

Outstanding opportunities
for outstanding employees.



HR & Equity Annual Report 2008



CANADA'S ANSWERS TO THE WORLD'S QUESTIONS.

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Introduction

The Human Resources & Equity portfolio partners with all divisions on all campuses of the University to

- ❖ Attract, retain and engage outstanding, dedicated staff
- ❖ Promote a community that is equitable, diverse and inclusive
- ❖ Promote a safe and healthy teaching, learning and working environment
- ❖ Ensure that employees are provided with the opportunity to develop to their fullest potential

This report highlights activities in which we have engaged over the past year. The report has three sections: ***Human Resources*** describes key accomplishments, centrally and divisionally, in the broad areas of employee relations and the employee experience. ***Environmental Health & Safety*** describes the multitude of activities we undertake to ensure the protection of faculty, staff and students working in our research labs, to protect the environment, and to ensure the health and wellbeing of our community. ***Equity & Diversity*** outlines the many initiatives that support and enhance this university's commitment to equity, diversity and excellence.

Those of you who are avid readers of Annual Reports – and I know you are out there somewhere! - will note that this is the first time we have included a detailed report on Equity initiatives. This reflects our strategy of incorporating equity and diversity into every aspect of HR.

The University of Toronto is a unique work place. Where else can one rub shoulders with researchers and scholars who are the best in their fields; interact on a daily basis with staff whose innovation, dedication, and commitment is unsurpassed; and derive enormous satisfaction from knowing that every one of us is contributing to the future of Canada and beyond through our support of the teaching and learning environment of our students?

A - HUMAN RESOURCES

I Recruitment & Hiring

- ❖ **777,500** Visits to the “Careers” site
- ❖ Over **1,000** Staff positions posted
- ❖ Over **53,000** Applicants

Recruitment Activity (Staff)

With a projected increase in the competition for skilled workers, recruitment of highly skilled administrative staff remains a priority for the University. Our Careers site (www.jobs.utoronto.ca) attracted 317, 591 unique visitors during 2008 and large numbers of both internal and external applicants. We continue to add new job search tips and profile interesting jobs in order to attract applicants.

Applicants for Professional/Managerial, Confidential and USW positions apply using our on-line system. The table provides data on positions posted between October 1, 2007 and September 30, 2008:

	Count	%
# Postings	914	
# Applicants	51,198	
Avg Applicants Per Posting	56	
# Postings Filled	782	
Filled By Internal ¹	349	45%
Filled by External ²	433	55%
Avg Time to Fill (days) ³	63	
Median Time to Fill (days) ³	55	

Data as of January 26, 2009

of applicants includes all posted positions (open, cancelled, filled); includes positions filled up to January 26, 2009 if posted during above time frame

of postings includes those subsequently cancelled excludes CUPE 3261 Postings (applicants cannot apply online); Includes multiple postings for the same positions; Includes candidates rehired in the same position (i.e. term rehires)

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

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

³Time to fill based on the lesser of time when posting is marked as filled or candidate start date

Applications for all other administrative positions not included above are processed through divisional Human Resource offices.

We are now tracking the time it takes to fill positions. An average time to fill of 63 days remains somewhat high in relation to available benchmark data¹ indicating a range from 43 days to 62 depending on the level of position.

¹ Source: “Human Resources Trends and Metrics” July 2006, Conference Board of Canada, Table 11.

Online Recruitment for Faculty

Human Resources is working with the Provost's Office to implement an online system for faculty recruitment. Effective April 2008, all advertisements for faculty positions are now posted on the online system. Phase 2 of implementation began in July 2008 with a group of departments/divisions participating in a pilot of the online application system and the candidate management functions. The pilot group has been instrumental in providing feedback on the system. Phase 3 allows for all postings to accept online applications and is scheduled for July 2009.

Faculty Relocation Service

The Family Care Office coordinates the Faculty Relocation Service, providing relocation assistance to prospective and recently appointed faculty. In its ninth year, the Office met with 249 prospective and newly appointed faculty to assist them in evaluating Toronto as a prospective home or in making the move to Toronto once an offer has been accepted.

Dual Career Connections

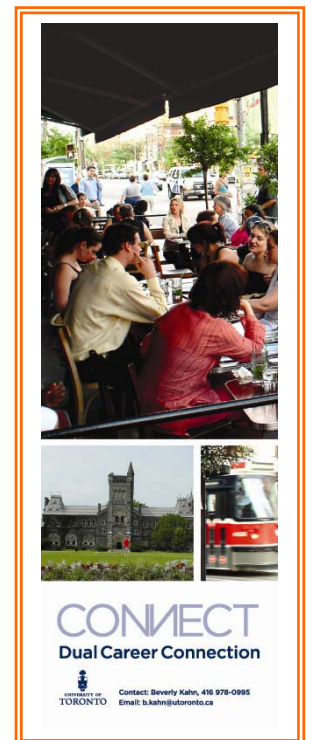
A new brochure was designed in 2008 to promote this program for the spouses/partners of newly appointed permanent faculty who are seeking non-academic employment

Orientation

Close to 300 staff and faculty from all three campuses attended the orientation program, a 3-hour session introducing new employees to key aspects of the University's values and mission including:

- ❖ the student experience
- ❖ culture and recreation on campus
- ❖ equity, diversity and inclusivity
- ❖ career and professional development

Employers are increasingly recognizing the importance of the first 2-3 months of employment in helping employees successfully integrate into a new environment. While some departments and divisions have developed their own local orientation programs, central Human Resources is working with representatives of the divisional HR Offices to develop a template that can be customized by departments and divisions, for two-to-three month "on boarding" programs for all new recruits. Completion of this work is scheduled for March 2009.



II Engagement & Recognition

Speaking UP Employee Survey

In March 2008, following the roll-out of employee survey results to the University community, a number of working groups were established to address some of the issues identified in the survey.

Three working groups were established to consider key areas relating specifically to administrative staff, including:

- ❖ Workload and Work/Life Balance
- ❖ Appointments, Transfers and Promotions
- ❖ Training, Development, Feedback and Recognition

A fourth working group on Equity also was established to examine concerns regarding equity and inclusion relating to faculty, librarians and staff. At the same time, the University and the Faculty Association established a working group to address workload issues for faculty and librarians.

Members of the working groups were drawn from a range of divisions and employee groups from across the University.

Each working group prepared a comprehensive report of findings and recommendations based on its analysis of the survey results. The final reports were shared with members of the Speaking UP Advisory Committee, which was instrumental in all phases of the survey, and the Human Resources Management Board.

A communication to the broader University community is planned for early 2009. It will outline the key recommendations of the working groups, actions already taken to begin to address these issues and further initiatives planned. The full reports will also be made available.

The work undertaken by the working groups has been an important step in the ongoing roll-out of survey results to the University community, and in particular, in assisting the University as it continues to strive to be an Employer of Choice for outstanding faculty and staff.

In addition, some divisions undertook to convene working groups to address areas of concern identified in the results for their faculty/division. For example, the Faculty of Arts & Science established a number of working groups to address specific areas of concern including appointments, promotions and transfers of administrative staff; diversity and equity; work/life balance; and, orientation programs for new staff. In some cases, recommendations of these working groups have been implemented and for others, strategies to implement the recommendations are ongoing.

Measuring Up – Top Employers

For the first time, U of T was named one of Canada's Best Diversity Employers for 2008. It was recently announced that U of T is among Canada's Best Employers for 2009.



The University was recognized for the third consecutive year as one of the Top 75 Employers in the Greater Toronto Area.

Communications – Spotlight on Staff

A new series of articles was created to acknowledge the important work of staff and faculty members at the University and to inform employees of the services available to them through Human Resources. This bi-monthly series, appearing in the eBulletin, was launched in January 2009.

Civility Guidelines

From time to time staff and faculty at various levels of the University may experience conduct that does not meet generally understood standards of civility. This year the Vice President, Human Resources and Equity developed a “Guideline on Civil Conduct” to create a consistent definition of civil conduct applicable to all employees. The Guideline describes what constitutes civil and uncivil conduct and sets out a general framework for employees who may have experienced such conduct. The Guidelines will be formally launched in 2009.

Stepping UP Awards Program

The Stepping UP awards program recognizes staff who made outstanding contributions to the achievement of the University's strategic objectives. This year there were 166 award recipients (23 individual recipients and 143 who were members of teams being recognized). Individuals received a monetary award and teams selected a gift from a website in honour of their accomplishments. All recipients were once again invited to a reception at the President's house with senior administration, their own manager, and fellow recipients.



2008 Stepping UP Team Award recipients from U of T Scarborough

The staff are the backbone to the university, they are the glue that keeps it together."
-President David Naylor

Chancellor's Awards

In 2008, the Division of HR & Equity assumed responsibility for the administration of the Chancellor's Award, an award program previously administered by the Division of University Advancement on behalf of the University of Toronto Alumni Association.

2008 Chancellor's Awards winners:

- ❖ Mary-Ellen Yeomans, Rotman School of Management
- ❖ André Tremblay, Department of Curriculum, Teaching and Learning, OISE

Long Service Recognition Program

In 2008, 246 Staff, Faculty and Librarians were recognized for their long dedication and service to the University of Toronto.

As of July 1, 2008:

117 Faculty, Staff and Librarians have completed **25** Years of Service

92 Faculty, Staff and Librarians have completed **35** Years of Service

37 Faculty, Staff and Librarians have completed **40** Years of Service

When I started [in 1968] I thought it was very prestigious to say I worked at U of T.
You know, I still do today.

-40 Year Service Award Recipient

Divisional Employee Recognition Programs

In addition to the Stepping UP, Chancellor's and long service awards, a number of divisions have either developed or are in the process of developing their own recognition and service award programs. For example:

- ❖ In the Faculty of Arts & Science, the Dean's Outstanding Staff Awards recognize and celebrate outstanding performance by administrative staff in support of the Faculty of Arts & Science mission of teaching and research excellence. Award categories include: Student Life Award, Outstanding Technical Service Award, Outstanding Administrative Service Award, and Distinguished Service Award.
- ❖ The Faculty of Medicine has the David Keeling Award for Administrative Excellence, which is awarded to an administrative staff member in the Faculty of Medicine who has made a sustained contribution of excellence over many years or, in a shorter time period, has made a transformative contribution.

- ❖ UTM has a Staff Service Award for administrative staff as well as the Paul Fox Award for Exemplary Volunteerism which is open to staff as well as faculty and students.
- ❖ UTSC has the Patrick Phillips Awards exclusively for staff as well as the D.R. Campbell Merit Award and the Honorary Membership award open to staff, faculty and students who contribute to the quality of life on the Scarborough campus.
- ❖ OISE's Awards of Excellence recognize and celebrate the achievements and contributions of exemplary OISE teachers and administrative staff. The award categories are: Teaching Awards, which include the David E. Hunt Award for Excellence in Graduate Teaching, the Award for Excellence in Initial Teacher Education, Awards for Distinguished Contributions to Teaching, the Award for Excellence in Continuing Education; and, the Staff Excellence Award.

Retirement

This year, the University bid farewell to 197 retirees across all three campuses. The retirees were honoured at a reception in June, and their combined contribution totaled almost 5,269 years of service to the University. Ten 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 2008 was the second year that non-academic staff were not required to retire on their Normal Retirement Date (NRD)². Mandatory retirement for faculty and librarians ended in 2005.

The following table shows the status of the 141 employees who reached NRD on June 30, 2008. It is interesting to note that 73% elected not to retire on their NRD.

Employee Group	Employees with 06/30/08 NRD	Employees Retired as of 06/30/08	Employees Working Beyond 06/30/08
Faculty & Librarian	96	20	76
Non-union Staff	8	4	4
Union Staff	37	14	23
Total	141	38	103

The following table shows the breakdown of the 197 employees who actually retired from the University during 2007-2008:

Employee Group	Early Retirement	Normal Retirement	Postponed Retirement (Retired after their NRD)
Faculty & Librarian	22	20	11
Non-union Staff	24	4	2
Union Staff	97	14	3
Total	143	38	16

² NRD is defined under our Pension Plan as the June 30th coincident with or next following a person's 65th birthday.

The following table shows the breakdown of the 215 employees who, as of July 1, 2008, continued working in appointed positions beyond their NRD.

Employee Group	Active employees with NRD of June 30/08	Active employees with NRD of June 30/07 or earlier
Faculty & Librarian	76	96
Non-union Staff	4	4
Union Staff	23	12
Total	103	112

ASKme Ambassadors

Staff were invited to get involved in welcoming new students to the St. George campus this past September as “ASKme Ambassadors”. Through this initiative, a partnership between Human Resources and Student Life, staff were provided with an ASKme button and tent card full of information useful to new students navigating the St. George campus. The response to the program was very positive and plans are underway for an expanded campaign in 2009.

"Thanks for ASKing us to participate. I think that this is a great way to welcome every one to the campus!"

-Staff member response to the email invitation

III Development & Learning

- ❖ **1400** staff accessed leadership skills training
- ❖ **790** employees took steps to develop their careers
- ❖ **1440** employees received tuition waivers for part-time studies at U of T
- ❖ **77** staff received assistance to pursue studies outside of U of T

Education and continuous learning is central to the U of T experience – for staff as well as for students. Through the Organizational Development and Learning Centre (ODLC) we continue to offer a wide variety of programs and services to support skill development, learning, career development and team and departmental effectiveness.

Learning Programs

Our learning programs cover eight major areas: management, business management, leadership, student experience, communications, work/life, career and computer. In June 2008 we conducted a needs assessment of our services. Almost 1000 staff responded to the survey and several programming changes have been made to reflect their needs. Many programs have now been condensed to half-day sessions and all the work/life and career programs are offered over the lunch hour. The website has been improved so that individuals can see full program listings for the year; we are using a number of new sources to promote our programs.

Some of the new sessions this year include:

- ❖ A Toastmasters program
- ❖ Enhancing Communication Within the Team
- ❖ U are the University – (a session on customer service strategies, concepts and tools)
- ❖ Managers' Roles in Project Management
- ❖ Dealing With Change: Who Moved My Cheese?
- ❖ Safe Talk: Suicide Alertness
- ❖ Cultural Fluency and Engaging Equity

Participation rates per session have significantly increased as illustrated below:

	2007	2008
# of Programs	209	234
# of Participants	3603	5000

Career Development

We have a vibrant career services and offer a variety of workshops as well as individual counseling. This year several innovative programs were added including:

- ❖ **Career Cafés:** An opportunity for interested staff to connect with more experienced individuals to explore selected career paths or discuss strategies for development. There were 6 Café's, each focusing on a specific career area: Design and Communication; Finance and Business; HR & Equity; Information Technology; Registrarial Services and Student Life.
- ❖ **Grow Your Career at U of T:** A half day mini conference. 176 interested staff attended sessions on topics such as: Your Next Move...beyond Entry Level; Keeping it Vital: Strategies to Energize Your Career and Connect at U of T: A Networking Opportunity. The keynote speaker was Alan Kearns, author of "Get the Right Job Right Now".
- ❖ **HR Talks:** In an informal setting UofT HR experts shared their experience on topics such as Strategies for Career Mobility at U of T ; and Strategies on Resume Writing and Interviews.

Leadership and Succession Planning

The Rose Patten Leadership Program

In March of this year the Rose Patten Leadership program was launched. We are extremely fortunate that Rose Patten, former Chair of the Governing Council and one of the most outstanding corporate leaders in Canada has given her name and support to leadership development at U of T. The newly constituted program brings together specific leadership initiatives for Professional/Managerial staff as well as the mentoring programs and a new pilot program to provide enhanced mentoring, coaching and development opportunities to several individuals as part of a succession planning program.



Rose Patten Leadership Program partners Sharon Grandison and Kristen Tippen with their completion certificates

Leadership Conference for PM 6-9

The Rose Patten Leadership Program was launched at the first ever conference for the most senior administrative leaders. The day provided an opportunity to take time away from work to reflect on the challenges of leadership and to network with colleagues. Speakers included Professors Roger Martin and Jim Fisher from the Rotman School of Management and a panel of our own vice-presidents discussing their visions of leadership within higher education. The closing keynote address was delivered by Rose Patten.

"Fantastic event. Both keynote speakers and sessions were inspiring. Content was interesting and very thought provoking. Thanks for organizing this."

- Conference Attendee

Leadership Conference for PM 1-5 and Confidentials "The Evolving Leader"

An equally vibrant conference was held for PM 1-5 and Confidential staff. Sessions included: Creative Leadership; Linking Emotional Intelligence to Leadership; Creating a Climate for Inclusivity; Influencing Up and Inspirational Leadership.

Mentoring and Succession Planning

Mentoring programs continue to be an important leadership development and succession planning mechanism, pairing evolving leaders with those at more senior levels. This year 220 staff from all 3 campuses attended information sessions to learn about the programs and how to apply. Each mentoring program runs for a full year and provides both mentors and mentees with a unique opportunity to grow as leaders and to learn more about the University and their leadership colleagues. This year there were 35 partnerships.

I enjoyed the opportunity to learn more about U of T and meet colleagues from across all the campuses. My mentor played a critical role in helping me shift from a “managing” to a “leading” mindset and helped me build the confidence to assume this role.

- Mentoring Participant

As part of the mentoring program, five mentee/mentor pairs were selected to take part in a pilot succession planning program, with a special emphasis on the CAO/Senior Business Officer role. These five pairs are receiving enhanced coaching, participated in a 360 Leadership Inventory, and will be considered for special leadership committees/projects and development opportunities that will be directly related to their specific developmental needs. We will continue to work with these five pairs in 2009 and, based on an evaluation of the pilot, will determine how to continue with our succession planning initiatives.

M.Ed Program at OISE in Higher Education and Leadership

Leadership capacity at UofT is being further enhanced through the OISE M.Ed. Program in Higher Education and Leadership. The program was launched in 2007 and now has 51 U of T staff members enrolled in the program.

Further data on participation in training and career development opportunities is available in Appendix **A-III-1**.

Development & Learning for Human Resources Staff

Ongoing development and learning for Human Resources staff is critical to ensure our services are provided at the highest possible standard and incorporate exemplary practice. In 2008 there was a significant increase in the number of professional development sessions held for HR staff across the University to provide updated information on labour relations, legal requirements, equity issues and many other topics relevant to human resource practice. Central and divisional HR staff meet regularly to share information, ensure consistency in practice and to identify programs or policies that require improvement.

IV Health, Wellness & Family

- ❖ **1096** staff/faculty participated in **43** work-life programs in 2008
- ❖ **Family Leave and Child Care Benefit Plan** were improved

As an employer of choice we recognize the importance of supporting the “whole person”. The programs that the University provides to promote health, worklife balance and support employees and their families are an important factor in attracting and retaining excellent staff and faculty.

