendices to the report contain additional, more detailed information for the interested reader.

Angela Hildyard



Vice-President, Human Resources and Equity

PART A – THE EMPLOYMENT RELATIONSHIP

Section 1. Employee Experience

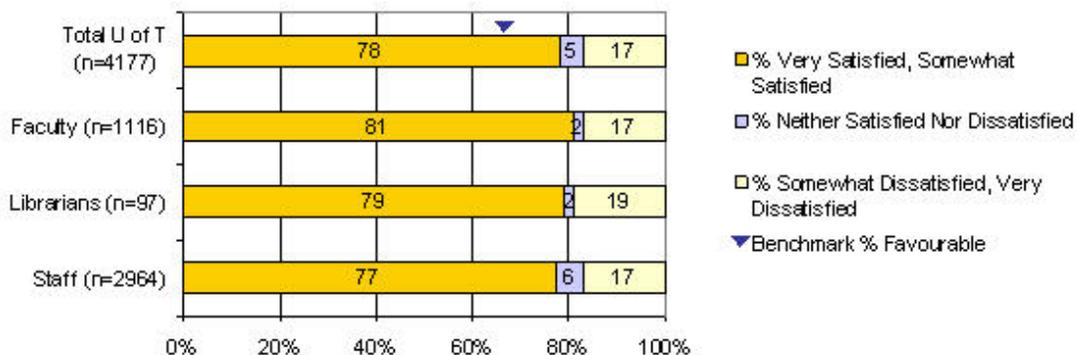
a) Speaking UP Employee Experience Survey

The University conducted its first-ever staff and faculty experience survey in October/November, 2006. The survey was conducted in partnership with Oliver Wyman (formerly Mercer Delta Consulting). Survey results were rolled out to the University community beginning in the spring of 2007. A variety of forms and tools have been used to communicate divisional and University-wide results including:

- Presentations to division heads, employee groups and unions
- Publication of a brochure, which provided a summary of the results, and was distributed to all faculty, librarians and staff (the brochure is available at: <http://www.hrandequity.utoronto.ca/Assets/news/utfses/res+summ.pdf>)
- Publication of the full results on the University's portal (instructions on how to access the results are available at: www.hrandequity.utoronto.ca/news/Speaking_UP.htm)
- Divisional presentations and online publications to communicate division-specific results

The survey results were very positive in many areas including employees' overall satisfaction with and motivation in their job, their pride in working at U of T and the extent to which they feel valued as employees. In these areas the University results exceeded the benchmark data*.

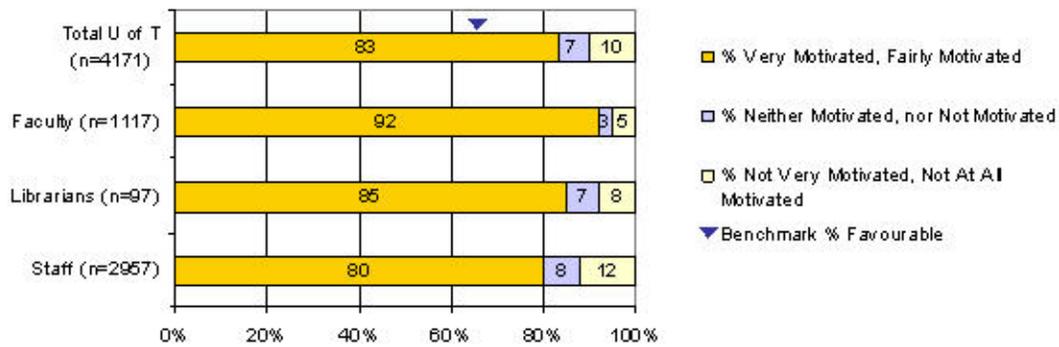
Overall, how satisfied are you with your job?



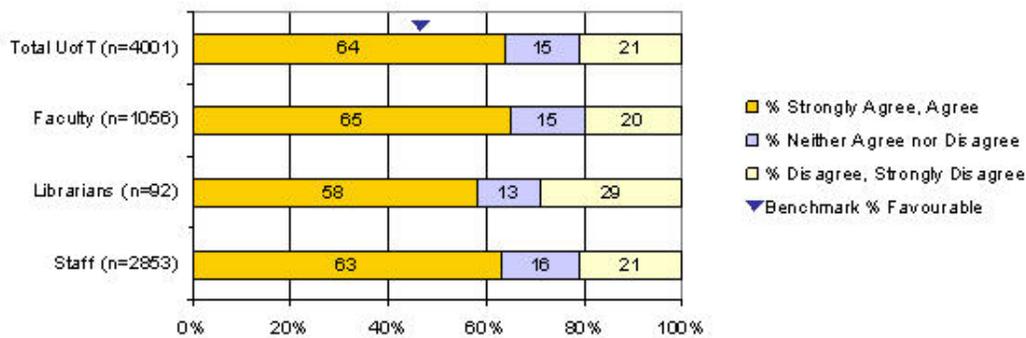
*

*Note: Oliver Wyman provided the benchmarks for selected questions (indicated by the triangle). These benchmarks are based on a combination of 50 public and private organizations (with the majority being private).

How motivated do you feel in your job?

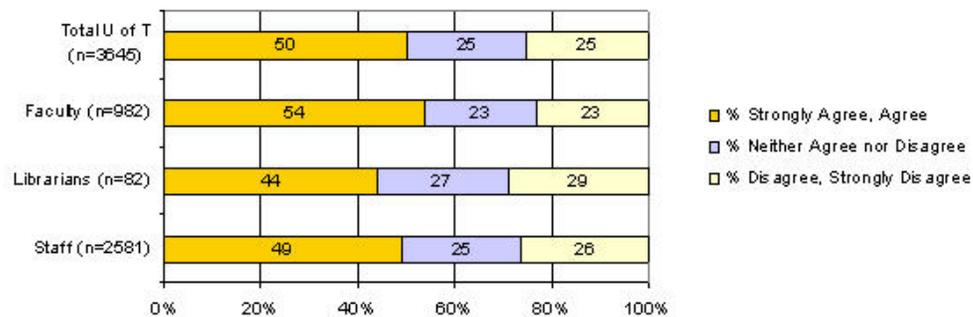


I feel valued as an employee at U of T

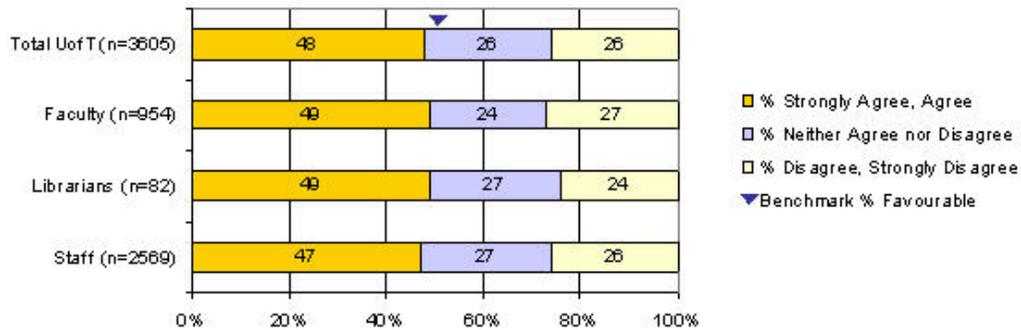


However the survey also highlighted several areas where improvements need to be made. The following charts provide some examples.

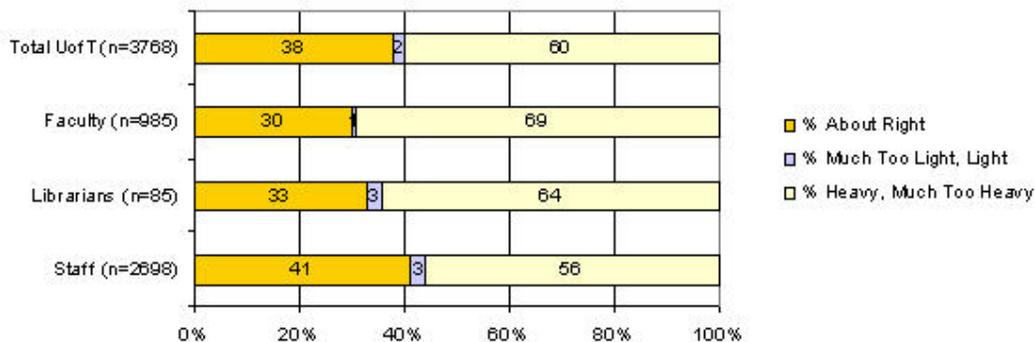
U of T and its senior leaders clearly communicate the strategic vision for the future direction of the University



I believe that U of T's senior leaders will act on priority concerns raised in this survey



Overall, how would you rate the reasonableness of your workload?



The current phase of this project is the development of actions and initiatives at the divisional and institutional levels to address the key opportunities for improvement identified through the survey. A Working Group on Equity has been established to address concerns relating to equity and inclusion for all employees (i.e., faculty, librarians and staff). Three working groups have been established to address key areas relating to staff including: Workload and Work-Life Balance; Appointments, Transfers and Promotions; and Training, Development, Feedback and Recognition. The working groups include representatives from across the University and will submit final reports, including a set of recommendations, by July 2008. Arising from the last salary and benefits negotiations, a joint working group of the University and Faculty Association has been struck to consider issues of Workload and Work-Life.

b) Canada's Top 100 Employers

For the third consecutive year, the University of Toronto was named one of Canada's Top 100 Employers and for the second consecutive year, one of the Top 50 Employers in the Greater Toronto Area.

MediaCorp Canada, Inc., which manages the annual national competition, selects Canada's Top 100 Employers based on eight criteria: physical workplace; work atmosphere and social; health, financial and family benefits; vacation and time off; employee communications; training and skills development; performance management; and, community involvement.

The application process for Canada's Top 100 Employers is a collaborative process involving representatives from central Human Resources, and the divisional HR Offices on St George, UTM and UTSC campuses.

c) Communication and Services

We continue to work in partnership with the Provost's Office and Strategic Communications to improve communications with employees. The Human Resources website (www.hrandequity.utoronto.ca) provides an important vehicle for communication with both current and prospective employees. The site provides convenient access to employment policies, collective agreements, benefits programs and information about the broad variety of resources available to employees and managers. There are regular news items posted announcing the launch of new programs or resources, opportunities for staff to develop their careers, the status of collective bargaining and other topics of interest to employees. In addition, we are exploring more innovative ways of reaching out to employees, such as podcasts.

The most popular pages on the HR and Equity website relate to benefits information, payroll and information for USW employees. The pages most visited on the Careers site (www.jobs.utoronto.ca) are Staff Careers, UTemp and Faculty Careers.

Attracting a Wide Audience

Our web sites received a total of 569,098 visits in 2007 from visitors in 177 countries:

Top 10 Countries:

1. Canada: 511,303	6. India: 1,681
2. United States: 25,073	7. Australia: 1,303
3. UK: 4,618	8. Iran: 1,184
4. China: 2,602	9. Japan: 1,154
5. Germany: 1,709	10. Brazil: 968

i) Online Recruitment

The Careers site and online recruitment system has been highly successful, attracting a large number of hits and applicants both internally and externally. The Careers site was relaunched in 2007 to provide potential applicants with more meaningful content including career clips showcasing the career paths of staff in a variety of roles at the University as well as a series of job search tips. The online recruitment system provides a convenient way for applicants to identify and apply for positions as well as streamlining the applicant tracking and recruitment process for the University.

The following table provides data on U of T administrative positions posted October 1, 2006 to September 30, 2007 (Data as of March 3, 2008):

	Confidentials		PM		USW		Total	
	Count	%	Count	%	Count	%	Count	%
# Postings	15		121		622		758	
# Applicants	1,370		6,455		35,840		43,665	
Avg Applicants Per Posting	91		53		58		58	
# Postings Filled	15		113		584		712	
Filled By Internal ¹	6	40%	51	45%	322	55%	379	53%
Filled by External ²	9	60%	62	55%	262	45%	333	47%
Avg Time to Fill (days) ³	91		115		86		91	
Median Time to Fill (days) ³	60		93		68		70	

Includes: positions filled up to March 3, 2008 if posted during above time frame, multiple postings for the same positions, candidates rehired in the same position (i.e. term rehires)
Excludes CUPE 3261 Postings (applicants cannot apply online)

¹Internals include all those self-identified as UofT appointed staff

² Externals include those self identified as "Not employed by University of Toronto", "Other employment status with University of Toronto", and "USW Casual"

³ Time to fill based on when posting is marked as filled in TALEO

In future reports we plan to benchmark the time to fill positions and the proportion of positions filled internally and externally.

HR (led by the HR Director, Faculty of Medicine) is working with the Provost's Office to implement the online recruitment system for faculty in 2008.

ii) HR Portal

This year Human Resources & Equity made use of the University's Blackboard Learning Management system to establish a portal for all HR staff. The portal provides a confidential and secure location for HR staff across the University to share information, guidelines and documentation required to perform their work.

iii) Employee Self-Service (ESS)

Employees can conveniently access their personal pay and benefits information online 24/7 through ESS and can conduct a variety of transactions such as updating banking information. In 2007 Payroll stopped issuing paper pay statements for Professional/Managerial and Confidential employees. This is the first phase of a larger initiative to reduce or eliminate paper pay statements altogether, reducing both processing time and paper use.

d) New Faculty and Staff Orientation

The New Staff and Faculty orientation sessions, designed to facilitate the integration of new staff and faculty into the University community and to ensure new employees have an overall understanding of the University's vision, history and values have continued in 2007. The three-hour sessions cover: the history and structure of the University; Stepping UP; the importance of the student experience; equity, diversity and inclusivity in the U of T context; health and safety; the cultural and recreational opportunities available on campus and a session on career development involving a panel of current U of T employees who describe their experiences on campus. In 2008 we will redesign some components to ensure that the sessions continue to be relevant and useful for all employee groups.

Welcome to U of T

Four New Employee Orientation sessions were held in 2007 welcoming 260 new staff and faculty members to the University and introducing them to the many services, benefits and development opportunities available across the our three campuses.

A number of complementary resources are available online for new employees at <http://www.hrandequity.utoronto.ca/groups/new.htm>, including an updated version of the Guide for New Employees.

Section 2. Faculty and Librarians

a) New Childcare Benefit

As part of the most recent agreement with the Faculty Association a new child care benefit has been established for faculty and librarians. Beginning in January, 2008 faculty and librarians will be eligible for reimbursement for child-care costs in relation to children under the age of seven up to a yearly maximum.

b) Training Sessions for Academic Administrators

We continue to collaborate with the Office of the Provost on the development and delivery of programs to assist newly appointed and continuing academic administrators as they assume leadership roles. This year, several new sessions were offered including:

- Crisis and Pandemic Planning – understanding the academic administrators role in managing a crisis
- Organizational Structure and Job Design
- Conflict Management – an opportunity to assess and reflect on one’s personal approach to conflict resolution; facilitated by Professor Colleen Hanyc, Osgoode Hall Law School, York University
- Time Management

c) Faculty Services

The Family Care Office coordinates the Faculty Relocation Service (FRS) and assists with the University’s recruitment of faculty by providing relocation assistance to prospective and recently appointed faculty. In its eighth year, the Office met by appointment with 246 prospective and newly appointed faculty. The staff continued to communicate with a number of these candidates by e-mail or by telephone with follow up questions after the initial appointment, and assisted with relocation once an offer was been made.

The successful relocation and employment of a spouse/partner is a critical issue for many candidates for faculty positions. The Dual Career Connection Service provides employment assistance and resources to help dual career spouses/partners in their search for employment in the Greater Toronto area. The services include individual career counselling and employment search coaching; resume and interview strategies and feedback; networking assistance, career development workshops; and support throughout the relocation and transition period. Most of the services are provided via e-mail prior to the spouse/partner’s arrival in Toronto. Our counsellors have conducted 538 e-mail exchanges in 2007 (compared to 513 in 2006). The program has now been in existence for five years; a full review of its effectiveness will be conducted in 2008.

