

# Health & Safety In the Workplace

An Orientation Guide for Workers



University  
of Windsor

## Table of Contents

I.	Introduction .....	3
II.	A Note About Terminology .....	3
III.	Duties of the Employer, Supervisors and Workers.....	4
IV.	Rights of Workers .....	5
V.	Reporting and Assessing Hazards .....	6
VI.	Preventing Hazards .....	7
VII.	Learning About Hazards .....	8
VIII.	Accident/Injury Reporting and Accident Investigations .....	10
IX.	In case of Injury .....	10
X.	Central Safety Committee .....	11
XI.	Fire Plans & Emergency Preparedness.....	11
XII.	More Information and Resources.....	12
XIII.	Quiz – Health & Safety in the Workplace.....	14
XIV.	Terminology .....	14

This guide was developed to meet the requirements of Ontario Regulation 297/13 and Ministry of Labour training program: *Health & Safety at Work – Worker Health & Safety Awareness in 4 Steps*

## Introduction

---

The University is committed to preventing occupational illness and injury in the workplace and to working with its workers to enhance safety. As part of this commitment, the University is responsible for establishing, implementing and maintaining programs designed to protect the health and safety of workers, students, and visitors. This guide has been designed to orient you to the safety policies, procedures and programs which are intended to keep you safe at work.

Preventing work-related illness and injury is an important responsibility of each member of the University community. The Occupational Health & Safety Act (OHSA) outlines the duties of employers and supervisors, as well as the rights and duties of workers.

A copy of the OHSA and its regulations, the University's Health and Safety Policy, and other required postings can be found on the Health & Safety Bulletin Boards located across campus, as well as on the Electronic Health & Safety Board at [www.uwindsor.ca/safety/safetybulletinboard](http://www.uwindsor.ca/safety/safetybulletinboard). This webpage also references the location of each building's Health & Safety Bulletin Board.

Should you have questions or require more detailed information, please visit the Health & Safety website at [www.uwindsor.ca/safety](http://www.uwindsor.ca/safety) or contact a member of the Health & Safety team.

### **Ontario's Occupational Health and Safety Act (OHSA)**

- The OHSA is a set of laws that spells out the duties of employers, supervisors and the rights and duties of workers
- The objective of the OHSA and Regulations is to keep workers from getting hurt or sick on the job
- OHSA gives everyone in the workplace duties. These duties are connected to the level of authority each person has in the workplace

Source: Ministry of Labour. Health & Safety at Work – Worker Health & Safety Awareness in 4 Steps

## A Note About Terminology

---

Throughout this document the terms “workplace”, “employer”, “supervisor” and “worker” are used. The definitions of these terms per the OHSA and how they are applied to our workplace can be found on page 14 of this guide.

## Duties of the Employer, Supervisors and Workers

---

The OHSA assigns duties to everyone in the workplace, these duties are connected to the level of authority each person has in the workplace. The OHSA gives the employer the most responsibility for health and safety. It is important that you become familiar with everyone's duties as well as your rights as a worker.

### Employer Duties

(Ministry of Labour, Health & Safety at Work – Worker Health & Safety Awareness in 4 Steps)

The following are some of the duties of employers:

- Make sure workers know about hazards and dangers in the workplace and how to work safely
- Appoint a competent supervisor and make sure they know how to deal with health and safety in the workplace
- Prepare and post a written Health and Safety policy, review that policy at least once a year and maintain a program to implement it
- Post a copy of the OHSA, as well as explanatory material prepared by the Ministry of Labour that outlines the rights, responsibilities and duties of workers (occupational health and safety poster)
- Make sure everyone knows and follows the health and safety procedures
- Make sure workers wear and use the right protective equipment
- Do everything reasonable to keep workers from getting hurt or sick on the job

### Supervisor Duties

(Source: Ministry of Labour, Health & Safety at Work – Worker Health & Safety Awareness in 4 Steps)

It is the direct responsibility of management and/or supervisors to develop, maintain and review safety procedures and encourage the active participation of all workers in safety activities.

The following are some of the key duties of supervisors:

- Tell workers about the hazards and dangers in the workplace and show them how to work safely
- Make sure workers follow the law and the workplace health and safety policies and procedures
- Make sure workers wear and use the right protective equipment
- Do everything reasonable to keep workers from getting hurt or sick on the job

In addition to these duties, the responsibilities listed under "Workers" also apply to supervisors.

