



McGill University Annual Safety Report 2021-2022

A Report to the Human Resources Committee of the Board of Governors of McGill University

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Executive Summary

Trends:

Emergency Management and Preparedness (EMP) COVID-19 Response

- The University's Emergency Operations Centre (EOC) remained activated throughout most of the year to respond to the ongoing COVID-19 pandemic. The EOC was deactivated October 29, 2021, which transitioned to the Recovery and Operations (ROR) Committee and was reactivated from December 20, 2021, to February 9, 2022, in order to respond to the rise in Omicron cases. The University's Case Management Group (CMG) remained activated until April 30, 2022.

Environmental Health and Safety (EHS)

- On September 30, 2021, the Government of Quebec passed Bill 59, which aims to modernize the Occupational Health and Safety system. The major impact for the university will be to remain compliant as a result of this modernization, as it will create significant additional workload for the unit.
- EHS and HWM are continuously working to mitigate existing and potential risks on campus. However, due to existing constraints in resources (human and budgetary), challenges remain that limit support throughout the campus. The preparation of a Health and Safety Policy to be submitted for consideration in fall 2022 will help underline the importance of health and safety at the University, and contribute to the mitigation of risks.
- In 2021-2022, due to Covid-19 restraints from McGill University Emergency Operations Centre (EOC) directives and Quebec Public Health restrictions, certain on-campus activities were reduced, including lab inspections (because most lab facilities were kept closed), regular indoor air quality assessments (not including those of the Ventilation Task Force which was created to respond to indoor air quality concerns due to COVID-19), accident investigations (only under emergency circumstances investigations were performed), respiratory fit testing, and occupational health clinic operations (both services stopped operating). Most of the safety training courses were delivered online, and only a few courses (Radiation Safety Course and First Aid Training Practical) were given in person but under reduced attendance and only upon request. All safety committee meetings were held virtually, and on campus office presence was kept to a minimum as per Covid-19 recommendations.
- While certain on-campus activities were reduced, there were some increases in activity, including the fact that EHS was a subject matter expert for the case assessment group who helped to determine if spaces needed to be disinfected and/or contract tracing had to be done. Some EHS team members were also the on-call case management coordinators who took calls during silent hours.
- The outstanding action items remaining from the 2017 EHS Internal Audit Report relate to IT requirements. In early 2022, a new call ticketing system and incident tracking system to enable statistical analysis (JIRA) was introduced. An action plan was prepared to retool the asbestos management plan and update the current asbestos administrative policy which was developed and will be rolled out in 2022/23. The plan includes topics such as management, training and communication.

Fire Prevention (FPO)

- In-Person fire drills returned during the fall of 2021. Drills were conducted in 142 out of 150 buildings. No drills were conducted in seven unoccupied buildings. No drill was carried out in the Genome building as fire alarm evacuations had taken place in the period preceding the drills, satisfying drill requirements.
- Increased on-campus presence and activity explain the 34% increase in the number of municipal unfounded fire alarm notices, as well as a 2% increase in the number of fire alarm equipment by-pass and shutdown (FS-002) requests.

Hazardous Waste Management (HWM)

- HWM has made progress in the implementation of the project to install a centralized biomedical waste sterilizer in its facilities to treat all non-biological waste locally instead of outsourcing it.
- HWM successfully disposed of several drums of old acidic water-treatment solution that was abandoned for several years in the McLennan library basement.
- With the recent hiring of a second Business Process Manager, the focus is to accelerate the myLab migration to a new platform, the selection of a vendor (Onsite Systems) and integration of new software to replace the end-of-life FoxPro software.

Parking and Transportation

- Parking & Transportation is looking at systems which will allow flexible parking rates for personnel who are part of the Interim Flexible Work Arrangements and need a rate between a monthly permit and a day pass. There are currently several mobile programs which may be adapted for the McGill community.

Risk Advisory and Insurance Services (RAIS)

- As per the last few years, similar trends in the insurance market continued during the reference period May 1, 2021, to April 30, 2022, namely increased premiums, higher deductibles, narrowing of insurance coverage, stringent underwriting, as well as a reduction in capacity from insurers.
- The most challenging renewal during the reporting period was the Cyber policy, a trend that will likely continue.

Security Services

- The Security Operations Centre (SOC) on the downtown campus received, on average, 186 calls per week in this reporting period compared to 189 per week in 2020-2021. With the re-opening of the university, there was an increase in the number of reported criminal incidents from 56 last year to 165 this reporting year, an increase of 194%.
- The SOC on the Macdonald campus received, on average, 40 calls per week in this reporting period compared to 33 in 2020-2021. With a return to campus, SOC saw an increase of 26% in "Provide Assistance" calls, however a decrease of 59% in the category "Miscellaneous" was also noted.

Capacity Building and Key Needs:

Emergency Management and Preparedness

- The COVID-19 emergency response has illustrated a clear need for the University's emergency management program and response structure to be mandated through an Emergency Management Policy. The Emergency Management Policy was adopted in February 2022, and EMP will continue to work to provide clarity and consistency for emergency management decisions, and to facilitate appropriate decision-making for the protection of life and safety of the University community, infrastructure, and operations during an emergency. As per the Policy, the University Emergency Management Program Committee (EMPC) shall serve as the program's steward and will approve the program and plan and review them annually. A report on the EMPC activities and program's overall status will be provided here moving forward.

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Environmental Health and Safety

- EHS welcomed a new Director to lead the department to the next level of change and hired a second Business Process Manager to oversee growing IT requests and matters in the office.
- EHS added two new positions: An Asbestos Safety Administrator to assist and support the Occupational Hygiene Officer in their mission to promote the asbestos management plan and program and a Cannabis and Controlled Substance Officer to create and implement a Cannabis & Controlled Substances Program for the University.

Fire Prevention

- Over the course of the fiscal year, two FPO positions were filled, bringing the total number of FPOs to seven. One FPO has been assigned full-time to the Macdonald Campus.
- The Fire Prevention Office continues to work closely with Procurement Services on the fire panel upgrades and the installation of the ONYX system in more buildings on campus. To date, 26 of 113 buildings (23%) are connected to the ONYX network. The installation of the six ONYX upgrades planned for FY2022 is postponed to FY2023 pending the signing of the contract.

Hazardous Waste Management

- When the HWM team is at 100% of its workforce, it is possible to meet the regular needs of our community, while ensuring full coverage of all requests sent to us. However, as soon as there are absences, as was the case being at 65% of our workforce for almost the entire year, we must put in place a contingency plan and ensure that we respond to emergencies.
- A review of the current workload will be conducted to assess the potential need for additional resources and/or a realignment of services provided.
- If the biomedical waste sterilizer project moves forward, a new biomedical waste disposal protocol will be implemented and will require help from the Work Study Program, as well as from HWM personnel.

Parking and Transportation

- Parking and Transportation Services had 76 parking spaces returned to inventory after completion of construction works in the Education garage and four Electric Vehicle charging stations were added in support of green transportation.
- Parking and Transportation Services is continuing to work on the maintenance of parking lots (several requiring urgent repaving) and garages, including preventative maintenance at the McIntyre garage.

Risk Advisory and Insurance Services (RAIS)

- The RAIS team continues to manage insurance policies and programs, while engaging with McGill academic and administrative units to increase awareness on risk and insurance matters.
- In 2021, RAIS was short-staffed for most of the year as the Associate Director of unit retired at the beginning of this reference period. Following a reorganization, a Director was appointed and effective March 21, 2022, RAIS began reporting directly to the Associate Vice-Principal, Facilities Management and Ancillary Services and is no longer a member unit of Campus Public Safety (CPS).

Security Services

- The Call for Tender (CFT) process for the Computer Aided Dispatch (CAD) & Records Management System (RMS) continued and a vendor was selected. Security Services hired a full-time employee (FTE) to implement

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the system and manage its day-to-day usage and operations. As anticipated, a second dedicated FTE will be needed to support the CAD/RMS implementation effort and the day-to-day usage and operation of the system. Work on mapping business processes with the vendor has begun.