Section 3. Advisory Committees

The Vice-President, Human Resources and Equity has several advisory committees to provide advice on policy issues and to review proposals. These committees are invaluable in ensuring our human resources programs and practices continue to meet the needs of the University and employees. We are extremely grateful to the members of all of these committees for their participation.

a) Human Resources Management Board (HRMB)

HRMB provides advice and input on a broad variety of human resource issues. Members include Deans and senior administrators from most divisions across the University. Agenda items this year have included Performance Assessment and Compensation Program for Professionals/Managers and Confidentials, succession planning, crisis and pandemic planning, the Employee Experience Survey, collective bargaining matters and several other policy issues.

b) Professional/Managerial Advisory Committees

Two Advisory Committees, one for Professionals/Managers at levels 1 to 5 and one for those at levels 6 to 9, were established in the spring of 2007 and have been meeting on a regular basis. The Advisory Committees, chaired by the Vice-President, Human Resources and Equity, provide a forum for consultation and discussion on a range of topics relating to and impacting this group.

A number of communications-related initiatives have been initiated by the Advisory Committees including:

- The Professionals/Managers Questionnaire (conducted in the summer 2007)
- The Professionals/Managers Annual Conferences, the first of which will be held in March 2008 for levels 6 to 9 and, in mid-May/early June for levels 1 to 5
- The online suggestion box (to be launched in the spring 2008)
- The P/M 'Blue Book', an initiative currently under development, which will provide Professionals/Managers with online access to Professionals/Managers 'experts' in specific areas

c) Senior Management Committee on Health and Safety

This committee, composed of senior academic and administrative managers of the University, provides advice and guidance to the Vice-President, Human Resources and Equity on health and safety matters. The role of this committee is further described in Part E – Health & Safety.

Section 4. Labour Relations

a) Concluded Collective Bargaining Agreements

In 2007 renewal agreements were concluded with the following Unions:

CUPE 3902 Unit 3	Representing over 700 sessional lecturers and sessional instructional assistants
UA Local 46 Plumbers and Pipefitters	Representing 19 plumbers and steamfitters
OPSEU Local 519	Representing approximately 50 campus police officers
UNITE/HERE	Representing approximately 100 employees at the 89 Chestnut residence
OPSEU 578	Representing approximately 11 Research Associates/Officers at OISE/UT

b) Preparation for Collective Bargaining in 2008

In 2008 a record number of 15 collective agreements will expire. We have therefore undertaken both strategic and operational planning to ensure readiness for the challenges ahead.

In terms of staffing, we have added two one-year contract positions, a Labour Relations Officer who will serve as resource person/backup at several bargaining tables, and a Project Co-ordinator to provide research, data analysis and administrative support to the negotiations. We are working with the Compensations, Pension and Benefits sections of HR to ensure we have all of the data and analyses ready to engage in productive (and successful!) negotiations

c) Grievance Activity

The number of grievances filed continues to remain steady at approximately 160 per year. The University continues to work with the Unions to resolve grievances prior to arbitration where appropriate and possible and in 2007 only 18 grievances were referred to arbitration following the internal grievance process, down considerably from the average of 45 from the previous two years. In addition, this year 14 of the grievances referred to arbitration – both this year and in previous years – were subsequently resolved through settlement discussions. A total of 17 grievances are still active and awaiting arbitration.

d) Job Evaluation

The University continues to work with the United Steelworkers (USW) to implement a new job evaluation system. During 2007 the University and the Union achieved agreement on a joint job questionnaire. The questionnaire was administered electronically to over 3,000 employees and 650 P/M and academic managers. A database was designed to store and report on all of the data collected through the questionnaire.

Implementation of the questionnaire included the training of both managers and employees on how to complete the questionnaire, the development of a variety of communication vehicles and a significant amount of coordination and data collection by Central HR and the divisional HR offices. Staff in our Compensation division responded to thousands of questions from both managers and employees throughout the administration of the questionnaire. We are grateful to employees and to managers throughout the University for participating in the process.

The University and the USW have negotiated a process for the grouping of jobs into job classes and the rating of job classes. This process is now well under way.

Work continues between the University and CUPE 1230 to resolve outstanding issues related to the implementation of a new job evaluation system for this group of positions.

Section 5. Rewards and Recognition

a) Performance Assessments

We continue to work with the Divisions to improve the consistency and effectiveness of the performance assessment process for Professional/Managerial and Confidential staff. Since the launch of the new performance assessment tool in 2005, all staff in these groups receive an annual assessment from their manager. In 2007 minor enhancements were made to the Performance Assessment processes for both P/M and Confidential staff. Training sessions were again held for reviewers to improve skill levels in conducting reviews.

The pilot of the web-based Performance Assessment application continued for the 2007 performance review cycle. The pilot was expanded to include an additional 100 employees and reviewers, and the application was enhanced based on user feedback. Further enhancements are planned for the coming year prior to it being launched to the broader P/M employee group.

b) “Stepping UP” Awards Program

For the second year the University recognized administrative employees through the “Stepping UP” Awards Program. In 2007 there were 142 recipients of the award, which recognizes administrative staff who have made an outstanding contribution to the achievement of the University’s strategic objectives as outlined in Stepping UP. This year an increasing number of team accomplishments were recognized (117 of the 142 recipients were recognized for team accomplishments). Recipients of the award receive a monetary prize and are honoured at a reception held at the President’s house and attended by recipients, their managers and members of senior administration.

Stepping UP

“At U of T, the academic year is demanding and relentless, and teams and individuals collaborate to make our work lives more rewarding and productive... Without staff’s ongoing ability to stretch and adapt to the incredible challenges we face on a daily basis, the University would not be where it is today.”

--David Naylor at the Stepping UP Merit Awards
Sept. 06, 2007

c) Long Service Recognition Program

Along with the 108 employees honoured for having achieved 25 years of service in 2007, the University also recognized 67 staff, librarians and faculty members who have been contributing to the U of T community for 35 years and another 42 employees who have been offering service for 40 years.

During the ceremony employees were thanked and congratulated for their work during what President David Naylor noted has been a “very interesting period in the University’s history”. Honourees were presented with service certificates acknowledging their loyalty, dedication and contributions, all of which have added so much to the caliber of our alumni, the working life of other faculty and staff and the reputation of the U of T.

d) Retirement

This year, the University bid farewell to 114 retirees across all three campuses. The retirees were honoured at a reception on June 27, and their combined contribution totaled almost 3,433 years of service to the University. Twelve retirees left the University with more than 40 years of service, while 70 of the retirees had more than 30 years.

Mandatory retirement for all employees in Ontario ended December 2006 so that 2007 is the first year that non-academic staff were not required to retire on their Normal Retirement Date (NRD). (Mandatory retirement for faculty and librarians ended in 2005.) In 2006/07, there were 124 employees with an NRD of June 30, 2007. Of those eligible, 46 took retirement, and 78 continued working, some at a reduced time, beyond their NRD. The following table shows the breakdown:

Employee group	Employees with June 30/07 NRD	Retirements	Employees Working Beyond June 30/07 NRD
Faculty and Librarian	84	24	60
Non-union Staff	5	2	3
Union Staff	35	20	15
Total	124	46	78

There were also 65 employees enrolled in the pension plan who took early retirement from the University during the year, and 10 others who retired after having already worked beyond their NRD.

Section 6. Divisional Human Resources Offices

HR Services at the University are provided using a decentralized service delivery model. Twelve Divisional Human Resource offices, staffed by qualified HR professionals, provide a full range of services to their clients. These HR offices report directly to a division head or senior administrative officer within their division and work closely with divisional leaders to ensure that the HR services support the needs of the division.

The Central and Divisional HR offices work closely together to determine priorities for HR policies and programs and to design and deliver these programs. Central and Divisional HR Managers meet monthly to ensure that HR services and practices are consistent across the University and to ensure that the University-wide HR programs continue to meet divisional needs. Several of the Divisional HR Managers also provide leadership for institutional initiatives.

A brief description of the offices and their key accomplishments is included in Appendix A-1 at the end of this report. We congratulate the Divisional HR staff on the quality and the range of activities that are taking place across the entire University. We also thank the Divisional Heads for their support of innovative and progressive HR practice.

PART B – ORGANIZATIONAL DEVELOPMENT AND LEARNING

Section 1. Learning Programs

The University continues to offer a variety of programs at the Organizational Development & Learning Centre (ODLC) in eight major areas: management, business management, leadership, student experience, communications, Work-Life, career and computer training. This past year 209 training sessions were offered to a total of 3603 participants (compared to 247 sessions with a total of 3126 participants in 2006). Although we have streamlined programming, the participation rate per session has increased and we are offering a number of new and innovative programs including sessions on customer service, change management, professional presentation skills, coaching and mentoring, strategic leadership and resiliency. In 2008 we will conduct a needs assessment to evaluate our learning programs on a much broader scale.

ODLC also creates and delivers customized programs to respond to the unique needs of departments. In 2007 ODLC delivered 23 department-specific programs. Academic administrators and managers contact ODLC for both individual and departmental consultations. ODLC staff members are currently being trained in advanced coaching techniques and will be launching a more formal coaching service in the near future.

Section 2. Career Development

Strong support for career development continues to be an important aspect of the Human Resources program at the University. We continue to offer workshops and individual services for all staff interested in exploring career options. This year marked the launch of an exciting new online initiative, “my.career”. This online career assessment tool provides staff with the opportunity to assess their skills and then link these skills to potential career development paths at the University. Users can also access information on interviewing, networking, resumes and cover letters. The site provides both managers and staff with a career development plan template. In the coming year these resources will be expanded to include interview techniques, self-marketing, values assessment and more on networking.

Section 3. Leadership, Mentoring and Succession Planning Programs

a) Mentoring Programs

Mentoring programs continue to be an important leadership development and succession planning mechanism, pairing those at middle and junior levels within the University with more senior leaders. Information sessions were held on all three campuses in the fall with approximately 250 staff attending – indicating a high level of interest in the program. This year we were able to offer 18 partnerships in the (senior) leadership program and 16 partnerships in the (junior) learning program.

b) Succession Planning

Succession planning is critical to ensuring the University has the necessary administrative leadership capacity in the future. Within our more senior mentoring program, we have selected five pairs to be part of a pilot succession planning program, with a special emphasis on the CAO/Sr. Business Officer role. These five pairs will receive enhanced coaching, participate in a 360° Leadership Inventory, be considered for special leadership committees/projects and will be given opportunities related to their specific developmental needs.

Training and Career Development

In 2007, ODLIC offered workshops for senior P/M leaders on influencing up, managing strategic change and building exceptional customer service.

c) Leadership Programs at OISE/UT and School of Continuing Studies (SCS)

The M.Ed and certificate programs in Higher Education (with a special emphasis on leadership) are being offered for the first time by OISE/UT. We are very pleased to report that 38 U of T staff members were accepted to the program, another way in which leadership capacity at the University is being enhanced.

We have also entered into a partnership with SCS to offer to our P/M 6-9 group a special rate on courses that are part of their Strategic Leadership Program.

d) Reaching Out – Mentoring and Training for Skilled Professional Immigrants

This year we made a commitment to identify a group of senior administrative leaders who would be willing to mentor internationally-trained professionals who are looking for employment in Toronto, through the TRIEC program. A group of 12 mentors have stepped forward and are in the process of being matched with mentees. We are very excited about the learning opportunity this presents for both the mentors and the mentees.

Human Resources and Equity partnered with SCS to submit a proposal to the Ontario government to train internationally-trained professionals in Project Management (our component would be the internships available to those participating in the program once their coursework has been completed). The proposal was accepted in early 2008 and we are now moving forward with implementation.

PART C – EQUITY AND DIVERSITY

An overall summary of the highlights of all the equity offices for 2007 will again be published in the Annual Report of the Equity Offices. This document outlines the remarkably broad spectrum of equity initiatives undertaken by the various Equity Offices during 2007.

Some highlights of the Annual Report of the Equity Offices of particular relevance to this report include:

- The Anti-racism and Cultural Diversity Officer developed and delivered sessions on “cultural fluency” to academic administrators, faculty and teaching assistants
- Several equity officers collaborated to present a program to senior administrative leaders providing a leadership perspective on equity
- The LGBTQ Co-ordinator continued to deliver educational seminars for employees of the Athletic Centre and within the Faculty of Physical Education and Health on the intersections of sexual diversity, sport, athletics and recreation
- The panel presentation “The L Word: Is For Leadership” brought together LGBTQ identified women and allies across the University and broader community to discuss what leadership is taking place on and off campus, gaps that exist and the contributions LGBTQ women are making in fields such as in higher education, social work, health promotion and the arts
- The Status of Women Office organized the first “Roundtable on Violence Against Women Across the Lifespan” – an interdisciplinary symposium of almost forty scholars and practitioners from seventeen divisions and seven offices at the University of Toronto
- Based on the findings from a series of interviews with Aboriginal staff at the University, the Aboriginal Initiatives Co-ordinator is implementing an initiative to support career development for Aboriginal employees
- The Early Visions breakfast series continued this year with a breakfast interview with Heather Bambrick, a highly successful jazz musician. Women from the P/M and Confidential staff groups are invited to attend the breakfast series to be inspired through the stories of women who have been successful in non traditional leadership roles

Readers are referred to the Annual Report of the Equity Offices, at (www.hrandequity.utoronto.ca/news/reports/equityofficers.htm) for more information about the initiatives and accomplishments related to equity and diversity.

PART D – WORKPLACE WELLNESS AND HEALTH

Section 1. Quality of Work-Life Initiatives

In addition to the Quality of Work-Life Advisor, a Career/Work-Life Consultant was hired in March 2007. This position has greatly enhanced our ability to offer more diverse programming, consult with managers and employees about flexible work arrangements and deliver more outreach sessions to a wider group of University departments.

In October we launched our newly named “Add Balance to Every Day” campaign, with a week-long series of events that coincided with Canada’s Healthy Workplace Week. We have since offered 39 sessions to a total of 692 participants. Some of the more innovative sessions were: Making Every Day an Energy Day; Working Smart with E-Mail; Better Sleep Strategies; Surviving to Thriving with Stress. To ensure tri-campus accessibility, some of the sessions have been webcast to UTM and UTSC. This program replaces our annual Achieving Work-Life balance month.

We have improved our Work-Life website (www.worklife.utoronto.ca) creating greater visibility of our programs and services and providing overall useful information and tips. We created an “Add Balance to Every Day” coaster sent to every Professional/Managerial staff member as a way of increasing awareness to the importance of these issues. We were also active on the advisory committee that developed a pilot telecommuting program for two departments in Facilities and Service.

Section 2. Family Supports

The Family Care Office (FCO) provides guidance, information, referrals, educational programming and advocacy concerning family care issues for the University of Toronto community.

In 2007, as part of a re-structuring of Student Services and Student Affairs undertaken by the Deputy Provost & Vice-Provost Students, the FCO was relocated to the portfolio of the Vice-President, Human Resources & Equity. A new position, Director, Family Programs and Services has been created to act as a senior consultant in engaging the University in exemplary practice, identifying innovative approaches to address family support issues for the University community, providing leadership to the Family Care Office and the Early Learning Centre child care centre and overseeing the Employee and Family Assistance Program (EFAP).

This year the office handled just over 2000 cases, which reflects a 7.7% increase compared to last year’s caseload. Educational programming to address family care issues was provided through a variety of workshops, discussion groups and events. Over 1600 people (including staff, faculty and students) attended the 65 workshops/events and six discussion/support groups sponsored or co-sponsored by the office.

The FCO organized the University's first Elder Care Fair featuring displays and representatives from organizations that support the elderly. This year the University was successful in negotiating a discount from a home health care provider for U of T employees and their families who may require home health care assistance.

To promote the University as a family-friendly environment the office created a Family Events committee comprised of staff from the Early Learning Centre, Family Resource Centre, First Nations House, Woodsworth Single Parent Group, Hart House and the Athletic Centre. The committee planned and coordinated inexpensive on-campus activities and events such as: Family Day at Hart House, family movie events at the Robert Gill Theatre, family skating afternoons at Varsity Arena and a Hart House Farm visit for student parents and their children.

A Family-Friendly Workplace

In 2007 the University was named a Top Ten Family-Friendly Employer by Parenting Magazine.

Another very successful Take Our Daughters and Sons to Work Day was held on April 26, 2007. There were 240 children registered for the day's activities, with over 20 departments participating, hosting tours and various activities. The event was sponsored by the Office of the Vice-President, Human Resources and Equity, Office of the Vice-President and Provost, Quality of Work-Life Advisor, Organizational Development and Learning Centre, Family Care Office, Campus Police, Hart House and Camp U of T.