Quality of Work-Life Initiatives

The Organizational Development and Learning Centre provides a variety of programs related to work-life balance. In October we held “Celebrate It”, a month of activities to coincide with Canada’s Healthy Workplace Month. There were numerous events on all 3 campuses including: Cool Down: Getting Further by Going Slower; Live Well, Laugh Lots, Play Often; Money Management: The Ins and Outs of Budgeting; Personal Mastery-Take Your Skills to the Next Level; and Healthy Eating, Active Living.

Many other workshops on quality of work-life issues are held throughout the year. This year we partnered with a number of divisions and departments to offer more targeted, local programming. We continue to work with individual managers and staff to assist them in developing flexible work arrangements.

To see more resources visit the Work-Life website:
<http://www.worklife.utoronto.ca/index.htm>



ODLC partnered with The Bulletin staff to launch our “Undiscovered Campus” series that has featured walking photo tours of the campus including: subterranean secrets, an exploration of the university’s underground passageways; stained glass walking tour; notable fireplaces on campus just to name a few.

Family Supports

The University provides support to staff and faculty families through a variety of programs, resources and initiatives under the leadership of the Director, Family Programs and Services.

Family Care Office

This office supports students, staff, faculty and their families with any family care related issue by providing information, guidance, referrals and advocacy. Through all its functions, the Office aims to raise awareness of family care issues and of quality of life issues central to the achievement of educational equity and employment equity at the University. For more information visit the Family Care Office website: www.familycare.utoronto.ca

Family Leave Policies & Child Care Benefit Plan

In 2008, through negotiations with several staff bargaining units, significant improvements were made to the University's family leave provisions and child care supports for staff.

- ❖ New Paid Parental Leave: Ten weeks paid top up to 95% of salary during Parental Leave.
- ❖ New Compassionate Care Leave: Up to 2 weeks pay (EI equivalent) for eligible employees who take a leave of absence under the Family Medical Leave provisions of the Employment Standards Act.
- ❖ Reimbursement of child-care expenses (in accordance with Revenue Canada guidelines) for children under the age of seven up to a potential maximum reimbursement of \$2000 per child per plan year for eligible groups. (Note this benefit was provided for faculty and librarians in 2007.)

Child Care Services and Supports

The University has four on-site child care facilities with a total of 283 child care spaces. Three of the child care facilities are located on the St. George campus, and the fourth is located on the Scarborough campus. In 2008, on the St. George campus, 41% of child care spaces were utilized by employees and on the Scarborough campus employees utilized 30% of spaces. A new child care facility at the U of T Mississauga campus is scheduled to open in 2009.

Meet some of the staff at the Early Learning Centre:
<http://www.hrandequity.utoronto.ca/news/hrnews/011409.htm>

The Early Learning Centre's Family Resource Program provides temporary child minding services. Employees who need occasional child care can reserve up to a maximum of five hours of care in one day. The Centre also runs a free drop-in playgroup service for University employees and their children to encourage parents, caregivers, grandparents and children to play together expand their social support networks and access resources related to parenting and childhood.

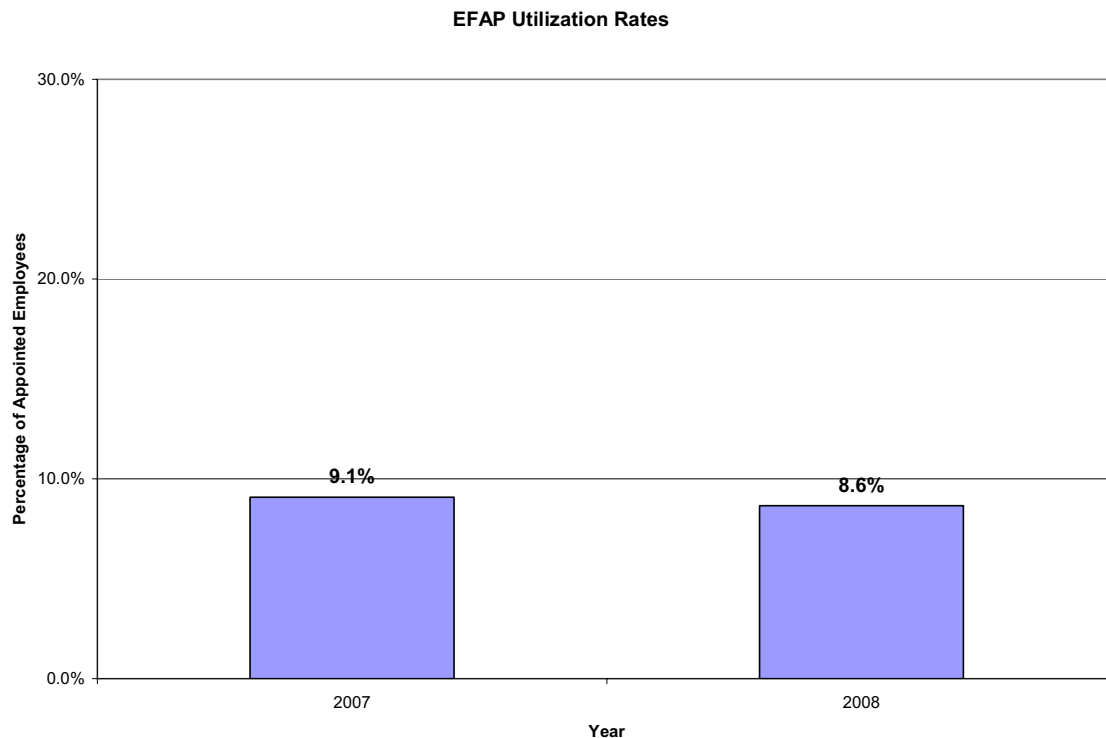
**Family At Work
The Annual Take our Daughters and Sons to Work Day
was held on April 24, 2008.**

254 Children registered and over 20 departments participated, hosting tours and various activities. The day offers parents who work at U of T the opportunity to show their kids what they do at work each day. The event is a joint effort involving numerous divisions and led by the Family Care Office.

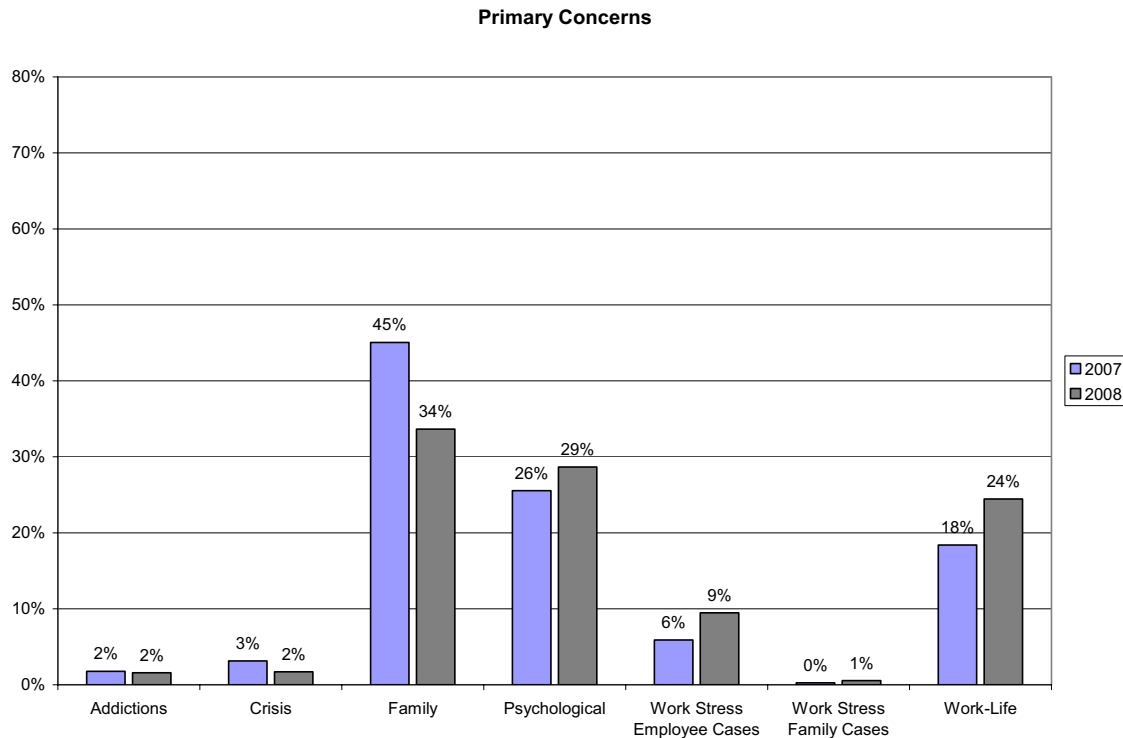
Employee and Family Assistance Program

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. Utilization of the program has been increasing over the past few years and remained steady in 2008, as indicated in the chart below. As in past years, family-related issues continue to have the highest number of cases during the 2008 period; legal and financial counselling (included within the "work-life" category in Figure IV-2 below) are heavily utilized.

IV-1 EFAP Utilization Rates



IV-2 Primary Concerns



Health & Well-being

Health & Well-being Programs & Services (HWB) provides leadership through innovative healthy workplace practices and education to support employees in optimizing their contribution to the University's mission. HWB provides a resource for managers, faculty and staff who require assistance associated with occupational health, sick leave, long-term disability, workplace injuries, or accommodation. HWB provides leadership in the development of inclusive, fair and proactive approaches in the accommodation of persons with disabilities.

Sick Leave and Long-term Disability

Consistent with the broader Canadian trend, HWB continues to note a significant number of absences related to mental health issues and musculoskeletal injuries in both sick leave and long-term disability absences. The chart below shows the breakdown of active LTD claims in 2008 by disability category. The distribution is similar to that experienced by like employers among Sun Life's database.

IV-3 Active LTD Claims By Diagnostic Category

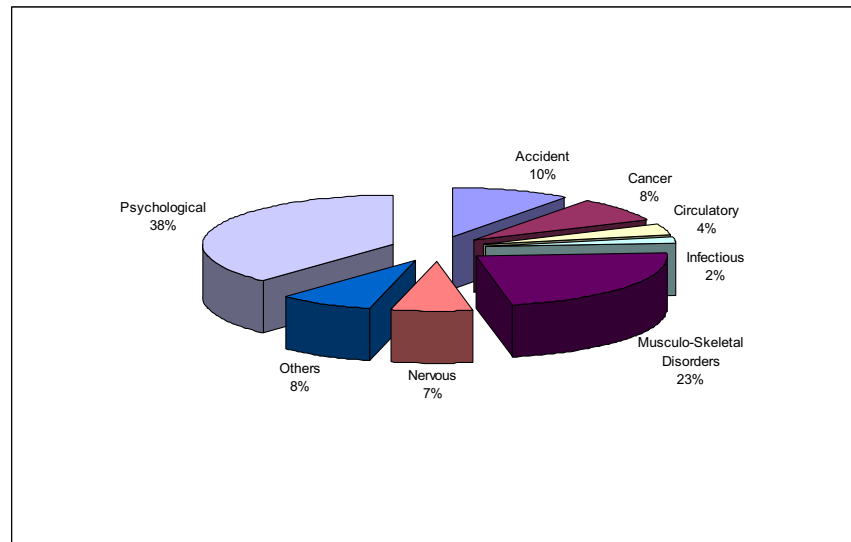
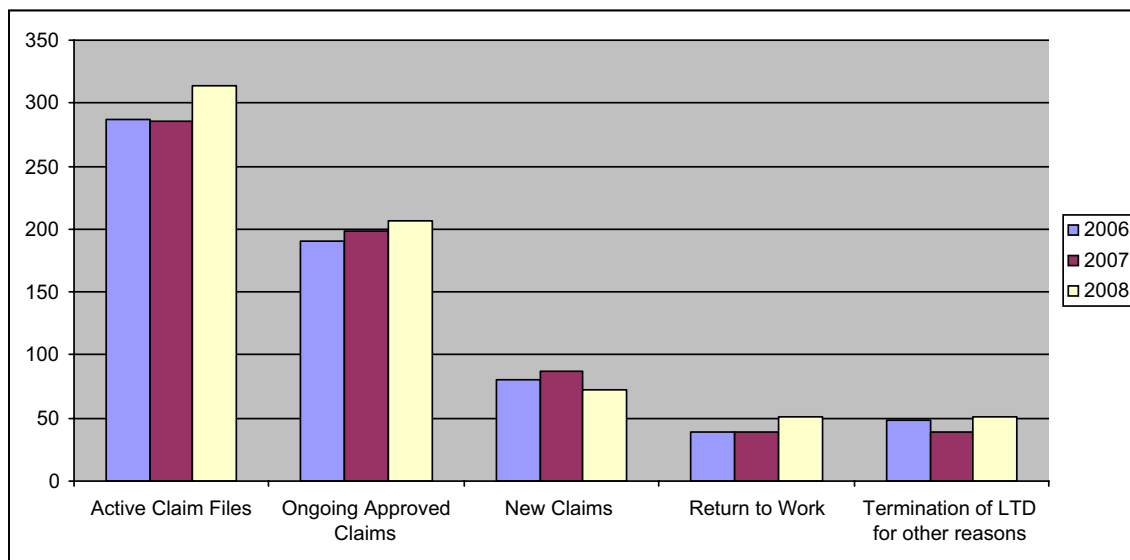


Table IV-4 below shows the number of LTD cases over the last three years. The number of ongoing approved claims continues to increase year over year. There was a drop in the number of new claims in 2008 as well as a significant increase in the number of individuals (51) the office assisted in successfully returning to work.

IV-4 Number of LTD Cases Over the Last Three Years



Accommodation

HWB received requests for accommodation from **96** employees in 2008. This is an significant increase from the previous year (24 requests in 2007) and reflects successful efforts to increase use and awareness of our office's role in coordinating accommodation efforts. The 96 cases do not include accommodation that is part of a return to work from sick leave or long term disability. Without the co-operative efforts of HWB, managers, HR, employees and sometimes union representatives, many of these employees may not have been able to remain in the workplace. Examples of accommodation include computer technology to assist in reading, keyboarding, data input and mousing; the provision of readers; specialized ergonomic equipment for employees engaged in both sedentary and physical work; modified duties and/or modified work schedules; and telecommuting.

"I wish to thank you for the recent support I received after my injury. I am indeed very grateful to you both and to my supervisors for helping me with this process. It is very gratifying to know that the University of Toronto stands behind its employees and supports the well-being of its staff. All the more reason to be a proud employee of U of T!"

-From a U of T Employee

Work related Injuries and Illness

HWB manages the Workplace Safety and Insurance Board Program at the University and maintains occupational disease prevention programs through the occupational health clinic. Information with respect to these activities is reported in the Health and Safety section of this report.

Health promotion

The occupational health staff promotes healthy living by identifying risks and developing strategies to protect workers from those hazards. In addition information sessions and programs are developed to ensure and enhance the health of employees. In 2008 programs included Stress Management and Back & Foot pain workshops as well as a Men's Health Initiative (new in 2008).

Advice and consulting on occupational health matters

HWB staff provides a clinical service to any employee requiring occupational/medical assistance or advice. Employees access the service by making confidential appointments with the nurse or the physician. Other HWB staff consult with the medical team to assist in planning or strategizing complex cases or in facilitating referrals on behalf of employees to external medical providers.

Practicum Placement Supervision

HWB provided practicum opportunities for 2 students from the Faculty of Nursing, University of Toronto and 2 students from the Health Promotion Program at Centennial College.

V Labour Relations

- ❖ **14 Collective Agreement Negotiations Completed³**
- ❖ **1 New Bargaining Unit Established**
- ❖ **0 Labour Disruptions**

Collective Bargaining

In 2008, renewal collective agreements were concluded (as of Dec. 31, 2008) with the following Unions:

Union Local	Memorandum of Settlement
CUPE 1230 FT (Library Workers)	2008/07/01 - 2011/06/30
CUPE 1230 PT	2008/07/01 - 2011/06/30
CUPE 3261 FT (Service Workers)	2008/07/01 - 2010/06/30
CUPE 3261 PT	2008/07/01 - 2010/06/30
IAMAW 235 (Machinists & Locksmiths)	2008/05/01 - 2012/05/30
IBEW 352 (Electricians)	2008/05/01 - 2012/05/30
OPSEU 578 (Research Officers & Associates)	2008/07/01 - 2011/06/30
USW 1998 (Administrative & Technical Staff)	2008/07/01 - 2011/06/30
USW 1998 (Casual)	2008/07/01 - 2011/06/30

Negotiations commenced with the following Unions in 2008 (5 concluded as of Feb. 28, 2009).

Union Local	Status of Negotiations
Carpenters Local 27	Ratified (Jan. 26 09) 2008/05/01 - 2011/04/30
CUPE 2484 (Child Care Workers)	Ratified (Jan. 07 09) 2008/07/01 - 2011/06/30
CUPE 3902 Unit 1(Teaching Assistants)	Ratified (Feb. 04 09) 2008/05/01 - 2011/04/30
CUPE 3907 (OISE Graduate Assistants)	Negotiations Underway
IATSE Local 58 (Stage Hands)	Ratified (Jan. 26 09) 2008/09/01 - 2011/08/31
SMWIA Local 30 (Sheet Metal Workers)	Ratified (Jan. 08 09) 2008/05/01 - 2012/04/30

In addition, negotiations have commenced with a new USW bargaining unit representing ESL instructors at the School of Continuing Studies. With the certification of this group there are now 22 bargaining units at the University of Toronto.

Concurrent with the conclusion of negotiations from 2008, Labour Relations will also be preparing for collective bargaining with CAW, Local 2003 (Operating Engineers), and CUPE, Local 3902 Unit 3 (Sessional Lecturers) scheduled to commence in 2009.

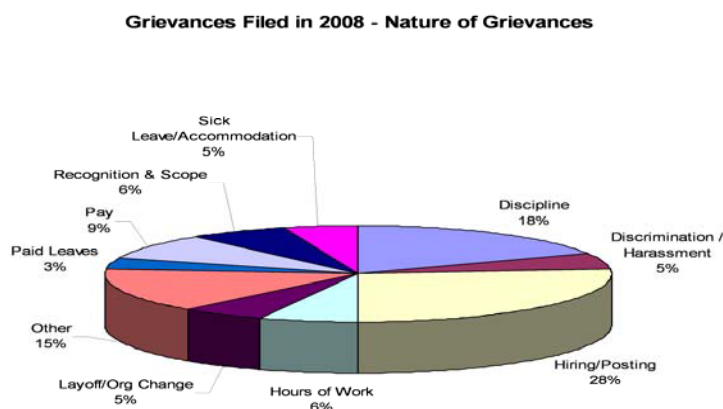
³ 14 Collective Agreements were ratified at publication of this report. 9 ratified by Dec. 31 2008, and 5 more ratified by February 28, 2009

Grievance Activity

The number of grievances filed this year remained relatively steady at 172 (versus 160 in 2007). The University continues to work with the Unions to resolve grievances prior to arbitration where appropriate and possible. The historic trend of early resolution continues to hold true, with 51% of grievances resolved at either the informal complaint stage, or at Step 1 meetings. Only 8%⁴ of grievances were referred to arbitration in 2008.