### Worker Duties

(Source: Ministry of Labour, Health & Safety at Work – Worker Health & Safety Awareness in 4 Steps)

It is the obligation of every worker to observe and abide by all legislated and University responsibilities, to work in a safe manner, and to take an active part in protecting themselves, fellow workers and the University's facilities.

The following are some of the key duties as per the OHSA:

- Follow the law and the workplace health and safety policies and procedures
- Always wear and use the protective equipment that the employer requires
- Work and act in a way that won't hurt them or any other worker
- Report any hazard they find to their supervisor

A worker is not required under the Act to participate in a prescribed medical surveillance program unless the worker consents to do so.

Please refer to the OHSA for a complete list of the duties of employers, supervisors and workers. You can find a copy of the Act on the Health & Safety Bulletin Boards located across campus or on the electronic Health & Safety Bulletin Board at: [www.uwindsor.ca/safety/safetybulletinboard](http://www.uwindsor.ca/safety/safetybulletinboard)

## **Internal Responsibility System**

Together, the duties and responsibilities of employers, supervisors and workers create an Internal Responsibility System (IRS). The IRS is a structure within the University, where everyone, regardless of their role has direct responsibility for health and safety as an important part of his/her job.

The OHSA promotes the use of the Internal Responsibility System to resolve health and safety concerns in the workplace. Specific health and safety questions or concerns should first be directed to your immediate supervisor.

The IRS is based on the principle that people in the workplace are in the best position to recognize health and safety hazards, assess them and develop controls because they have the most knowledge about the equipment, the process and the hazards involved. The basis for IRS is effective communication among workers, supervisors and the employer.

## **Rights of Workers**

---

Under the OHSA workers have three (3) basic rights, including:

### **1. The Right to Participate**

Workers have the right to be a part of the process of identifying and resolving workplace health and safety concerns. This right is expressed through:

- Worker membership on the Central Safety Committee
- Reporting accidents, hazards and near miss incidents
- Communication of unsafe conditions and/or acts to the employer

### **2. The Right to Know**

Workers have the right to know about any and all hazardous materials/conditions that they may come in contact with throughout their employment with the University.

### 3. The Right to Refuse Work

Workers have the right to refuse work that they believe is dangerous to their own health and safety. In general, workers can refuse work if they have reasonable grounds to believe that the job they are performing or are asked to perform, could pose a danger to either themselves or another worker. This includes work refusal associated with workplace violence.

Workers may also refuse work if they feel the physical conditions of the workplace are dangerous to their health and safety. For additional information please refer to the Health & Safety website at: [www.uwindsor.ca/safety/workrefusal](http://www.uwindsor.ca/safety/workrefusal)

#### Reprisals Against Workers Are Prohibited

The Act prohibits the employer or persons acting on behalf of the employer from taking any action against a worker who behaved in compliance with the Act or the Regulations. Specifically prohibited are:

- Dismissal or threats to dismiss
- Discipline or threats to discipline
- Imposition of any penalty
- Intimidation or coercion

A worker who believes that the employer has reprimed against him or her should contact their union representative, if applicable, or may file a complaint with the Ontario Labour Relations Board.

### Reporting and Assessing Hazards

---

An occupational hazard is anything with the potential to harm a worker. Safety hazards can lead to accidents that physically injure workers, and health hazards may result in the development of disease. At the root of every injury or illness is a hazard, which is why it is important to know about the hazards in the workplace before you start working. It is the responsibility of the employer and supervisor to inform workers of health and safety hazards.

Some of the most common hazards include:

- Repeating the same movements over and over
- Slipping, tripping or falling
- Working near motorized vehicles
- Using or working near machinery
- Workplace violence

You also need to think of less visible hazards related to your work such as chemicals, fumes, toxic dust, and biohazards. Without proper controls, these hazards may result in occupational illness or disease. Some of these hazards could make you sick immediately; others may lead to illness that might not appear until months or years later. (Source: Ministry of Labour. Health & Safety at Work – Worker Health & Safety Awareness in 4 Steps)

The OHSA and Regulations require all workers to report hazards to their supervisor. It is then incumbent upon the supervisor to promptly investigate the reported hazard or concern and keep the worker advised. A response to the hazard/concern could include:

- Elimination of the hazard
- Substitution to lessen or reduce the hazard – Engineering Controls
- Implementation of measures to control the exposure to the hazard – Administrative Controls

If the hazard still exists after controls are implemented, personal protective equipment or devices may be necessary.