Employee and Family Assistance Program

The Employee and Family Assistance Program (EFAP) is a free confidential information, counselling and referral service for employees and their family members that can be accessed on a 24/7 basis. New services introduced in 2007 were Life Coaching, and Web-based (e-counselling sessions) as an alternative to telephone or face-to-face counselling. As in past years family related issues represented the highest number of cases during the 2006-2007 period. The legal and financial counselling programs remain popular.

U of T's EFAP provider works closely with other HR and Equity areas to deliver on-site workshops on stress, resiliency and eldercare as well as conflict resolution sessions in various departments for teams experiencing conflict. EFAP personnel also provided on-site support and assistance to individuals and groups of employees who experienced specific workplace stresses or crises. In 2007 the University was the recipient of an Employee Assistance Society of North America (EASNA) Corporate Award for Employee Assistance Program (EAP) Excellence, developed to acknowledge corporations that exemplify the practice of strong, effective employee assistance services. The award also recognizes these corporations' successful integration of EAP as part of their overall business strategy of achieving healthier and more productive individuals and organizations.

Section 3. Health and Well-being

Health and Well-being Programs and Services (HWB) provides a single centralized resource for managers and employees (both faculty and staff) who require information and assistance associated with occupational health, sick leave, long-term disability, workplace injuries, or accommodation. Recognizing the relationship of workplace culture to employee health and wellbeing, HWB provides leadership through innovative healthy workplace practices and education to support employees in optimizing their contribution to the University's mission.

HWB staff work collaboratively with Divisional Human Resource Offices, EHS, departments and employees to return employees to the workplace in a timely and successful manner following injury or illness. HWB also provides leadership to the University community on health and well-being issues in the workplace, including the development of inclusive, fair and proactive approaches in the accommodation of persons with disabilities.

a) Sick Leave and Long-Term Disability

Health and Well-being provides support to employees on sick leave and long-term disability (LTD), working with the employee and the manager to facilitate return to work with temporary or ongoing accommodation when needed. Consistent with the broader Canadian trend, HWB has noted a significant number of mental health related absences in both sick leave and long term disability cases. Approximately 36% of active LTD claims in 2007 identify mental illness as the primary disabling condition. Sun Life (the University's LTD provider) reports a similar proportion of mental health claims among like employers in their database. HWB in cooperation with Accessibility Services (St. George campus) and a member from Career Services is developing a multi-office initiative to enhance the University community's understanding of mental health issues for staff, faculty and students with a particular focus on reducing the stigma associated with having a mental illness.

Table 7-4 below shows the number of LTD cases over the last three years. The number of new claims and ongoing approved claims continues to increase year over year. Interestingly, the proportion of claimants who have been off work for less than 2 years has risen from 35% to 49% this year. This increase reflects a significant increase in the number of cases in which HWB staff are actively engaged in an attempt to facilitate a timely return to work with or without accommodation. This year HWB has worked with 39 individuals who have successfully returned to work.

Table 7- 4 Long Term Disability Statistics

	Total Number of Active Claim Files¹	Ongoing Approved Claims²	New Claims³	Return to Work	Termination of LTD for other reasons⁴
2005	266	178	59	36	34
2006	287	190	81	39	48
2007	286	199	87	39	39

¹ Total number of active files (includes approved claims, declined claims, pending claims and claims terminated during the year)

² Total number of approved claims being paid during the year as of December 31, 2007

³ Cases opened during the year, not all approved

⁴ These include cases where the employee has died, retired, been denied or the application was abandoned.

b) Accommodation

In addition, HWB arranged accommodation for over 24 additional employees in 2007. In these cases, the accommodation was requested and implemented for employees in the workplace. Examples of accommodation include the provision of a reader, FM system to facilitate lecture and seminar teaching, computer technology to assist with reading, keyboarding, data input and mousing. Specialized ergonomic equipment was provided for employees who were engaged in both sedentary and physical work.

c) Work-related Injuries and Illness

Health and Well-being manages the Workplace Safety and Insurance Board Program at the University and maintains occupational disease prevention programs through the Occupational Health and Safety Clinic. Information with respect to these activities is reported in Part E - Section 6 of this report.

d) Health Promotion

The Occupational Health staff promotes healthy living by identifying risks and developing strategies to protect workers from those hazards (e.g. distributing information and sunscreen to all grounds workers and campus police to prevent sunburn and skin cancer). Information sessions and programs are developed to maintain and enhance the health of employees in the University of Toronto.

Health and Well-being Programs and Services staff participated in a Health Fair in the Robarts Library. Other initiatives included “hand washing” and several blood pressure clinics.

e) Advice and Consulting on Occupational Health Matters

Health and Well-being Programs and Services staff provides a clinical service to any employee requiring occupational/medical assistance or advice. Employees access this service by making confidential appointments with the nurse or the physician.

Other Health and Well-being Programs and Services staff responsible for long-term disability, sick leave and WSIB consult with medical team members to assist in planning or strategizing in complex cases or in facilitating referrals on behalf of employees to external medical providers.

f) Practicum Placement Supervision

The Occupational Health Nurse was a Preceptor for four nursing students from York University, Ryerson University, and University of Toronto.

PART E – HEALTH AND SAFETY

The Terms of Reference of the Business Board require that the President or designate submit an annual report on environmental health and safety activities, including activities undertaken to ensure compliance with the *Occupational Health and Safety Act* and the *Environmental Protection Act*. The full regulatory framework applicable to the University is outlined in Appendix E-1.

This report summarizes the major activities and progress made in addressing health and safety issues during the calendar year 2007 and was prepared by the Office of Environmental Health and Safety as well as Health and Well-being Programs and Services.

Section 1. Office of Environmental Health and Safety

The Office of Environmental Health and Safety (EHS) provides technical advice and assistance to the University community on environmental health and safety matters, participates in the development and implementation of programs, and monitors and audits compliance with University policies, federal and provincial health and safety legislation and permit requirements.

a) General Compliance Issues

The Ontario Ministry of Labor plays a significant role in ensuring that Employers meet their legal requirements under the Occupational Health and Safety Act. The Ministry reviews individual employer's general and critical accident rates within broad "sectors", and the worst 10% are placed on what is called the "Last Chance List". Ontario Universities are placed within the Education Sector – which also includes numerous school boards. Given the extensive range of activities within Ontario's universities, it is not surprising that our collective accident rates are higher than those in elementary and secondary schools, and this year **all** Ontario universities were placed on the Last Chance List. The universities will experience increased inspector activity, primarily focusing on prevention activities and environmental health and safety program structure rather than simply specific corrective steps taken following accidents.

Program elements which typically draw Ministry of Labour inspector focus are:

- Joint Health & Safety Committee (JHSC) compliance
- EHS orientations
- Supervisor EHS training/activities
- Training scope and record keeping
- Hazard identification and risk management
- Measurement system including performance indicators

As a proactive measure, many employers have begun to organize their programs against international quality management standards. During 2007, the office of EH&S initiated plans to structure activities against the expectations of this (higher) standard and implemented a number of new strategies to demonstrate our commitment to improved health and safety. For example, in terms of compliance, we are increasing the transfer of knowledge through e-learning. In 2007, six E-learning programs were completed; seven more are planned for 2008. Appendix E-2 contains details of the courses.

A second element of the EHS strategy is to foster a strong sense of ownership for safety by managers, supervisors, academic heads and principal investigators. The University has 44 safety committees, as well as subject matter committees focused on specific areas such as laser safety, radiation safety and biosafety. The Vice-President, Human Resources and Equity also receives advice and guidance from the Senior Management Health and Safety Committee, referred to earlier in this report. The membership of this committee will be expanded in 2008 to include a broader range of participants. Meeting frequency will also increase.

Finally, EHS has initiated the development of performance indicators for the various practice areas. In 2007, the occupational hygiene and safety, and radiation units developed key performance indicators and these are outlined in Sections 2 and 3 respectively.

b) Joint Health and Safety Committees

The Occupational Health and Safety Act of Ontario (OHSA) requires employers to establish workplace joint health and safety committees (JHSC) composed of worker and management representatives. The committees play an essential role in the maintenance of a safe and healthy work environment at the University and members meet quarterly to discuss health and safety issues, conduct regular workplace inspections and make recommendations related to workplace health and safety.

In 2007, 34 (77%) of the 44 committees met at least four times during the year, an improvement from the 46% meeting compliance noted in 2006. It should be noted that five committees (11%) held three meetings in 2006, just short of the required four meetings. Five (11%) committees held two or fewer meetings in 2006. Appendix E-3 lists the committees and summarizes their status of compliance. We will continue to work on consolidating committees.

Section 2. Occupational Hygiene and Safety Services

The EHS Occupational Hygiene and Safety group evaluates potentially hazardous situations (involving chemical, physical and ergonomic stressors) and recommends appropriate controls. The group also develops and assists in the implementation of health and safety programs, evaluates the effectiveness of these programs and provides advice on a wide range of health and safety issues to the University Community.

With the continued growth of the academic and administrative units within the University, and the increasing awareness of health and safety issues in the University community, there have been ongoing and increasing demands on the Occupational Hygiene and Safety service group.

a) Hazard Control Programs

In 2007 nine hazard control programs were maintained. A number of new programs were established to respond to new regulatory or program development requirements.

The table below provides an update on the hazard control programs.

Program	New Activity in 2007 due to regulatory changes	New Activity in 2007 due to program development	Required Maintenance or continuation of established program
Asbestos	X		
Confined Spaces	X		
High hazard chemicals		x	
Noise	X		
Lock out Tag out			x
Hydrogen Fluoride		x	
Fall protection			x
Heat Stress			x
Deluge Showers		x	
Fume Hoods			x
Ergonomics			x
Mould			x
Drinking Water Assessments		x	
Safety Groups Designated Substances		x	x
Air Monitoring			X
Indoor Air Quality			X

Highlights on the asbestos program are supplied below. More detail on the asbestos program as well as information about the other hazard control programs can be found in Appendix E-4.

Asbestos

Significant revisions to the asbestos regulation (O. Reg. 278/05) under the Ontario Occupational Health and Safety Act came into effect in November 2005 with further changes required by November 2007. The Office of Environmental Health and Safety (EHS), Facilities and Services, Capital Projects, Utilities & Grounds at UTM and Facility Resources at UTSC have continued to communicate, implement and enforce the new

requirements of the regulation. EHS, in consultation with the Asbestos Advisory Committee, has continued to work on updating the University's Asbestos Control Policy, Program, Training Courses, Standard Operating Procedures and the Asbestos Awareness brochure, all to reflect the changes to the regulation.

Asbestos Incident Reporting

The Asbestos Incident Reporting system and follow up continues to be a strength of the Asbestos Control Program. This allows us to learn from incidents and continuously improve our procedures.

As shown in Table 3.2 below, the number of incidents has been steadily decreasing. Continued vigilance is necessary to ensure that external contractors fully comply with the University's Asbestos Control Program.

Table 3.2 Number of Asbestos Incidents			
Involving Asbestos Work by	2005 (10 Months)	2006	2007
U of T Employees	25 (52%)	5 (21%)	4(25%)
External Contractors	23 (48%)	19 (79%)	13 (76%)
Total # Incidents	48	24	17

Asbestos Exposure Reports

The University is required to annually report to the Ministry of Labour the number of asbestos work hours conducted by each University employee assigned to Type 2 and/or Type 3 asbestos work. In 2006, it was determined that asbestos exposure reports for Utilities employees who worked from 1990-2003 had not been submitted to the Ministry of Labour. We have now submitted copies to the provincial physician of the Ministry of Labour.

b) Health and Safety Awareness and Educational Events

The office of Environmental Health & Safety continues to participate in University events, including: U of T Libraries Workplace Health Fair, Take Our Daughters and Sons to Work Day, Faculty and Departmental Safety Days, Caretaking Supervisor Training, SGS Graduate Student Orientation.

In 2007 the University continued its half-day orientation program for all new hires, including both staff and faculty. The program includes a component on rights and responsibilities of managers and employees. Members of the Office of Environmental Health and Safety also supported the MHSc program (in the Department of Public Health Sciences) with lectures, labs and field visits.

Several University Departments also initiated Environmental Health and Safety activities in 2007. For example, in consultation with EHS, the Department of Physics initiated the development of a training program for teaching assistants so that they would be aware of safety issues and their safety responsibilities.

c) Hygiene and Safety Performance Indicators

Performance indicators for three priority areas, compliance, awareness, and program effectiveness have been developed to enable us to assess improvements over time. Compliance indicators focus on two areas; Ministry of Labour interactions (with the University) as well as safety committee performance. Awareness indicators track the involvement and participation of the University community in EH&S activities. The third area of focus is Program effectiveness. Indicators will focus on Training targets as well as accident reporting and prevention.

The indicator	2005	2006	2007
Ministry of Labour inspections	5	8	6
Ministry of Labour orders	4	9	4
Quarterly Safety Committee Compliance		47%	77%
Activities to increase awareness of EH&S Office		5	11
EH&S Projects initiated by Departments			4
Mandatory Training Completion as per Matrix		Tracking in 2008	
Facilitation of Improved Accident Reporting (number of coaching contacts- / no. of incomplete reports)		Tracking in 2008	

During the coming year we will establish appropriate bench marks for each performance indicator.

Section 3. Radiation Protection Service

The role of the Radiation Protection Service (RPS) is to ensure the safe use of all substances and devices that emit ionizing or non-ionizing radiation. This includes the use of nuclear substances and radiation devices, research irradiators, industrial radiography

by outside contractors, x-ray generating equipment, lasers, electromagnetic fields in all frequency ranges, including static electric and magnetic fields, microwaves and man-made light sources. We also ensure authorized and safe procurement, usage, storage, and disposal of radioactive materials and devices at the University and security of radioactive materials and radiation devices.

The management of radioactive materials is subject to the regulations and requirements of the of the Canadian Nuclear Safety Commission (CNSC), the Ontario Ministry of Labour, Ontario Ministry of Environment, Environment Canada, Transport Canada, Health Canada and City of Toronto by-laws. Both CNSC and the Ontario Ministry of Labour are becoming more prescriptive, requiring increased diligence.

The University Radiation Protection Authority (UTRPA) oversees the protection programs for ionizing and non-ionizing radiation. The UTRPA met twice during 2007 and discussed the semi-annual reports presented by the RPS, the results of the CNSC inspections, the revised radiation safety manual and the application for the license renewal. All requirements resulting from the CNSC inspections have been complied with.

The Laser Safety Committee (LSC) oversees the laser safety program. The LSC met once and discussed the yearly report on laser safety presented by the Radiation Protection Service (RPS), as well as the implementation of the new requirements of the American National Standard for Safe Use of Lasers.

In 2007, the RPS trained 910 members of the University community on radiation and laser safety and conducted more than 450 on-site investigations to assess risk and compliance, not including follow-up evaluations. The scope of work of the RPS is expanding to deal with emerging concerns, both with ionizing radiation (particularly extended security of radioactive sources) and non-ionizing radiation such as high frequency EMFs and ultraviolet light sources. Further details on the RPS program can be found in Appendix E-5.

a) Ionizing Radiation

Nuclear Substances and Radiation Devices Licences

In order to be able to use radioactive sources, the University must maintain Nuclear Substances and Radiation Devices Licenses. The University currently operates under two Licences; Consolidated Nuclear Substances and Radiation Devices Licence, and the Waste Nuclear Substances Licence.

To meet the licences requirements, RPS administers a permit system for individual researchers and is responsible for ensuring that all the conditions of the licences are met. There are currently 170 radioisotope permit holders across the University.

A CNSC Type II inspection of the U of T Waste Licence was conducted in June, 2007. The inspector's report included one action notice and one recommendation. The University implemented all required corrective actions. A CNSC Type II Inspection of the U of T Consolidated Licence was conducted in Sept. 2007. Four items of non-compliance were noted and again the University implemented all corrective actions.

b) Non-Ionizing Radiation

Laser Safety

The laser safety program consists of training, risk assessments, medical surveillance, inspections and follow-up to assess the controls and event investigation.

Vision examinations are required for every laser worker who operates an open beam class 3B or class 4 laser. Ninety one new laser workers underwent medical surveillance in 2007. Every new class 3B and class 4 laser is registered with the Radiation Protection Service. Before work can begin a hazard assessment is performed by the Laser Safety Officer.. The required engineering and administrative controls are indicated to the Principal Investigator and their implementation is verified during an inspection of the new system. Currently, there are 258 class 3B and class 4 lasers registered at U of T.

c) Performance Indicators

The performance indicators below capture the activities within our radiation protection program.

