

June 14, 2004

TO: MIE Faculty, Instructors, and Supervisors of Administrative and Technical Staff

FROM: James Mills, Co-Chair, MIE Health and Safety Committee
Len Roosman, Co-Chair
Markus Bussmann, Secretary

RE: Safety of students and staff

Colleagues,

As a result of recent incidents, this memo is being distributed to inform/remind you of your responsibilities regarding the safety of students and staff under your supervision.

In particular:

1/ ACADEMIC SUPERVISORS: You are responsible for the safety of all students and researchers working under your supervision. As a minimum, you must ensure that all students and staff under your supervision attend the department's safety course (or equivalent). In addition, you are responsible for ensuring that all of your students and researchers have received appropriate safety training for any potential hazards particular to your research. Please ensure that both current students and researchers, who have not completed the department safety course, and new students and researchers, do so at the earliest opportunity.

2/ COURSE INSTRUCTORS: You are responsible for the safety of all Teaching Assistants and students in your course laboratories. As a minimum, you must ensure that the Teaching Assistants have received appropriate safety training with regard to hazards in these laboratories, and that students are supervised at all times when working in a laboratory environment. Note that Mr. Len Roosman will provide training courses for instructors who require specialized training for Teaching Assistants and students.

3/ SUPERVISORS OF ADMINISTRATIVE AND TECHNICAL STAFF: You are responsible for the safety of all full-time and temporary staff working under your supervision. As a minimum, you are responsible for ensuring that all of your staff receive appropriate safety training for any potential hazards particular to their work environment.

Note that we have been advised by the University of Toronto Office of Environmental Health and Safety that in the event of an accident or injury involving an untrained student or staff, a supervisor may be found liable under the Federal Occupational Health and Safety Act.

James Mills

Len Roosman

Markus Bussmann

cc: Professor A.N. Sinclair, Chair