The most common subjects for grievances are hiring and/or posting, accounting for 28% of the grievances, and discipline which accounts for 18 %.



⁴ 8% includes grievances which may have originated in 2007 with a resolution 2008. The chart refers to grievances that originated in 2008, but were referred to arbitration

Special Projects

Several new tools were developed to improve practice and access to information for HR staff across the University. An internal grievance database was developed to better track grievances and produce relevant statistical data. A clause by clause comparison of all of the collective agreements at the University, in a searchable format with links to electronic versions of each full agreement, is now available to HR staff.

The department has continued to design and deliver regular training to both divisional HR offices and management groups. Over 20 sessions were held to update managers on new collective agreement provisions.

Job Evaluation

The University continues to work with the USW to implement a new job evaluation system. In September 2008 during collective bargaining the parties reached agreement on a more streamlined process and dispute resolution mechanisms to ensure completion of the remaining work in a timely manner.

According to the new process, each party will work independently to create and rate job classes, incorporating firm deadlines for exchange of proposals and discussion periods. The parties exchanged detailed job class proposals by beginning of January, 2009 and expect to complete the job evaluation process, including any required arbitration, by August 2010.

Work continues to finalize and implement a new job evaluation plan with CUPE 1230. While most of the outstanding issues have been resolved, the ratings for a number of positions are still under appeal by the Union and have been forwarded to a mediator/arbitrator for resolution in 2009.

VI Service Delivery

HR & Equity Website

In 2008 work was done to bring the HR and Equity website (www.hrandequity.utoronto.ca) in line with the University's new Visual Identity. A similar visual update is underway for the Careers website (www.jobs.utoronto.ca).

The HR and Equity website continues to fill an important communication function for both current and prospective employees. This year saw additions to the site including a [Labour Relations](#) section providing updates and information during bargaining negotiations; and [Working at U of T: An insider's Guide](#) – a tri-campus resource providing easy access to a wide array of information often sought by new employees. Both sections proved quite popular with users.

"This is fabulous and will be a great help in helping new (and seasoned!) employees find their way through the complexity of U of T!!

- Staff member response to the Insider's Guide

Most Visited Site Sections

www.hrandequity.utoronto.ca

- Payroll
- Employee Groups
- Benefits
- HR Forms
- Union/USW

www.jobs.utoronto.ca

- Staff Careers
- Students
- Faculty Careers
- UTemp

Human Resources continues to partner with Strategic Communications to increase our outreach to Staff and Faculty. The Insider's Guide, noted above, was one such collaboration as was the creation of podcasts focusing on aspects of career development available for download on the HR website.

<http://www.hrandequity.utoronto.ca/news/voices.htm>

New Payroll Service Delivery Model

As a result of a review of the central Payroll department, we created a 'one-stop shopping' service delivery model, with each division assigned a specific Payroll Client Service Representative. This new model has strengthened the level of customer service while at the same time, providing training and development opportunities for central Payroll staff. The effectiveness of the new service delivery model will continue to be monitored and assessed to ensure the highest standard of service.

New Services Available on ESS (Employee Self-Service)

ESS is a fast, secure and convenient way for faculty and staff to access their personal information. In 2008, we implemented a new service and expanded the application of another.

Employment Equity Questionnaire

Until August 2008, all newly hired employees were asked to complete a paper-based Employment Equity Questionnaire. In August 2008, this was replaced with a more streamlined process enabling new employees who have access to ESS, to complete the questionnaire online via ESS. As well, any current employees who have access to ESS, may log on to ESS and view and update their employment equity questionnaire online.

Online Pay Statements

In 2007, as part of an effort to conserve resources and reduce costs, the University initiated the first phase of a larger initiative to reduce paper pay statements. As of May 2007, paper pay statements were no longer issued for Professionals/Managers and Confidential staff who instead, view and print their pay statements exclusively online via ESS. In April 2008, this initiative was extended to include over 3,500 USW staff-appointed staff. ESS allows employees to view their online pay statements three days before pay date and keeps a record of pay statements for the last two years. In 2009 this initiative will be extended to faculty and several other groups.

VII Divisional HR Offices

Since 1986, when the concept of a divisional HR Office was piloted, the decentralization of HR services has evolved to the current twelve divisional HR Offices across three campuses, each staffed by qualified HR professionals, providing a full range of services to their clients.

Reporting directly to a division head or senior administrative officer within their division, each HR Office works closely with divisional leaders to ensure that the HR services provided support the short and longer-term operational needs of the division.

The divisional HR Offices work closely with Central HR on various initiatives including the design and implementation of HR policies, guidelines, procedures and programs. Regular communication through monthly meetings and listservs provides the opportunity to assess how well these types of initiatives are meeting divisional needs and as well, contributes to the consistent application of University-wide HR policies and practices.

A brief profile of the HR Offices and their key accomplishments for 2008 is included in Appendix A-VII-1 at the end of this report.

VIII Community Relations & Outreach

Advisory Committees

The Vice-President, Human Resources & Equity has a number of advisory committees to provide advice and input on a variety of human resource and health and safety issues. These committees continue to be invaluable in ensuring our human resource and health and safety policies, programs and practices meet the needs of the University and employees. We are extremely grateful to the members of all of these committees for their participation and ongoing commitment.

Human Resources Management Board (HRMB)

In developing programs and initiatives the Vice-President, Human Resources & Equity relies heavily on advice and input from HRMB. Members include Deans and senior administrators from most divisions. This year the committee has provided input on a variety of issues including Pandemic Planning, the new Civility Guidelines, review of recommendations from the Employee Survey Working Groups, Performance Assessment and Compensation for Professionals/Managers and Confidentials, collective bargaining matters and other policy issues.

Professional/Managerial Advisory Committees

The Professional/Managerial Advisory Committees, which were established in the spring of 2007, have provided a valuable forum for consultation and discussion on a range of topics relating to and impacting the Professional/Managerial Group.

The committees, which are chaired by the Vice-President, have met quarterly and have been instrumental in developing and implementing a number of initiatives for Professionals/Managers staff including:

- ❖ The P/M Communication Line (launched in October 2008)
- ❖ Two successful conferences: the P/M 6-9 conference held in March 2008; and, the P/M 1-5 and Confidentials conference held in November 2008

As well, both committees were instrumental in providing feedback on two policy-related initiatives:

- ❖ Personal Leave Guidelines for Professional/Managerial staff (implemented in January 2008)
- ❖ The revised Problem Resolution Policy for Professional/Managerial staff (implemented in May 2008)

Senior Management Committee on Health and Safety (SMCH&S)

The SMCH&S, composed of senior academic and administrative managers, provides advice and guidance to the Vice-President, Human Resources & Equity on health and safety matters. The committee provides input on new initiatives and risk issues as well as receiving reports on current programs, accident statistics and compliance issues.

Partnerships within the University Community

School of Continuing Studies (SCS) – Pathways to Employment in Canadian Project Management

As part of its continuing commitment to equity and diversity, the Office of the Vice-President, Human Resources & Equity partnered with the School of Continuing Studies to obtain funding from the Government of Ontario and Citizenship and Immigration Canada for a new program entitled, Pathways to Employment in Canadian Project Management. The program offers internationally trained individuals from a diversity of professional backgrounds an opportunity to build on existing project management experience and transition into project management roles in the Canadian labour market.

The first cohort of students will begin their studies in January 2009. As part of the program requirements, students will participate in a placement for the purpose of gaining practical experience in a Canadian workplace. In its continued support of the program, the Office of the Vice-President, Human Resources & Equity has invited members of the University community to participate as placement hosts beginning in March 2009.

Initiatives with the External Community

Mentoring for Skilled Professional Immigrants

A group of 10 senior administrative leaders mentored internationally trained professionals through the TRIEC (Toronto Region Immigrant Employment Council) program. This was an excellent learning experience for both the mentors and the mentees. Several of the mentees were able to participate in events at the University such as the reception and launch of the Rose Patten Leadership program.

"I am now working in my field and this job is quite near to my future objectives. I want to thank you for all your help & support."

- TRIEC Mentee Participant

City of Toronto Youth Employment Initiative

The University of Toronto was invited to participate on a working group as part of the Municipalities, Universities, Schools and Hospitals (MUSH) sector, for the purpose of working towards the economic and social inclusion of youth. Representatives from HR worked with the City of Toronto and other MUSH sector employers, in providing information and advice on recruitment related issues and strategies. This resulted in the development of an Employer Toolkit, which provides employers with practical information on attracting and retaining youth. The University has been invited to participate in the next phase of the project, which will be the dissemination of the toolkit to sector members.

B - ENVIRONMENTAL HEALTH & SAFETY

The Terms of Reference of the Business Board require the President's designate, the Vice-President, Human Resources & Equity to submit an annual report on the University's compliance with environmental health and safety regulations. The full regulatory framework applicable to the University is outlined in Appendix B-1.

I OVERVIEW

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

EHS promotes the ownership of safety by managers, supervisors, academic heads and principal investigators. The University has 50 safety committees, as well as subject matter advisory committees focused on specific areas such as laser safety, radiation safety and biosafety. The Vice-President, Human Resources & Equity also receives independent expert advice and guidance from the Senior Management Committee on Health and Safety.

General Compliance Issues

A number of regulatory bodies audited the University of Toronto EH&S practices in 2008, including; the Ontario Ministry of Labour (MOL), Canadian Nuclear Safety Commission (CNSC), Ministry of Environment (MOE), and the Tricouncil research funding authorities.

The Ministry of Labor monitors employers' compliance with the Occupational Health and Safety Act. During 2008 the MOL visited U of T 8 times, including a one week-long intensive review of the X-ray safety program. All issues have been addressed with one outstanding requirement on the X-ray safety program which is to organize the program against a permit system.

The Ministry of Environment visited 3 times during 2008. One visit involved the confirmation of the decommissioning of a PCB transformer. The second involved the inspection of the hazardous waste management practices at the aerospace facility. The third visit was a response to a Freon leak. No orders were issued during these visits.

The CNSC visited the University 3 times and issued 5 directives and all issues have been resolved satisfactorily with the CNSC.

Our systematic biosafety program was recognized by the Tricouncil funding authority audit in November. Program improvements since the last Tricouncil audit were also noted.

During 2008, the office of EH&S adopted the proactive measure of assessing programs against (higher) international quality management standards. Following training on ISO

processes, the department has mapped 25 key processes to ensure that compliance issues are monitored through a process approach with includes stakeholder involvement.

New /Enhanced Programs

In order to meet the Tricouncil's increasingly stringent Laboratory Biosafety guidelines, the University's Biosafety Program was expanded to include two full-time Biosafety Officers in 2008. This will enable EHS to provide better technical advice and assistance and strengthen our training capability. Biosafety practices were formally monitored for the first time in 2008.

In response to impending legislation at both the federal and provincial levels, and in consultation with Facilities & Services, EH&S has revised the procedures associated with the collection of biohazardous waste. The Environmental Protection Services group will now oversee and handle biohazardous waste generated in higher risk labs defined as risk group levels 2 and 3.

Performance indicators developed in 2007 for two areas (occupational hygiene & safety and radiation protection services) have been expanded in 2008 to include two additional areas (environmental protection services and biosafety services). University peers across Canada have expressed an interest in benchmarking performance indicators with us. We expect to report these comparisons in the next annual report.

To assist in coordinating our extensive training programs in the biosafety and radiation safety areas, EH&S tendered an RFP to acquire software to automate program registration details. We are in the final stage of acquiring this software. A key feature will be the accessibility of information for EH&S personnel as well as researchers at St George, UTM, UTSC and Aerospace. It is expected that this software will better enable the University to comply with both the CNSC and the MOL's increasingly stringent requirements.

Learn more on the EHS website:
<http://www.ehs.utoronto.ca/site4.aspx>

Outreach/Health & Safety Awareness and Educational Events

In 2008, the Office of Environmental Health & Safety continued to participate in University events, including: Take Our Daughters and Sons to Work Day; several Faculty and Departmental Safety Days; and the School of Graduate Studies New Student Orientation.

Members of the OHS group also supported the academic activities of the U of T MHSc Occupational Hygiene Program by providing respirator fit testing, supervising both on and off-campus site visits to view real workplaces and practice skills, and arranging for staff to volunteer to participate in a research project.

II Occupational Hygiene & Safety Services

The Occupational Hygiene and Safety (OHS) group evaluates potentially hazardous situations (involving chemical, physical and ergonomic stressors) and recommends appropriate controls; develops, oversees and assists in the implementation of health and safety programs in order to ensure compliance with various legislative and best practice requirements; evaluates the effectiveness of these programs; and provides advice on a wide range of health and safety issues to the University community.

Hazard Control Programs

The table below provides an update on the hazard control programs within OHS. In order to make technical information and requirements more readily available and to ensure consistency across our campuses, OHS updated many existing standards and developed several new ones. (We have noted areas where there has been significant activity.)

Program	New Activity regulatory changes	New Activity -- program development	Required Maintenance/ continuation of established program
Asbestos	Continued updating to reflect revised regs.		90 surveys Continued decrease in # incidents
Confined Spaces			X
Noise			X
Lockout Tagout		X	
Hydrogen Fluoride			X
Fall protection		X	
Heat Stress			X
Fume Hoods			1365 hoods tested and recalibrated
Deluge Showers		X	
Eyewashes		X	
Ergonomics			12 assessments in conjunction with Health & Well-being
Mould		Assessments conducted at 14 locations	
Indoor Air Quality			X
Workplace Inspections		X	
Accident Investigation		X	
Manual Materials Handling		X	
Slips Trips and Falls		X	
Ladder Safety	X		
Personnel Lifts		X	
Cryogenics		X	
Chemical Safety and WHMIS		X	
UofT Standards	X		

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. In 2008, several JHSCs were re-activated to bring the current number to 51. Unfortunately, the need to establish committee representation in newly acquired buildings, as well as tracking departmental moves within existing buildings, complicates our ability to adequately support the all of the committees.

To improve JHSC functioning, several strategies were implemented in 2008. The development of a better system to record both planned and completed meetings enabled more timely follow up. We have also limited the number of new committees and instead encouraged affiliation with existing committees.

The Occupational Health and Safety Act requires that at least one worker and one management member of each Joint Health and Safety Committee become Certified. Under this two-part process, 46 members received Part 1 (Basic) Certification and 30 JHSC members achieved Full Certification status this year. Three more JHSC specific training programs, in Workplace Inspections, Accident Investigation and JHSC Member Orientation, have been revised so they can be offered regularly in 2009.

Occupational Hygiene & Safety Performance Indicators

Performance indicators around compliance and awareness have been developed to assess improvements over time. Compliance indicators focus on specific Ministry of Labour activity and Joint Health and Safety Committee performance.

The Indicator	2005	2006	2007	2008
Ministry of Labour Inspections	5	8	6	7
Ministry of Labour Orders	4	9	4	8
Activities to increase awareness of EH&S Office		5	11	12
H&S Projects initiated by Departments			4	5

2008 JHSC Performance

The Indicator	2007	2008
1 JHSC meeting or more	97%	100%
2 JHSC meetings or more	93%	98%
3 JHSC meetings or more	86%	91%
4 JHSC meetings or more	59%	66%
5 JHSC meetings or more	11%	26%

Although a significant number of committees did not convene a JHSC meeting 4 times during 2008, there was an improvement in the number of committees which conducted meetings, and there was an increase in the number of committees that met more than the minimum requirement. We will continue to focus on committee compliance and are undergoing an assessment to restructure some of our committees.

III Radiation Protection Service

Currently operating under two Licences: *Consolidated Nuclear Substances and Radiation Devices Licence*, and the *Waste Nuclear Substances Licence*, the role of the Radiation Protection Service (RPS) is to ensure the safe use of all substances and devices which emit ionizing or non-ionizing radiation. This includes the use of nuclear substances and all radiation devices at all frequency ranges, including static electric and magnetic fields, microwaves and man-made light sources. We also authorize the safe procurement, usage, storage, disposal and security of radioactive materials and devices.

In response to requests from PIs, the scope has expanded 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.

Ionizing Radiation

Permits and Compliance

There are currently 180 radioisotope permit holders across the University ensuring compliance with the policies and procedures set out by the University, the Canadian Nuclear Safety Commission and other regulators as described above.

Industrial Radiography

In order to facilitate construction and renovation work at the University RPS manages an industrial radiography program and permit system.

During 2008, Industrial Radiography Permits were issued for 2 assessments in University controlled areas.

Certification of Bioassay for Human Subjects

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.

X-ray Safety

Following a MOL inspection during December, a number of compliance issues were identified. To address the issues systematically we will introduce a permit system for the management of our X-ray safety program. The MOL agrees with this approach and recommended that we finalize this program before June 2009.

Non-Ionizing Radiation

Laser Safety

Vision examinations are required for all laser workers who operates an open beam class 3B or class 4 laser. Ninety one new laser workers underwent medical surveillance in 2008.

The Laser Safety Committee (LSC), which oversees the laser safety program, approved a permit system for all class 3B and class 4 lasers

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 was established in 2008. Seven reviews of electromagnetic fields in different areas (laboratories, computer rooms, buildings, downtown campus around Robarts library, UTM campus) were conducted in 2008.

Radiation Performance Indicators

Operational monitoring of the RPS incorporates both leading and trailing indicators of performance. Metrics include the numbers of active Radioisotope Permits in place and their locations; purchases of radioactive materials; exposure monitoring of staff, numbers of designated nuclear energy workers; inspections of laboratories and other facilities such as irradiators, neutron pool, x-ray machines; numbers of radiation protection courses offered and level of attendance. Data on these measures is included in the table below.

The performance indicators demonstrate that less time is spent maintaining the traditional radiation program, with the radioisotope permits dropping since 2005, and more time is spent developing new programs such as the EMF, X-ray and laser safety program. Use of lasers at U of T has increased significantly since 2005 with a 40% increase in higher risk 3B and 4 lasers. Increased scrutiny by regulatory authorities, (as demonstrated by more visits and more directives and orders since 2005) resulted in redesign and modifications to existing programs.