- Security Services filled the position of Operations Administrator at Macdonald campus. This position is crucial to enable continued service delivery to the McGill community on the Macdonald campus as this is 1 position of a team of 2 internal McGill employees.
- To improve customer service at the Physical Security Systems (PSS) help desk, a Call Center telephone software was found with minimal costs for implementation. An additional help desk resource is needed to provide support for the continuously growing security system. The PSS unit is also facing staffing challenges with the departure of the Physical Security consultant and the upcoming departure of the Manager on maternity leave.

Moving Forward (2022-2023):

Emergency Management and Preparedness

- EMP will develop a comprehensive pandemic response plan based on its experience with the COVID-19 pandemic.

Environmental Health and Safety

- Will implement a health and safety department development strategy and EHS policy
- Will conduct a high-level EHS risk analysis to provide direction to management and the EHS team
- Will reorganize the various health and safety committees' structure
- EHS and HWM will improve their organizational structure to deliver more targeted services.
- Based on new regulations, EHS will develop a Prevention Program by the end of 2024.
- Will review and improve EHS and HWM documentation management.
- Will complete and implement the Asbestos Management Plan with key partners (Facilities and Project Management).

Fire Prevention

Fire Prevention's goals for the coming year will focus on:

- The signing of vendor contracts for the upgrading of fire alarm panels to the ONYX system.
- Expanding evacuation training for Building Directors.
- Integrating IT systems changes into workflows and business processes.

Hazardous Waste Management

- HWM will focus on the integration of our new IT solution, including the creation of new standard operating procedures (SOPs).

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Parking and Transportation

- Parking & Transportation Services are working on a complete re-design of the Transport website to include Macdonald Campus Parking information.
- Utility Management has an ongoing project to update its electrical grid and ensuring that EV chargers can be added to both the downtown and Macdonald campuses. Parking Services and the Office of Sustainability will continue to provide support to the Utility Management team in this initiative".

Risk Advisory and Insurance Services

- RAIS intends to reach out to various community members on campus to promote prevention and to inform units about the advisory services offered by RAIS.
- Since the appointment of the Director of RAIS, several insurance renewal negotiations took place considering that most of the University's insurance policies were moving to join the framework of the Programme d'assurances du regroupement des universités québécoises ("PARUQ"). This will be ongoing. Despite the position of insurers that we are still in a difficult market, conditions are tilting towards a softer market in the interest of universities because of the increase in interest rates and very good earnings of insurers. We hope to see a stabilization of premiums in the next 1-2 years followed by an improvement for years 2-5 and beyond.

Security Services

- In conjunction with IT, Security Services will – once the CAD/RMS is implemented – begin testing the system and will render different modules available to partners in CPS over a 2-year period.
- De-escalating Potentially Violent Situations training sessions will be offered as half-day workshops in the fall. The full-day workshop will still be made available as an option to the community upon request.
- The project to relocate and upgrade the Macdonald Security Services office, including the Operations Center, is ongoing.
- A project is underway to install card readers on perimeter doors of all buildings on the Macdonald Campus. There is also a project underway to replace the outdated intrusion system.

1. Introduction

This report summarizes the events and activities related to issues of health and safety at McGill University for the period of May 1st, 2021, to April 30th, 2022. The scope of this report includes all aspects of safety, reflecting the mandate of the six safety units under Campus Public Safety (Emergency Management and Preparedness, Environmental Health and Safety, Fire Prevention, Hazardous Waste Management, Parking and Transportation, Security Services, as well as, for its last reporting year to the Annual Safety Report, Risk Advisory and Insurance Services). RAIS now reports directly to the Associate Vice-Principal, Facilities Management and Ancillary Services as of March 2022.

1.1 Administration

Through sharing of resources, information, and expertise, the six safety units of Campus Public Safety collaborate to provide professional services and expertise to the McGill community. The organizational structure is shown in [Appendix D](#).

1.2 Mission Statement

McGill University's Campus Public Safety Department works with the community to promote a safe and secure environment for students, faculty, staff and visitors through education, prevention and response. The members of the Campus Public Safety department: Security Services, Fire Prevention, Parking & Transportation Services, Emergency Management & Preparedness, Environmental Health & Safety and Hazardous Waste Management are committed to respecting the needs and interests of the university community, and to be diligent in the protection of both persons and property. As such, we encourage our partners in the community to assume their individual and collective responsibilities to make McGill University a place that is safe, and to provide an open environment that fosters learning and education.

2. CNESST Claims

2.1 CNESST Statement

CNESST claims for the calendar years from 2016 to 2022 are presented here in table 1. As can be seen in table 1, there were overall more activities on campus, hence, more work accidents. We are slowly returning to our pre-pandemic number of occurrences.

Table 1. CNESST Claims for calendar years 2016 to 2022

Claims per year ⁽¹⁾⁽³⁾	2022 ⁽²⁾	2021	2020	2019	2018	2017	2016
Claims made	27	38	27	68	42	45	57
Claims accepted	20	28	19	51	35	30	45
Claims charged	19	24	17	44	30	26	33

- (1) CNESST's reference period is the calendar year.
 (2) Represents data collected during the first 6 months of 2022.
 (3) Previous years' numbers may require adjusting based on the CNESST's revisions of certain claims.

2.2 Financial Data

Table 2 contains financial data associated with the University's insurance premium. McGill is subject to the retrospective plan which means the impact of a certain year will be felt four years later. In other words, the results of 2022 will be realized in 2026.

Table 2. Financial data

Rate	2022	2021	2020	2019	2018	2017	2016
Unit rate \$ ⁽¹⁾	0.59	0.60	0.59	0.58	0.58	0.57	0.59
McGill initial rate \$ ⁽²⁾	0.51	0.53	0.53	0.52	0.54	0.54	0.57
McGill current rate \$ ⁽³⁾	0.50	0.51	0.49	0.49	0.52	0.53	0.56
Premium \$ ⁽⁴⁾	N/A	3,086,764	2,756,476	2,861,221	2,749,950	2,612,081	2,532,846

- (1) The unit rate represents a comparison rate for all colleges and universities in Quebec.
 (2) Represents the initial rate assessed by CNESST based on past experience (for example, the 2022 McGill rate is based on experience of the years 2017, 2018, 2019 and 2020).
 (3) If McGill's experience in a previous year changes, CNESST will recalculate the University's rate, and this will be reflected by an increase or a decrease in the rate.
 (4) The premium used to be estimated at the beginning of each year. As of 2011, the CNESST has implemented a procedure for the payment of premiums requesting that it be paid per pay, based on wages paid, along with all others statutory governmental deduction remittance. The total premium for 2022 will be known in 2023. The premium is based on the University's insurable salary (calculation is: insurable salary x McGill rate /100).

3. Compliance Framework

Beginning on September 30, 2021, the Government of Quebec passed Bill 59, which aims to modernize the Occupational Health and Safety system. These amendments are becoming the most significant amendments to the Occupational Health and Safety Act and the Workers' Compensation and Occupational Diseases Act since its inception.

The major impact for the university will be to remain compliant as a result of this modernization, as it will create significant additional workload for the unit.

Prior to fall 2021, higher education institutions were not required to have health and safety committees in place, nor prevention programs which govern risks inherent in the activities of its institutions. As a result, the authorities had little interest in validating institutions' compliance, which created some gaps in the implementation of the basic rules, but new legislation came into effect in September 2021. Note that McGill has health and safety committees, but not completely in accordance with the legislation nor the required structure.

The new requirements will be integrated by 2024. The first obligations came into effect on April 6 of this year and consisted of the implementation of an interim prevention and participation regime. This system allows institutions to prepare for the implementation of the prevention program.

The new legislative requirements and the implementation of regulatory measures require a high-level health and safety vision. An implementation plan will be forthcoming, this above and beyond the daily responsibilities of the unit.