Type	Indicator	2005	2006	2007
Regulatory Compliance	# of CNSC directives and MOL immediate action orders	5	1	0
	# of CNSC action notices for improvement	10	4	5
	# of CNSC improvement recommendations	1	1	1
Radiation Compliance Training	% of training courses available on line	0	0	10%
Internal Compliance Inspections	% of internal inspections done	92%	95%	98%
	% of follow-up done	93%	92%	93%
Internal Non-compliances to Regulatory Expectations	Total number of non-compliances	488	251	262
Measurements and instrumentation	% of instruments annually calibrated.	65%	94%	97%
	# of successful inter-comparisons for Health Canada QA program	5	5	5

The radiation training indicator reflects our evolution from classroom training to e-learning. The goal is to transform 80% of classroom training to e-learning training. Internal inspections are required to maintain our permits. The goal is to inspect and provide follow up to 95% of the permit holders annually. The non compliance indicator

originates from our internal inspections. We expect that opportunities for improvement will decrease over time. Our measurement indicator tracks the calibration of instruments used in the labs. The number of inter-comparison indicator tracks our participation in Health Canada's quality control activities. We will introduce benchmarking in 2008.

Section 4. Biosafety

Biosafety containment levels are established to ensure the safe handling of biological hazards in a laboratory setting. Most university laboratories using biological agents operate as Containment Level 1 or 2 laboratories. There are two Containment Level 3 laboratories at the University. All locations are secured against unauthorized entry and have special procedures.

In 2007, a medical surveillance program was initiated with the University of Toronto Wellness Centre to monitor exposure to pathogens for people working with Infectious Risk Group 2 or 3 organisms.

The Public Health Agency of Canada (PHAC) and the Canadian Food Inspection Agency (CFIA) require permits for the import of biological agents used in research laboratories. Twenty-eight import documents were completed during 2007 for the Canadian Food Inspection Agency and the Public Health Agency of Canada.

In 2007, the Biosafety Certificate Application form was redesigned. The new version is both more accessible to research personnel at the University, and more comprehensive to aid in the assessment of necessary containment and emergency response. In 2007, 153 biosafety application forms were received and approved. Biosafety certificates issued for Containment Level 1 are valid for a period of two years. Those for Containment Level 2 and 3 are valid for one year only.

In 2007, a more efficient system was established to reduce processing time of Biosafety Certificate Applications. In most cases, turn around time for certificates has been reduced to within two weeks of receipt. In addition, the Biosafety sign was redesigned, to meet the unique needs of the University as well as our communication and emergency response requirements.

Section 5. Environmental Health and Safety Training

a) H&S Training

The Occupational Hygiene and Safety section delivers training mandated by the Occupational Health and Safety Act. In addition to orientation for newly hired staff and faculty, a variety of hazard specific courses are available. The training courses provided by EHS are summarized in Appendix E-6.

b) Radiation Training

All users of radioactive materials are required to successfully complete a Radiation Safety Course. As well, those who may potentially come into contact with radioactive sources need awareness training. Awareness training is hosted for summer and special project students and university staff such as housekeepers and campus police.

c) Laser Safety Training

Laser safety training is mandatory for all Class 3B and Class 4 laser users. A shorter version (three hours long) of laser safety training was developed for project students (students working with Class 3B or 4 lasers under the supervision of a fully trained laser worker). An online laser safety refresher training course was implemented in 2007 and is available for the U of T laser community.

d) Biosafety Training

Since September of 2006, 1087 researchers and academic staff have attended the mandatory biosafety orientation course. In 2007, seven sessions have been held including one at UTM and two at UTSC. We have established an online biosafety exam for the convenience of our principal investigators.

For non-academic staff, we provided a very comprehensive two-hour biosafety awareness training program. Attendees included facilities and services engineers, fire prevention and care takers.

e) Environmental Training

Approximately 200 students and staff on the St. George campus were trained in the proper handling of both chemical and radioactive waste. Several students and staff at the Scarborough and Mississauga campuses were trained in the proper handling and management of small laboratory spills.

Section 6. Work-Related Injuries and Illness

a) Types of Injuries and Days Lost

HWB manages the Workplace Safety and Insurance Board program for the University and tracks injury rates and severity. HWB works with academic and administrative departments and EHS to develop targeted responses to identified patterns in an effort to reduce the incidence and severity of workplace injuries.

The University monitors accident rates and trends as part of a program to reduce the risk of workplace injury. All injuries and illnesses that are ‘critical injuries’, that is, require a health care appointment or result in lost time, must be reported to the Worker’s Safety and Insurance Board. Figure 6-1 (below) indicates the number of claims in each category for the period 1999 to 2007. Table 6-1 indicates the total number of work days lost and the average number of days lost per accident. The Table indicates a continued positive trend of fewer total and average days lost due to work related injury and illness.

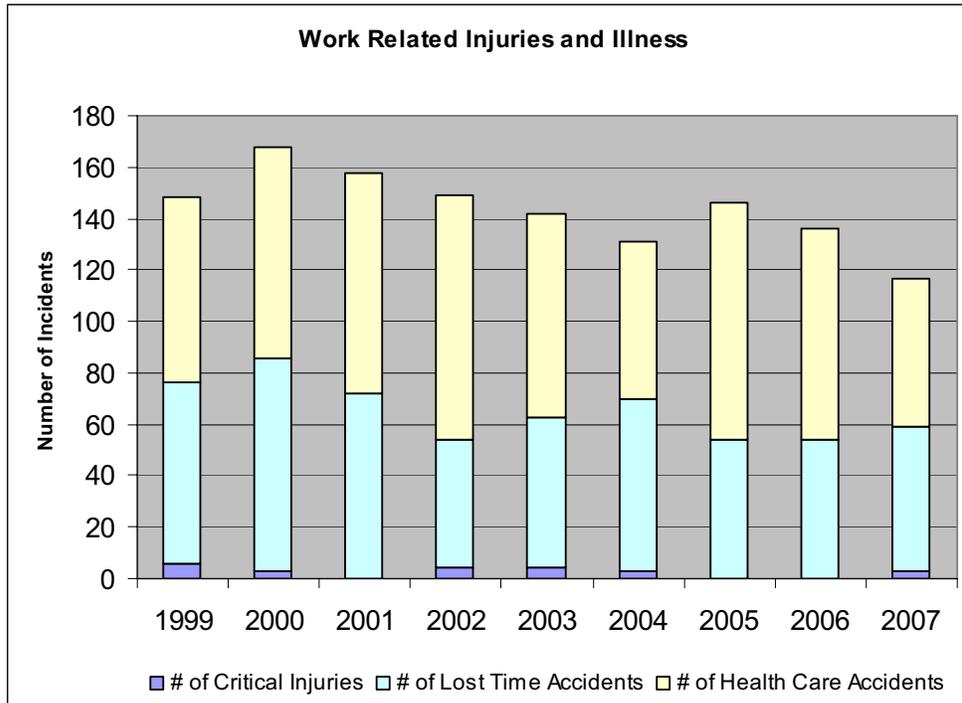


Figure 6-1

Table 6-1

Total number of days lost and Average number of Days Lost per Accident

	2000	2001	2002	2003	2004	2005	2006	2007
# of Days Lost	1017	1570	744	901	1689	717	773	587
Average number of Days Lost Per Accident	12.3	21.8	14.8	15.2	24.1	13.3	14.3	9.95

Critical Injuries

Critical injury has a specific definition under the Occupational Health and Safety Act. A critical injury is one that is of a serious nature because it:

- Places life in jeopardy;
- Produced unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of a leg or arm but not a finger or toe;
- Involves the amputation of a leg, arm, hand or foot, but not a finger or toe;
- Consists of burns to a major portion of the body; or
- Causes the loss of sight in an eye.

There were three critical injuries in 2007. Two of the three critical injuries were due to slips and falls and resulted in fractures. The third critical injury resulted in lacerations. Investigations were conducted by Environmental Health and Safety staff in consultation with the appropriate Joint Health and Safety Committees to determine root cause, and corrective actions to mitigate risk of recurrence were implemented.

Health Care Accidents

A health care accident is one that requires professional medical attention but involves no time lost from work past the day of the accident. There were 58 allowed health care accidents in 2007, which was a decrease from 82 claims in 2006.

Lost Time Accidents and Accident Severity

There were 59 (including the three critical injuries) allowed lost time accidents in 2007, a slight increase from 54 in 2006. However, there was a decrease in the total amount of time lost due to accidents in 2007 compared with the previous year (587 days vs. 773 days lost). This continues to represent a significant decrease from 2004 when the University had 1,689 days lost due to work related illness and injury. The average number of days lost per accident in 2007 was 10 days. A significant decrease compared with the previous year (10 days vs. 15 days).

The distribution of incidents categorized by length of absence is presented in Figure 6-2. As the graph indicates, from 2006 to 2007 there was a decrease in the number of absences of greater than 30 days.

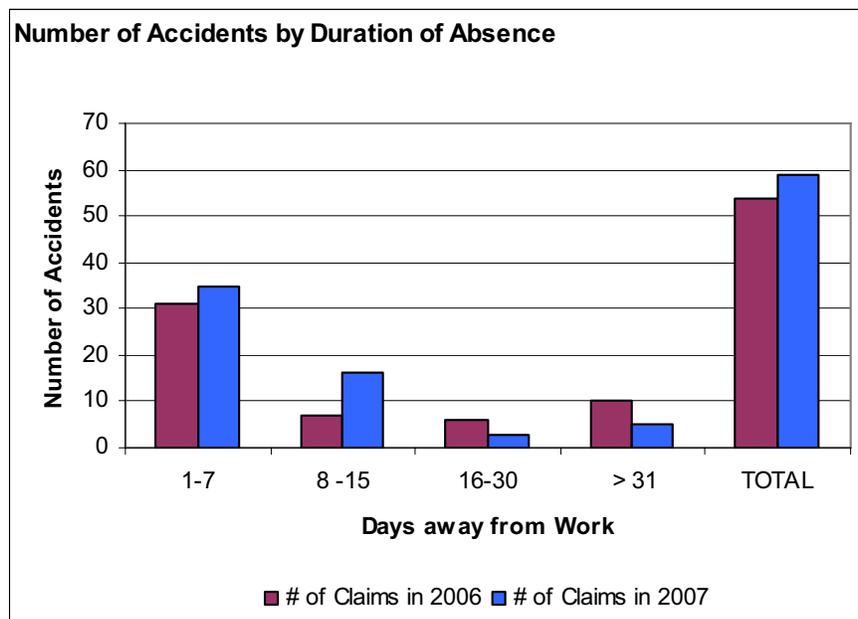


Figure 6-2

Lost Time Accident Frequency

Table 6-2 shows the breakdown of lost time claims by employee group. Table 6-2 indicates that CUPE 3261 experienced an increase in the number of lost time accidents in 2007 as compared to 2006 and continued to have the highest number of lost time claims in the University (48% in 2007). This is a fairly large group of 603 appointed employees,

primarily engaged in physical work (caretaking and grounds staff at the St. George, Mississauga, Scarborough campuses, Hart House, and animal care workers in Medicine and Zoology).

Table 6-2 Claims Breakdown by Employee Group for the Period 2005 to 2007

# of Lost Time Accidents by Employee Group			Group	# of Employees *		
				2007	2006	2005
32	23	28	CUPE 3261	603	603	604
2	2	4	Trades	76	67	64
1	2	1	CAW (Operating Engineers)	82	87	83
3	1	1	CUPE 1230	175	179	188
0	0	1	CUPE 2484	31	35	35
2	0	1	OPSEU (Police)	50	46	47
1	4	2	HERE 75 (89 Chestnut)	76	79	80
11	15	15	USW	3373	3265	3221
2	5	3	Admin (non-union)	892	856	799
0	1	2	Academic/Librarian	3059	3090	3094
NA	NA	1	Research Associate	288	NA	NA

of employees means full and part-time head count

The Lost Time Accident Frequency (LTAF; the number of accidents per 100 employees) for these groups is presented in Table 6-3. The highest Lost Time Accident Frequency (5.26%) was among the skilled trades group. CUPE 3261, CUPE 2484, and HERE 75 (89 Chestnut) followed by the skilled trades group with LTAF's of 4.64%, 3.23%, and 2.63% respectively

Table 6-3 Lost Time Accident Frequency* by Employee Group

Group	2007	2006	2005
CUPE 3261	4.64%	3.81%	5.30%
Trades	5.26%	2.99%	3.13%
CAW (Operating Engineers)	1.22%	2.30%	1.20%
CUPE 1230	0.57%	0.56%	1.60%
CUPE 2484	3.23%	0.00%	0.00%
OPSEU (Police)	2.00%	0.00%	4.26%
HERE 75 (89 Chestnut)	2.63%	5.06%	1.25%
USW	0.44%	0.46%	0.34%
Admin (non-union)	0.34%	0.58%	0.25%
Academic/Librarian	0.07%	0.03%	0.00%
Research Associate	0.35%	NA	NA
TOTAL LTAF	0.68%	0.64%	0.66%

* Frequency is the number of lost-time accidents per 100 staff in the identified Group

Performance Index

The Performance Index is an indicator of the University's accident costs in relation to the rate group average. The Performance Index is obtained by comparing the actual claims costs to the expected claims costs your each year. The expected claims costs reflect average costs within the rate group for a firm of similar size. In this regard, an index of less than 1.0 indicates that the University is performing better than the rate group average. More than 1.0 shows that the University is performing poorer than the rate group average.

Using this indicator, the performance of the University in comparison with our peer group, Ontario universities, is presented in Figure 6-3. It indicates a somewhat variable performance year over year with the University of Toronto's Performance Index ranging between 0.4 and 1.4. Figure 6.3 also indicates that this variable pattern is typical for the University sector and confirms the need for a more systematic approach to safety management at U of T.

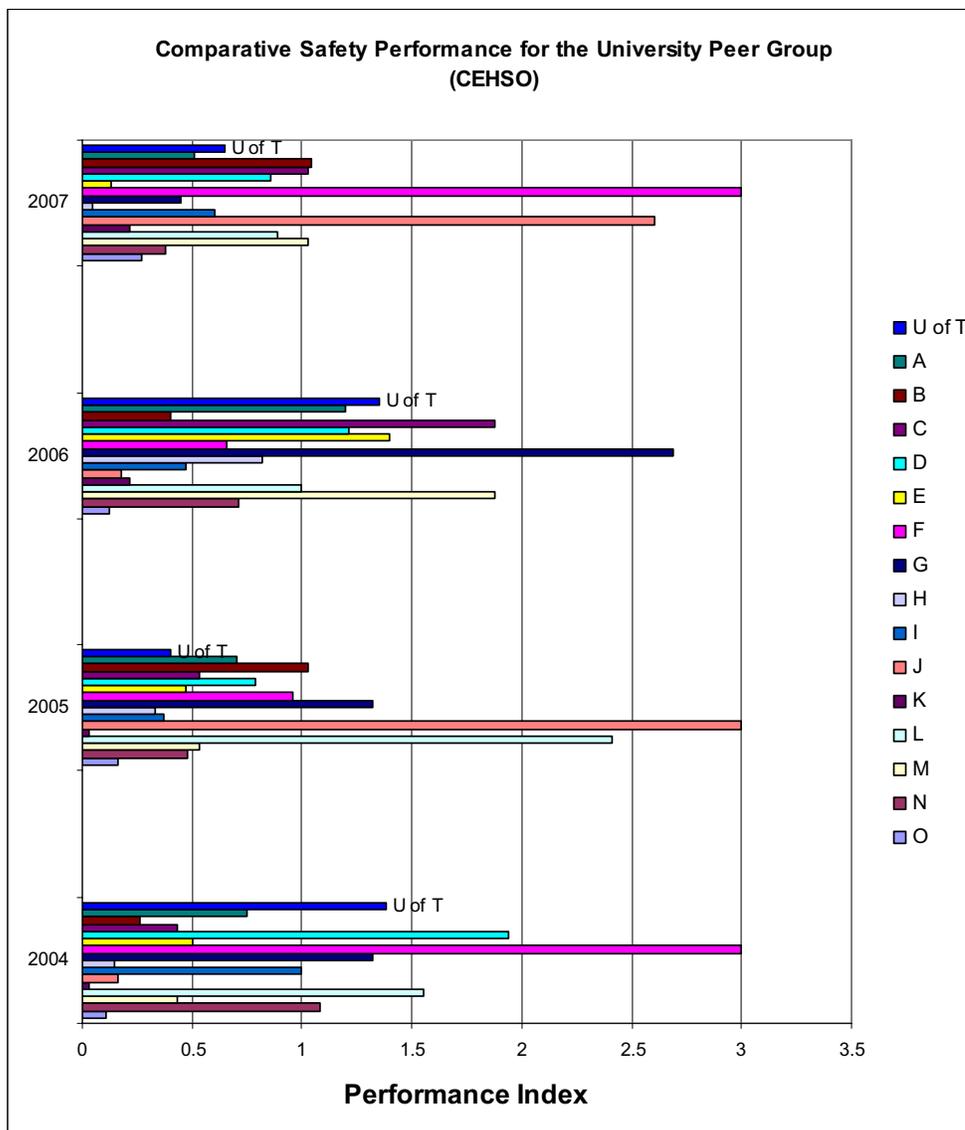


Figure 6-3

Benchmarking University of Toronto Accident Rates

The safety statistics of sixty-five academic institutions in the United States have been compiled for benchmarking purposes. To enable a comparison, we looked at a comparable work group from U of T. The average number of reported injuries for the benchmarked facilities and services groups was 4.4, with a median accident rate of 3.62. The top 10%tile frequency was 1.88, the worst 90%tile was 8.24. The peer group to this statistic is the CUPE 3261, Trades, CAW and OPSEU. The U of T accident rate for this employee profile is 4.2.