Radiation Performance Indicator	2005	2006	2007	2008
CNSC Directives	1	0	0	5
CNSC Action Notices	1	1	5	15
MOL Inspectors	1	0	0	1
MOL Orders	4	0	0	24
Active Radioisotope Permits	250	192	170	180
Revisions to Permits	89	244	160	207
Exposure Dosimetry of staff	1120	1011	935	600
Nuclear Energy Workers	14	23	26	25
Thyroid Bioassay Program	27	41	49	51
Urinalysis Bioassay Program	3	3	3	3
Leak tests on sealed sources	61	51	54	38
Ionizing Radiation Laboratory Inspections	752	541	390	344
PIs with class 3B and 4 lasers	50	54	63	70
Lasers Inspected	99	150	210	120
PIs with X-ray machines	15	14	13	14
X-ray Machines Inspected	36	35	35	35
Radiation meters calibrated	109	150	160	119
Annual Number of Staff Trained	1036	595	910	947

Program Development

Program	New activities -- regulatory changes	New activities -- program development	Required maintenance/ continuation of established program
Ionizing radiation			
• Radiation devices	x		
• Sealed sources		x	
• Open sources			x
• Radiation Permits, Procedures			x
CNSC Audit Recommendations	x		
X-ray			
• MOL audit recommendations	x		
• Training and procedures			x
Laser			
• Non-beam hazards	x		
• Class 3B and 4 procedures			x
• Laser training, inspection, inventory, surveillance			x
Industrial radiographies			x
EMF			
• Cellphones, cellular antennas		x	
• Transformers, high voltage power line			x
UV and other man-made light sources		x	

IV Biosafety

The role of the University's Biosafety Program is to ensure the safe use, transportation, disposal and storage of all biological agents in a research or teaching lab setting. The University has over 200 labs handling biological agents, at Containment Levels 1, 2 and 3. Such agents include recombinant DNA, human, animal and plant pathogens, blood, tissues, cell lines and toxins. The Biosafety Office administers a program of medical surveillance (including, for example, Hepatitis B immunization, HIV post-exposure prophylaxis, TB screening); provides expertise in shipping and handling under the federal Transportation of Dangerous Goods Act; ensures labs are compliant with the provisions of the provincial Occupational Health and Safety Act, biosafety guidelines and standards from the Public Health Agency of Canada and the Canadian Food Inspection Agency; and provides training for hundreds of lab workers, including training in the use of specialized equipment such as biosafety cabinets and autoclaves.

Prior to 2008 the biosafety program consisted mainly of training, control of biologicals through permits and advice from the biosafety committee. The program now includes comprehensive laboratory audits.

Research and teaching laboratories using potentially hazardous biological agents require a University of Toronto Biosafety Certificate. 147 biosafety certificates were issued throughout 2008: 37 for Containment Level 1, 104 for Containment Level 2, and 6 for Containment Level 3.

Training

681 researchers and faculty have taken the mandatory Biosafety Training Certificate Course. 15 training sessions were held throughout the year, including 3 at the Scarborough campus. Other biosafety course offerings include awareness training and work-place specific biosafety training for certified JHSC members.

Importation of Pathogens and Toxins

Permit applications and/or checklists are required for the importation of human or animal pathogens, toxins, or materials potentially containing such agents. 39 import permits or checklists were filed in 2008, representing an increase of 40% over 2007.

Laboratory Inspections

As of 2008, EH&S has monitored 82 labs for the handling of infectious substances, including recombinants and cell lines; the use of Biological Safety Cabinets; decontamination and disposal of biohazardous waste; procedures for handling spills, incidents and emergencies; lab personnel training; lab design and physical requirements; regulatory aspects; and biosecurity.

Equipment Inventory

The University has an extensive inventory of autoclaves and Biosafety Cabinets across all three campuses. Comprehensive inventories of this equipment were completed this year providing foundational information to facilitate compliance with environmental and security standards.

Medical Surveillance

Medical surveillance, immunoprophylaxis and testing is often indicated for individuals handling biohazardous materials. A program of mandatory medical surveillance administered by Health & Well-being Programs & Services was expanded and enhanced this year for all persons handling Risk Group 2 or 3 agents or others at risk.

Bill C-11

The University has taken a leadership role regarding Bill C-11, the *Human Pathogens and Toxins Act*, tabled by the federal government to establish a safety and security regime to protect the public against the risks posed by human pathogens and toxins. EHS staff and University researchers have been involved in providing critical feedback to the government, on the potential impact of some features of the proposed legislation upon teaching and research.

Biosafety Database

An Access database for Biosafety has been created to ensure immediate access to relevant information in the case of emergencies.

Biosafety Committee

In accordance with the National Institute of Health Funding requirements, representation on the Biosafety Committee has been expanded to encompass NIH research grant requirements as well as the activities involving animals on campus. We have added a community representative, Rosalind Waxman, retiree as well as representation from the University's Animal Facilities, Dr. George Harapa, University Veterinarian. In addition, Dr. Richard Renlund, Director of the Division of Comparative Medicine has joined the committee.

Key Performance Indicators

With the new Human Pathogens and Toxins Federal Act, we expect increased controls and inspections. In anticipation of these developments the biosafety group has developed a set of new performance metrics as shown below. These indicators were developed after our last audit from the Tricouncil funding authority and is consistent with the standards of our highly regulated radiation safety program.

Table IV-1 Proposed Performance I Targets

Biosafety certificate application processing time	3 Weeks
Lab Inspections (CL 1 labs once CL2 labs twice CL2+ three times and CL3 four times a year)	#performed/Total # of labs
Medical surveillance compliance to certificate parameters	Compliance within 3 months
Import permit completion time	2 Weeks
Time to produce incident or non-conformance improvement recommendations following an incident	2 weeks
Training % of all workers who could be exposed to potential biohazardous substances	100%
Public, internal and regulatory Inquiries	2 working days
Permit triggered lab commissioning completion time	2 weeks
Request triggered lab decommissioning completion time	2 weeks

Program Development

Revised regulatory standards have influenced the content of our required training as well as the scope of our program.

Table IV-2

Element of Biosafety Program	Activity based on new regulations	New program development	Required maintenance of established programs
Formal lab inspections		x	
Biosafety permits			x
Biomedical surveillance		x	
Training	x		x
Import of Biologicals			x
Import of Toxins	x		
Animal biosafety		x	

V Environmental Protection Services

Environmental Protection Services (EPS) support academic, research and administrative activities by managing the hazardous waste programs for chemical and radioactive wastes and responding to minor and major chemical spills. In addition, EPS provides training, information and advice related to disposal practices, interpretation of environmental protection legislation for hazardous materials, and the development of Departmental specific spill response programs.

Chemical Waste Management

Chemical waste volumes in 2008 increased from 2007. Expanding laboratories and increased awareness of proper disposal of obsolete chemicals has contributed to this increase.

Table V-1:	2003	2004	2005	2006	2007	2008
Waste Generated (Kg)	77,000	70,000	92,000	124,000	121,000	128,300
No. Drums Shipped	1055	930	1115	1230	1145	1170

EPS continued to work with U of T Recycling to recycle more than 2107.5 kg of batteries during 2008, including alkaline and lead acid.

PCB Waste Management

Several buildings underwent lighting refits in 2008 to replace older PCB ballasts. PCB Waste awareness has increased on campus with the upcoming deadlines for disposal of specific concentrations of PCB as outlines in the PCB regulations.

Radioactive Waste Management

The CNSC inspection of the UofT Waste License in June resulted with no non-conformances.

Environmental Incidents

Environmental Protection Services was contacted to respond and manage 12 spills on the St. George campus ranging from broken bottles of solvents and acid to the several calls for elemental mercury spills. In accordance with the legislative requirements, the Ministry of Environment (MOE Spill Action Line) was called once to report a spill into the natural environment.

Environmental Protection Services Scope

Responsibility for the management of biohazardous waste and preparing applications for Basic Comprehensive Certificate of Approvals (Air and Noise) has been transferred from Facilities & Services to Environmental Protection Services.

Environmental Protection Services Performance Indicators

EPS developed performance indicators in 2008 for two priority areas. Both the Radiation and Chemical Waste Collection have successfully reduced the time between customer calls and service provided while still meeting our regularly scheduled commitments. In addition, holding waste drums until they are full has assisted in reducing costs.

Table V-2 Performance Indicators

Indicator	2005	2006	2007	2008
Customer Service (days)	7.5	8.5	6.5	3.5
Maximizing efficiency of pick up (kg/drum)	79.44	99.01	97.52	99.62

Air Emissions Management

EH&S is introducing a single process to comply with EPA section 9 and O. Reg. 419/05. The Air Emissions Management program was initiated in November by awarding contracts to two consulting firms; one to assist in the preparation of the applications, the other to assist in the collection of data. The University will be applying for a series of basic Comprehensive Certificates of Approval (C of A) covering selected areas of the campus property defined by geography and by similarity of operations undertaken at the included buildings. Data collection for the first Basic Comprehensive C of A commenced January 2009.

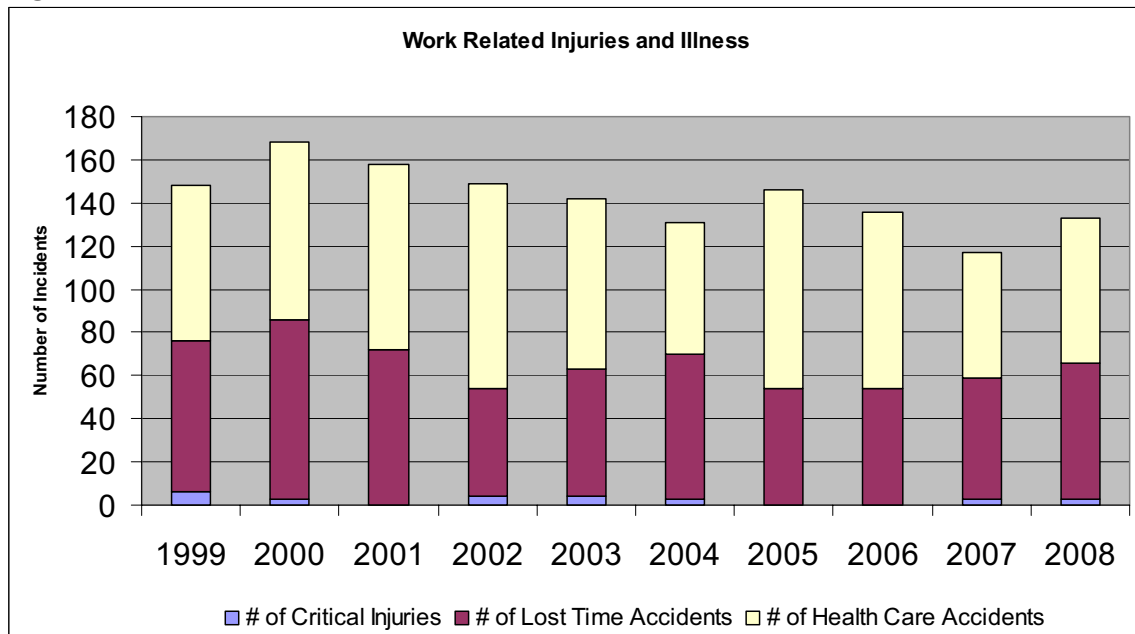
VI Work-Related Injuries and Illnesses

Types of Injuries and Days Lost

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

Figure VI-1 indicates the number of workplace injuries for the period 1999 to 2008, showing incidents resulting in lost time, those requiring a healthcare appointment but no lost time and critical injuries (defined below). In 2008 there was a small increase in the number of workplace injuries.

Figure V1-1



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;
- ❖ Produces 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 3 critical injuries in 2008, all as a result of slips and falls. Two resulted in lost time and one was a health care claim.

Lost Time Accidents

There were 63 allowed lost time accidents in 2008, a slight increase from the previous year.

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 67 health care accidents in 2008.

Lost Time Accidents and Accident Severity

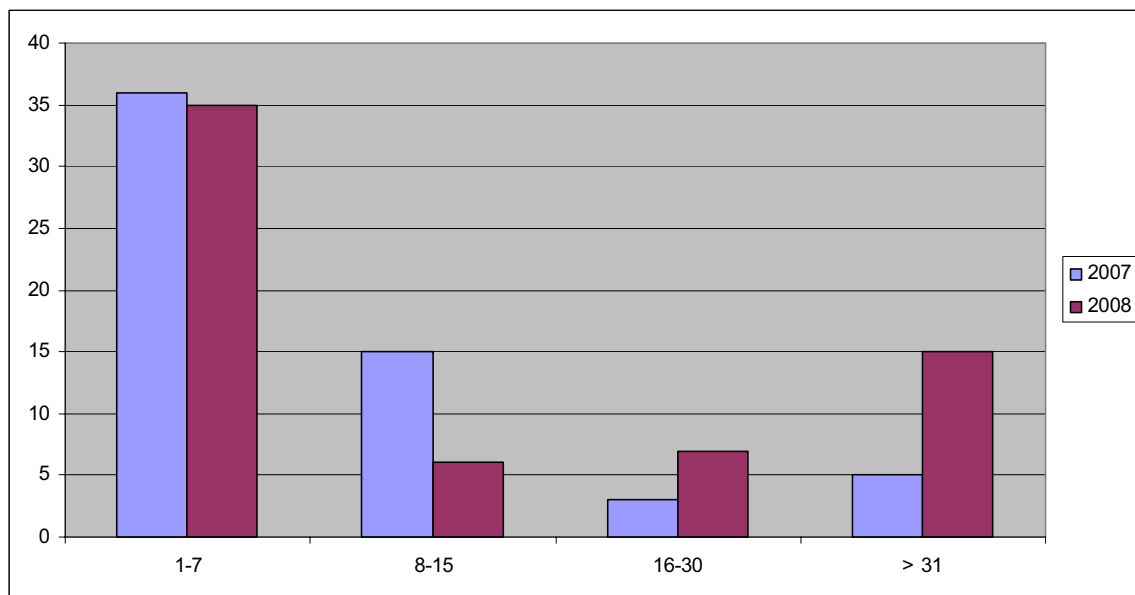
Table VI-2 below indicates the total number of workdays lost and the average number of days lost per accident. In 2008 there was a dramatic increase in both the total number of days lost and the average days lost per incident. This was largely due to 9 claims in which time off was prolonged due to pre-existing medical conditions that complicated recovery. These 9 claims accounted for 1425 (or 68%) of the 2087 days lost. In recognition of this, WSIB provided the University with significant cost relief. One third of the claims that resulted in lost time of 31 days or more were a result of injuries due to slips and falls related to ice and snow. Based on an examination of the 2008 statistics and 2009 claims to date, it is unlikely that last year's substantial increase in lost time will be repeated in the upcoming year.

Table VI-2 - Total # of Days Lost & Average # of Days Lost Per Accident

	2000	2001	2002	2003	2004	2005	2006	2007	2008
# Days Lost	1017	1570	744	901	1689	717	773	587	2087
Average # of days lost per accident	12.3	21.8	14.8	15.2	24.1	13.3	14.3	9.95	33.13

The distribution of incidents categorized by length of absence is presented in the Figure VI-3 below.

Figure VI-3



Lost Time Accident Frequency

Table VI-4 below shows the number of lost time claims and the lost time accident frequency by employee group. The table indicates that the Trades group experienced an increase in the number of lost time accidents in 2008 (from 4 to 8).

As part of the incident review process, when trends are identified, EHS works with the appropriate department to identify possible responses. Three of the lost time claims were a result of accidents related to ladder use. Five of the lost time claims were a result of slips, trips or falls. As a result, Trades management and Environmental Health and Safety worked together and provided three training modules, ladder and platform use and safety as well as a refresher on Slips, Trips and Falls. In addition, EHS reviewed and updated the University Ladder standard.

Table VI-4 Lost Time Accidents and Frequency by Employee Group (2006-2008)

# of Lost Time Accidents by Employee Group			Group	Lost Time Accident Frequency *		
2006	2007	2008		2006	2007	2008
2	4	8	Trades	2.99%	5.26%	10.10
4	2	5	HERE 75 (89 Chestnut)	5.06%	2.63%	6.60%
23	28	28	CUPE 3261	3.81%	4.64%	4.55%
0	1	2	OPSEU (Police)	0.00%	2.00%	3.80%
2	1	2	CAW (Operating Engineers)	2.30%	1.22%	2.40%
5	3	4	Admin (non-union)	0.58%	0.34%	0.42%
15	15	13	USW	0.46%	0.44%	0.37%
1	2	1	Academic/Librarian	0.03%	0.07%	0.03%
NA	1	0	Research Associates	0.00%	0.35%	0.00%
0	1	0	CUPE 2484	0.00%	3.23%	0.00%
1	1	0	CUPE 1230	0.56%	0.57%	0.00%

* # of accidents per 100 employees

Performance Index

The Performance Index is an indicator of the University's accident costs in relation to the education sector average. This indicator reflects the severity of accidents. The Performance Index is obtained by comparing the actual claims costs to the expected claims costs for each year. An index of less than 1.0 indicates that the University is performing better than our peer group; more than 1.0 indicates worse performance.

Figure VI-5

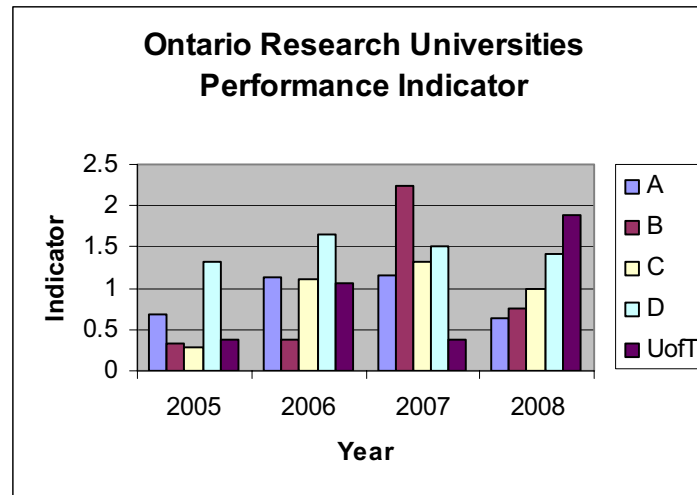
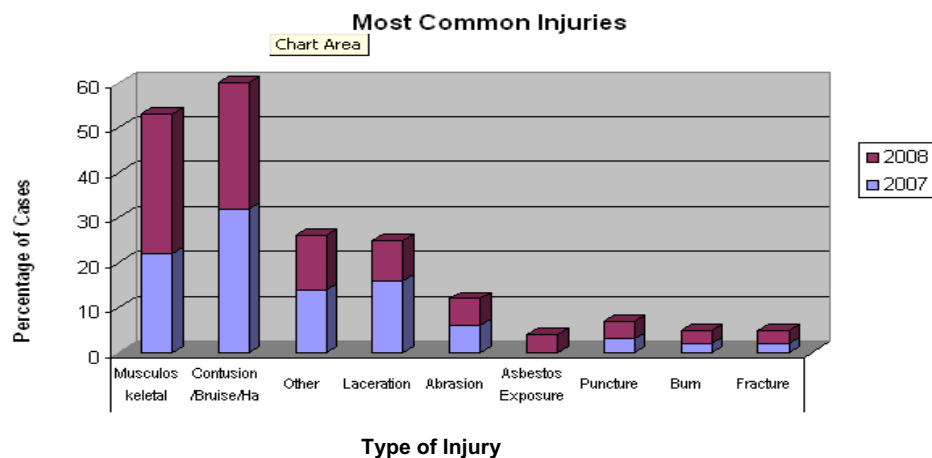


Figure VI-5 above shows the University's performance in comparison with Ontario research universities. In 2008, several accidents had lengthy absences (as described earlier) resulting in a higher than usual claim costs and a performance index which is worse than our peer group. Figure VI-5 also indicates that a variable pattern is typical for the university sector and confirms the need for more systematic approach to safety management at U of T. Management systems deliver both quality and control improvements through the design of processes that systematically intervene at the appropriate time to prevent accidents from occurring.