If PPE is required, you need to ensure that you use the required PPE for the task that you are performing. Your supervisor is responsible for providing training on the proper use and maintenance of the PPE.

The following table outlines some of the most commonly used PPE on campus:

Type	Personal Protective Equipment
Head	hard hats, bump caps
Eye & face	safety glasses, chemical resistant goggles, face shield
Foot	slip resistant, steel toe/shank safety shoes & boots, electric shock-resistant footwear, foot covers
Hearing	ear plugs, ear muffs
Respiratory	respirators and masks
Skin	gloves, barrier creams, sunscreen and protective clothing such as sunhats, reflective vests/clothing, coveralls, lab coats, aprons or long pants, protective suits
Fall	fall arrest systems (harness & lanyard)

## Preventing Hazards

Knowing about the hazards in your workplace will help to protect yourself from work-related injury and illness. Your Supervisors is responsible to inform workers on the hazards of the job when they start work. This can be done through training sessions, written procedures and instructions, and department safety talks or meetings.

### Work Area

A tidy work area is a safe work area. Follow these safety rules:

- Ensure that all walkways, fire exits, fire extinguisher access, staircases, etc. are kept clean and clear of debris/obstacles
- Store all materials neatly and securely
- Keep tools, equipment and materials in their proper places
- Keep fire exits, fire extinguishers, doors and aisles clear at all times

### Be a Safety Role Model

How you work, and the way you think and talk about the work, can affect the safety of the people you work with.

The message you want others to get from you is: ‘Prevention starts here’

Source: Ministry of Labour. Health & Safety at Work – Worker Health & Safety Awareness in 4 Steps

## Worker Pre-start-up Inspections

A worker pre-start-up inspection is an inspection of equipment that is to be conducted by workers prior to the start of all applicable equipment. Workers will be supplied a checklist to conduct the inspection which needs to be signed and dated. If concerns are found during the inspection, do not attempt to use the equipment. Workers shall lock/tag out the equipment (if possible) and notify a supervisor immediately so that he/she can address the issue(s) identified during the inspection.

## Machine Operation Guidelines

Only properly trained and authorized workers are allowed to operate machinery and/or use equipment at the University of Windsor. Workers must ensure that all machine guarding is in place prior to use. Removing or tampering with guarding is strictly prohibited. If there is no manual available for the equipment you are using, ask your supervisor for information on how to operate the equipment safely.

## Non-Routine Work

Any supervisor who asks a worker to perform a task outside of their regular work tasks must provide the worker the proper protective device(s) when applicable and training for the safe completion of the task and safe use of required protective device(s).

## Purchasing, Distribution and Disposal of Hazardous Materials

The Chemical Control Centre (CCC) is responsible for ordering, receiving, distributing and disposing of all chemicals and hazardous materials used on campus. The CCC also provides training and support to faculty and staff pertaining to the handling of hazardous materials and equipment, spill response, and waste disposal.

For more information, please visit the Chemical Control Centre website at: [www.uwindsor.ca/chemicalcontrol](http://www.uwindsor.ca/chemicalcontrol)

## Learning About Hazards

---

### WHMIS

The Workplace Hazardous Materials Information System (WHMIS) is a comprehensive communication system for safe management and use of hazardous materials that is legislated by both federal and provincial jurisdictions. WHMIS legislation requires that workers must be informed about the hazardous materials in the workplace and receive appropriate training on how to use, store, and dispose of these materials safely.

WHMIS delivers the necessary information by the following means:

- Labels on containers of controlled products
- Material Safety Data Sheets (MSDS) for each controlled product

### Mandatory Training for All Workers

- Health & Safety in the Workplace (Workers)
- WHMIS
- Violence and Harassment Prevention in the Workplace Awareness training.

Go to the following website to access all mandatory online training: [www.uwindsor.ca/requiredtraining](http://www.uwindsor.ca/requiredtraining)

In addition, workers may be required to complete other department/role specific safety training

- Worker training programs

WHMIS training is provided on campus and is mandatory for all workers.

## **Workplace Violence & Harassment**

The OHSA sets out duties and responsibilities of the employer, supervisor and workers with respect to workplace violence and workplace harassment.

The University of Windsor has developed a Workplace Violence Prevention Program as well as a Workplace Harassment Prevention Program. All workers are required to complete the Violence and Harassment Prevention in the Workplace Awareness training.