The regulatory framework for safety within which the University operates falls under three levels of jurisdiction and encompasses a wide variety of relevant laws and regulations. The principal legislative entities driving compliance management and the associated means of monitoring and judging compliance are summarized in the regulatory framework table in [Appendix B](#). This year, new laws, and regulations (federal jurisdiction) were added to the regulatory framework for safety within which the University operates as presented in the table.

3.1 Safety Committee Management System

As illustrated in figure 1 below, there are several safety committees at McGill. The structure includes committees with representation from across the University, along with committees within academic, administrative and service units.

3.1.1 University Health and Safety Committee (UHSC)

The University Health and Safety Committee is the umbrella safety committee, responsible for University-wide health and safety issues. The Associate Vice-Principal (Facilities Management & Ancillary Services) is the committee's Chair. The committee met six times in 2021-2022. The committee is comprised of members from employee groups and student unions and associations, balanced with a nearly equal number of management representatives.

Topics addressed throughout the year included:

1. Regulatory agency interventions.
2. First aid training for graduate students.
3. Sub-committee to create SOPs for lab equipment.
4. COVID-19 updates.
5. Cannabis and Controlled Substances.
6. Chemical explosion in MS1-069-update on the incident.
7. Vote on statement or motion for mandatory vaccination.
8. TA safety in labs.
9. Air quality in older/crowded areas.

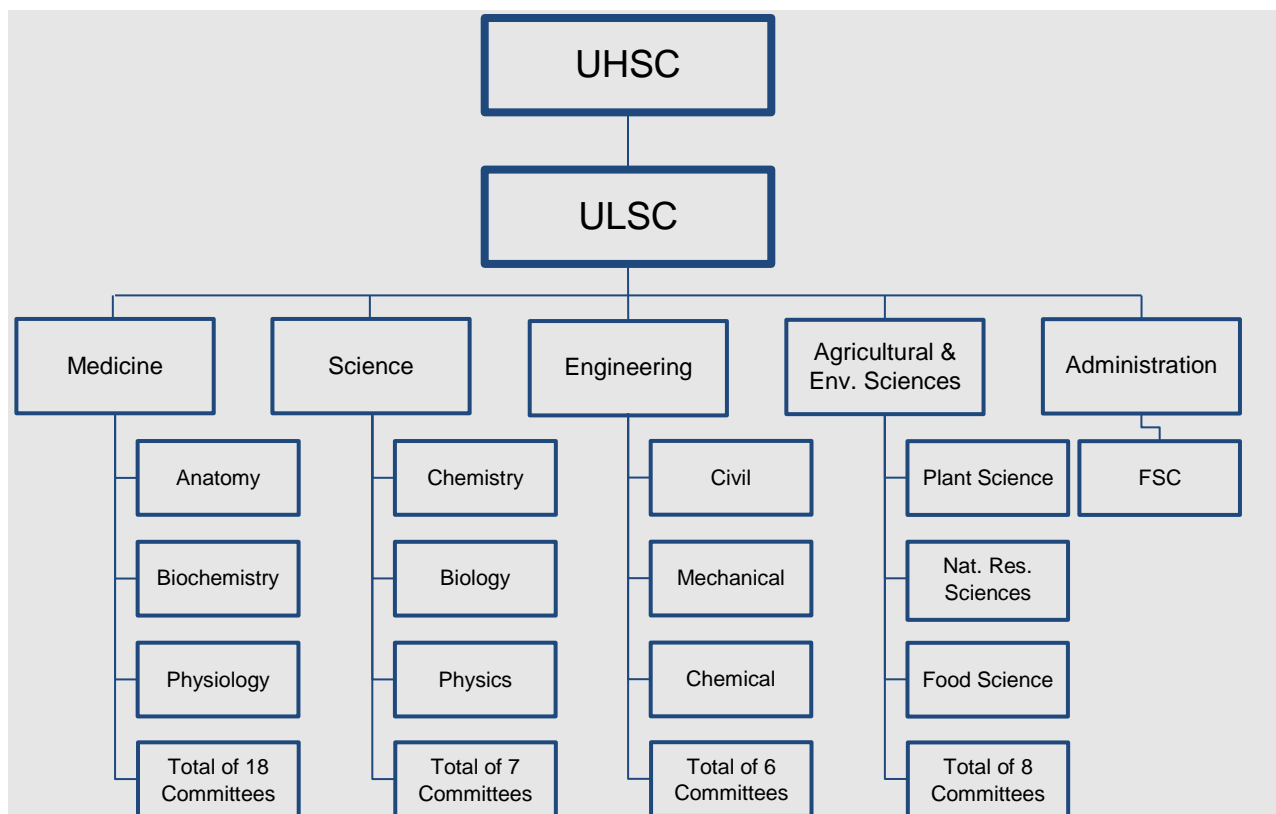
3.1.2 University Laboratory Safety Committee (ULSC)

The University Laboratory Safety Committee (ULSC) provides a forum where laboratory safety issues are addressed and where policies and protocols can be developed in a consistent and effective manner. The committee structure continued to work well; each faculty presented a summary of their activities for the year and shared best practices for improving safety culture. The biosafety, laser safety, and radiation safety officers also presented their annual reports. This year, Cannabis and Controlled Substances activities were discussed at the meeting.

The ULSC reports to the Office of the Vice-Principal, Research & Innovation. The Vice-Principal selected Professor Milan Maric as the new chair, replacing Professor Alvin Shrier. The committee met seven times in 2021-2022. Topics addressed throughout the year included:

1. Sustainable Labs Working Group.
2. EHS activity reports.
3. Follow-up on work orders.
4. SOP to transport hazardous materials by public transport.
5. Radiation, Laser, Biosafety, OHP, Medicine, Agriculture, Science & Engineering Annual Activity Reports.
6. Laser Accident, January 2021 update.
7. EHS training for teaching hospitals.
8. Sub-committee to create SOPs for lab equipment.
9. Cutting table in Wong (3rd floor).

Figure 1. Structure of Safety Committees at McGill



- Medicine also includes CMARC, Biomedical Engineering, Cancer Centre, Microbiology & Immunology, MNI, Pathology, Pharmacology and Psychiatry.
- Science also includes Bellairs, Earth & Planetary Science, Geography, Psychology and Redpath Museum.
- Engineering also includes Architecture, Bioengineering, Mining and Materials Engineering.
- Agriculture & Environmental Sciences also includes Animal Science, Bio resource Engineering, Dietetics & Human Nutrition, Mac Campus Farm and Parasitology.

3.1.3 Facilities Operations Safety Committee (FOSC)

The FOSC provides a forum for facilities managers, supervisors, and employees to receive and review safety issues related to their specific operations and to develop safety policies and procedures. The Committee is chaired by the Director, Building Operations. Representatives are drawn from EHS, FMAS, Athletics, Residences, Macdonald Campus Farm, and the Gault Nature Reserve.

In 2021-2022, the Committee met on five occasions. Some items discussed included:

1. Confined Space Entry.
2. Accident/Incident review.
3. Asbestos.
4. Electrical Safety Program Development and Training.
5. COVID-19.
6. Update on windsock on McConnell Arena.
7. Update on Ferrier Bldg. garage renovations.

3.1.4 Faculty Safety Committees (FSC)

Faculty Safety Committees exist in the four faculties with laboratory operations and provide oversight of the Departmental Safety Committees and representation to the ULSC. These committees report to their respective Faculty Deans on health and safety activities and the head of each committee acts as a faculty representative on the ULSC. The Chair of each committee is also a member of the ULSC.

All four faculties sent representatives to ULSC meetings and all of them presented an activity report.

The Faculty Safety Committee Chairs are:

- | | |
|--|--|
| 1. Science | - Dr. Ashok Kakkar |
| 2. Medicine and Health Sciences | - Drs. Dieter Reinhardt and Carmen Lampron |
| 3. Agricultural and Environmental Sciences | - Dr. Stan Kubow |
| 4. Engineering | - Dr. Kristian Waters |

3.1.5 Departmental Safety Committees (DSC)

Departmental Safety Committees are required for all departments that have operating labs. Each committee is required to submit a report on their annual activities and priorities for the upcoming year.