Total Accident and Incident Breakdown by Cause and Nature of Injury for 2007

The majority of accidents and incidents continue to be due to falls, contact (struck by or against objects, etc.) and manual materials handling (e.g., lifting, pushing, pulling, etc.) (Figure 6-4).

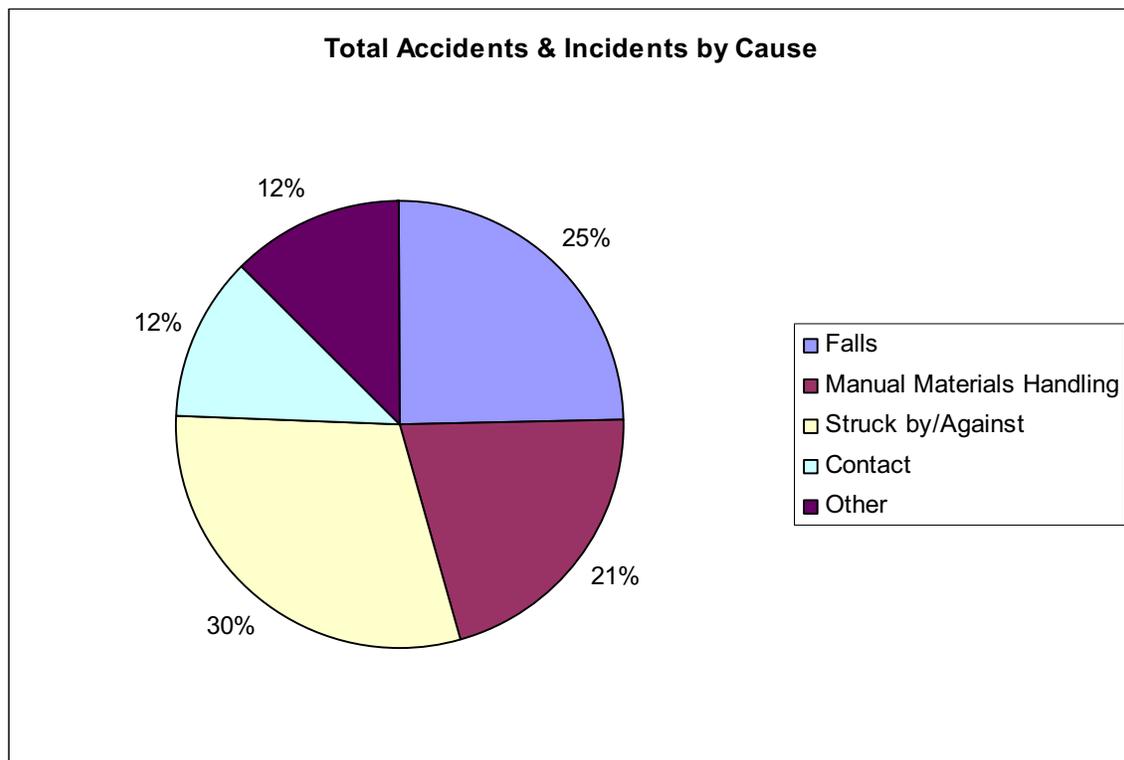


Figure 6-4

Breakdown of Manual Materials Handling

The cause of accidents and incidents due to manual materials handling are further broken down to specific causes. The majority are attributable to lifting objects, awkward motions and/or postures, and pushing and pulling. This information allows the University to monitor health and safety practices, and assists in targeting preventative measures.

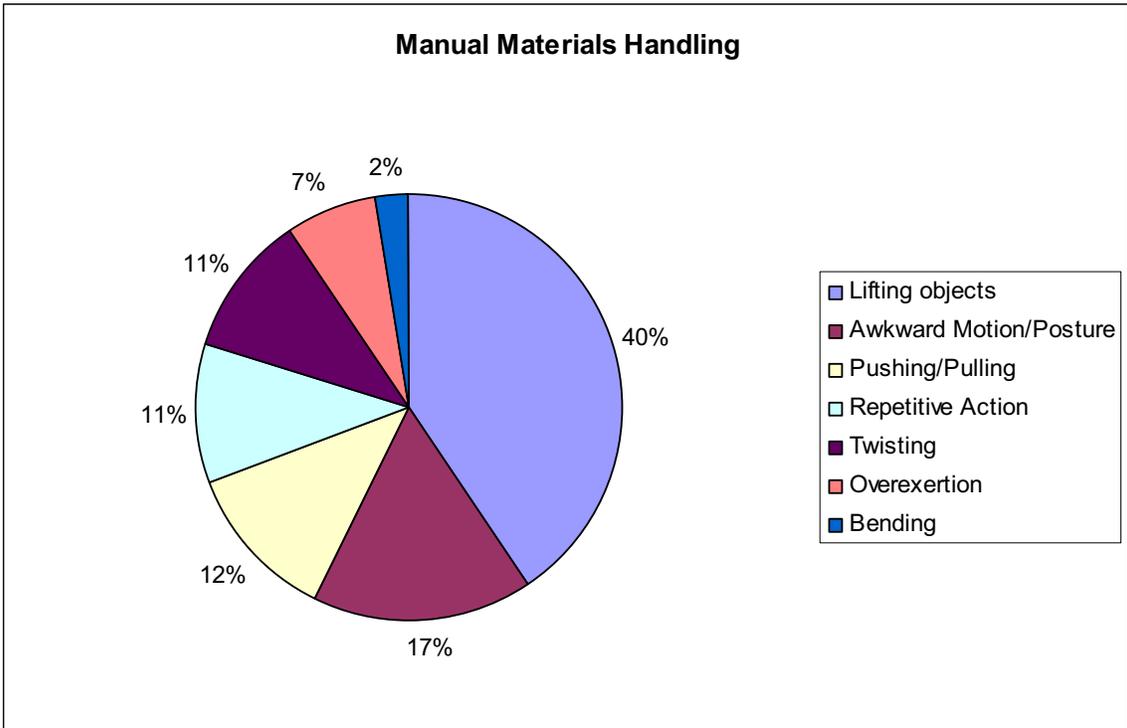


Figure 6-5

The majority of accidents and incidents continue to result in contusions, musculoskeletal injury, and lacerations. (Figure 6-6)

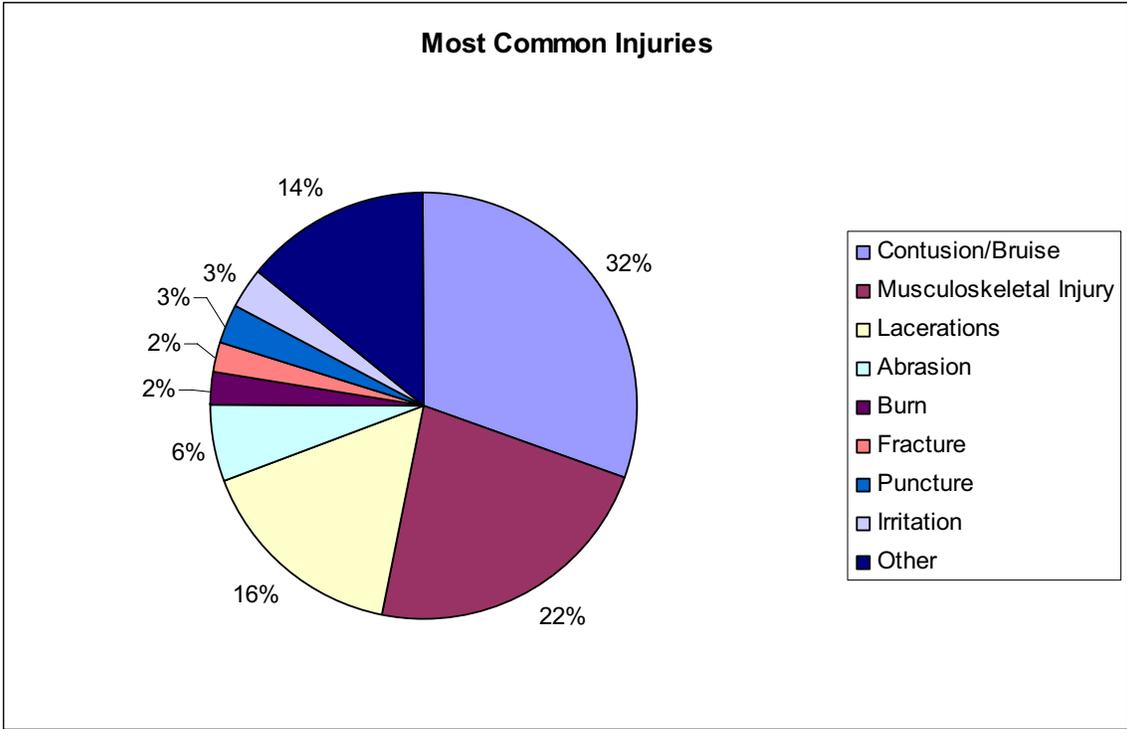


Figure 6-6

Health and Well-being and EHS continue to work together to identify accident/injury trends and develop targeted interventions to reduce and prevent workplace injury and illness. Our action plans for 2008 include developing and communicating more useful and timely accident performance data in order to allow a more proactive approach in addressing safety concerns.

b) Occupational Disease Prevention Programs

Occupational disease prevention relates to the actual or potential impact of biological, chemical and physical hazards on workers. Based on legislation or specific identified risk factors the Occupational Health Clinic (part of Health and Wellbeing Programs and Services) provides certain worker groups with baseline health evaluations, ongoing medical surveillance, prevention strategies and appropriate vaccines as indicated. The medical surveillance programs in effect in 2007 are outlined in Appendix E-7 of this report.

Section 7. Environmental Protection Services

Environmental Protection Services (Hazardous Materials) supports research activities by managing the hazardous waste disposal program for chemical and radioactive wastes, responding to major chemical spills, and providing training, information and advice relating to disposal and environmental protection legislation for hazardous materials.

a) Chemical Waste Management

Chemical waste volumes in 2007 were similar to those from 2006. Some efficiencies have been realized since the number of drums are closer to the 2005 level. Efficiency improvements are attributed to cooperation from the research community, including a number of lab cleanouts and improvements associated with new buildings.

Year	Waste Generated	Number of Drums Shipped
2007	121,000	1145
2006	124,000	1230
2005	92,000	1115
2004	70,000	930
2003	77,000	1055

EPS continued to work with U of T Recycling to recycle more than 1263 kg of batteries during 2007, including alkaline and lead acid. Recycling continues to increase the number of battery depots on campus while we continue to collect from these sites. In June 2007, a 175 Kg of nickel powder was diverted from hazardous disposal and sent to a nickel recovery company in Sudbury saving the University several thousand dollars in disposal costs.

b) New Regulatory Requirements

The Ministry of the Environment (MOE) new regulations regarding Land Disposal Restrictions took effect on August 31, 2007. Every waste stream from the 60 different generator registrations the University has been re-evaluated against the new requirements.

c) PCB Waste Management

Several buildings underwent lighting refits in 2007 to replace older PCB ballasts. PCB waste awareness has increased on campus and EPS has been more involved in maintenance projects and sampling oils from possible PCB related equipment.

d) Radioactive Waste Management

The new radiation compactor has offset an increase in disposal costs by reducing waste drum output to half of 2006 output.

e) Environmental Incidents

EPS staff handled 15 spills on the St. George campus ranging from broken bottles of solvents and acid to the several calls for elemental mercury spills. Several staff and students were instructed, over the phone, on how to properly handle small spills involving broken thermometers. Several times during the year the Ministry of Environment (MOE Spill Action Line) was called to report spills into the natural environment; once for a leak of fuel oil from its tank and another for an ammonia leak.

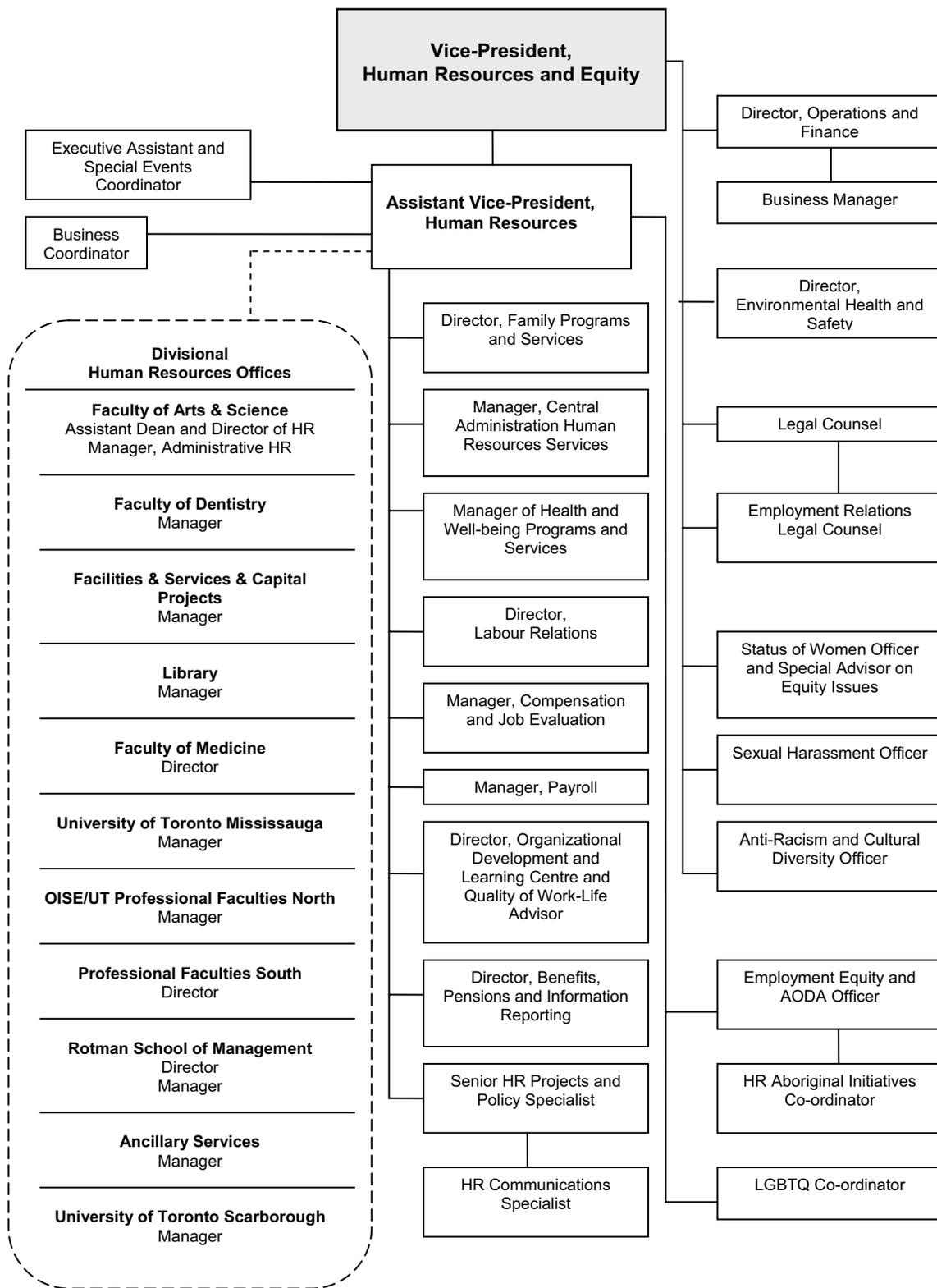
Section 8. Ministry of Labour Activity and Orders

The Ministry of Labour visited University of Toronto six times in 2007. All but one of the visits was associated with a critical injury or accident of serious potential. The four orders issued to the University during 2007 and the status of each as of December 31st, 2006, are summarized as follows:

<u>Issued</u>	<u>Description of Orders</u>	<u>Status</u>
<u>Mar. 16/07</u> <u>(one order)</u>	<p>Critical Injury Investigation - OISE/UT</p> <p>Worker received severe cut to leg after falling backwards through glass panel while doing back exercises</p> <p>OHSA 1990, Section 9, Subsection 3, Worker members of JHSC to designate member(s) to investigate and report findings to MOL and JHSC</p> <p>Must comply by April 13/07.</p>	<u>Completed</u>
<u>June 5/07</u> <u>(two orders)</u>	<p>Critical Injury Investigation - Caretaking - Bissel bldg</p> <p>Worker broke wrist when she slipped on wet floor while stripping wax</p> <p>1/ OHSA/90 sec. 25(2)(a) - All Caretaking employees to be trained on the Policies and Procedures Manual.</p> <p>2/ WHMIS Reg 860/90 sec. 7(1) all Caretakers using controlled products to be trained in WHMIS. Compliance date - August 1/2007</p>	<u>Completed</u>
<u>Sept. 13/07</u> <u>(one order)</u>	<p>Investigation -UTSC</p> <p>Contractor electrocuted when he contacted energized tie bar in an electrical panel</p> <p>1/OHSA/90 sec. 54(1)(i) - Cell #M1 in boiler mezzanine not to be disturbed for the purpose of an investigation by the MOL</p>	<u>Completed</u>

PART F – APPENDICES

INTRO - Human Resource and Equity Organization Chart



A-1. Divisional Human Resource Offices

The following is a brief description of the divisional human resources offices and their key accomplishments.

