**Health and Safety Report**

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**1. Introduction**

This report provides an overview of recent health and safety activities, incident management, training. The purpose of this report is to document actions taken to improve safety awareness, ensure compliance with health and safety requirements, and strengthen prevention and response measures.

**2. Activities Undertaken**

**2.1 Incident Report Guidelines**

* Drafted clear instructions for completing incident reports, detailing each section of the form and explaining what information should be included (e.g., description of incident, people involved, location, corrective actions, signatures).
* Designed a step-by-step guideline document to help students and CUPE members report incidents.

**2.2 Health and Safety Educational Materials**

* Prepared a pamphlet containing necessary health and safety information, including emergency contacts, reporting procedures, and lab safety rules.
* Designed a poster summarizing key safety practices for display in high-traffic areas.

**2.3 Training and Workshops**

* Attended a **Health and Safety and Fist Aid and CPR** **Workshop** organized by the Medical Sciences department and GSA respectively to stay up to date on best practices and legislative requirements.
* Began preparation for Joint Health and Safety Committee (JHSC) Certification Part 1 to enhance knowledge of workplace hazard identification, risk assessment, and corrective actions.

**2.4 Orientation Planning**

* Help with developing Orientation Plan for incoming students and staff.
* Collaborated with Zeinab to coordinate logistics and content delivery.
* Included key components such as hazard awareness, incident reporting, and emergency evacuation procedures.

**2.5 Incident Report Management**

* Collected recent incident reports submitted within the department and students individually.
* Organized the reports in a central repository to ensure accessibility and confidentiality.
* Followed up with responsible people to confirm corrective actions were implemented.

**3. Key Achievements**

* Standardized the incident reporting process through clear documentation.
* Improved visibility and awareness with new pamphlets and posters.
* Help with the orientation program and collaboration with Zeinab.
* Built personal capacity and expertise through training and JHSC certification preparation.
* Ensured accountability and follow-up on incidents to prevent recurrence.

**4. Next Steps**

1. Finalize and distribute the Incident Report Guideline to all students and staff.
2. Print and display posters and pamphlets in labs, classrooms, and offices.
3. Deliver the Health and Safety orientation session during the upcoming academic intake.
4. Complete JHSC Certification Part 1 and apply the knowledge to committee work.
5. Continue to monitor, collect, and review incident reports on a monthly basis.
6. Develop a system for tracking corrective actions and reporting completion rates.

**5. Conclusion**

Through educational materials, training, and structured incident management, significant progress has been made in strengthening health and safety culture. Ongoing efforts, including orientation sessions and JHSC certification, will further enhance safety awareness and compliance.