At the time of this report, 35 out of 37 committees (95%) have submitted activity reports.

EHS compiles, reviews, and summarizes the reports for the University Laboratory Safety Committee to nominate the annual winner of the Departmental Safety Committee Productivity Award. Because of the COVID-19 pandemic the last winner of the 2020-2021 DSC Productivity award was the Department of Anatomy and Cell Biology and the Faculty of Dentistry chaired by Dr. Dieter Reinhardt.

4. Emergency Management and Preparedness

4.1 2021-2022 Highlights

Over the past year, the Emergency Management and Preparedness unit has remained focused on supporting the COVID-19 pandemic response. To adhere to provincial public health directives regarding remote work, the EOC remained in virtual operations from March 22, 2020. The EOC met 417 times up until its demobilization and transition to the Recovery and Operations Resumption Committee (ROR). Incident Command (IC) was activated on June 23, 2020, to coordinate the operationalization of EOC action plans, which included preparing for the gradual ramping-up of on-campus activities. As of April 30, 2022, the IC team met 85 times and continues to meet on a regular basis. This has been the longest activation for the University's emergency response system to date.

The EOC and IC teams have been central to the University's response to this unprecedented event, including providing strategic direction through the interpretation of government and public health directives and translating these into action plans for university operations, as well as directing internal and external communications and providing support to faculties and units across the University.

The University's Case Management Group (CMG) has been activated since October 2020 to handle the reporting of COVID-19 symptoms and positive cases of McGill students and employees who have been on our campuses as per the request of Montreal Public Health. CMG scaled up staffing in September 2021 with 3 full-time and 1 part-time staff. The group was demobilized on May 24, 2022.

The COVID-19 emergency response illustrated a clear need for the university's emergency management program and response structure to be mandated through an Emergency Management Policy. The policy was adopted this year and will provide clarity and consistency for emergency management activities as well as facilitate appropriate decision-making for the protection of life and safety of the university community, infrastructure and operations during an emergency. As per the Policy, the University Emergency Management Program Committee (EMPC) shall serve as the program's steward and will approve the program and plan and review them annually. A report on the EMPC activities and program's overall status will be provided here moving forward. The EMPC approved changes to the University Emergency Management Plan at its kick-off meeting on September 6, 2022.

4.2 University Emergency Notification System

Only one of the bi-annual systems tests was conducted this year due to the ongoing COVID-19 response. Continuing these tests is a priority for the upcoming year.

4.3 Emergency Planning and Preparedness

Emergency planning and preparedness activities are a core part of the unit's mission. Due to the ongoing COVID-19 response and issues of staffing, regular planning and preparedness activities have been on hold as the unit remained focused on supporting the emerging needs of the pandemic. With the COVID-19 response slowing down and the team being short-staffed, the unit is focused on documenting and developing a comprehensive pandemic response plan based on the University's experiences with H1N1 in 2009/10 and with the current pandemic. Annual reviews of all major emergency response plans are slated to recommence in 2022-2023.

4.4 Moving Forward (2022-2023)

With the unit resources fully focused on supporting the COVID-19 response at the Emergency Operations Centre and Incident Command levels over the past two years, EMP's focus and key deliverables from this event will be the development of a comprehensive pandemic response plan for McGill. As the COVID-19 response slows down, EMP will be looking to resume regular planning and preparedness activities that have been on hold while unit resources were fully focused on supporting the emerging needs of the pandemic.

5. Environmental Health and Safety

5.1 2021-2022 Highlights

General achievements and highlights for EHS this reporting period include:

- COVID response and intervention via the Case Management Group (CMG).
- In fall 2021, the start of the development of a confined space plan to address all our campuses and evaluation of confined spaces at Macdonald Campus, Macdonald Farm and Gault Reserve.
- Begin the elaboration of the gas management plan with FPO, Procurement and Facilities.
- In spring 2022, initiating the project of the expansion of the Automatic Electronic Defibrillator (AED) program for the University.
- In spring 2022, a status report on EHS and HWM was produced, presented, and distributed to senior leadership (Director Campus Public Safety, Associate Vice Principal FMAS and Vice Principal Administration and Finance). The report covered:
 - Situational awareness in EHS and HWM.
 - Reasons for corrective action based on legislative and system gaps.
 - Prioritisation of actions to be implemented.
 - A development strategy.
 - Recommendations and conclusion.

2021-2022 EHS staff turnover

Departures:

- In January 2022, the Occupational Health & Office Administrator resigned, creating a significant gap in the administrative management of the department and clinic with an EHS Officer asked to take on some of these responsibilities in addition to her daily responsibilities.
- February 2022, an EHS Technician departed, leaving a vacancy in site asbestos inspections and team support.
- In April 2022, our Laser Safety Officer left on Short Term Disability and maternity leave, a total absence of 20 months. No replacement is available for regular tracking activities.

Arrivals:

- October 2021: Cannabis and Controlled Substance Officer was hired to help create and institute a system for the management and control of the discipline.
- February 2022: a second Business Manager was hired on a 2-year contract to support the MyLab project.
- February 2022: an Asbestos Safety Administrator was hired on a 1-year contract to support the Asbestos surveys and program.

5.2 Asbestos Management Policy and Program Update

From May 1, 2021, to April 30, 2022, EHS reviewed and retooled the Asbestos Management Plan. The project in collaboration with FMAS units and IT is slated for completion in winter 2023.

5.3 Asbestos Annual Report

Field sampling started to ramp-up in spring 2021 and was limited to approximately two to three days per week due to COVID-19 restrictions whereby EHS staff members gradually returned to in-office activities.

In April 2022, it was decided that the interventions of the EHS team concerning asbestos would concentrate on assessing building conditions in our portfolio rather than conducting systematic sampling due to resource issues and focusing instead on developing the Asbestos Management Policy and Program. This change accelerates the overall regulatory assessment and saves operational costs. Requests for regular or project-related characterizations will be provided externally. However, emergencies would still be handled internally within the department.

In the summer of 2021, two part-time students helped with the asbestos building sampling, especially at Macdonald campus where they assisted in completing the characterization of Laird Hall and ECO- Residence buildings.

The asbestos team has been given the authorization to add two Asbestos Safety Administrator positions. Currently one of the positions has been filled and the search continues to fill the second position.