Total accidents and incidents breakdown by clause and nature of injury for 2008

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 VI-6 provides a breakdown of the types of injuries.

Figure VI-6 - Type of Occupational Accident



The majority of accidents and incidents continue to result in contusions, musculoskeletal injury and lacerations.

C - Equity & Diversity

I HIGHLIGHTS

- ❖ The University of Toronto was named one of the top twenty-five of **Canada's Best Diversity Employers**. This award recognizes those with exceptional workplace diversity and inclusiveness programs. The University was noted for having equity offices for initiatives in anti-racism, LGBT and the status of women, an LGBT Human Resources committee that provided training to HR staff, and the creation of the HR generalist position for Aboriginal Initiatives.
- ❖ A **communications campaign** emphasizing the intersection of diverse identities and interests inspired widespread discussion and debate.
- ❖ The **Working Group on Equity and Diversity**, established to analyze the data of the Speaking UP Employee Survey related to equity and diversity identified twelve recommendations for action in the short and long term, including an examination of the 'language' of equity. Members of the Working Group included faculty, librarians and staff. (www.hrandequity.utoronto.ca/speaking_up/groups)
- ❖ The **Equity Network**, a collaborative partnership of Equity Officers and representatives from thirteen Faculties, five Colleges, Human Resources, Hart House and Student Life, was created to identify challenges and share strategies across the University.
- ❖ The **Convergence on Mental Health in the Workplace**, an innovative joint initiative of Health and Well-being Programs and Services, and the Work and Well-being Research and Evaluation Program, (Centre for Addiction and Mental Health), hosted twenty presenters from a range of disciplines and divisions that highlighted the breadth of expertise at the University on the critical issue of mental health in the workplace and the learning environment.



II STRUCTURE OF EQUITY OFFICES

There are fifteen Equity Offices across the three campuses, each of which addresses specific equity concerns within the context of supporting the University's overarching values and principles, as noted in the *Statement of Institutional Purpose* (1992), and the *Statement on Equity, Diversity, and Excellence* (2006). While the Equity Offices have different direct reporting relationships (see Appendix C-1), as a whole they are ultimately accountable through the Vice-President, Human Resources and Equity to the University community

Offices that address student, staff and faculty equity concerns:

- ❖ AODA (Accessibility for Ontarians with Disabilities Act)
- ❖ Anti-Racism and Cultural Diversity
- ❖ Community Safety
- ❖ Family Care
- ❖ LGBTQ (Lesbian, Gay, Bisexual, Transgendered, Queer) Programs and Services
- ❖ Sexual Harassment
- ❖ Status of Women
- ❖ Special Advisor to the Principal on Equity Issues, UTSC

Offices that address student equity concerns:

- ❖ Accessibility Services, St. George
- ❖ AccessAbility Services, UTSC
- ❖ AccessAbility Resource Centre, UTM

Offices that address faculty and staff equity concerns:

- ❖ Aboriginal Initiatives
- ❖ Academic Human Resources
- ❖ Employment Equity
- ❖ Health and Well-Being Programmes and Services
- ❖ Quality of Work Life Advisor

Understanding employment equity has allowed me to see the bigger picture...to create a stronger healthier workplace.

This report is a consolidation of the work and achievements of the Equity Offices. Many of the offices have posted a more detailed analysis and description of their activities for 2008 on their own website; you are encouraged to visit each site for further information. For Key Achievements of each Office, please see appendix B. All equity offices and equity-focused reports including the 'University of Toronto AODA 2008-2009 Plan', and the Employment Equity report can be accessed through www.equity.utoronto.ca.

III RESPONSIBILITIES OF EQUITY OFFICES

The responsibilities of Equity Officers differ depending on the portfolio in which their office is based. However, the work of all officers is proactive in terms of identifying needs and developing innovative responses, and reactive in terms of responding to critical issues and concerns. All Equity Officers respond to complaints and concerns as they arise within their mandate, and all conduct activities to enhance awareness and build capacity so that staff, faculty, and students can more effectively understand, identify, and address issues related to equity and diversity.

Equity Officers support other core functions of the University through their individual and collaborative work in the areas of student outreach, staff and faculty recruitment and retention, policy development, and the general contribution to the creation and maintenance of a welcoming and hospitable environment. In addition, Equity Officers hold leadership roles in their varied professional communities and represent the University as members of municipal, provincial, and national associations, advisory committees, and boards of directors.

Issues and initiatives related to equity and diversity are often multidimensional and do not fall solely under the auspices of one office. To most effectively address complex situations, Equity Officers frequently work on a collaborative basis with each other and with administrative and academic units. It is within the context of this network of partnerships that the University is able to “seek to ensure to the greatest extent possible that all students and employees enjoy the opportunity to participate as they see fit in the full range of activities that the University offers, and to achieve their full potential as members of the University community.” (*Statement of Equity, Diversity, and Excellence*, 2006)



IV CRITICAL ISSUES & ACTIONS

The following examples highlight some of the key issues addressed in 2008 by equity offices in partnership with academic divisions and administrative units across the University.

Reported Mental Health Concerns Increased:

Consistent with a broader Canadian trend, throughout 2008 the University again saw an increase in concerns related to mental health and stress reported by students, staff and faculty.

In particular, the number of long-term disability cases where the disabling conditions were related to mental health (primarily depression and anxiety) increased – an increase that is consistent with a broader community trend. With the goal of supporting employees with mental health concerns and reducing the number of absences, Health and Well-being Programs and Service (HWB) focused its efforts on educating managers to recognize early indicators of challenges and to respond effectively.

Accommodations were implemented for 96 employees in 2008, reflecting collaboration between HWB and various departments and divisions across the University. This was a significant increase from the previous year, due to both an increasing knowledge within departments of accommodation issues, and increasing cooperation and creativity in developing effective solutions.

At UTM, significantly improved mental health awareness, assessment, and support processes were established under the leadership of the Assistant Dean, Student and Community Development, with the Dean (Academic), UTM Human Resource Services and others, including the Diversity, Equity and Leadership Officer. The needs of students, employees and visitors will be addressed.

Creative Employment Equity Strategies Implemented:

A fresh approach to understanding equity and diversity at all parts of the employment cycle characterised Employment Equity (EE) initiatives throughout 2008. Concentrated efforts were made to debunk traditional assumptions or ‘myths’ of EE and to raise awareness

among business officers, customer service representatives, and HR Generalists of ways to incorporate equity and diversity throughout recruitment, hiring and retention processes. This will ensure support in the longer term for candidates for those who are newly hired.

There were focussed efforts in 2008 to attract potential candidates from two ‘designated groups’ as identified by the Employment Equity Federal Contractors

Program. In conjunction with the Aboriginal Initiatives Co-ordinator, a listserv of Aboriginal people was developed, as was a listserv of persons with disabilities. Information about job opportunities at the University was sent to a broad network of potential candidates and local agencies that support people in their employment-seeking journey.

Thanks to the FCO (Family Care Office), I was able to navigate my maternity leave planning with confidence – even during a difficult period at the end of my pregnancy.... It was a relief to have their support during a stressful time.

Coordinated Response to Sexual Identity:

The LGBTQ Office experienced an increase in the complexity of case-work for students across all campuses, particularly in areas related to sexual identity and the conservative views of sexuality often held by family and community. In 2008, the Office addressed an increase in cases in which LGBTQ-identified students found themselves in situations involving a significant conflict with family members who regarded the student's sexuality as immoral and contrary to their religious beliefs. This exposure to conflicting expectations significantly impacts on a student's general academic performance, access to finances, secure housing, and social and emotional well-being.

The Office provides informal mentoring and works to establish a safe living environment, arranges for financial bridging and for counselling for depression and anxiety. To offer these supports the LGBTQ Office partnered with the Office of the Registrar, the Counselling and Learning Skills Service, the International Student Centre, and the Community Safety Office.

The LGBTQ office continues to receive reports of incidents involving the use of homophobic language and marginalizing behaviours including insults and slurs, most commonly reported by students in residences and other contexts outside the classroom. The Office worked with student leaders and student life professionals and conducted workshops to increase the awareness and the skills of those working with students.

Your passion for teaching others to recognize and challenge homophobia/heterosexism in the workplace has made us all more aware and inclusive.

Promoting Cyber Safety:

Advancements in online technology have increased the sophistication and multiple ways that safety can be threatened. Both the Sexual Harassment Office and the Community Safety Office marked an increase in the degree, complexity, and the number of cases related to cyber bullying, stalking and harassment, as well as breaches of personal information and identity theft.

In response to the growing demand on campus for information and resources to deal with the perils of online communication (such as those related to social networking sites) the Sexual Harassment Officer lead the initiative in 2008 to develop a new resource, "Online Smarts". This website helps navigate through multiple aspects of Internet safety and addresses privacy, data protection, children online, issues for students and for employees. "Online Smarts" was developed in partnership with student and staff representatives from the Community Safety Office, Campus Police, residences, Student Life, and Human Resources. (www.enough.utoronto.ca/onlinesmarts.htm)

Addressing Incidents of Violence against Women Students:

Many university campuses across North America have expressed concern about the frequency of incidents of violence against women students committed by an intimate partner. This past year, however, we have seen an increase in reports by women students of

experiences of physical and sexual violence committed against them by a family member. Students reported being affected deeply by these experiences and in addition to receiving counselling from the Assault Counsellor/Educator, several students worked with the Community Safety Office to develop safety action plans. In several cases women were provided safe housing in the Interim Room – a transitional shelter provided by the University.



Postcard Board from
International Women's Day

To address the larger social concern of violence against women and the impact it has in the University community, the Status of Women Office coordinated several awareness initiatives addressing the importance of 'ending' violence. A three month campaign beginning on the National Day of Remembrance and Action on Violence Against Women, 2007, and ending on International Women's Day, 2008, inspired almost 600 students, staff and faculty to identify what they felt were effective strategies to end violence. The campaign demonstrated partnerships with broad stakeholder interests and was jointly planned in conjunction with the Community Safety Office, the Faculty of

Applied Science & Engineering, Health and Well-being Programs and Services, the Sexual Education and Peer Counselling Centre, CALSS, Student Life Programs, and Hart House.

Increased Support to Family-related Concerns:

Staff and faculty participation in the programs and services of the Family Care Office increased by approximately 30% in 2008. In addition to reflecting a greater need, the increase is partially attributed to the augmented outreach via the University's e-Bulletin and the website of the Organizational Development and Learning Centre (ODLC)/Quality of Work Life.

Surprisingly there was a marked decrease in the individual student usage of the Family Care Office in 2008. This will be addressed in the coming year through increased collaboration with the Student Life portfolio to develop a strategic communication plan to target outreach to students with family responsibilities. The Office did, however, host the very successful *Student Parent Conference*.

More than 60% of the inquiries to the Family Care Office in 2008 were about pregnancy, maternity/parental leave or some level of childcare, often involving assistance with the interpretation and implementation of the recently negotiated improved family leave provisions. The Office continued to focus on raising awareness and building capacity with regards to implementing policies and best practices in support of employees and students with family responsibilities.

The Quality of Work Life Advisor in conjunction with ODLIC diversified its program offerings in 2008 in response to issues identified in the Speaking UP Survey of Employee Experiences. Over 43 sessions were offered including "Money Management" and "Managing Mental Health Issues in the Workplace". The Advisor hosted "Celebrate It" the annual month-long event promoting work/life balance.



Focusing on Transitions for Students with Disabilities:

The University has an accessibility service on each of the three campuses to address the needs of students with disabilities. While each office differs in its management, they all work to facilitate academic success for students with disabilities and offer advice, support and academic accommodations.

All three services identified the issue of ‘transitions’ to and from post-secondary institutions as a primary concern in 2008. Accessibility Services, St. George, focused on strengthening transitions for students entering the University from high school, and for students graduating from University to the work force. The Service partnered with the Alumni Office and the Career Centre to host a panel that addressed issues of workplace accommodation and disclosure, and ran the highly successful summer program, “Moving Forward” for students about to enter the University of Toronto.

The Summer Transition Program offered by the Access*ABILITY* Resource Centre, UTM, is open to students in their second year who are still in the process of making the transition as well as to new incoming students. The program provides students with strategies for learning and self-advocacy. Each student was matched with a volunteer peer mentor who provided ongoing support throughout the 2008 academic year.

Access*ABILITY* Services, UTSC, also offered services to students in transition and also focused on transitions related to technology. While technological advances have provided opportunities for greater inclusion and participation of persons with disabilities, the office monitored the impact of technological updates to ensure that they were, indeed, accessible to students with disabilities.

*AccessABILITY Services,
(UTSC) has helped me come
through this far in my University life.*

Under the auspices of the AODA (Accessibility for Ontarians with Disabilities Act) Officer, planning continued to ensure the University will meet the new standards being developed under the AODA. Focus groups representing a cross section of stakeholders provided input regarding the legislation and its impact on the University. Participants included representatives from Student Services and Academic Skills Centre, UTM, Student Life, the Office of the Provost, OISE, Faculty of Medicine, Central Human Resources, Library Services, and the Tri-Campus Deans Group.

Understanding Differences and Enhancing Cultural Fluency:

The University’s commitment to supporting an engaging and pluralistic learning community on campus often requires the harmonization and understanding of competing interests and rights. To further this process, the Anti-Racism and Cultural Diversity Officer worked closely in partnership with divisions and units to facilitate dialogue and mediative discourse particularly in response to certain actions experienced by racialized and minoritized communities. While these actions were often not intended, they still had a profound impact. The Office worked toward finding the delicate balance between preserving the University’s commitments to freedom of speech and expression, while recognizing the impact of speech that was hurtful to communities of people who have traditionally been marginalized in society.

In 2008, the Anti-Racism and Cultural Diversity Officer offered twenty sessions to students, staff and faculty on issues related to cultural fluency. They focused on understanding the ways that cultural dynamics impact on behaviour and on how stereotypes and prejudice are reinforced. Specific presentations included:

“Embracing Cultural Fluency and Dealing with Conflict in the Classroom”, “Operationalizing Diversity in a Learning Community”, and “Embracing Cultural Fluency: An Enabler of Engagement”.

The Multi-Faith Centre for Spiritual Study and Practice, Student Life Programs also works to develop understanding of differences based on faith. The Centre hosts Interfaith Dialogue Circles, provides worship space to those of multi-faiths (over 40 worship services are held across campuses each

week), and facilitates various bilateral dialogues. New in 2008 were the Jewish-Muslim Interfaith Study group and the LGBTQ Group for Students of Faith.



Enhancing Awareness of Equity Resources and Supports:

Approximately seventeen thousand bookmarks with the message, “EQUITY. It Includes YOU” on one side and with an updated list of Equity Offices on the reverse, were distributed to students, staff and faculty. The bookmarks have proven to be a highly effective means of creating awareness of the Equity Offices, particularly among students and employees new to the University. They are now a standard addition to orientation kits for incoming students on all three campuses and are included in packages for all newly hired staff and faculty. In 2008 they were distributed to Teaching Assistants as well.

In recognition of the International Day for the Elimination of Racial Discrimination, the “Sounds of Change” was held for the third year on the St. George campus. Approximately 20 student, staff and faculty musicians played music, sang, or read poetry about social change to audiences throughout the day. The event was created to demonstrate the University’s commitment to making equity and diversity a central part of our everyday lives on campus and took place in four central locations. It was jointly hosted by the Special Advisor on Equity Issues, the Anti-Racism and Cultural Diversity Office, the Faculty of Music, Hart House, Student Life, and the Office of the Vice-President and Provost.

In order to enhance greater awareness of the resources they offer, individual Equity Offices extensively publicize through a variety of traditional and creative means suitable to its constituency. For example:

- ❖ The Community Safety, Family Care, and Anti-Racism and Cultural Diversity Offices distributed pens, post-it notes and magnets at student orientations.
- ❖ The Manager, Health and Well-Being Programs and Services sent a letter to all new academic administrators informing them of the scope of the Office.
- ❖ The Status of Women Officer sent a welcome letter with information about the Office to all new women faculty.

As part of their discussion of the data related to equity and diversity in the Speaking UP Survey of Employee Experiences, members of the Speaking UP Working Group on Equity and Diversity addressed the finding that 22% of respondents to the survey question noted that they were not aware of which office to turn to for advice, mentoring or support with regards to issues related to gender, ethnic or cultural origin, religious affiliation, disability and/or sexual orientation. In addition, multiple anecdotal comments provided by Survey participants also highlighted a lack of awareness about the equity resources at the University. Throughout 2008, discussions have been held with Equity Officers, representatives of Strategic Communications and other Divisions to explore additional means of communicating to employees the breadth of resources available across the University.

Expanding Outreach and Recruitment Initiatives for Students & Faculty:

While ‘outreach’ is not directly within the mandate of the Equity Offices, the work of each Office affects outreach and recruitment initiatives across the University. Equity Offices partner with a number of Faculties in their outreach activities. As described in *The Report of the Task Force on Outreach Activities at the University of Toronto*, May, 2008, “outreach activities permeate the entire University [and] every division is now committed to outreach in a heartening way”.