For additional information please refer to the Workplace Harassment & Workplace Violence website at:

[www.uwindsor.ca/safety/wpvh](http://www.uwindsor.ca/safety/wpvh)

## **Laboratory Safety Programs**

The Chemical Control Centre (CCC) is responsible for laboratory safety training, approval of safety certification requests and monitoring compliance with safety guidelines for a variety of areas. For more information visit the CCC website at:

[www.uwindsor.ca/chemicalcontrol](http://www.uwindsor.ca/chemicalcontrol)

## **MSDS Access Online**

Workers can access the Material Safety Data Sheets (MSDS) for each hazardous material online by accessing the HMIS (Hazardous Materials Information System). The system includes the MSDS, inventory record, and location on campus for each hazardous material.

Access the MSDS information online at: [www.uwindsor.ca/msds](http://www.uwindsor.ca/msds)

HMIS Video Instructions can be found at:

[www.uwindsor.ca/chemicalcontrol/hazardous-materials-information-system](http://www.uwindsor.ca/chemicalcontrol/hazardous-materials-information-system)

## **Asbestos Inventory & Information**

The asbestos inventory is the result of a survey of campus buildings conducted by Pinchin Environmental. The on-line inventory lists friable and non-friable asbestos-containing materials, and identifies those materials that are confirmed or suspected to contain asbestos.

For more information, please go to the Facility Services website at: [www.uwindsor.ca/facilityservices/AsbestosInventory](http://www.uwindsor.ca/facilityservices/AsbestosInventory)

### **Learning About Hazards in your Work Area**

- Attend training and Information sessions
- Become familiar with Safe Operating Instructions / Procedures
- Review any applicable Material Safety Data Sheets
- Obtain Information from your Supervisor

## Accident/Injury Reporting and Accident Investigations

---

### Accident/Injury Reporting

All accidents, injuries and incidents must be reported to a supervisor as soon as they occur. For your safety and the future safety of your fellow workers, it is imperative that you report all accidents, incidents, or near-misses immediately to a supervisor for documentation, analysis, and correction of the hazard.

### Accident Investigations

Accident investigations are to be performed whenever a worker experiences an accident or a near miss. An Accident/Incident Investigation Report (OHS-5.2.2b) must be filled out by the worker and their supervisor and forwarded to Health & Safety within 24 hours of the incident. This form can be downloaded from the Health & Safety website at: [www.uwindsor.ca/safety/report-an-accident](http://www.uwindsor.ca/safety/report-an-accident)

## In case of Injury

---

### First Aid

The Workplace Safety and Insurance Act (Regulation 1101) requires all workplaces to have first aid stations and certified first aid workers. First aid kits are located in all buildings across campus. All workers should become aware of the closest first aid kit location and the identity of their departmental (or designated) First Aid certificate holder.

Additional information on the University's First Aid program can be found at: [www.uwindsor.ca/safety/first-aid-program](http://www.uwindsor.ca/safety/first-aid-program)

### Medical Aid

If you need to seek medical attention due to your injury:

- Notify your supervisor
- Seek medical attention as necessary. The employer shall provide transportation for the worker (if required) to a location within a reasonable distance
- Obtain the completed WSIB Form 8 from your health care provider and submit it to your supervisor as soon as possible
- Notify your supervisor if your injury results in any time lost from work (as authorized by a health care provider on the appropriate WSIB form) and keep your supervisor updated as to your progress

Health & Safety facilitates all required WSIB claims. It is the responsibility of workers to complete and promptly return all documentation to the University to ensure a successful early and safe return to work.

### Early and Safe Return to Work

It is the policy of the University of Windsor to encourage early intervention and rehabilitation of all injured workers through an Early and Safe Return to Work (ESRTW) program. Whenever possible, modified work that meets the worker's functional abilities, as prescribed by a medical professional, will be provided. For additional information on the ESRTW program, please refer to the Health and Safety website at: [www.uwindsor.ca/safety/esrtw](http://www.uwindsor.ca/safety/esrtw).

## Central Safety Committee

---

A Joint Health & Safety Committee (JHSC) is an advisory group of worker and management representatives that meets regularly to identify workplace health and safety hazards and recommend strategies to eliminate or minimize such hazards. This committee is a requirement under the OHSA for workplaces with more than 20 workers. In smaller workplaces, a health and safety representative is chosen by workers to fulfill the roles of the committee. In workplaces with more than 50 workers, the committee must have at least four members, with at least half of the members representing workers.