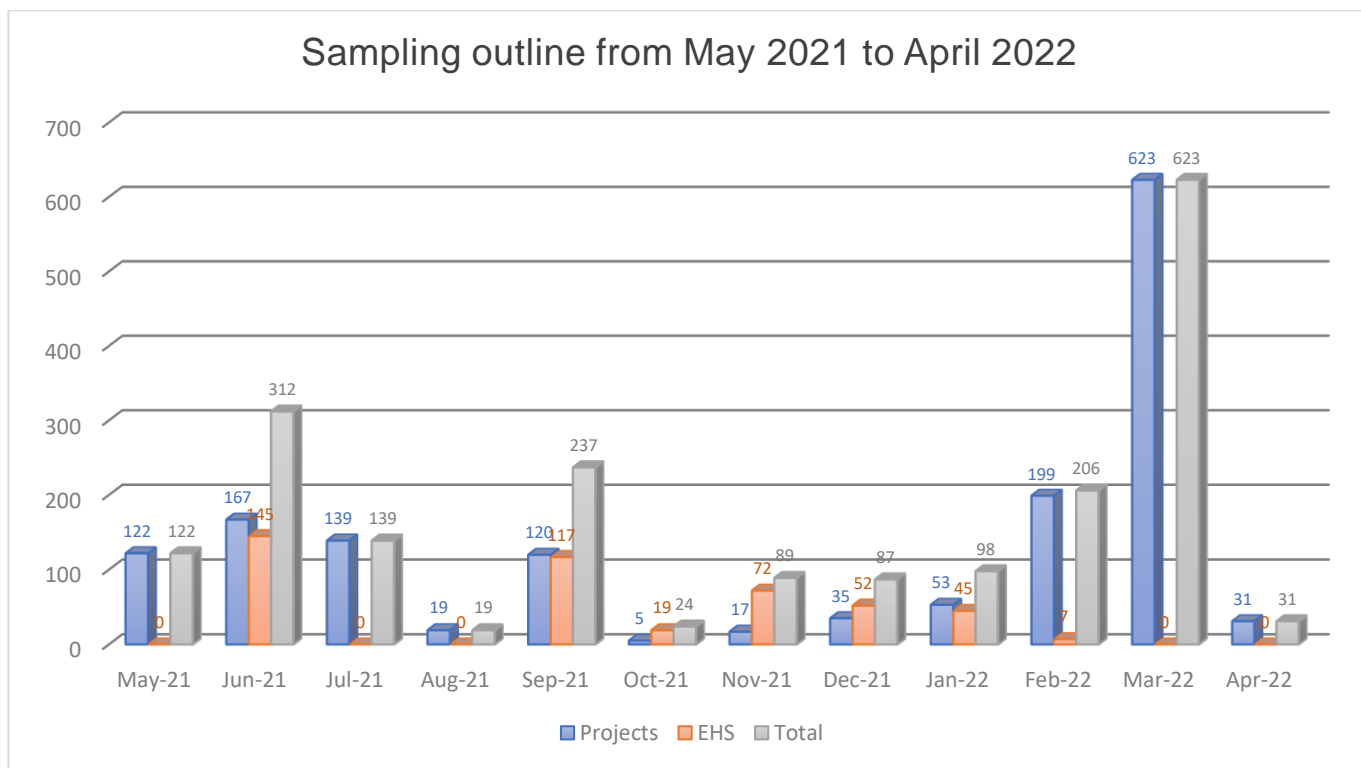
The Occupational Hygiene Officer and Asbestos Safety Administrator received professional development training from Gesfor (Formation Gesfor: Obligations, loi et procédures relatives aux travaux en présence d'amiante).

Table 3. Asbestos Sampling from May 1, 2021, to April 30, 2022

Buildings	Number of surveys	Number of samples	Number of samples for projects	Total
<i>Definition: The total number of buildings sampled (either fully or partly characterized)</i>	<i>Definition: Surveys are the new method of characterizing building to satisfy CNESST requirements (post asbestos management plan)</i>	<i>Definition: The number of samples taken as part of EHS old method of characterizing building to satisfy the CNESST requirements (pre asbestos management plan)</i>	<i>Definition: The number of samples taken for projects (pre asbestos management plan)</i>	<i>Definition: The total number of samples taken between May 2021 to April 2022</i>
30/ approx. 250	0*	632	1385	2017

*Starting after this reporting period.

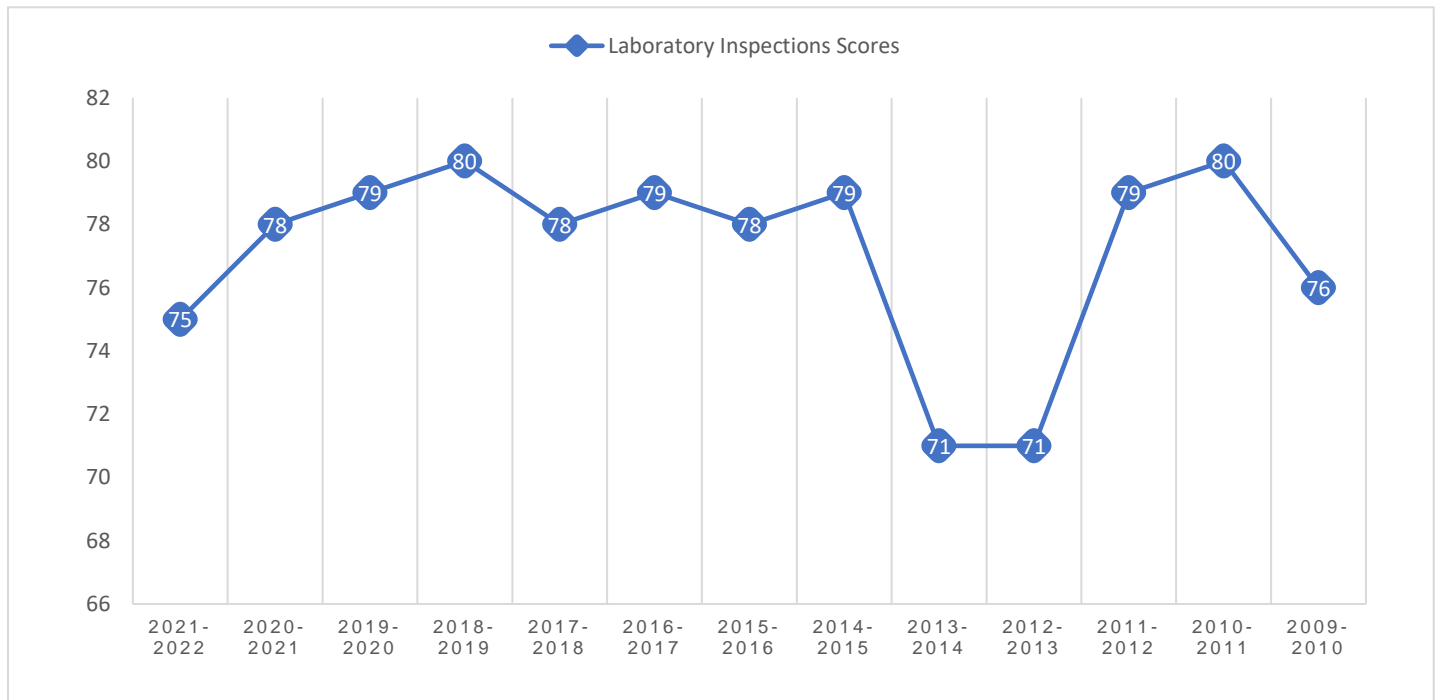
Figure 2. Sampling Outline



5.4 Laboratory Inspection Program

During the reference period, 120 laboratories were inspected (111 initial inspections and 9 follow-up inspections) with an overall score of 75%. The total number of inspections for this fiscal year was affected by the COVID-19 pandemic. This situation created a slowdown or a complete stop in the ability to conduct lab inspections in the field. Figure 3 shows the laboratory inspection scores since 2009-2010 as the initial starting point. The graph suggests that there has been little change in performance, however new requirements in laser safety have been introduced steadily over the past year and the community is keeping pace with the gradual changes in laboratory safety inspections.

Figure 3. Laboratory Inspection Program



Each inspection cycle of the University now takes up to three years, thus in any given year EHS inspects approximately two of the four faculties. For the year 2021-2022, those faculties were Sciences and Education, and other small units (Student Services and Facilities) were included. Figure 3 shows the inspection scores for their initial inspections.

5.4.1 Interpreting Laboratory Inspection Scores

5.4.1.1 Checklist

McGill's Laboratory Safety Inspection checklist consists of 95 items divided into 5 main sections depending on the type of work and hazards present in the lab.

- ✓ General 24 items
- ✓ Chemical Safety 17 items
- ✓ Biosafety 20 items
- ✓ Radiation Safety 14 items
- ✓ Laser Safety 20 items

Each item is graded as *Pass*, *Fail* or *Not Applicable*. Inspection items are weighed equally. Items graded as "Not Applicable" are not considered in the calculation of the overall grade.

5.4.1.2 Scores

Laboratory inspection scores are computed as percentages using the following formula: number of inspection items deemed as “PASS” divided by the number of applicable items present in the lab times one hundred. The inspection checklist is based on key “auditable” items. Prior to each cycle, the list is reviewed for relevance, adherence to regulatory compliance, and relative risk. Note: EHS no longer inspects sustainable practices in the labs.