1. Ancillary Services

The Ancillary Services Human Resources office provides strategic HR advice and support to its client group. This group consists of approximately 250 administrative and unionized employees including those represented by UNITE HERE, USW, CUPE 3261, Professional/Managers and Confidentials.

Client groups:

89 Chestnut Residence
Ancillary Service Office
Charles Street Residences
Food & Beverage Services
Parking Services
Real Estate – Faculty Housing
UTemp - Temporary Staffing Services

Key Accomplishments for 2007

- Organized and facilitated a Performance Management training session for managers and supervisors in partnership with Labour Relations.
- Coordinated training sessions on “Respect in the Workplace” for department staff.
- Continued to implement and explore best practices for providing quality HR services to client groups.
- Successfully transitioned a number of employees from F & S to the Charles Street Residence which resulted in a more streamlined and efficient operation.
- Coordinated the alignment of UTemp operations with that of central HR which led to increased visibility and name recognition.
- UTemp continued rebranding efforts as the University’s only internal staffing service by revamping its website to attract more external applicants and more internal users.
- Successfully purchased and implemented new recruitment management software, Hiredesk, which has made UTemp’s applicant tracking and recruitment efforts more efficient and effective in placing temporary employees.
- 31 UTemp employees have accepted either term or continuing positions within the University community compared to 12 in the previous year.

2. Central Administration Human Resource Services (CAHRS)

The CAHRS office has one of the broadest and most diverse client groups among HR offices at the University and includes the highest proportion of Professional/Managerial and Confidential clients. The CAHRS group provides services to approximately 1265 staff and faculty, including: 748 USW; 315 Professional/Managerial; 44 Admin

Confidential; 70 CUPE 3261 (full-time and part-time); 22 ESL Instructors; 27 CUPE 2484; 10 PVP; 29 Academics

Client groups:

Simcoe Hall and related Vice-Presidential portfolios
New, Innis, Woodsworth and University Colleges
Central Administrative Units
Division of Student Life
Hart House
School of Continuing Studies
School of Graduate Studies
Computing and Network Services
Admissions and Awards
Student Information Systems
Transitional Year Programme
Human Resources

Key Accomplishments for 2007

- Found constructive, proactive, strategic and relevant ways to communicate effectively and meet the varying needs of a diverse (both in funding and operational) and multi-departmental client group.
- Participated in initiatives related to the Staff and Faculty survey.
- Worked with senior managers to identify training needs.
- Educated managers on best practices with respect to accommodation and the University's obligations surrounding accommodation issues.

3. Dentistry

Unique among faculties at the University, Dentistry runs a dental hospital, which has approximately 10,000 active patients and treats up to 400 patients daily. The human resources department provides guidance to managers, academics and other staff in dental clinical areas which involves unique completed employee relations and labour relations issues while providing a full range of payroll services to all staff

Client groups:

90 Clinical support staff
90 Administrative staff outside clinical areas
80 Faculty members
400 Part-time dentists
90 Other staff (Research Associates, post docs, casuals, etc.)

Key Accomplishments for 2007

- Implemented new recruitment strategies for filling clinical jobs
- Held the first, annual Dentistry Wellness Fair
- Held a retreat with senior managers of clinics to review the organization, staffing needs, etc. of clinical areas
- With the Associate Dean, Clinics, developed a new vacation policy for clinic staff

- Developed and implemented a successful attendance management process for the Faculty
- Continued to work with the managers on a consistent approach to solving staffing issues

4. Facilities & Services & Capital Projects

Unique among HR offices, many of F&S's clients are 24/7 operations (e.g. Police, Caretaking), which affects how the office communicates with staff. As well, the large number of union groups means the HR staff are very involved in collective bargaining.

5. Faculty of Arts and Science

The largest decentralized Human Resources office at U of T, the Faculty of Arts and Science has both administrative and academic staff advisors.

Client groups:

Staff and faculty members at the Faculty of Arts and Science, including:

800 FTE academic staff

500 administrative staff (including USW, CUPE 3261 and PM and Confidential Staff)

Key Accomplishments for 2007

- Rolled out web-based Complement Tracking and Academic Planning Program (CTAPP) to departments and other academic units. CTAPP tracks academic complement commitments to academic areas, as well as FTE fluctuations over time.
- Created Faculty of Arts and Science Human Resources website (<http://www.artsci.utoronto.ca/hr>) that compiles information on the broad range of resources offered by our office for faculty and staff.
- Began the roll out across the Faculty of the Arts and Science of results of the Speaking UP employee satisfaction survey through presentations to various employee groups. Formed five working groups to examine the survey results in more detail and to develop recommendations for improvements in these critical areas.

6. Library

This is the only office dealing with CUPE 1230 (the union for library technical employees in the central system), which also employs a significant number of U of T students (approximately 250).

Client groups:

Selected services to all U of T libraries and full HR services to employees of the central library system (eight libraries), including:

100 librarians

190 CUPE 1230 staff appointed

250 CUPE 1230 casual

50 USW

8 CUPE 3261 Building Patrols

22 P/Ms and 2 confidentials

Key Accomplishments for 2007

- Implemented the CUPE 1230 vacation tracker system.
- Coordinated the transfer of the Dentistry Library to the Central Library System.
- Implemented an online system for our semi-annual student hiring.
- Made significant progress on the CUPE 1230 job evaluation project.
- Coordinated health-related activities such as “Healthy Lunches,” the annual Health Fair and a week-long program during Healthy Workplace Week.
- Participated in the yearly orientation and training of student employees.
- Extended customer service training to student employees of *all* campus libraries, as well as to our own students.
- Organized a session on “The Resiliency Response” for our managers.

7. Medicine

The office deals with the full range of HR issues, however, unique to Medicine are clinical faculty issues, covered under a specific "Policy for Clinical Faculty". Expansion of teaching in the community sites is creating a need for many new part time and adjunct faculty - the office will assume a leadership role and collaborate with the departments in implementing this change in order to make this initiative a success.

Key Accomplishments for 2007

- Developed a new HR portal for business and professional managers
- Introduced a new electronic process for handling senior academic promotions
- Realigned the office structure to create two dedicated academic HR positions and a new HR and Data Project Specialist position
- Conducted an administrative review of a large Faculty of Medicine department
- Developed a renewed focus on high quality client service
- Conducted a review of casual hiring across the Faculty
- Participated in various committees including one tasked with developing guidelines for the promotion of lecturer to senior lecturer and a leadership task force on academic administration.

8. OISE/UT Professional Faculties North

In addition to the full scope of human resources advisory services the office performs a full-service, centralized payroll function for OISE/UT.

Client groups:

OISE/UT

Faculty of Information Studies

Faculty of Law

Faculty of Music

Faculty of Social Work

Key Accomplishments for 2007

- Supported a professional development secondment opportunity, and promoted a learning environment and mentorship to three new staff members, the HR Coordinator, Payroll & Benefits and two professional Human Resources Generalists.
- Achieved a seamless level of client service, established solid relationships and developed a deep understanding of operational issues and partnered in complex HR matters.
- Successfully concluded negotiations for Professional Research Officers (OPSEU) early in 2007.
- Internal to the office, we developed tools and created benchmarks for servicing all OISE-PFN clients; as well as, refined a number of internal payroll and audit processes to ensure efficiency and accuracy for OISE payroll.
- Delivered regular Business Officer Meetings to ensure staff were provided with up-to-date University information, provided best practice, hosted guest speakers and allowed opportunity for dialogue on operational issues.

9. Professional Faculties South

The Professional Faculties South Human Resources (PFS-HR) Office is a decentralized hr office providing the full range of functional HR services to professional departments and faculties on the south-side of the St. George Campus. Clients include:

Client groups:

Faculty of Applied Science & Engineering
Faculty of Physical Education & Health
Faculty of Nursing
Faculty of Pharmacy
Faculty of Architecture, Landscape & Design
Faculty of Forestry
Department of Strategic Communications

Key Accomplishments for 2007

- Successful recruitment of a new Director for the Office
- Continued priority on customer service and ensuring clients are supported while navigating difficult HR challenges
- Gaining a better understanding of clients, their business units and their strategic HR needs
- Providing support for several large scale, difficult reorganizations
- Improving the provision of services related to job development, evaluation and staff recruitment
- Continued commitment to supporting Central HR and LR initiatives, projects and committees.
- Providing training to management on best practices in organizational change and key projects including SES-U.

10. Rotman School of Management

The Rotman School of Management is in building and growth mode. The Human Resource Services Office plays a key role in modeling the future state of the School in all related human resources activities (i.e., recruitment, organizational design, for all employee groups (faculty and administrative) within the School).

Client groups:

A total of 462 faculty and staff at the Rotman School, with:

142 Faculty and Librarians

252 administrative staff

68 TAs

Key Accomplishments for 2007

- Extensive communication was provided to all staff and faculty regarding the Rotman specific results from the Speaking UP Survey. A Dean's Steering Committee was struck to analyse Rotman's Survey information. Sub-committees comprised of managers and staff, academic and administrative, have been formed to focus on career development, orientation for new staff and faculty, and satisfaction of our female faculty.
- Rotman is developing its own comprehensive Orientation Program for both staff and faculty. Focus groups have met on the topic of Orientation and a Steering Committee has been struck.
- The Rotman Skills Café has been introduced as an opportunity for staff development that will be offered quarterly, utilizing the many leading management experts within Rotman. The first Rotman Skills Cafe was launched in December by the Rotman Initiative for Women, entitled "What is your Type?" This session provided staff with an opportunity to learn more about themselves by completing the MBTI (Myers-Briggs Type Indicator) instrument, and attending a lively presentation on how to use this new information in influencing others.
- There has been extensive recruitment activity, as well as organizational change, planning and modeling as we look to appropriate resourcing and job design to respond to the growth challenges.

11. UTM

University of Toronto Mississauga is a faculty of 10,500 students, operating on a separate campus 33 km west of the downtown campus. The office provides a full range of human resource services and support including a centralized payroll unit for appointed faculty, staff and numerous casual employees.

Client Groups:

706 appointed faculty and staff represented by 8 union agreements, UTFA, Professional/Managers and Confidential staff policies.

Approximately 1360 casual employees including Teaching Assistants and sessional academic staff.

Key Accomplishments in 2007

- Participated in the roll out and training for the implementation of the revised University-wide attendance management program for CUPE 3261.
- Involved in bringing Part II certification to UTM so that additional members of the Joint Health and Safety Committee would be certified; continued to increase the number of offerings related to Work-Life balance and career development training.
- Through participation on the Principal's Advisory Committee on Diversity, Equity and Inclusion, promoted the development of a campus culture where the principles of equity, inclusion and diversity are an integrated part of the experiences of our community members.
- Planned follow up action to the Speaking UP survey specifically as it relates to the transparency of the staff hiring process.
- Provided ongoing advice and support to both administrative and academic departments regarding organizational design and change as it relates to the provision of required services while dealing with strict budgetary constraints.

12. UTSC

A faculty of over 10,000 students, operating on a separate campus 30 km east of the downtown campus, University of Toronto Scarborough is itself a mid-sized university. Human Resource Services provides a full range of HR services, including all payroll services.

Client Groups:

Over 670 appointed staff and faculty represented by 10 union agreements, UTFA and Professional/Managerial and Confidential staff

Approximately 1,500 casual employees and Teaching Assistants.

Key Accomplishments in 2007

- Arranged for Joint Health and Safety Part I Basic Certification Training for 15 staff members
- Arranged 8 Part II Certification Training sessions enabling approximately 20 staff to complete JHSC certification
- Arranged for the delivery of over 20 training and development sessions on campus, augmenting the curriculum available through central services
- Purchased CD library "Safety Care" to support health and safety training and refresher sessions for staff
- Worked on several departmental reorganizations and the hiring of several very senior administrators, including Chief Strategy and Planning, Director of Campus Safety and Security, Special Advisor to the Principal on Public Relations
- Supported 26 faculty recruitment processes and participated in new faculty orientation sessions

- Established standing group of chairs assistants involved in academic HR processes
- Began the development work for a new HR website and the construction of an HR kiosk for access to HR and job opportunities web site and additional bulletin board

A-2. Full and Part-time Employees

1. Total U of T Population

	Sep-00	Sep-06	Sep-07	% change 2000:2007	% change 2006:2007
Total Employees ¹	10,022	12,312	12,788	23	4
Students					
Undergraduate Students (FT and PT)	44,974	58,915	59,508	32	1.0
Graduate Students (FT and PT)	10,130	12,287	13,508	33	9.9
FTE (All Students)	45,265	61,210	62,301	38	1.8

2. Full-time Faculty and Staff²

	Sep-00	Sep-06	Sep-07	% change 2000:2007	% change 2006:2007
ACADEMICS					
Tenure/Tenure Stream	1,747	1,891	1,929	10	2
Clinical ³	404	310	287	-29	-7
CLTA/Other	180	155	165	-8	6
Other Academics ⁴	239	282	295	23	-3
Total Academic Staff	2,570	2,638	2,676	4	1
Librarians	129	137	128	-1	-7
Research Associates	127	233	260	105	12
ADMINISTRATIVE					
Non-Unionized Administrative Staff by Source of Funding: ⁵					
Operating Budget	612	815	848	39	4
Ancillary	9	17	19	111	12
Grant	13	17	21	62	24
Total	634	849	888	40	5
USW Administrative Staff by Source of Funding:					
Operating Budget	2,137	2,583	2,695	26	4
Ancillary	37	83	90	143	8
Grant	236	339	326	38	-4
Total	2,410	3,005	3,111	29	4
Other (non USW) Unionized Staff	855	1,057	1,055	23	0
Total Unionized Staff	3,265	4,062	4,166	28	3
TOTAL FULL-TIME STAFF	6,725	7,919	8,118	21	3

¹ Includes Full-time and Part-time appointed faculty and staff plus Teaching Assistants and Graduate Assistants.

² Non-Appointed staff are excluded from this table.

³ Clinical Faculty includes only those Clinical Faculty who receive some or all of their remuneration through the University Payroll. There are an additional 1,407 full-time clinical academic appointees (as defined by the policy for Clinical Faculty) who do not receive their remuneration through the University Payroll.

⁴ Other Academics include Instructors, Lecturers and Tutors, excluding sessional lecturers represented by CUPE 3902 Unit 3.

⁵ Includes ESL instructors.