The Task Force compiled an extensive inventory of outreach initiatives sponsored by units across the University. (<http://www.provost.utoronto.ca/Assets/Reports/outreachrep2008.pdf>)

The following are selected activities from Faculties in 2008 that address reaching “students from historically excluded or under-represented groups who might not otherwise be thinking about attending...”, and that “create an inviting culture for our many communities”. (*The Report of the Task Force*)

- ❖ The **Faculty of Music** hosts Music PLAY (Promoting Learning and Awareness for Youth); a program that introduces students ages 12-18 from ‘marginalized neighbourhoods’ to musical styles, instruments, and performance.
- ❖ The **Faculty of Applied Science & Engineering** offers an all-girls camp on all three campuses each summer to promote self-confidence and encourage interest in science and engineering. The Faculty conducts the Girls Club for girls in grades 3-8 throughout the year. Club ‘members’ experience science ‘hands-on’, participate in design projects, and meet strong female role models.
- ❖ The **Factor-Inwentash Faculty of Social Work** (FIFSW) received funds in 2008 specifically for the recruitment and retention of Aboriginal students in the MSW program. The funding will also support course offerings with Aboriginal content related to social work practice. The Faculty continued its successful Summer Mentorship Program that focuses on racialized youth and youth-at-risk of not succeeding in the school system.
- ❖ The **Faculty of Medicine**, through the Office of Health Professions Student Affairs, in cooperation with the student government, continues to facilitate over two dozen outreach initiatives. A key highlight for 2008 includes mentoring and tutoring students in the St. Christopher House Outreach program.

- ❖ The **Faculty of Law** merged several initiatives under the auspices of a new Accessibility and Diversity Committee with the goal to “reach out to and recruit a diverse community of outstanding students...” Strategies for enhancing internal communications to profile equity and diversity initiatives will also be addressed.

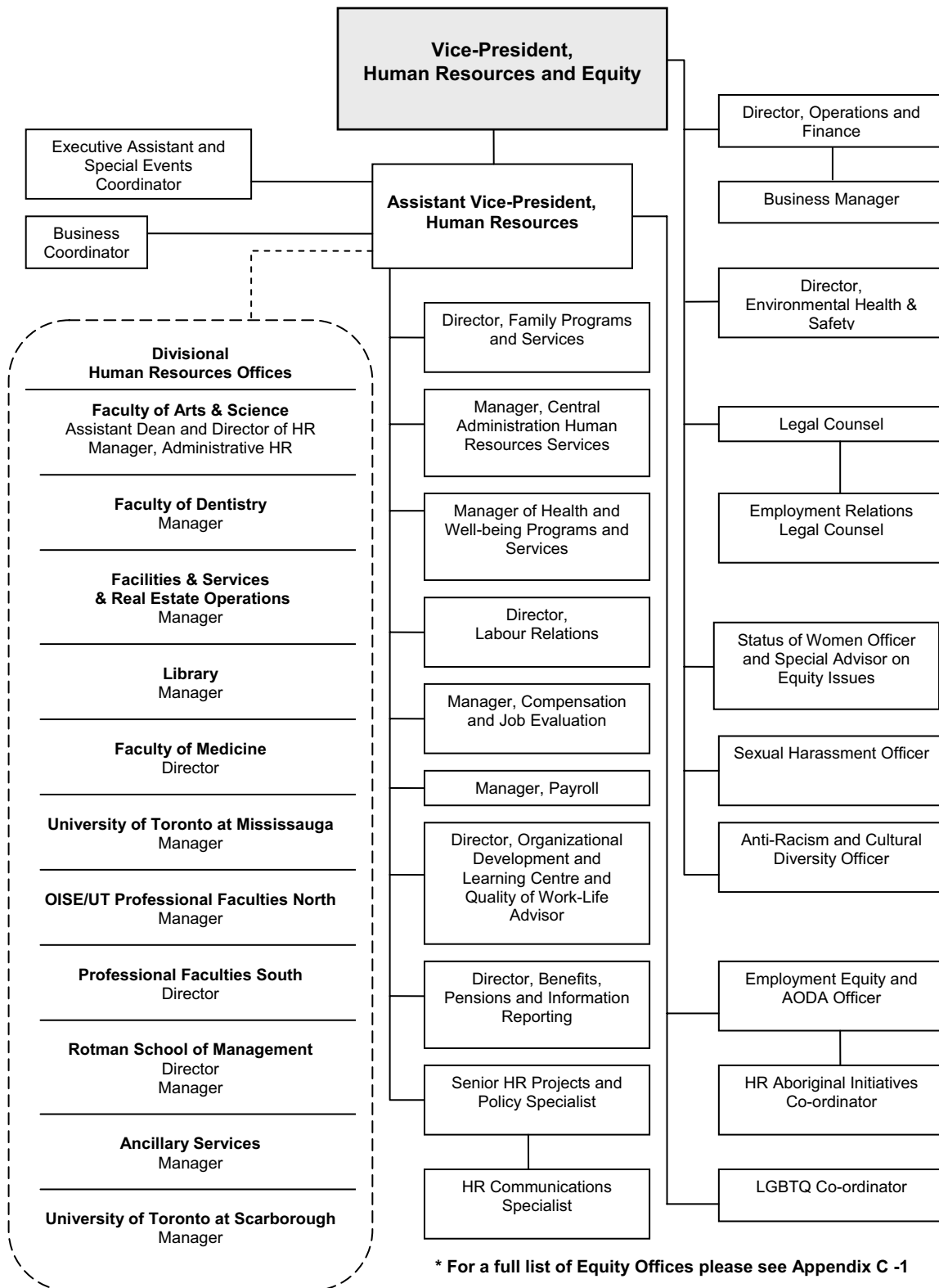
Many Equity Offices and faculties are involved in Faculty recruitment retention activities. The following are highlights for 2008:

- ❖ The Director, Academic Human Resources began the work of analyzing the data from the Collaborative on Academic Careers in Higher Education (COACHE) survey of pre-tenure faculty. The results will inform recruitment, promotion, integration and retention initiatives in the Office of the Vice-President and Provost.
- ❖ The **Faculty of Arts & Science** created the new position, Coordinator of Academic HR, Equity and Special Projects, to serve as the contact for employees with regard to issues of equity and diversity. As a result of some of the issues identified in the Speaking UP Survey, the Faculty established two working groups: the Working Group on Differences in Male and Female Faculty Responses to the Survey, and the Working Group on Diversity and Equity.
- ❖ The **John H. Daniels Faculty of Architecture, Landscape and Design** focused on the recruitment of women faculty. Between 2004-2008, the proportion of women members of the core faculty increased from 8% to 21%.

At UTSC, we take pride in working and learning in an environment of respect,
and strive to uphold these principles in every interaction.

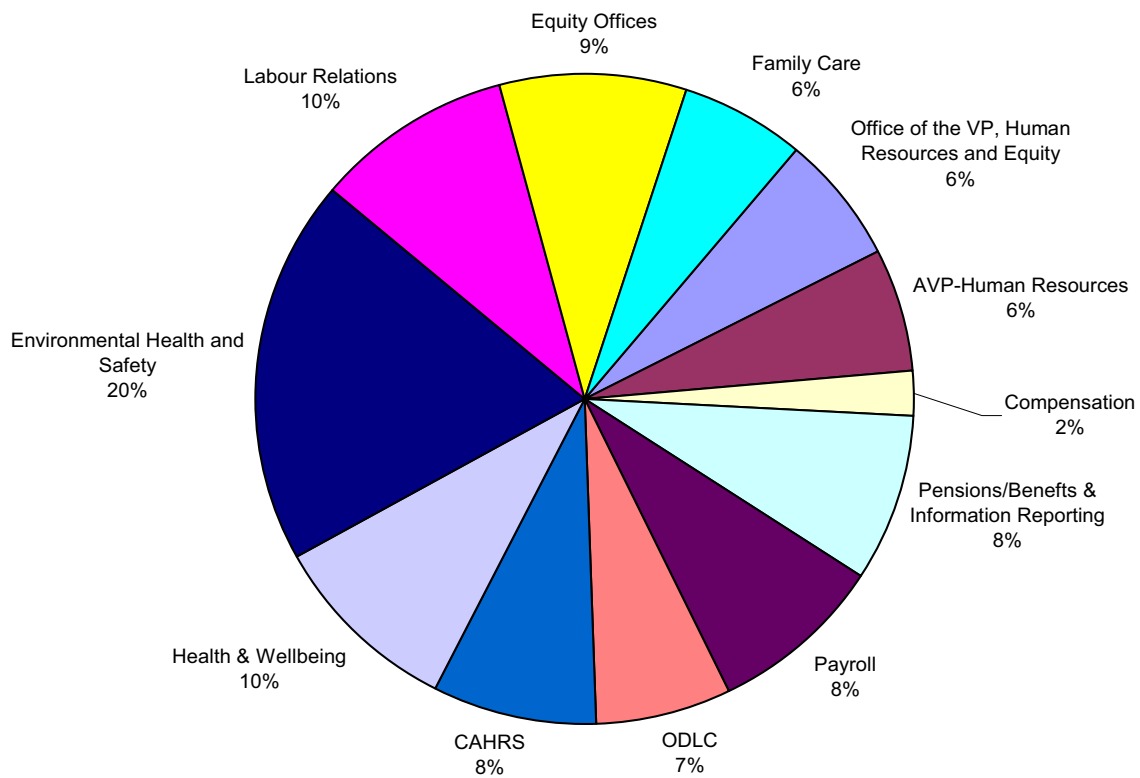
Appendices

A-1 Human Resource & Equity Organizational Chart*



A-I-1 HR & Equity Portfolio Staff Allocation - Full Time Employment

Staff Allocation-broken out (Total FTE - 83.70)



A-I-2 University Population Full-time Faculty and Staff

1. TOTAL U OF T POPULATION

	Sep-00	Sep-07	Sep-08	% change 2000:2008	% change 2007:2008
TOTAL EMPLOYEES¹	10,022	12,788	13,204	23	3
Students					
Undergraduate Students (FT and PT)	44,974	59,508	59,794	33	0
Graduate Students (FT and PT)	10,130	13,508	13,891	37	3
FTE (All Students)	45,265	62,301	62,934	39	1

2. FULL-TIME FACULTY & STAFF²

	Sep-00	Sep-07	Sep-08	% change 2000:2008	% change 2007:2008
Academics					
Tenure/Tenure Stream	1,747	1,929	1,955	12	1
Clinical ³	404	287	279	-31	-3
CLTA/Other ⁴	180	165	157	-13	-5
Other Academics ⁵	239	295	302	26	2
Total All Academics	2,570	2,676	2,693	5	1
Librarians	129	128	130	1	2
Research Associates	127	260	278	119	7
Administrative Staff					
Non-Unionized Staff by Source of Funding:					
Operating Budget	612	848	868	42	2
Ancillary	9	19	21	133	11
Grant	13	21	12	-8	-43
Total Non-Unionized Staff	634	888	901	42	1
Unionized Staff by Source of Funding:					
Operating Budget	2,992	3,750	3,887	30	4
Ancillary	37	90	93	151	3
Grant	236	326	328	39	1
Total Unionized Staff	3,265	4,166	4,308	32	3
TOTAL FULL-TIME FACULTY and STAFF	6,725	8,118	8,310	24	2

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 1,529 full time clinical academic appointees (as defined by the policy for Clinical Faculty) who do not receive their remuneration through the University Payroll.

See table A-1-7

⁴ CLTA/Other includes non-tenure stream professoriate. See table A-I-6

⁵ Other Academics include Instructors, Lecturers & Tutors, excluding sessional lecturers represented by CUPE 3902, Unit 3. See table A-I-5

A-I-3 Part-time Faculty and Staff

	Sep-00	Sep-07	Sep-08	% change 2000:2008	% change 2007:2008
Academic					
Tenure/Tenure Stream	10	50	58	480	16
Clinical ²	122	83	80	-34	-4
CLTA/Other ³	88	102	96	9	-6
Other Academics ⁴	48	113	120	150	6
Total All Academics	268	348	354	32	2
Librarians	20	17	18	-10	6
Research Associates	15	28	34	127	21
Administrative					
Non-Unionized Staff by Source of Funding:					
Operating Budget	24	29	35	46	21
Ancillary	0	1	0		
Grant	1	0	0	-100	0
Total Non-Unionized Staff	25	30	35	40	17
Unionized Staff by Source of Funding:					
Operating Budget	280	278	277	-1	0
Ancillary	1	4	2	100	-50
Grant	38	31	23	-39	-26
Total Unionized Staff	319	313	302	-5	-4
TOTAL PART-TIME FACULTY AND STAFF	647	736	743	15	1
Teaching Assistants (No. of Appointments)	2,467	3,676	3,878	40	5
Graduate Assistants (No. of Appointments) (OISE/UT)	183	258	273	37	6

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 1,529 full time clinical academic appointees (as defined by the policy for Clinical Faculty) who do not receive their remuneration through the University Payroll. See table A-1-7

³ CLTA/Other includes non-tenure stream professoriate. See table A-I-6

⁴ Other Academics include Instructors, Lecturers & Tutors, excluding sessional lecturers represented by CUPE 3902, Unit 3. See table A-I-5

A- I-4 Breakdown of Unionized Staff from Table A-I-2/A-I-3¹

as at September 2008

	Full-Time	Part-Time	Total
Service Workers (CUPE 3261)	593	29	622
OISE/UT Research Associates and Officers (OPSEU 578)	6	5	11
Operating Engineers (CAW)	82	0	82
Trades and Services ¹	79	0	79
Police (OPSEU 519)	52	0	52
Library (CUPE 1230)	163	18	181
Early Learning Centre (CUPE 2484)	26	5	31
89 Chestnut (H.E.R.E.)	75	0	75
USW	3232	245	3477
Total	4308	302	4610

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

A-I-5 Breakdown of Other Academics from Table A-I-2/A-I-3¹

as at September 2008

	Full-Time	Part-Time	Total
Instructors	26	6	32
Lecturers	119	99	218
Senior Lecturers	157	15	172
Total	302	120	422

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- I-6 Professorial Staff and Lecturers¹

as at September 2008

Full-Time

Faculty Rank	Tenured ²	Tenure Stream	Non-Tenure Stream			Total
			CLTA/Other	Clinician	Total	
Professor	837	0	25	121	146	983
Associate Professor	647	27	25	113	138	812
Assistant Professor	0	441	97	44	141	582
Assistant Professor (Cond) ³	0	13	10	1	11	24
Total	1484	481	157	279	436	2401

Part-Time

Faculty Rank	Tenured	Tenure Stream	Non-Tenure Stream			Total
			CLTA/Other	Clinician	Total	
Professor	44	0	14	35	49	93
Associate Professor	14	0	27	22	49	63
Assistant Professor	0	0	51	23	74	74
Assistant Professor (Cond)	0	0	4	0	4	4
Total	58	0	96	80	176	234

¹Tables exclude all Status Only appointments and appointments less than 25% and include all sources of funding

²Tenured staff include some clinicians

³ Assistant Professor Conditional replaced Lecturer in 1999

A-I-7 Academic Appointments in the Faculty of Medicine¹

as at September 2008

	Full-Time	Part-Time	Total
Clinical	1529	1696	3225
Other	318	607	925
Total	1847	2303	4150

¹ These appointments are not counted in the staff counts in the summary information as they are considered non-appointed staff in HRIS.

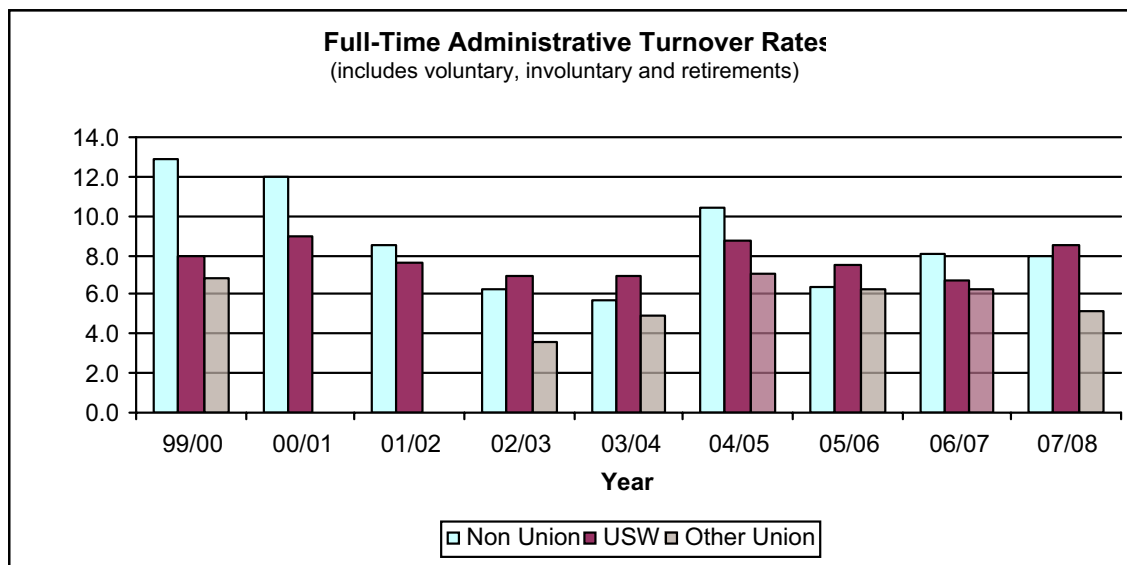
A- I-8 Current Staff Eligible for Retirement Within 10 Years¹

Full-Time Staff

	Eligible	Total Staff	Percent
TENURE/TENURE STREAM FACULTY:			
Professor	599	837	72%
Associate Professor	194	674	29%
Assistant Professor	10	444	2%
Total	803	1955	41%
 LIBRARIANS	 60	 130	 46%
ADMINISTRATIVE STAFF:			
Non-Unionized	291	877	33%
USW	798	3232	25%
Other Unionized	401	1076	37%
Total	1490	5185	29%

¹ Retirement eligibility is based upon either Age on June 30, 2018 >= 65 or Age on June 30, 2018 >= 60 and Age plus Years of Service >= 80

A-I-9 Voluntary and Involuntary Turnover Rate (Full-time Administrative Staff)



A-I-10 Benchmarking Voluntary Turnover Full-time Administrative Staff¹

	Overall Canada ²	Education & Health Sectors ²	Full-Time Admin Staff
2007/08	9.70%	8.60%	4.00%
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%

¹ Voluntary turnover excludes retirements and involuntary departures

² Source: "Compensation Planning Outlook 2009" Conference Board of Canada, Chart 12
UofT source: HR Annual Report Data

A-I-11

Hires/Promotions/Terminations

Full-time Staff Only

Employee Group		Oct. 1, 1999 - Sept. 30, 2000		Oct. 1, 2006 - Sept. 31, 2007		Oct. 1, 2007 - Sept. 30, 2008	
		Count	% Staff	Count	% Staff	Count	% Staff
Tenure/ Tenure Stream ¹	New Hires	94	5.5%	99	5.2%	90	4.7%
	Promotions	44	2.6%	49	2.6%	47	2.4%
	Terminations	66	3.9%	46	2.4%	61	3.2%
	Staff Count	1710		1891		1929	
Librarians	New Hires	12	9.3%	6	4.4%	12	9.4%
	Promotions	4	3.1%	2	1.5%	12	9.4%
	Terminations	11	8.5%	12	8.8%	9	7.0%
	Staff Count	129		137		128	
Administration Non-Unionized	New Hires	47	7.3%	76	9.2%	80	9.0%
	Promotions	33	5.1%	70	8.5%	65	7.3%
	Terminations	83	12.9%	67	8.1%	71	8.0%
	Staff Count	645		823		888	
Administration USW	New Hires	333	14.8%	334	11.1%	366	11.8%
	Promotions	93	4.1%	273	9.1%	225	7.2%
	Terminations	180	8.0%	200	6.7%	264	8.5%
	Staff Count	2250		3005		3111	
Administration Unionized	New Hires	47	5.5%	77	7.3%	70	6.6%
	Promotions	37	4.3%	36	3.4%	24	2.3%
	Terminations	58	6.8%	67	6.3%	54	5.1%
	Staff Count	855		1057		1055	

¹Promotions for Tenure/Tenure Stream are to Full Professor only -- Promotions are from each employee group (e.g. USW to Non-Union is counted in the USW group) -- Promotions include position reclassifications -- New Hires are external to the university including previous casual staff -- Terminations include voluntary leaves, involuntary leaves and retirements --Staff Count is as of the beginning of the period

A-III-1 Organizational Development and Learning Centre Training Report 01/01/08 – 31/12/08

	Number of Participants	Number of Seminars	Total Hours	Total Days
Career	790	19	31	10
Computer	829	81	423	66
Leadership	1,400	48	151	29
Professionals	567	32	134	22
Sub Totals	3,586	180	739	127
Work/Life Balance	1,096	43	65	22
Retirement	318	11	26	6
Total	5,000	234	830	155
Orientation	274	4	21	3
GRAND TOTAL	5274	238	851	158

A-VII 1 Divisional Human Resources Offices

The following is a brief profile of the divisional Human Resources offices and their key accomplishments for 2008.