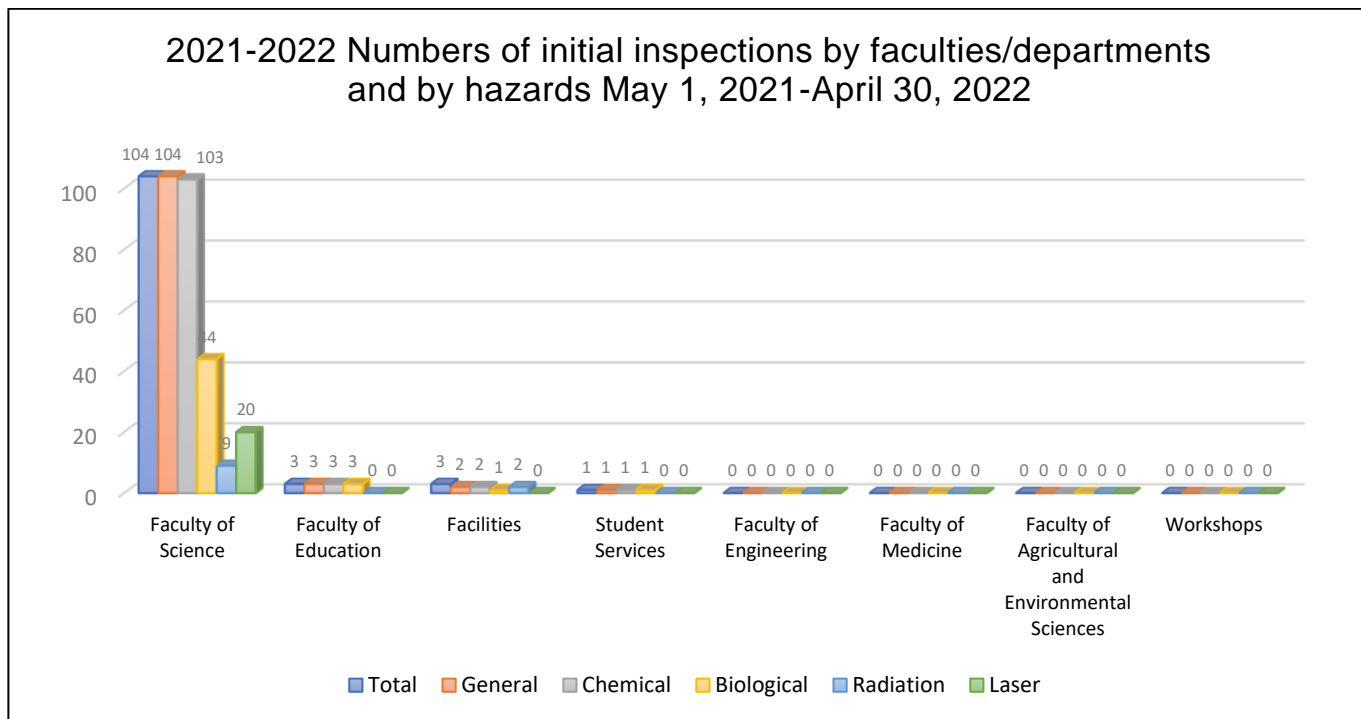
Laboratory inspection reports and scores are provided to the PI along with an explanation of how the items were interpreted. If the PI receives less than a perfect score (100%), they are asked to respond to EHS within six weeks, explaining the corrective measures or action plan they will take. In addition, laboratories scoring less than 60% are subject to a follow-up inspection. Low response rates have been a chronic problem in recent years, so the new protocol calls for a reminder to be escalated to the Departmental Safety Committee as well as the Department Chair. Further, if a response is not received within the next four weeks, reminders are escalated to the Faculty Safety Committee and if necessary to the Dean of the faculty.

Laboratories with scores of 75% and greater are considered “certifiable” and therefore qualify for approval of internal permits, safety certifications, and signoffs for research grant applications. However, they are still required to respond to EHS to explain the corrective measures they will take. Laboratories who score below 60% are automatically added to the list of laboratories to undergo follow-up inspections.

5.4.2 Laboratory inspection in more detail

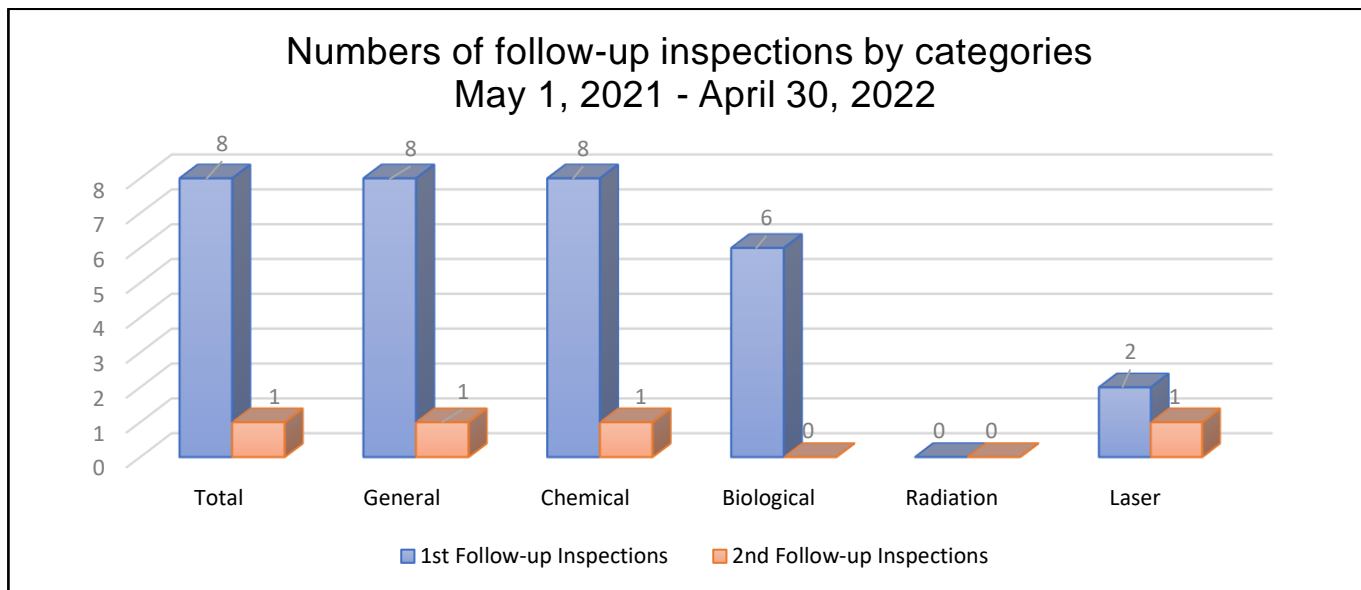
Inspection annual results cover approximately 10% of the university’s activities (figure 4). As illustrated, virtually no inspection is done by the EHS team regarding the activities done by Facilities, Student Services, Faculty of Engineering, Faculty of Medicine and Health Sciences, Faculty of Agricultural and Environmental Sciences and Workshops. Despite inspection cycles of between 2 and 3 years, workshops, and technical spaces (mechanical room/attics, roof top activities) are rarely evaluated. Of note, most construction health and safety issues are handled by the Construction Safety Office in Project Management, but at times EHS is contacted when matters are not being handled by them.

Figure 4. Laboratory Inspection by faculties/departments



Follow up-inspections are performed in laboratories deemed as high-risk labs as well as labs that scored poorly. Scores are shared upon request (figure 5).

Figure 5. Inspection follow-up by categories



Finally, the inspections revealed areas within which there is non-compliance. Items looked at included such things as the posting of First Aid posters, the indication of expiry dates on chemicals, training of personnel and the proper disposal of biohazardous waste.