At the University, this committee is referred to as the Central Safety Committee (CSC). The University's CSC consists of sixteen (16) members; eight (8) members represent the worker unions and eight (8) members represent management who exercise management rights. The members representing workers are selected by the applicable employee group; the members representing management are appointed by the Vice-President, Human Resources. The CSC is required to meet at least once every quarter and worker members are required to conduct an inspection of part of the workplace each month. The employer must respond to any recommendations from the inspections within 21 days.

The CSC plays an important role at the University by identifying hazards through workplace inspections, obtaining information from the employer, making recommendations, investigating work refusals and critical injuries, and participating in health & safety program development.

More information on the committee, including a membership list, minutes of meetings and Terms of Reference can be found on the following website: [www.uwindsor.ca/safety/csc](http://www.uwindsor.ca/safety/csc)

### Working Together for Safety

Five ways to get involved in keeping our workplace safe:

- You can ask questions when you're not sure about something
- You can talk to your supervisor or Central Safety Committee (CSC) representative if you need help
- You can volunteer to become a worker member of the Central Safety Committee
- You can help your CSC representative with health and safety inspections by pointing out hazards in your work area
- You can take your health & safety training seriously and put what you learn into practice in your job

Source: Ministry of Labour. Health & Safety at Work – Worker Health & Safety Awareness in 4 Steps

## Fire Plans & Emergency Preparedness

---

### Fire Plans & Evacuation Procedures

Fire/Evacuation Plans for all buildings on campus are available for viewing online at: [www.uwindsor.ca/safety/fireplans](http://www.uwindsor.ca/safety/fireplans). Ensure that you are familiar with the evacuation procedure for your location. Evacuation maps are posted on each floor of University buildings. Should you require additional assistance to evacuate a building, please discuss a Personal Exit Plan with your supervisor.

### Emergency Planning & Preparedness on Campus

Visit the Campus Community Police website at: [www.uwindsor.ca/emergency](http://www.uwindsor.ca/emergency) to access the emergency planning resources and to sign up for the UWindsor Alert - Campus Emergency Notification System ([www.uwindsor.ca/alert](http://www.uwindsor.ca/alert))

## More Information and Resources

---

### University of Windsor

#### **Safety Bulletin Boards**

Health & Safety bulletin boards are located in various buildings across campus where Health & Safety information is posted.

You can also access the information through the Electronic Safety Bulletin Board at:

[www.uwindsor.ca/safety/safetybulletinboard](http://www.uwindsor.ca/safety/safetybulletinboard)

A list of the campus bulletin board locations can be found on this website.

#### **Health & Safety Website**

The Health & Safety website connects workers to the University's Health & Safety policies, procedures, Occupational Health & Safety Manual and other relevant health and safety information. Visit the website at:

[www.uwindsor.ca/safety](http://www.uwindsor.ca/safety)

#### **Department of Human Resources Health & Safety Key Contacts**

Manager of Occupational Health & Safety –  
Lisa Kiritsis (519) 253-3000 ext 4547,  
[kiritsis@uwindsor.ca](mailto:kiritsis@uwindsor.ca)

Manager of Environmental Health & Safety –  
Sherri Menard (519) 253-3000 ext 2055  
[smenard@uwindsor.ca](mailto:smenard@uwindsor.ca)

Health & Safety Assistant – John McGinlay  
(519) 253-3000 ext: 4521, [mcginly@uwindsor.ca](mailto:mcginly@uwindsor.ca)

Chemical Control Centre  
Essex Hall, Rm. B37  
(519) 253-3000 ext. 3523

### Ontario's Health and Safety Organizations

Ontario's health and safety system includes the following partners that provide additional health and safety information:

#### Ministry of Labour

- Develops, communicates and enforces occupational health and safety requirements and employment standards
- Develops, coordinates and implements strategies to prevent workplace injuries and illnesses and can set standards for health and safety training.
- Provides assistance if your health and safety concern cannot be resolved internally
- Health & Safety Contact Centre 24 hours/day, 7 days a week
- 1-877-202-0008 [www.labour.gov.on.ca](http://www.labour.gov.on.ca)

#### Office of the Worker Advisor

- Provides free advice and representation to non-unionized workers  
1-855-659-7744

#### Health & Safety Ontario

- Consists of four health & safety associations that provide sector specific consulting, training, products and services. For a listing of the associations and contact information, visit: [www.healthandsafetyontario.ca](http://www.healthandsafetyontario.ca)