1.1 - Ancillary Services

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

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 2008

- ❖ Organized the Annual Orientation training session at 89 Chestnut which focused on Diversity, Cultural Fluency, Customer Service and Work/Life Balance and also included a Health and Safety Fair.
- ❖ Coordinated a “Training Day” for the staff at Charles Street Residence which included cultural diversity training and team building.
- ❖ Coordinated training sessions for Parking Services, e.g., Health and Safety Orientation, Respect in the Workplace.
- ❖ Continued to focus on advancing UTemp operations, efficiency, visibility, and name recognition, which resulted in the Union and the University agreeing to making UTemp the University’s first choice for staffing USW casual employees.
- ❖ 29 UTemp employees have accepted either term or continuing positions within the University community.
- ❖ Participated in the process to select a new Time and Attendance program, which will make the time management process more accurate and efficient.
- ❖ Continued to explore and implement best practices for providing quality HR services to our client groups.

1.2 - Central Administration Human Resource Services (CAHRS)

The CAHRS client group has one of the largest client groups among the HR Offices at the University and includes the highest proportion of Professional/Managerial and Confidential clients. With a focus on building strong working relationships with clients and efficient, responsive customer service, the CAHRS group provides a full array of HR services to approximately 1279 staff and faculty, including: 698 USW; 314 Professional/Managerial staff; 39 Confidentials staff; 70 CUPE 3261 (Full-time and Part-time); 25 ESL Instructors; 33 CUPE 2484; 11 PVP; 30 Academics; 3 Librarians; and, 56 Casual Monthly.

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
Admissions and Awards
Transitional Year Programme
Human Resources
Office of the Chief Information Officer and Associated Departments

Key Accomplishments for 2008

- ❖ 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.
- ❖ Established and maintained strong working relationships with unions based on mutual trust.
- ❖ Assisted Labour Relations with collective bargaining.
- ❖ Successfully assisted several clients through challenging reorganizations and restructurings.
- ❖ Actively contributed to Central HR programs and initiatives.

1.3 - Dentistry

The Faculty of Dentistry runs a dental hospital, which has approximately 10,000 active patients and treats up to 400 patients daily. The HR Office provides guidance to managers, academics and other staff in dental clinical areas which involves unique, complex employee and labour relations issues while providing a full range of payroll services to all staff.

Client Groups:

Faculty of Dentistry – approximately 850 staff including:

- 90 Clinical support staff
- 90 Administrative staff outside clinical areas
- 80 Faculty members
- 500 Part-time dentists (instructors)
- 90 Other staff (e.g., Research Associates, casuals)

Key Accomplishments for 2008

- ❖ Held the 2nd annual, expanded Wellness Fair.
- ❖ Provided guidance to senior managers regarding two significant reorganizations.
- ❖ Provided training opportunities/ mentoring for HR Assistants.
- ❖ Held an HR retreat to review functions and structure of the office.
- ❖ Implemented new recruitment strategies for filling clinical jobs.
- ❖ Continued to work with the managers on a consistent approach to solving staffing issues.

1.4 - Facilities & Services & Real Estate Operations

The Facilities & Services Human Resources operation serves a large and diverse client group. Along with the AVPs in the two key areas, departmental clients include Real Estate, Design & Engineering, and Capital Projects (all within Real Estate Operations), Building Services, Grounds & Trades, Utilities & Building Operations, Campus Police, Property Management, Telecommunications, Sustainability Office and Initiatives, (all within Facilities & Services) and local administrative, finance and payroll operations. Staff includes member administrative staff, P/M and Condidentials, skilled trades and unionized support staff.

Key Accomplishments for 2008

- ❖ Worked closely with our key clients within Facilities & Services and Real Estate Operations and approximately 100 staff members to ensure a smooth transition to our new location at 255 McCaul St.
- ❖ Facilitated the incorporation of the central University switchboard operation into our Telecommunications department and created a new location for the staff at 255 McCaul St.
- ❖ Under extremely tight timelines, worked with Labour Relations to successfully conclude collective bargaining for two CUPE 3261 agreements and four trade union agreements.
- ❖ Created an innovative new position, Manager, Sustainability Initiatives, that is responsible for providing leadership and coordinating sustainability efforts with a goal of improving the environmental performance of the University.

1.5 - Faculty of Arts & Science

The largest decentralized human resources office at UofT, the Faculty of Arts & Science HR Office provides expertise, advice and leadership on the full spectrum of academic and administrative human resources and benefits related issues and initiatives, to a client group that includes approximately 930 academic staff, 560 administrative and technical staff, 260 sessional lecturers and 2,400 teaching assistants, course instructors, postdoctoral fellows.

Client Groups:

34 Departments

31 Institutes, Schools, Centres and Programs

7 Colleges

Key Accomplishments for 2008

- ❖ Created a new position, Coordinator of Academic HR, Equity and Special Projects, to serve as the first point of contact for academic and administrative staff with regard to issues of equity and diversity and to develop Faculty-wide programs to raise awareness of equity and diversity issues.
- ❖ Offered numerous training and information sessions for administrative staff with a particular focus on raising awareness of the services offered by the Equity Offices.
- ❖ Developed and delivered a new workshop to new academic administrators on *Faculty of Arts & Science Academic Policies and Procedures, Equity Resources and Budgeting for New Chairs*.
- ❖ Developed a *Checklist for New Faculty* which is now available University-wide on the Faculty of Arts & Science and Provost's websites.
- ❖ Faculty of Arts & Science HR staff participated on more than a dozen central committees.

- ❖ Faculty of Arts & Science HR staff participated in a full-day retreat to discuss the principles of providing exceptional customer service and to develop strategies to best serve our client group.
- ❖ Participated in the development of *Attendance Tracking in HRIS*, organized training and coordinated roll-out across the Faculty of Arts & Science.
- ❖ Participated in the development and University-wide roll-out of an *HRIS Primer*.

1.6 - Library

The Library HR team supports a business unit of 436 FTEs. Typical HR activities include recruiting, development, payroll/HRIS processing, hiring, terminations, performance management and return to work activities.

Key Accomplishments for 2008

- ❖ Supported the successful negotiation and implementation of new collective agreements for the following bargaining units: CUPE 1230 – Full-time/Part-time and Casual; USW Full-Time/Part-Time and Casual; CUPE 3261.
- ❖ The CUPE 1230 job evaluation process went through several key stages and is now being prepared for mediation/arbitration.
- ❖ Planning for May 2009 implementation of Time Link software which will allow efficient tracking of hours for casual employees.
- ❖ A number of new interview tools were developed and an archive of interview tools was implemented.
- ❖ Provided advice and support to several functional areas within the library in improving their internal processes such as return-to-work, performance management and flex time administration.
- ❖ Internal development opportunities received increased emphasis with support from a staff education committee during 2008, including Effective Presentation workshops; You are the University: Exceptional Customer Service sessions for staff; and, Orientation and Customer Service training for new student employees, along with the annual Health Fair for Staff.

1.7 - Faculty of Medicine

The Faculty of Medicine Human Resources office provides services to 6,318 faculty and staff including: 4228 clinical faculty (MDs), 1267 non-clinical faculty, 608 USW, 68 Professional/Managerial and Confidential staff, 110 Research Associates, and 37 CUPE staff.

Key Accomplishments for 2008

- ❖ Continued to provide quality administrative and academic human resources support and service to its 60 client groups.
- ❖ Successfully recruited approximately 120 USW and Professional/Managerial staff.
- ❖ Developed and recruited for the new position of Human Resources Data and Project Specialist.
- ❖ Established a working group aimed at improving the quality of HR data across the Faculty of Medicine.
- ❖ Assisted in the updating of the Faculty of Medicine's senior promotions manual.

- ❖ Organized training sessions on academic promotions, three year reviews and immigration issues.
- ❖ Provided support to client groups for the roll out of Taleo for academic recruitment.

1-8 OISE/UT Professional Faculties North

The Human Resources team provides expertise and advice in performance management, attendance management, labour and employee relations, compensation, and recruitment for administrative employees as well as pension and benefits information to all employees. The client portfolio is made up of approximately 759 Faculty and Staff (355 Academics, 54 Professionals/Managers, 4 Confidentials, 17 Librarians, 12 Research Associates, 306 USW, 11 OPSEU 578) and over 1650 casual employees. In addition, the HR group performs a full service payroll function for approximately 1300 academic, administrative and casual employees at OISE.

Client Groups:

Ontario Institute for Studies in Education (OISE)
 Faculty of Information
 Faculty of Law
 Faculty of Music
 Faculty of Social Work

Key Accomplishments for 2008

- ❖ Successfully hired 59 employees – 49 USW and 10 Professional/Managerial. Provided full-cycle recruiting support.
- ❖ Conducted organizational reviews with several client groups and assisted them with the implementation of associated organizational changes.
- ❖ Provided ongoing training and information to OISE's "Working Together" group regarding Human Resources and Payroll processes and procedures.
- ❖ Implemented HRIS vacation tracking for OISE's Professionals/Managers and Confidentials staff. Began collection of USW vacation data from all OISE Departments.
- ❖ Provided a series of information sessions to clients regarding the University's Employee and Family Assistance Program.
- ❖ Realigned the roles within the HR team to maintain the quality of service delivery to clients.
- ❖ Supported the secondment of two HR employees to roles external to the group. Currently host two individuals seconded to this office.
- ❖ Ongoing participation on a variety of Central HR and University-wide committees to share information, develop new HR programs and to promote best practices.
- ❖ Evaluation and revision of internal processes and procedures to ensure best practices are used to deliver quality HR services to clients.
- ❖ Successfully renegotiated a three-year collective agreement with Professional Research Officers - OPSEU 578, an employee group unique to OISE.

1.9 - Professional Faculties South

The Professional Faculties South Human Resources (PFS-HR) Office provides a range of strategic and educational advice and a comprehensive range of functional HR services to professional faculties on the south-side of the St. George Campus. The PFS-HR office provides services for approximately 750 administrative and unionized employees including those represented by USW full-time and casual, CUPE 3902 Unit 1 & 3, CUPE 3261 full-time and part-time, Professional/Managerial and Confidentials staff.

Client Groups:

Faculty of Applied Science and Engineering comprised of 18 single and distinct client departments
Faculty of Physical Education and Health comprised of a unique combination of academic (curricular) and non-academic (co-curricular) programs
Faculty of Nursing
Faculty of Pharmacy
Faculty of Architecture, Landscape and Design
Faculty of Forestry

Key Accomplishments for 2008

- ❖ Successful transition to an entirely new PFS-HR team while maintaining a seamless and consistent level of service to our client groups.
- ❖ Supported 3 secondments of HR staff to new roles within the University exemplifying the University's goal to assist staff with career development.
- ❖ Organized a retreat for the clients to meet with the new PFS-HR team providing them an opportunity to provide us with an understanding of their business units and their strategic HR needs.
- ❖ Continued commitment to supporting central HR and Labour Relations initiatives, projects, and bargaining committees.
- ❖ Successful recruitment of 6 senior Professional/Managerial positions, 4 representing internal promotional recruitments within the Professional/Managerial group.
- ❖ Continued commitment to supporting the work of the Office of Health and Well Being collaborating on several difficult accommodation cases.
- ❖ Successful transition of Academic HR processes from the PFS-HR office to the Office of the Dean, Faculty of Applied Science and Engineering.
- ❖ Continued priority on customer service fulfilling a commitment of proactive and timely support, ensuring clients are supported while navigating difficult HR challenges.

1.10 - Rotman School of Management

The building and growth trajectory of the Rotman School of Management continues. The Human Resource Services Office continues to play a key role in modeling the future state of the School in all related human resources activities (e.g., recruitment, organizational design, new HR program development, change initiatives).

Key Accomplishments for 2008

- ❖ Recruitment was a key component of our work during 2008 – from July 1, 2007 through June 30, 2008, have more than doubled from the previous year. HR works very closely with hiring managers and manages the recruitment from developing the search strategy through to management of the offer.
- ❖ Development and implementation of new programs stemming from our Speaking Up survey results continues. Work on an expanded Orientation and On Boarding program to Rotman continues with positive feedback from new staff as well as existing staff and managers.
- ❖ The Skills Cafe training for administrative staff provides additional professional and personal development opportunities for staff, as well as an opportunity for staff to network and experience the rich intellectual teaching offered by the Rotman faculty. The two sessions this year covered Stakeholder and Reputational Risk, as well as a session on Integrative Thinking for the Rotman Community.

- ❖ INFOSOURCE, the intranet for faculty and staff within Rotman continues to expand as a communication and content knowledge tool. A “Managers’ Toolbox” section has been developed to house information specific to a manager’s role.
- ❖ Training for Rotman Managers has been introduced with the first two training sessions covering the new USW Collective Agreement and the Recruitment Process. An additional benefit to this training is the ability to network with other managers within the School and share ideas and issues.

1.11 - UTM

University of Toronto Mississauga is a faculty of 10,500 students, 14 distinct academic departments, as well as an Institute of Communication and Culture 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:

More than 700 appointed faculty and staff represented by 8 union agreements, UTFA, Professional/Managers and Confidential staff policies. Approximately 1425 casual employees including Teaching Assistants and sessional academic staff.

Key Accomplishments in 2008

- ❖ Increased the number of training sessions for UTM staff related to Work-Life balance and career development including specialized training for some departments, ongoing CUPE 3261 attendance management training for supervisors, and Speaking Up workshops.
- ❖ Through continued 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.
- ❖ Completed various departmental projects related to workplace assessments, investigations and succession planning.
- ❖ 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.
- ❖ Engaged in various committee work as it relates to the SES-U job evaluation project, Labour Relations initiatives and the VP HR & Equity goals and objectives.

1.12 UTSC

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

Client Groups:

Over 695 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 2008

- ❖ Completed training programs to obtain Joint Health and Safety Part 1 certification for 50 managers and line supervisors, and Part 2 certification for 25
- ❖ Arranged for the delivery of over 38 training and development sessions on campus, augmenting the curriculum available through central services
- ❖ Supported several departmental reorganizations and workplace investigations; supported the recruitment and successful transition of new Director of IT and Manager of Police.
- ❖ Successfully recruited approximately 90 new non-academic staff members
- ❖ Assisted in the realignment of several key departments as part of strategic plan roll out
- ❖ Conducted research and provided staffing data to support strategic and academic planning exercises for the campus
- ❖ Supported 27 faculty recruitment processes and participated in new faculty orientation sessions
- ❖ Established standing meetings between Financial Services, HR, and department business officers to facilitate information sharing and improve communications and processes
- ❖ Launched a new HR website with improved functionality and layout and maintain consistency with new UTSC visual identity, and opened an HR kiosk providing computer access to HR and job opportunities web sites

B-1 Environmental Health and Safety Regulatory Authorities

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

B-2 Health and Safety Training

Radiation Training

All users of radioactive materials are required to successfully complete a Radiation Safety Course. The course addresses the risk involved in the use of radioactive materials in a wide variety of research activities. The potential biological effects and methods of control of these hazards are stressed in order to prevent internal and/or external exposures. Instrumentation used to detect contamination and dosimetry and bioassays to assess exposures are explained. The regulatory and administrative requirements of the University are reviewed and emergency response measures are discussed.

Following successful completion of the course, a certificate of training is delivered to the graduate, at which time an inspection is performed of the risks and safe handling precautions specific to the user's laboratory to ensure the newly authorized user is aware of the University's expectations prior to commencing work with radioactive materials.

The RPS also offers specific training for:

- ❖ Use of irradiators, which contain highly hazardous radioactive sources
- ❖ Use of x-ray generating devices
- ❖ Summer and Special Project Students
- ❖ Other University staff such as Housekeepers, Facilities and Services staff
- ❖ Campus Police etc, who may potentially come into contact with radioactive sources or devices while carrying out their duties

Our general radiation training offers large amounts of information dedicated to handling open sources of radiation. For the users of only sealed sources a special training is now available online.

In 2008 the RPS provided refresher training to all Permit Holders and authorized users that have not received training in the past 3 years. The online radiation refresher training is currently used by the radiation community.

Awareness radiation training including ionizing radiation, x-rays, lasers, electromagnetic fields was delivered to more than 380 students, staff and members of the academic community.

Laser safety training

Laser safety training is mandatory for all class 3B and class 4 lasers users. A written examination must be successfully completed; a preliminary inspection of the user's laser facility is also performed to confirm understanding of the hazards specific to the user's work place. In 2008 a total of 150 new laser workers were trained. A shorter version (3 hours long) of laser safety training was developed for project students (students working with class 3B or 4 lasers under supervision of a fully trained laser worker). Seven project students were trained in September 2008.

The online laser safety refresher training course was implemented in 2008 and is available for the U of T laser community.