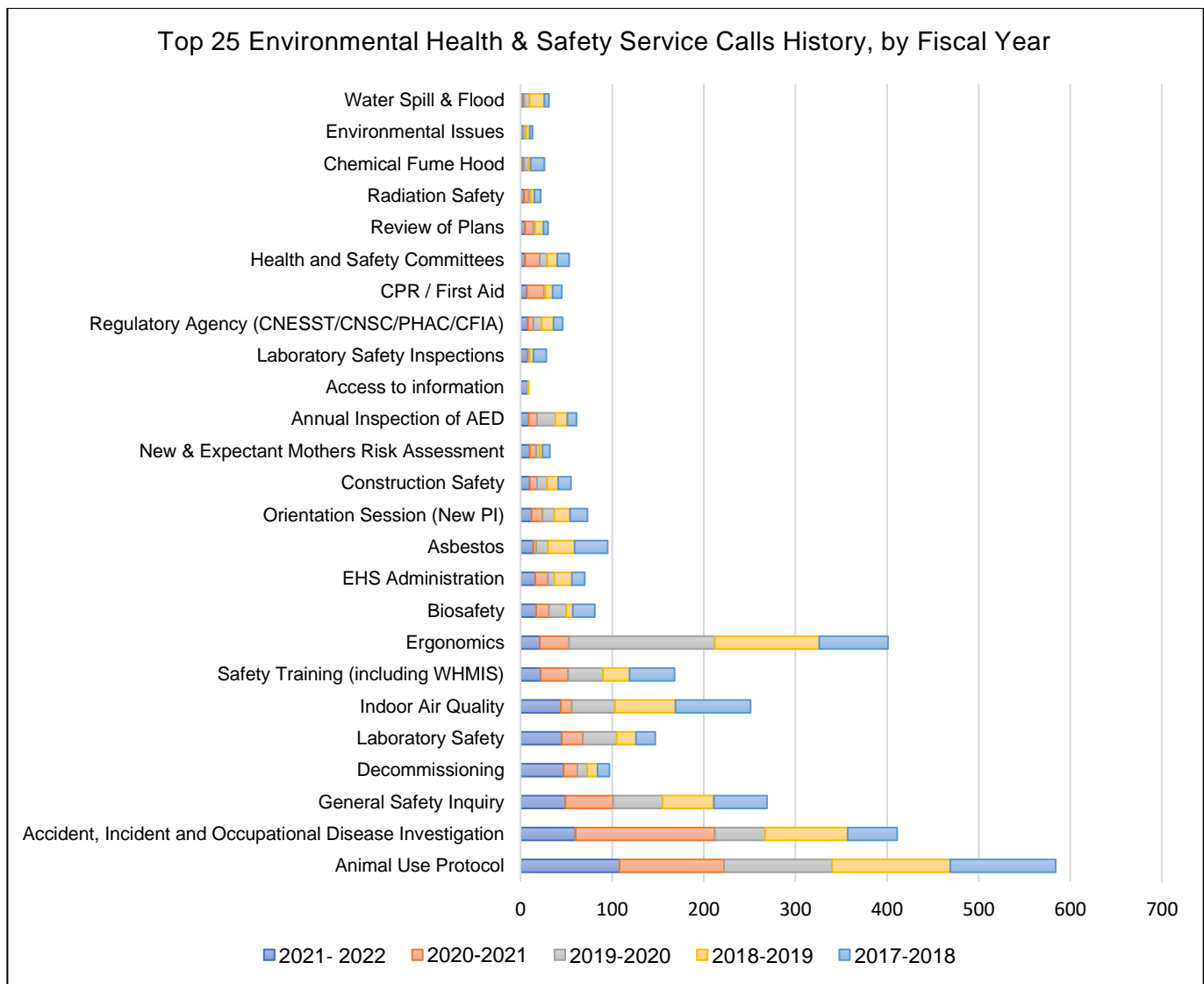
Note: all inspection items are calibrated at the same level which standardizes the final score. While all points are important in the overall management of health and safety, some elements should be weighed differently in order to have a better idea of the real risk that the laboratory represents. This analysis will be done in the update of the form in the new version of myLab platform.

5.5 EHS Service Calls

EHS service calls data are shown in figure 6. In 2021-2022, EHS reported 546 service calls, a decrease compared to the past several years and explained by COVID-19 restrictions that led to fewer staff and students on campus. The data is generally reflective of the calls for service that come through the EHS office either by telephone, e-mail or occasionally via fax.

Note: HEAT software used to input all the service calls is obsolescent and is being migrated to JIRA, with full implementation in June 2022.

Figure 6. Top 25 EHS Service Calls History

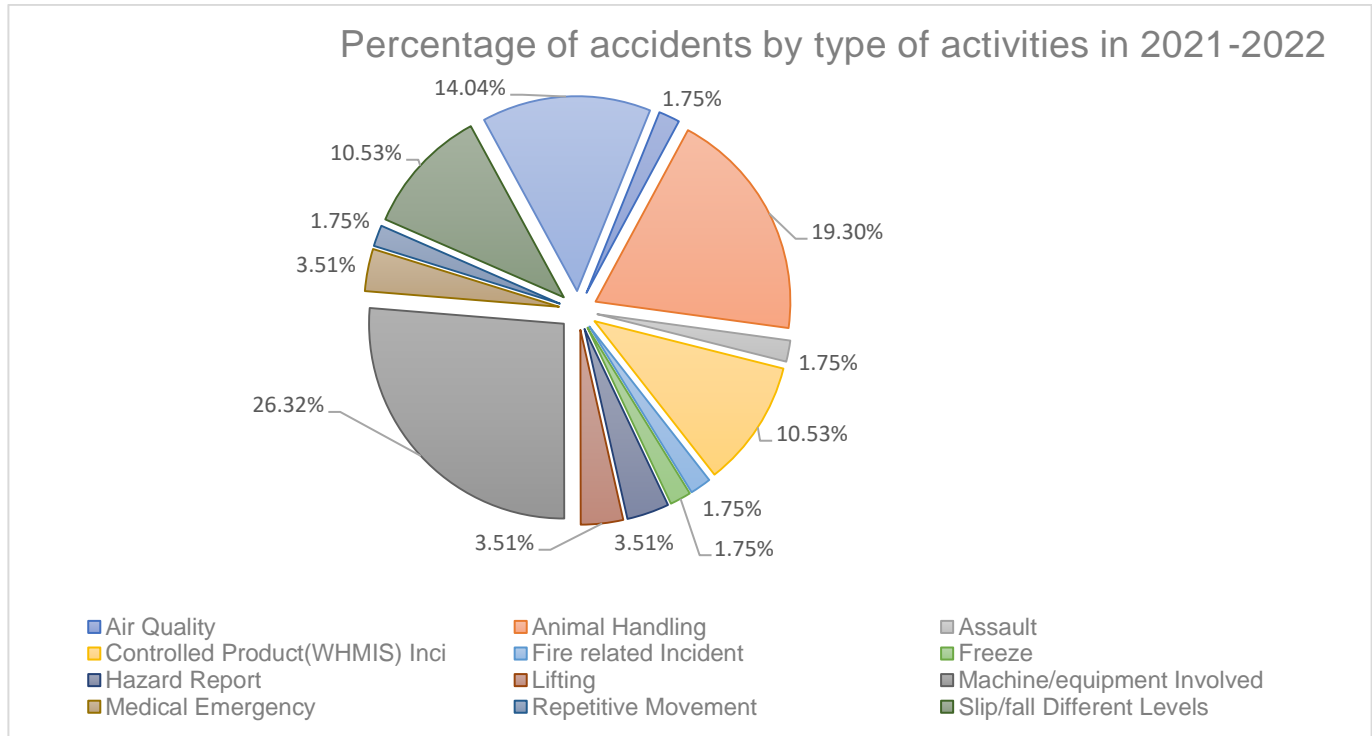


Note: 2020-2021- Accident, Incident and Occupational Disease Investigation: The significant increase in calls compared to the previous year is a result of students and employees reporting COVID-related symptoms or having contracted COVID-19.

5.6 Accident Summary

There were 297 recorded accidents, 60 of which were investigated. Figure 7 summarizes by type of activities:

Figure 7. Percentage of accidents investigated by type of activities



5.7 Moving Forward (2022-2023)

Based on the upcoming new health and safety legislation, here are EHS targets (by system categories) for 2022-2023:

Leadership and Policy

- Implement global McGill EHS Policy and Program.
- Implement an Asbestos administrative policy and Program.
- Implement, in collaboration with FPO, Gases Policy and Program.