3. Part-time Faculty and Staff ¹

	Sep-00	Sep-06	Sep-07	% change 2000:2007	% change 2006:2007
ACADEMICS					
Tenure/Tenure Stream	10	26	50	400	92
Clinical ²	122	94	83	-32	-12
CLTA/Other	88	90	102	16	13
Other Academics ³	48	100	113	135	13
<i>Total Academic Staff</i>	<i>268</i>	<i>310</i>	<i>348</i>	<i>30</i>	<i>12</i>
Librarians	20	15	17	-15	13
Research Associates	15	30	28	87	-7
ADMINISTRATIVE					
Non-Unionized Administrative Staff by Source of Funding: ⁴					
Operating Budget	24	33	29	21	-12
Ancillary	0	0	1		
Grant	1	1	0		
Total	25	34	30	20	-12
USW Administrative Staff by Source of Funding:					
Operating Budget	227	218	227	0	4
Ancillary	1	4	4	300	0
Grant	38	38	31	-18	-18
Total	266	260	262	-2	1
Other Unionized Staff	53	51	51	-4	0
<i>Total Unionized Staff</i>	<i>319</i>	<i>311</i>	<i>313</i>	<i>-2</i>	<i>1</i>
TOTAL PART-TIME STAFF	647	700	736	14	5
Teaching Assistants (No. of Appointments)	2,467	3,442	3,676	40	7
Graduate Assistants (No. of Appointments) (OISE/UT)	183	251	258	37	3

¹ Non-Appointed staff and appointments of less than 25% are excluded from this table.

² Clinical Faculty includes only those Clinical Faculty who receive some or all of their remuneration through the University Payroll. There are an additional 1,590 part-time clinical academic appointees (as defined by the policy for Clinical Faculty) who do not receive their remuneration through the University Payroll.

³ Other Academics include Instructors, Lecturers and Tutors, excluding sessional lecturers represented by CUPE 3902 Unit 3.

⁴ Includes ESL instructors.

A-3. Breakdown of Unionized Staff from Table A-2

As at September 2007

	Full-Time	Part-Time	Total
Service Workers (CUPE 3261)	581	22	603
OISE/UT Research Associates and Officers (OPSEU 578)	7	6	13
Operating Engineers (CAW)	82	0	82
Trades and Services ¹	76	0	76
Police (OPSEU 519)	50	0	50
Library (CUPE1230)	158	17	175
Early Learning Centre (CUPE 2484)	25	6	31
89 Chestnut (H.E.R.E.)	76	0	76
USW	3111	262	3373
TOTAL	4166	313	4479

¹ Trades and Services includes Machinists, Carpenters, Electrical Workers, Sheet Metal Workers, Plumbers, Pipefitters, Painters and Stage Hands.

A-4. Breakdown of Other Academics from Table A-2

As at September 2007

	Full-time	Part-time	Total
Instructors	27	4	31
Lecturers	124	87	211
Senior Lecturers	144	12	156
TOTAL	295	103	398

¹ Table excludes all Status-Only appointments, appointments of less than 25% and sessional lecturers represented by CUPE 3902 Unit 3. Includes all sources of funding.

A-5. Professorial Staff and Lecturers¹

As at September 2007

FULL-TIME

Faculty Rank	Tenured ²	Tenure Stream	Non-Tenure Stream			Total
			CLTA/Other	Clinician	Total	
Professor	830	0	28	117	145	975
Associate Professor	613	28	27	114	141	782
Assistant Professor	0	441	98	54	152	593
Assistant Professor (Cond) ³	0	17	12	2	14	31
TOTAL	1443	486	165	287	452	2381

PART-TIME

Faculty Rank	Tenured	Tenure Stream	Non-Tenure Stream			Total
			CLTA/Other	Clinician	Total	
Professor	33	0	11	33	44	77
Associate Professor	15	0	31	25	56	71
Assistant Professor	0	1	56	25	81	82
Assistant Professor (Cond)	0	1	4	0	4	5
TOTAL	48	2	102	83	185	235

¹ Tables exclude all Status-only appointments and appointments of less than 25% and include all sources of funding.

² Tenured staff includes some Clinicians.

³ Assistant Professor (Cond) replaced Lecturer in 1999.

A-6. Academic Appointments in the Faculty of Medicine¹

FULL-TIME STAFF

	Full-Time	Part-Time	Total
Clinical	1407	1590	2997
Other	280	331	611
Total	1687	1921	3608

¹ The appointments are not counted in the staff counts in Appendices A-2.1 and A-2.2 as they are considered non-appointed staff in HRIS, i.e. does not include “employed” academics.

A-7. Turnover Full-time Employees (Detail) ¹

Employee Group	Oct 1, 1999 - Sep 30, 2000		Oct 1, 2005 - Sep 30, 2006		Oct 1, 2006 - Sep 30, 2007		
	Count	% Staff	Count	% Staff	Count	% Staff	
Tenure/Tenure Stream	New Hires	94	5.5%	124	6.7%	99	5.2%
	Promotions	44	2.6%	27	1.5%	49	2.6%
	Terminations	66	3.9%	84	4.5%	46	2.4%
	Staff Count	1710		1859		1891	
Librarians	New Hires	12	9.3%	6	4.3%	6	4.4%
	Promotions	4	3.1%	8	5.8%	2	1.5%
	Terminations	11	8.5%	6	4.3%	12	8.8%
	Staff Count	129		138		137	
Admin, Non-Unionized	New Hires	47	7.3%	71	9.3%	76	9.2%
	Promotions	33	5.1%	41	5.4%	70	8.5%
	Terminations	83	12.9%	49	6.4%	67	8.1%
	Staff Count	645		765		823	
Admin, USW	New Hires	333	14.8%	283	9.6%	334	11.1%
	Promotions	93	4.1%	199	6.7%	273	9.1%
	Terminations	180	8.0%	217	7.3%	200	6.7%
	Staff Count	2250		2960		3005	
Admin, Unionized	New Hires	47	5.5%	66	6.6%	77	7.3%
	Promotions	37	4.3%	22	2.2%	36	3.4%
	Terminations	58	6.8%	63	6.3%	67	6.3%
	Staff Count	855		1006		1057	

¹ Promotions are from each employee group (e.g. USW to Non-Union is counted in the USW group) and include upward position reclassifications.

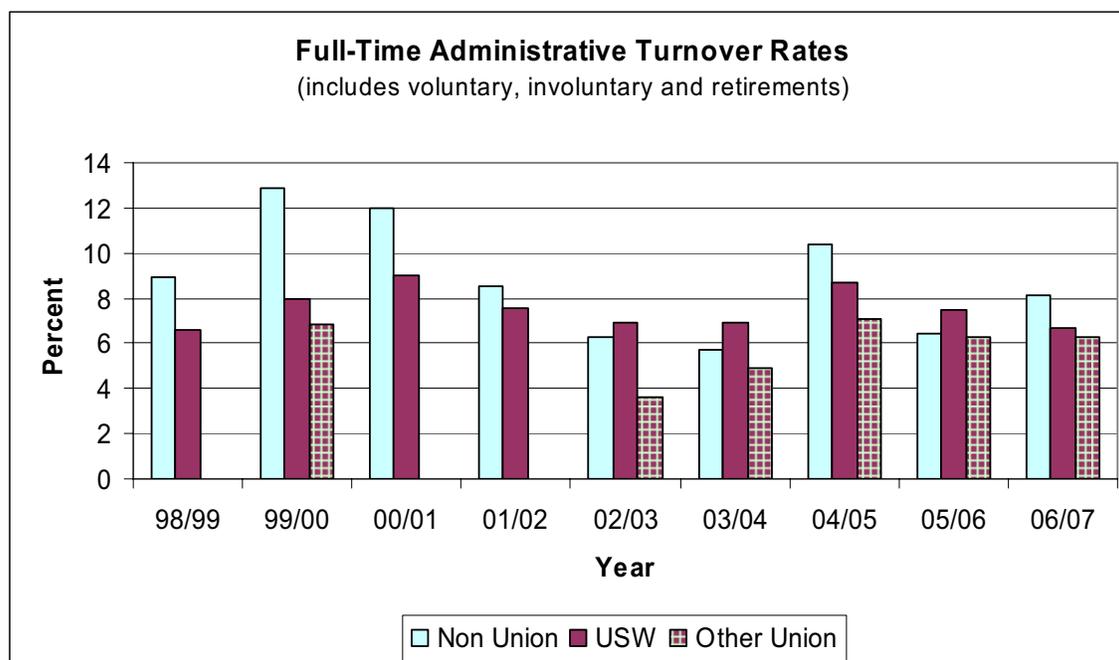
² Promotions for Tenure/Tenure Stream are to Full Professor only.

³ New Hires are external to the University including previous casual staff.

⁴ Terminations include voluntary departures, involuntary departures and retirements

⁵ Staff Count is as of the beginning of the period.

Full-time Administrative Staff Turnover (Year over Year)



Data unavailable for Other Union for 98/99, 00/01 and 01/02.

Benchmarking Administrative Staff Voluntary Turnover¹

The following table illustrates voluntary turnover at U of T benchmarked against external data.

External voluntary turnover rates²

	Overall Canada	Education and health sectors	Full-Time U of T Admin Staff
2006/07	8.50%	5.90%	4.20%
2005/06	7.90%	6.00%	4.40%
2004/05	8.00%	6.10%	4.60%
2003/04	6.60%	6.70%	3.61%
2002/03	6.70%	7.90%	3.20%

¹ Voluntary turnover excludes retirements and involuntary departures.

² Source: "Compensation Planning Outlook 2008" Conference Board of Canada, Chart 11
U of T source: HR Annual Report Data.

A-8. Age Profile¹

FULL-TIME STAFF

	<i>Sep-00</i>		<i>Sep-06</i>		<i>Sep-07</i>	
	Count²	Age³	Count	Age	Count	Age
Tenure/Tenure Stream Faculty						
Professor	903	54	809	55	830	55
Associate Professor	534	48	616	47	641	47
Assistant Professor	310	36	466	37	458	37
All	1747	49	1891	48	1929	48
Administrative Staff⁴						
Non-Unionized ⁵	634	46	823	46	864	46
USW	2410	42	3005	42	3111	43
All	3044	43	3828	43	3975	43

¹ Table contains all sources of funding.

² "Count" represents staff count for paid staff.

³ "Age" represents average number of years for paid staff.

⁴ Administrative staff excludes PVP.

⁵ Non-Unionized Staff include PM and Confidentials

E-1. EHS Regulatory Framework

Jurisdiction	Legislation	Scope	Activities to Ensure Compliance
Provincial	Ontario Occupational Health and Safety Act RSO 1990; Smoke free Ontario Act	General Duties and Accountabilities for workers, supervisors, employers	Health & Safety Management System, Joint health and safety committees, Training, Workplace Inspections
	9 safety regulations to specify programs to control substances and establish procedures and programs	Designated substances, Control of biological and chemical agents, industrial establishments, confined spaces, construction projects, WHMIS, Critical Injuries, first aid	Chemical specific procedures, hazard specific procedures, specific hygiene measurements, informational requirements, workplace inspections, labeling requirements
	Smoke free regulations	Logistical requirements around workplaces and smoking	Signage training, workplace air monitoring
	Summary Conviction Offenses (2005)	\$300 on the spot Ticketing for contraventions of the OHSA	
	X-ray safety regulation 861/90	Regulates possession, use, maintenance and disposal of x-ray machines in Ontario	X-ray safety program, X-ray machine registration, training, personnel dose monitoring, inspections, X-ray machine disposal
	Ministry of Environment Waste Management (Reg. 346)	Collection, transportation, disposal and tracking of waste	Annual registration Inspections, internal licensing
	Ontario Environmental Protection Act	Reporting of spills, emergency response	Emergency response program
Federal	Transportation of Dangerous Goods	Rules for handling, coding hazardous materials, including waste	Emergency Response Training for handling special waste streams
	Nuclear Safety and Control Act. S.C. 1999 C.9	Governs the acquisition storage, transfer and disposal of radioactive material	
	4 Regulations on Nuclear Safety	Governs licensing, handling, tracking, storing, security, packaging, shipping, dose limits, disposal, shipping of nuclides	Radiation safety program includes training, tracking storage inspections, licensing, badges and control of exposure
	The Tri-Council memorandum of Understanding for research funded by (CIHR, NSERC, SSHRC)	Tri-council granting agency would only provide grants to researchers compliant to The Laboratory Biosafety Guidelines, Health Canada	Need a medical surveillance program Need systemic efficacy test on autoclaves Need containment recommendations
	Canadian Environmental Protection Act CEPA 1999	Governs pollution prevention and protection	Comply with emissions limits, report emissions, environmental assessments

1972 Biological and Toxin Weapons Convention	Department of Foreign Affairs and International Trade Canada controls exports	Secure proper permits prior to exporting biological agents to other countries
Human Pathogens Importation Regulations (1994)	Any facility wishing to import a human pathogen requiring Containment Levels 2 or 3, must have a valid Health Canada permit before importation	Biosafety program. Guidelines enforceable by PHAC.
Agriculture Canada The Containment Standards for Veterinary Facilities, (1996)	Any facility wishing to import animal pathogen requiring containment levels 2 or 3, must have a valid permit from Canadian Food Inspection Agency	Biosafety program CFIA can inspect our laboratory any time. Our research must meet their regulation
The Plant Protection Act and Regulations	The minimum acceptable physical and operational requirements for facilities working with plant pests	New standard to be fully adopted by January 1, 2009
NIH grants	Institutions that receive NIH grants must comply with select agents policy	We need to have another monitoring and reporting system in place

E-2. E-learning Training

E-learning training completed in 2007

- St-George Safety Orientation
- Asbestos Awareness
- Hydrogen Fluoride Safety
- Trades Orientation
- Radiation refresher
- Laser refresher

We plan to develop the following e-learning programs in 2008:

- Workplace Hazardous Materials Information System
- Sealed Sources
- Hazards associated with Lead and Mercury
- Lab Safety
- Orientation for UTSC and UTM
- Small Spill Response
- Due Diligence – Safety & the Law

In October 2006, EHS launched an online Health and Safety Orientation course for new University employees. Based on this success, significant resources were targeted at developing and launching three more courses in 2007.

The Trades Health and Safety Orientation, builds on the Basic Orientation by providing more specific information on hazards that Trades employees may encounter. This course will be an important part of the basic training provided to new Trades employees before they begin work.

The Asbestos Awareness course was also introduced in the latter half of 2007. It is designed to increase awareness of asbestos safety issues for employees who may be required to work near, but not directly with, asbestos containing materials. Caretaking, Recycling, Campus Services, Grounds, and others will greatly benefit from the ease of access to this course.

The Hydrogen Fluoride (HF) Safety Training was developed for those who work with this particularly hazardous material.

Development of the basic Chemical Safety/WHMIS course is well underway and it will be available in 2008. More specifically targeted chemical safety courses will also be developed in 2008 such as one aimed at laboratory workers.

E-3. Joint Health and Safety Committees Meetings in 2007

	Committee	# Meetings		Committee	# Meetings
1	Trades	5	23	Dentistry, Fac. of	4
2	Utilities	8	24	Forestry, Fac. of	4
3	Police Services	4	25	Law, Faculty of	4
4	U of T Libraries (CUPE 1230)	4	26	Rotman School of Management	4
5	Canadian Union of Public Employees CUPE 3261	7	27	Music, Faculty of (Ed. Johnson Bldg)	4
6	UTM	4	28	Nursing, Fac. of	4
7	UTSC	4	29	OISE/UT	4
8	Applied Science & Engineering, Faculty of	1	30	Pharmacy, Fac. of	4
9	Aerospace Studies, Inst. Of	4	31	Physical Education and Health	9
10	Chemical Engineering	4	32	Social Work, Faculty of	1
11	Civil Engineering	3	33	21 King's College Circle	4
12	Electrical & Computer Eng.	4	34	215 Huron St.	4
13	MIE/IBBME	3	35	Admissions & Awards	4
14	Ecology and Evolutionary Biology	2	36	Borden Buildings	4
15	Chemistry, Dept. of	4	37	School of Continuing Studies	2
16	Geology, Dept of	0	38	School of Graduate Studies	3
17	McLennan Bldg {Physics}	4	39	Koffler Student Services	4
18	Medicine	4	40	Robarts Library Complex	4
19	500 University Ave	4	41	Simcoe Hall/ Visitors Centre	5
20	Fitzgerald Bldg	3	42	89 Chestnut Residence	4
21	Medical Science Building	4	43	Early Childhood Learning Ctr	4
22	CCBR	3	44	Hart House	4

E-4. Hazard Control Programs

Confined Spaces

A confined space is one which is not designed and constructed for continuous human occupancy, and in which atmospheric hazards can occur. The new regulation (O. Reg. 632/05, effective Sept 30, 2006) changed the definition of a confined space and required more stringent procedures to be developed with respect to entry, training and documentation.