### Occupational Health Clinics for Ontario Workers

- Six medical clinics located across Ontario that provide occupational health services and information  
[www.ohcow.on.ca](http://www.ohcow.on.ca) (1-877-817-0336)

### Workers Health & Safety Centre

- An occupational health and safety training centre for workers, representatives and employers  
[www.whsc.on.ca](http://www.whsc.on.ca) (1-888-869-7950)

### Workplace Safety & Insurance Board

- Administers Ontario's no-fault workplace insurance for employers and their workers  
[www.wsib.on.ca](http://www.wsib.on.ca) (1-800-387-0750)

### Canadian Centre for Occupational Health & Safety

- Fact sheets and safety information  
[www.ccohs.ca](http://www.ccohs.ca) (1-800-668-4284)

Source: Ministry of Labour. Health & Safety at Work – Worker Health & Safety Awareness in 4 Steps

## Quiz – Health & Safety in the Workplace

---

As part of this mandatory orientation, you are required to complete a quiz. The quiz consists of 20 questions (true and false, multiple choice). You must answer all of the questions correctly to successfully complete the training. If you need assistance with the quiz or have questions about the training material, please contact Health & Safety at ext. 4521 or email: [safety@uwindsor.ca](mailto:safety@uwindsor.ca)

### Quiz

Click on the link below to access the on-line quiz. After successful completion of the quiz, you will receive an email certificate. Please keep this email certificate for your records.

<http://ctl2.uwindsor.ca/safety/HS-0051/quiz/>

If you prefer a hard copy of the quiz, please contact Health and Safety at ext. 4521.

## Terminology

---

Throughout this document the terms “workplace”, “employer”, “supervisor” and “worker” are used. The definitions of these terms per the OHSA and how they are applied to our workplace can be found below:

### **Workplace:**

A workplace is any land, premise, location or thing at, upon, in or near which an individual works.

For the purposes of this document, the term workplace refers to

- Any University property where work is performed
- Any non-University property where University related activities are performed

### **Employer:**

An employer is a person who employs one or more workers or contracts for the services of one or more workers. This includes a contractor or subcontractor who performs work or supplies services, and a contractor or subcontractor who undertakes with an owner constructor, contractor, or subcontractor to perform work or supply services.

For the purposes of this guide the term employer refers to the University of Windsor. In practice, senior administrators and managers act as agents of the employer and perform many of the duties of the employer outlined in the OHSA.

### **Supervisor:**

A supervisor is a person who has charge of a workplace and/or authority over a worker.

For the purposes of this document, the term supervisor refers to:

- Individuals who hold managerial/supervisory responsibilities such as Senior Administrators, Deans, Associate Deans, Department Heads, Executive Directors, Directors, Managers and Supervisors
- Faculty members or principal investigators who have charge over an area or activity and some degree of authority over graduate students, post-doctoral fellows, research associates, research assistants, academic assistants, administrative staff and/or other workers as defined in in the OHSA (see below).
- Team leaders, lead hands, or other individuals who are responsible to organize and oversee the work of other workers in the work area (see worker definition below)
- Laboratory technicians, graduate students or research assistants who have been given the responsibility to oversee the operation of a laboratory or direct other workers

**Worker:**

A worker as defined under the Occupational Health and Safety Act (OHSA) includes:

- a person who performs work or supplies services for monetary compensation
- students hired by the University to perform paid work-study program or co-operative education placement duties for the University; and
- students, learners or trainees who are participating in an unpaid work experience program, approved by a post-secondary institution

Volunteers and students who do not meet the definition above are not covered under the definition of a worker, however, they should also be afforded the same protection as a worker under the Act.

The definition of a worker under the OHSA was expanded in 2015 to cover unpaid co-op students, learners and trainees participating in a work placement in Ontario, to afford them the same rights as paid workers under the OHSA.

For the purposes of this document the term worker refers to:

- All permanent faculty and staff
- New, transferred, returning from extended absence, contract, supply or temporary workers, including sessional instructors
- Faculty members who do not have charge over an area or activity and do not have authority over graduate students, post-doctoral fellows, research associates, research assistants, academic assistants, administrative staff and/or other workers.
- Students who are paid to perform work, such as graduate and teaching assistants, research assistants, work-study students.
- Students participating in an unpaid work experience program, placed at the University of Windsor.