B-3 Summary of Radiation Training Provided by EHS in 2008

COURSE	DESCRIPTION	# of COURSES	# of ATTENDEES
Ionizing Radiation Protection Course (Laboratory)	Successful completion of this 8 hour course and examination provides Principal Investigators, graduate students, technical staff and other users with training on radiation hazards, safety procedures, regulations and authorization to use sources of ionizing radiation	12	157
Ionizing Radiation Protection Course (Undergraduates)	Successful completion of this 4 hour course provides undergraduate students (summer, special projects) with training on radiation hazards, safety procedures, and authorization to use sources of ionizing radiation under direct supervision	5	51
Laser Safety Course	Successful completion of this 8 hour course and examination provides laser owners, supervisors, and users with training on lasing radiation/other hazards, safety procedures, registration conditions and regulations, and authorization to use laser generating equipment	13	150
Radiation Refresher Training (laboratory)	Successful completion of this one hour course and examination provides updated information on the current requirements of the University and regulatory bodies	12	61
Radiation Refresher Training (online)	Successful completion of this one hour course and examination provides updated information on the current requirements of the University and regulatory bodies	-	83
Laser Refresher Training (online)	Successful completion of this one hour course and examination provides updated information on the current requirements of the University and regulatory bodies	-	13
Irradiator Training	Successful completion of this one and a half-hour course provides information on safe use of the irradiators and current requirements of the University and regulatory bodies	7	18
Radiation Awareness Training for Facilities and Services Staff (Housekeeping, Trades, Utilities, Graduate Students, Certified Workers)	This course provides staff with an overview of the potential hazards of ionizing and non-ionizing radiation which they may encounter in their work. The RPS programs and requirements are explained, the precautions taken, and the known results of assessments presented.	6	380
X-ray Training	This two hour course is made available to users of X-ray emitting devices, obviating the need for them to take the full Ionizing Radiation Protection Course	9	30
Sealed Sources (online)	This course is dedicated to the users of sealed sources obviating the need for them to take the full Ionizing Radiation Protection Course. Successful completion of this one hour course and examination provides updated information on the current requirements of the University and regulatory bodies for sealed sources users.	-	4
TOTAL		64	947

B- 4 Summary of Training provided by Occupational Hygiene and Safety in 2008

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	13
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	12
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	13
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) and participates in seminars organized by departments.	6	361
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 (Safetyscope)	This one-day session provides an overview of the legislation, hazards and controls, the UoFT Program, as well as practical training in use of Confined Space equipment.	2	27
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.	5	41
Respiratory Protection	This half-day seminar combines classroom style presentation with practical instruction in the proper selection, use, and care of respirators.	7	61
Understanding Noise	This 2 hour seminar provides employees and their supervisors with information regarding the effects of noise and the control of noise hazards.	3	31

Aerial Lift Platform	This 6 hour course provides Aerial Lift Operators with oral, written and practical hands-on instructions and competencies regarding the safe operational use of Aerial Lift Platform classes of Scissor Lifts and Boom Lifts.	1	10
Ladder Safety	This course provides employees with information on the different types of ladders, choosing the right ladder type, and the proper use and maintenance of ladders.	1	9
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.	5	49
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.	2	27
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.	4	65
Small Scale Mould Remediation and Respiratory Protection Training	This 6 hour seminar provides employees with the information required to safely conduct Level 1 mould remediation. Level 2 procedures are also discussed. Information on the selection, use, and maintenance of respirators is also provided.	1	10
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	15
Standard First Aid Training	This 2 day course provides employees with training to be designated as the departmental first-aiders in charge of first-aid stations, as required by Regulation 1101 of the Workplace Safety and Insurance Act.	4	58
Parking Services Orientation	This 1 hour health and safety orientation provides information about the health and safety system at the University and some of the U of T health and safety procedures, policies and practices. It also provides information about some of the basic rights and responsibilities of employees and other workplace parties under the Occupational Health and Safety Act of Ontario.	2	29
Earth Sciences Fall Orientation	This 1 hour health and safety orientation provides information about the potential hazards of working with chemicals, the safety practices and procedures that can reduce the risks, and the elements of the WHMIS system.	1	38
Chemical Safety Day	This 1 hour health and safety orientation provides information about the potential hazards of working with chemicals, the safety practices and procedures that can reduce the risks, and the elements of the WHMIS system.	2	23

JHSC Part 1 - Basic Certification	This training course provides JHSC members with information about health and safety law, hazard identification control, investigation techniques and prevention resources. Basic certification training is provided through Safety Associations and other independent providers approved by the Workplace Safety and Insurance Board (WSIB).	1	10
JHSC Part 2 Certification Training :			
JHSC: Understanding Noise	This 2 hour seminar provides information about the health effects of noise, and the control methods available to reduce the risk of permanent hearing loss.	1	14
JHSC: Mould	This 1 hour seminar provides an overview of the hazards associated with mould exposure and the controls to minimize the risk.	1	5
JHSC: Manual Materials Handling	This 1 hour seminar introduces the concept of ergonomics and demonstrates how it can be applied to manual materials handling operations to reduce the risks of injury and property damage.	1	7
JHSC: Slips, Trips and Falls	This 1 hour seminar provides information about how slips, trips and falls occur; how to identify slip, trip, and fall hazards in the workplace; and how to work to ensure that effective control measures are implemented.	1	13
JHSC: Workplace Inspections	This 4 hour seminar provides the knowledge and skills that are necessary for conducting proper workplace inspections and identifying hazards with a view of correcting them. The program focuses on the legal obligations under the Occupational Health and Safety Act (OHS Act).	4	38
JHSC: Office Ergonomics	This 2 hour seminar introduces the concept of ergonomics and demonstrates how it can be applied to the office environment. By the end of this seminar, JHSC certified members should be able to arrange their own work stations and adjust their work practices to reduce the risk of computer-related discomfort and injury.	2	30
JHSC: Chemical Safety	This 2 hour seminar provides JHSC certified members with a working knowledge of WHMIS so they are aware of their right and need to know about potential hazards associated with hazardous materials, and develop an action plan to address chemical hazards in their department.	1	7
JHSC: Respiratory Protection	This 1 hour seminar provides information on the selection, use and care of respirators.	1	8
JHSC: Workplace Accident Investigation	This 3 hour seminar provides information with the skills and knowledge to conduct an accident investigation. Participants are given an overview of Accident Causation Theory, the Accident Investigation Process and their obligations for reporting and investigating accidents under the Ontario Occupational Health and Safety Act (OHS Act).	1	17

JHSC: Stress in the Workplace	This 1 hour seminar provides information about the symptoms of stress, identification of stressors, consequences of stress and strategies and techniques to reduce stress and maintain health and well-being.	1	11
JHSC: Biosafety Awareness	This 1 hour seminar is intended to provide information to JHSC members that will allow them to inspect labs where biohazardous materials are used. The course does not allow attendees to work with biohazardous materials in a Level I, II, or III lab.	1	9
JHSC: Chemical and Radioactive Waste Management	This 1 hour seminar provides information regarding the proper management of chemical or radioactive materials through procedures to minimize the risk to employees, the public and the environment.	1	6
JHSC: Fire Safety	This 1 hour seminar discusses the Ontario Fire Code (Part 2) which provides for the safety of the occupants in buildings, through the elimination or control of fire hazards in and around buildings, the maintenance of certain life safety systems and the establishment of a fire safety plan.	1	12
JHSC: Harassment and Violence	This 2 hour seminar provides information, policy, codes of behaviour, resources and appropriate responses to incidents of harassment and workplace violence.	1	10
JHSC: Hot Environments	This 1 hour seminar provides JHSC certified members with information to ensure they are aware of hazards associated with working in hot environments and are familiar with the precautions to be taken in these environments.	1	5
JHSC: Ionizing Radiation	This 2 hour seminar provides an introduction to basic ionizing radiation physics, the potential health effects, methods of control and protection, emergency response and regulatory requirements.	1	2
ON-LINE COURSES			
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.	-	83
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.	-	85
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.	-	5
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.	-	21
WHMIS ONLINE	This online course provides chemical safety and WHMIS training to employees and students who work with or around chemicals in a research or laboratory environment.	-	14

B-5 Summary of Biosafety Training Provided in 2008

Course	Description	# of Sessions	# of Participants
Biosafety Training Certificate Course	An 8-hour course across 2 half-days covering biosafety administration, essentials of lab safety, safe work practices, biosafety cabinets, decontamination, and emergency response. Requires a pre-reading assignment and completion of an exam	15	681
Biosafety Awareness	A 2-hour seminar that covers the definition of biohazards, biosafety administration, legal responsibilities, emergency procedures, and contact information	4	112
Biosafety Orientation	A half-hour orientation session that provides a definition of biohazards, an understanding of biohazard signage, and contact information	4	590

B-6 Joint Health and Safety Committees Meetings in 2008

Committee			# Meetings	Committee			# Meetings
1	Trades	5		25	MSB		4
2	Utilities	9		26	CCBR		3
3	Police Services (OPSEU 519)	3		27	Dentistry, Faculty of		5
4	Central Libraries (CUPE 1230)	4		28	Forestry, Fac. Of		5
5	CUPE 3261	10		29	Law, Faculty of		2
6	UTM	6		30	Rotman School of Management		4
7	UTSC	5		31	Music, Faculty of (Ed. Johnson Bldg)		4
8	Applied Science & Engineering, Faculty of	8		32	Nursing, Fac. of		4
9	Aerospace Studies, Inst. Of	4		33	OISE/UT		4
10	Chemical Engineering	3		34	Pharmacy, Fac. Of		3
11	Civil Engineering	2		35	Physical Education and Health		8
12	Electrical & Computer Eng.	4		36	Social Work, Faculty of		3
13	Materials Sci & Engineering	2		37	Division of University Advancement		3
14	MIE	4		38	215 Huron St.		4
15	Engineering Administration	4		39	Borden		4
16	Arts & Science-Sid Smith Hall	4		40	School of Continuing Studies/Borden Buildings		4
17	EEB/CSB Earth Sciences Bldg EEB/CSB Ramsay Wright Bldg	3		41	School of Graduate Studies		1
18	Chemistry, Dept. of	3		42	Student Life (formerly Koffler Student Services)		3
19	Geology, Dept of (informal meetings)	3		43	Robarts Library		5
20	McLennan Bldg (Physics)	4		44	Simcoe Hall/ Visitors Centre/McMurrich		5
21	Medicine, Faculty of	4		45	89 Chestnut St. Residence		4
22	500 University Ave	2		46	Early Childhood Learning Center		4
23	Banting Bldg. (Structural Genomics Consortium) and Best	3		47	Hart House		4
24	Fitzgerald Bldg.	3					

B-7 Ontario Ministry of Labour Activity in General Safety Matters

The Ministry of Labour visited University of Toronto seven times in 2008 which resulted in eight orders, only one of which was related to a critical injury. As predicted in last year's Annual Report, this increased MOL inspector activity was focused primarily on prevention activities and health and safety program structure rather than simply specific corrective steps taken following accidents.

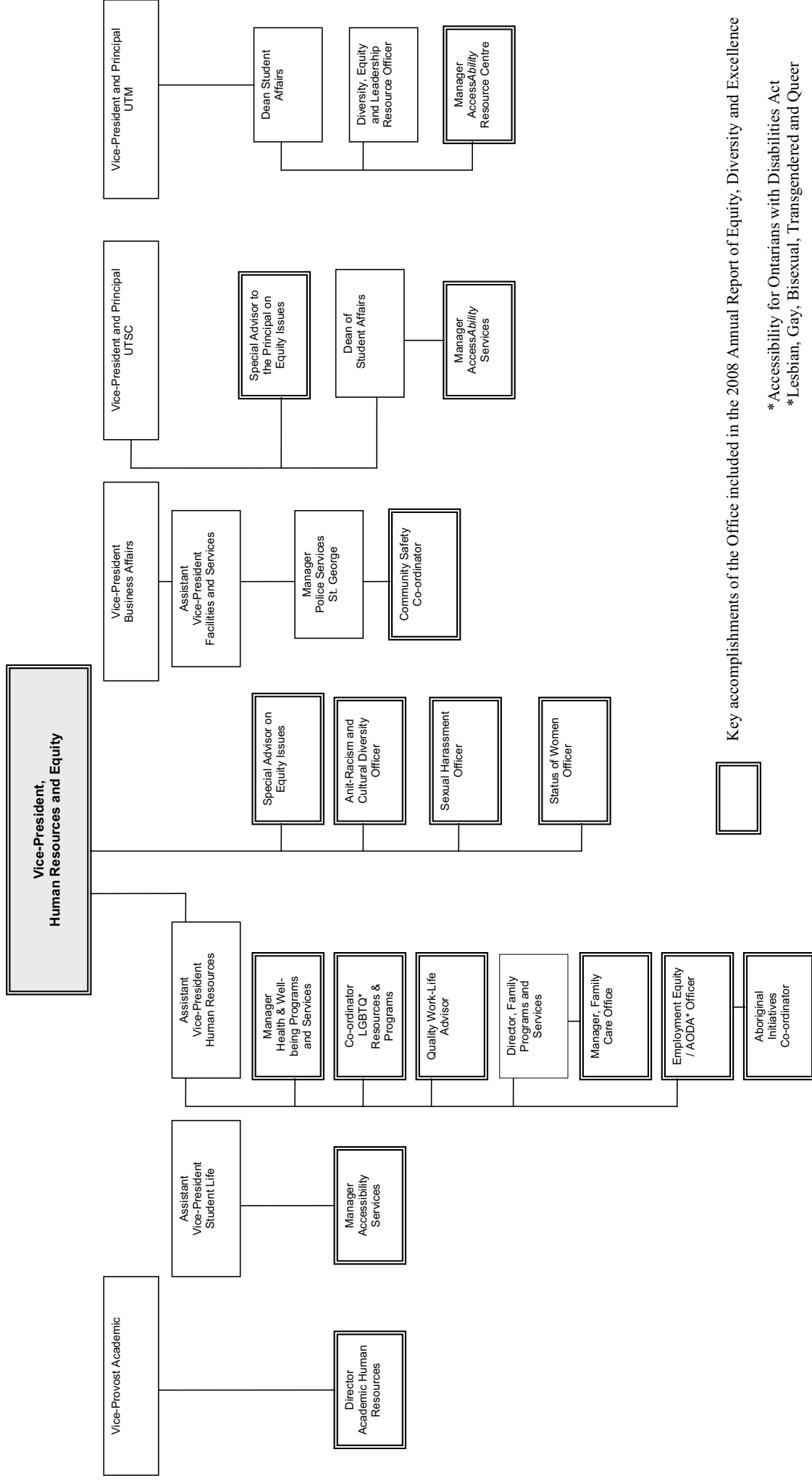
The orders issued to the University during 2009 and the status of each as of December 31st, 2008, are summarized as follows:

Issued	Description of Action/Orders	Status
25-Jan-08	St. George Campus MOL investigation of incident - Trades plumber received injury to eye from contact with corrosive substance	Completed
14-Feb-08 (2 orders)	St. George Campus Anonymous phone call to MOL re: ice not being cleared, concurrent critical injury investigation at OISE due to broken arm - slip on snow/ice. Occupational Health and Safety Act (OHSA) s. 25(2)(h). - The floor/surface used by workers is not free of obstructions/ hazards/ accumulations of snow/ice 2) . 57(4) - The employer shall submit a compliance plan specifying what will be done to comply with the order. Must comply by Feb.22/08.	Completed
11-Jul-08 (5 orders)	UTSC MOL inspector observed workers cutting asphalt driveway at main entrance without respirators, safety glasses, hardhats. Also no traffic protection plan completed. Construction Regulations Wear protective headwear, 2) Wear protective eyewear, 3) Use respiratory protection, due July 11/08 4) written Traffic Protection plan to be developed and implemented, due July 15/08	Completed
26-Mar-08	UTSC MOL inspector given copies of asbestos program, policy, training info and more. Inspector told that all were to be updated.	Completed
17-Jul-08	UTSC 1)Inspector given copies of new asbestos policy, program etc. 2) First discussion of biological complaint.	Completed
30-Sep-08	UTSC Continuation of biological complaint investigation, EHS, JHSC commended for thoroughness of investigation.	Completed
19-Nov-08 (1 order)	St. George Campus Staff member not wearing appropriate PPE, for use with liquid nitrogen - no face shield present OHSA s. 25.2(h) - ensure proper PPE used. Compliance plan submitted by Dec 12/08 Cryogenics safety standard and training program developed. Training offered Jan.30/09	Completed

B-8 Ontario Ministry of Labour Activity in Radiation Safety

Date	Order	Status
Nov 13, 2008	Users knowledge under MOL standards was not sufficient	Completed; Users retrained in Jan. 2009
Nov 17, 2008	2 x-ray units were not removed from MOL inventory	Completed; Letters sent to MOL in Dec. 2008
Nov. 19, 2008	1 x-ray unit was not removed from the MOL inventory	Completed; Letter sent to MOL in Dec. 2008
Nov. 19, 2008	2 x-ray units was not removed from the MOL inventory, 1 x-ray unit not registered	Completed; Letters sent to MOL in Dec. 2008
Nov. 19, 2008	1 x-ray unit was not removed from the MOL inventory	Completed; Letter sent to MOL in Dec. 2008
Nov. 20, 2008	Shutter does not close automatically, life alignment of the beam, x-ray unit not removed from the MOL inventory	Completed; Procedure changed in Dec. 2008 and letter sent to MOL in Dec. 2008
Nov. 21, 2008	Users knowledge under MOL standards was not sufficient	Completed; Users retrained in Jan. 2009
Nov. 21, 2008	4 x-ray units found unregistered with MOL, x-ray sign permanent installed in locations where the units are not always used	Completed; Procedure changed in Dec. 2008 and letters sent to MOL in Dec. 2008
Nov 21, 2008	Unused port not permanently closed	X-ray unit not functioning; to be completed when the unit is back on use
Nov. 21, 2008	1 x-ray unit not registered, 2 unit not removed from MOL inventory; list of authorized users not updated	Completed; Letters sent to MOL in Dec. 2008; the users list updated in Dec. 2008
Nov. 24, 2008	Users knowledge under MOL standards	Completed; Users retrained in Jan. 2009
Nov. 25, 2008	Inspected x-ray facilities at Dentistry, Earth Sciences Fitzgerald, Chemistry, MSB, Physics, Mining Wallberg, Best, Banting, Galbraith; x-ray safety program found not satisfactory	Answer sent in Dec. 2008; program to be updated, x-ray permit system to be implemented by June 2009

C-1 Equity Officers: Reporting Structure as at December 31, 2008



Key accomplishments of the Office included in the 2008 Annual Report of Equity, Diversity and Excellence

* Accessibility for Ontarians with Disabilities Act

* Lesbian, Gay, Bisexual, Transgendered and Queer