After extensive consultation with the Trades and Utilities divisions and JHSCs, revisions to the existing program were finalized in 2007. This included development of forms for hazard assessments, entry and emergency plans, entry permits and co-ordination documents. In addition, Standard Operating Procedures were developed for 5 of the most common types of entries at the University.

The Confined Space Inventory for all 3 campuses was updated and re-training for almost 150 staff members was conducted by a contracted company (Safetyscope) during 10 sessions in October and November.

Hazardous Chemicals Inventory – High Risk Chemical Priority List

It is important that a list of hazardous chemicals be available for emergency responders. In addition it is necessary that EH&S be aware of extremely hazardous chemicals on campus to ensure they are being used safely. Therefore, a list of reactive/toxic chemicals, and designated substances was submitted to Departments and Faculties so that a centralized list could be maintained by EHS. This inventory will be updated going forward.

As a result of the above imperatives, a list of reactive chemicals to be reported to EHS was submitted to Departments and Faculties so that a centralized list would be available for emergency response purposes. In addition designated substances under the Occupational Health and Safety Act were included, as well as a number of particularly toxic chemicals that could be found in a laboratory setting. This inventory will be updated going forward.

Noise Control

The Noise Control Program applies to all employees who work in noise hazard areas or who have the potential to develop noise-induced hearing loss as a result of their occupation. Five assessments were conducted and recommendations made to various departments across the campus.

As of July 1, 2007, significant amendments were made to noise exposure limits in the Industrial Regulations 851 section 139. Given that the UofT program already incorporated many of these new limits, only minimal changes to the UofT program were required. The updates were finalized and posted in November 2007.

Lockout/Tagout

Effective processes for locking and tagging out machinery and equipment are essential to protect employees from the hazards associated with inadvertent or accidental start-up during servicing, maintenance or other activities. The various forms of energies

associated with such equipment can lead to the risk of severe injuries such as electrocution, burns, crushing injuries or amputations.

EHS developed a new training program and conducted 4 sessions in 2007. We will continue to work with departments at all 3 campuses to ensure that the lockout-tagout procedures are implemented and remain effective.

Hydrogen Fluoride Safe Handling and Emergency Protocol

Hydrogen Fluoride (Hydrofluoric Acid, HF) is a very toxic and corrosive acid. It differs from other acids because the fluoride ion can readily penetrate the skin, and lead to system-wide effects including death.

To ensure immediate access to appropriate emergency medical treatment, Mount Sinai Hospital is designated as the University's emergency treatment centre for HF exposure.

In 2007 EHS developed an online tool for HF users that trains workers and supervisors on safe practices, disposal and emergency procedures. To date the online training course has attracted 13 users. EHS is currently compiling an inventory of all HF users at the University.

Fall Protection

Employees who access elevated locations are faced with the risk of falling. The University's Fall Protection Standard addresses the requirements for ensuring that such work is conducted safely. In 2007, EHS continued to deliver fall protection training to employees.

Workplace Hazardous Materials Information System (WHMIS)

All employees who work with or around chemicals or other hazardous materials are required by legislation to be provided with training to ensure they can work safely. In 2007, EHS continued to provide assistance to individual departments in complying with WHMIS requirements for appropriate labelling, material safety data sheets (MSDS), and worker education and training.

WHMIS training is provided to employees and graduate students in a range of departments. In addition EHS conducted WHMIS "Train the Trainer" courses that assist individuals tasked with Departmental WHMIS training. This is achieved through providing training in, and tools for, conducting WHMIS training.

Working in Hot Environments

A hot work environment is one in which conditions in the workplace provide a tendency for harmful body heat storage. In 2007, EHS investigated one heat stress related medical incident, and visited 3 worksites to investigate heat stress issues including assessing heat stress monitoring devices in the Faculty of Physical Education and Health. In addition EHS continued to conduct heat stress training for employees.

Fume Hood Alarm Monitor Recalibration/Fume Hood Performance Testing Program

The "Ventalert" monitor and alarm system provides continuous monitoring of the operating efficiency of by-pass fume hoods, and sounds an alarm to warn the fume hood operator of a failure of the exhaust system. EHS coordinates a program of annual testing and recalibration of all alarm monitors, as well as monitoring the performance of these fume hoods. In 2007, approximately 1,300 fume hoods were tested and the Ventalerts revalidated, an increase of approximately 100 from 2006

Office Ergonomics

EHS uses a "participative" approach for office ergonomics, encouraging staff members to attend a seminar to learn how to adjust their own work areas taking into account the way they perform their work.

In 2007, nine Office Ergonomics sessions covering workstation design, posture, lighting and job design, were held at the three main campuses. Follow-up assistance was provided to participants where necessary. EHS continues to provide ergonomic advice to Health and Wellbeing Programs and Services for WSIB, Return to Work, and Job Accommodation cases.

Mould

EHS provides assesses mould hazards and provides advice on the implementation of the University's Mould Control Program. Assessments for mould were conducted at seven locations across campus in 2007. Where mould was identified, recommendations were made to have the contaminated areas properly remediated.

Drinking Water Quality

Drinking water quality concerns ranging from discolouration to poor taste are generally expressed by occupants of older University buildings. Three drinking water quality assessments of this type were conducted by EHS in 2007. No significant issues were discovered. EHS is, however, proactively assessing dissolved levels of lead and providing strategies to address related issues.

In addition, a directive from the Chief Drinking Water Inspector, (Ministry of the Environment), was sent in September to all Schools, Private Schools, and Day Nurseries (including those operated on our campuses), reminding them of their responsibilities with respect to the Ministry of the Environment Protocol for O. Reg. 243/07 Facilities. EHS provided contact information and advice to assist them in carrying out flushing and water testing as required.

Indoor Air Quality

EHS investigated a number of indoor air quality concerns, ranging from poor temperature control, to lack of air movement, to dustiness. Eight locations were assessed during 2007 and recommendations made.

In addition to the above EH&S has developed strategies to limit employee exposure to printer particulate emissions.

University Safety Group Program

As part of the Safety Group Program, the University is required to develop an action plan for implementing five new health and safety programs annually. In addition to the benefits of the individual programs, the University has received financial rebates from WSIB for the successful completion of its annual action plan.

In 2007, the University completed the following initiatives as part of this program:

- Development of a Sustainable Risk Reduction and Injury Prevention Model for University Environments
- Return to Work Program
- Lockout/Tagout program
- Hydrogen Flouride Safety Protocol and Training program
- Health and Safety Guidelines for Animal Workers

Asbestos Surveys

Asbestos surveys are conducted in buildings to stay current on the location of asbestos building materials.

Since 2006 the Environmental Hazards and Safety group within Facilities and Services at the St. George Campus, Facilities Management at UTSC, and Utilities & Grounds at UTM, have contracted external asbestos consultants to conduct asbestos surveys. Environmental Hazards and Safety has started 74 asbestos surveys, with the status of the surveys appearing in the following table.

SURVEY STATUS	NUMBER OF SURVEYS IN CATEGORY
SURVEY COMPLETED AND FINAL REPORTS RECEIVED	53
FIELD WORK COMPLETE REPORTS AWAITED	11
FIELD WORK IN PROGRESS/SCHEDULED	10

Asbestos Bulk Sampling

During the course of 2007, Environmental Hazards and Safety, Trades, Utilities, and EH&S collaborated to have building material samples analyzed. In 2007 565 samples were analyzed for a total consultant analysis cost of \$201,888.00. A table showing the number of samples analyzed per year since 2004 appears below. Note that the number of samples has dropped off as was predicted in the 2006 annual report. This reduction is due to improved knowledge of the location of asbestos containing materials at the University leading to a reduction in the number of areas where the asbestos status is unknown.

YEAR	NUMBER OF SAMPLES
2004	349
2005	308
2006	732
2007	565

E-5. Radiation Protection Program – Further Details

Academic Research Activities

The RPS is responsible for the radiation aspects of academic research activities in approximate 600 locations on all 4 campuses, as well as off-campus radiation usage in locations under the control and authority of the University. This responsibility includes 86 Radiation Devices, 80 X-ray machines, the calibration of 126 contamination meters and 34 Liquid Scintillation Counters annually, and the control of highly radioactive materials in irradiators and industrial radiography sources.

In 2007, 160 permit revisions were required to accommodate routine changes in the research activities with radioactive materials. 14 new permits were issued and 22 permits were archived or made inactive. The RPS also provided oversight for the commissioning of 4 new radioisotope laboratories and the decommissioning of 7. Thirteen pieces of equipment used for radioisotope work were decommissioned in 2007.

In 2007 the RPS offered assistance required by the regulation for transport of dangerous goods verifying 27 packages containing radioactive materials offered for transportation, including one containing tritium for which a CNSC Export License was required.

In accordance with our permit requirements, dosimetry and exposure assessment was conducted using approximate 1,000 Thermo-luminescent Dosimeters (TLDs) and 49 bioassays were conducted for potentially exposed people.

Performance Metrics

Radiation Protection Services Operational Statistics

Operational Statistics	2004	2005	2006	2007
Active Radioisotope Permits	255	250	192	180
Revisions to Permits	95	89	244	160
Exposure Dosimetry of staff	1150	1120	1011	935
Nuclear Energy Workers	12	14	23	26
Thyroid Bioassay Program	30	27	41	49
Urinalysis Bioassay Program	6	3	3	3
Leak tests on sealed sources	56	61	51	54
Ionizing Radiation Laboratory Inspections	613	752	541	390
Lasers Inspected	48	99	150	210
X-ray Machines Inspected	35	36	35	35
Radiation meters calibrated	115	109	150	160
Total Number of Staff Trained	588	1036	595	910

Issues of non-compliance with permit and regulated requirements are tracked and trends analyzed to establish priorities for future action. Such action normally includes follow-up with the laboratories regarding the issues of concern and a renewed emphasis on such issues in the training and refresher sessions.

Industrial Radiography

In order to facilitate construction and renovation work at the University, it is necessary to use radiography sources of considerable energy. For example, radiography of concrete may be required to identify hidden reinforcing steel bars, plumbing, or conduit within the concrete. To minimize the potential hazard from this type of work an industrial radiography program and permit system are in place at the University and managed by RPS.

During 2007, Industrial Radiography Permits were issued for 2 assessments in CCBR and in Main Chiller room in NW Chiller Plant (Spadina Ave.).

Bioassay for Human Subjects

Health Canada provides an inter-comparison between several organizations using radioactive materials and which conduct in-house bioassays to assess potential exposure. The University of Toronto participates in this annual quality assurance program. The Radiation Protection Service was again successful in obtaining competence certification (Certificate of Achievement from Health Canada) for the thyroid bioassay and urinalysis bioassays for tritium and Carbon-14 in human subjects.

Electro-Magnetic Field (EMF) Surveillance

To ensure that occupational or general population limits for EMFs are not exceeded in U of T work areas, a program for electro-magnetic field (EMF) wireless communications surveillance has been established for areas under the University's control.

E-6. Summary of Training Provided by EHS in 2007

COURSE	DESCRIPTION	# of COURSES	# of PARTICIPANTS
Asbestos: Evaluating and Controlling the Hazard	This one-day seminar provides employees with classroom-style instruction about the hazards of asbestos and the work procedures to follow when working with or in close proximity to asbestos-containing materials.	1	8
Small Scale, Short Duration Asbestos Activities (Classroom)	This half-day classroom session provides employees with the information on asbestos procedures for safely conducting Type 1 and Type 2 asbestos activities.	1	8
Small Scale, Short Duration Asbestos Activities (Workshop)	This half-day workshop session provides employees with practical training on conducting Type 1 and Type 2 asbestos activities.	1	7
Managing Asbestos Projects	This 3-hour seminar is specifically designed for supervisors, project managers and property managers at the University who manage, coordinate or contract others to do Type 1, Type 2 or Type 3 asbestos activities.	1	2
Chemical Safety and WHMIS (Workplace Hazardous Materials Information System)	These 1-3 hour seminars provide basic information on the potential hazards of working with chemicals, the safety practices and procedures that can reduce the risks, and the elements of the WHMIS system. EHS provides training to summer employees (mainly students); other employee groups in F & S, and participates in seminars organized by departments.	11	360
Chemical Safety and WHMIS Train-the-Trainer	This one-day seminar provides individuals with the knowledge and tools to conduct chemical safety and WHMIS training to employees in their own department.	2	13
Confined Spaces (EHS)	This half-day seminar provides employees with an overview of the legislation, hazards and controls, the U of T Program, and use of the Confined Space monitor.	2	23
Confined Spaces (Safetyscope)	This one-day session provides an overview of the legislation, hazards and controls, the U of T Program, as well as practical training in use of Confined Space equipment.	10	141
Office Ergonomics	This 2-hour seminar introduces the concept of ergonomics and demonstrates how it can be applied to a computer workstation to reduce discomfort and risk of injury. Information will be provided on recommended equipment, arrangements and work practices. Case studies provide an opportunity to apply the concepts in typical workplace situations.	9	120
Respiratory Protection	This half-day seminar combines classroom style presentation with practical instruction in the proper selection, use, and care of respirators.	17	108
Fall Protection	This 4.5-hour classroom and workshop session provides employees with an overview of the hazards associated with working at heights, how to identify situations where fall protection is necessary, and how to properly select, inspect and use personal fall arrest systems.	2	14

Hot Environments	This 2 hour seminar presents an overview of hazards of working in hot environments, This 2-hour seminar presents an overview of the hazards associated with working in hot environments and the precautions to be taken to prevent injuries and other problems due to heat stress.	2	27
Lockout Tagout	This 3-hour seminar provides employees with an overview of the types of energy hazards associated with machinery and equipment, and the types of measures and procedures to isolate, lock and tag out such potentially harmful energy sources.	4	36
Mould Awareness	This 2-hour seminar provides an overview of the potential hazards associated with common mould species found in indoor environments and the controls used to prevent mould contamination.	1	14
Mercury Awareness	This 1.5-hour seminar provides an overview of the potential hazards associated with exposure to mercury and the controls used to prevent mercury contamination.	1	18
Lead Awareness	This 1.5-hour seminar provides an overview of the potential hazards associated with exposure to lead and the controls used to prevent lead contamination.	1	9
Standard First Aid Training	This 2 day course provide employees with training to be designated as the departmental first-aider in charge of first-aid stations, as required by Regulation 1101 of the Workplace Safety and Insurance Act.	5	71
JHSC Part 2 Certification Training	EHS co-ordinated a one day Part 2 session of courses in Fire Safety, Stress Management, Violence in the Workplace, for UTM JHSC members	1	13
ON-LINE COURSES LAUNCHED IN 2007			
Health and Safety Orientation ONLINE	This online course provides an overview of the health and safety legislation, including health and safety rights, roles, and responsibilities of the workplace parties. It includes descriptions of common hazards in the workplace and information about the health and safety resources at the University.	-	92
Asbestos Awareness ONLINE	This online course provides employees with an overview of the types of asbestos-containing materials present at the University, the hazards associated with asbestos exposure, ways of avoiding exposure and the asbestos management program at the University.	-	41
Trades Orientation ONLINE	This online course consists of general health and safety information, as well as an introduction to some of the specific hazards a Trades Services employee may encounter in the workplace.	-	29
Hydrogen Fluoride ONLINE	The Hydrogen Fluoride Online Safety training is designed for anyone who works with hydrogen fluoride (HF). The course covers the nature of HF, health effects of exposure, safe use and storage, and emergency procedures.	-	13
	TOTALS	73	1185

E-7. Medical Surveillance Programs (Occupational Health Service)

Summary of Occupational Disease Prevention Activities by Number of Participants

Health Review Assessments	77
Audiograms	118
Vision tests (Laser Safety)	117
Serology (Blood Tests)	111
Other Lab Test: Mercury	3
Immunizations	56
Mantoux TB tests and reading	53
Spirometry/ Pulmonary Function Tests	22
Chest X-ray follow ups	8
Blood Pressure Tests	101
Influenza Vaccinations (non occupational)	541