Organizational Resources and Responsibilities

- Improve EHS' and HWM's organizational structure.

Communication and Consultation

- Work with HR/Labour Relations to look at the overall safety committees' structure and propose improvements based on new regulations.

Documentation and Document Management

- Based on new regulations: need to develop the EHS Prevention Program by the end of 2024 (as explained in the section on Compliance Framework).
- Improve/review EHS and HWM documentation structure.
- Complete and implement the Asbestos Management Plan with key partners (Facilities and Project Management).

- Continue the Confined Space Management Plan document, wrap up the field work at Macdonald Campus and then start the risk assessment of confined space locations on the Downtown Campus.
- Continue the development of the Cannabis & Controlled Substance Program, in collaboration with the Office of Sponsor Research and the Office of the VP Administration & Finance.
- Complete the Gas Monitoring Management Plan with Facilities and FPO.
- Ensure that SOPs continue to be created, updated, and maintained.

6. Fire Prevention

6.1 2021-2022 Highlights

Two Fire Prevention Officer (FPO) positions were filled over the course of FY2022 leading to the unit being fully staffed for the first time in many years. One FPO is now assigned on a full-time basis to Macdonald Campus. Active support over the same period continued for major construction projects, including the Fiat Lux and New Vic projects as well as the Campus Master Plan.

6.2 Fire Alarms

The City of Montreal imposes an incremental fine structure for unfounded fire alarms which occur at each civic address. Fines range from \$0 for a first alarm to \$250 for the second, \$750 for the third, and up to \$2,700 for the fourth and above.

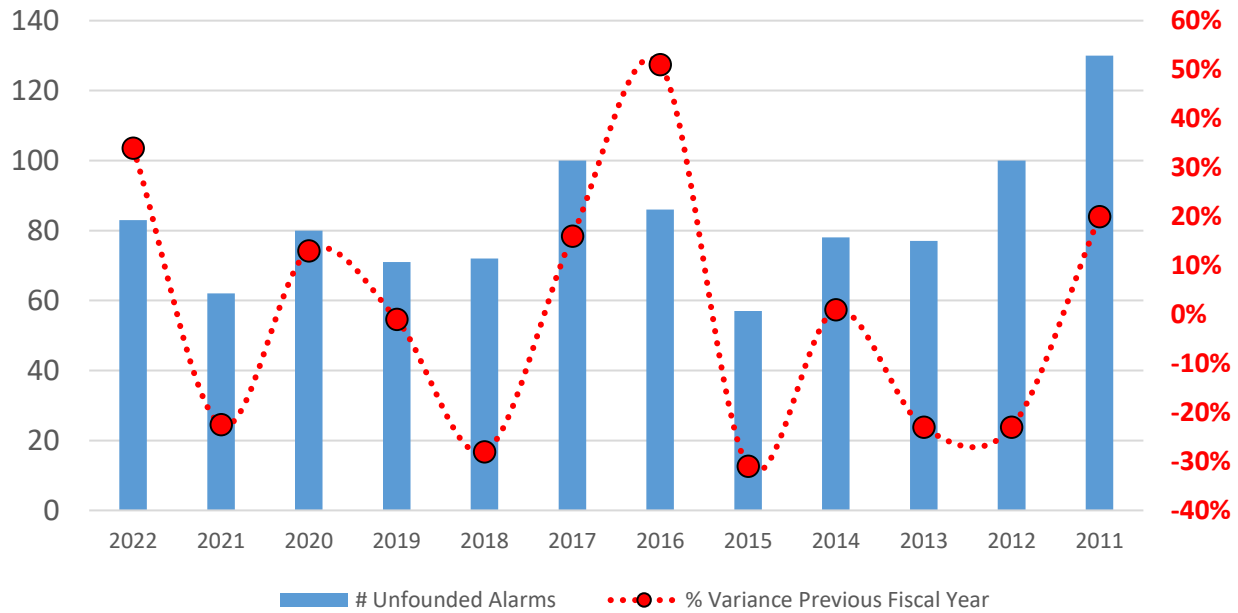
In order to reduce the number of unfounded fire alarms on campus and to defray the costs of those that continue to occur, the Fire Prevention Office imposes a penalty of \$3,000 per unfounded fire alarm.

From May 1, 2021, to April 30, 2022, the FPO received 83 notices for unfounded fire alarms from the City of Montreal, an increase of 34% in the number of unfounded alarms compared to the previous year. This increase is attributed to the overall increase in activities on campus. Higher occupancy in residences led to an increase of 150% in unfounded alarms in student housing. Table 4 outlines the number of notices for unfounded alarms by location, occurrence and operating year.

Table 4. Number of municipal notices for unfounded alarms

Location	2021-2022		2020-2021		2019-2020		2018-2019	
	Unfounded Alarms	%	Unfounded Alarms	%	Unfounded Alarms	%	Unfounded Alarms	%
Downtown Campus Buildings*	47	57	38	61	51	64	52	74
Macdonald Campus Buildings*	12	14	13	21	9	11	0	0
Montreal Neurological Institute	11	13	5	8	3	4	9	13
Residences	10	12	4	7	13	16	7	10
Molson Stadium	3	4	2	3	4	5	2	3
Total	83	100	62	100	80	100	70	100
Frequency								
First	23	27	18	29	25	31	21	30 **
Second	12	14	11	18	8	10	11	16 **
Third	4	5	4	7	6	8	6	9 **
Fourth	3	4	2	3	4	5	5	7 **
Fifth and higher	41	50	27	43	37	46	27	38 **
	83	100	62	100	80	100	70	100
*Downtown and Macdonald campus buildings excluding residence buildings. **Revised count.								

Figure 8. Incidences of Unfounded Alarms and % Variance



6.2.1 Reasons for Fire Alarms

There was an increase of 34% in the number of alarms on campus compared to the previous reporting period of 2020-2021. Of note are increases in residences and the Montreal Neurological Institute. For the former, higher residence occupancy explains the increase in the number of unfounded alarms.

Figure 9. Equipment Shutdown Requests (FS-002) and % Variance Yearly Average

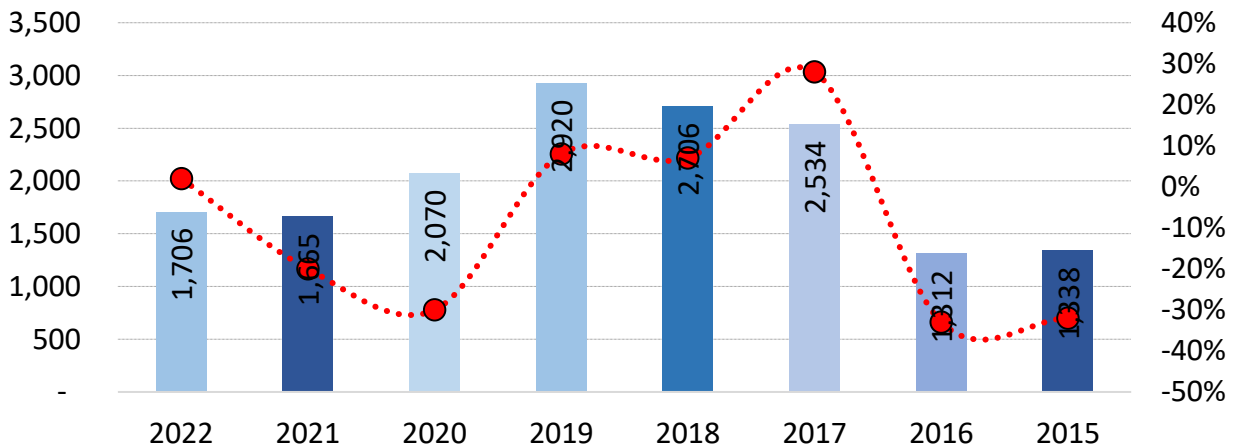
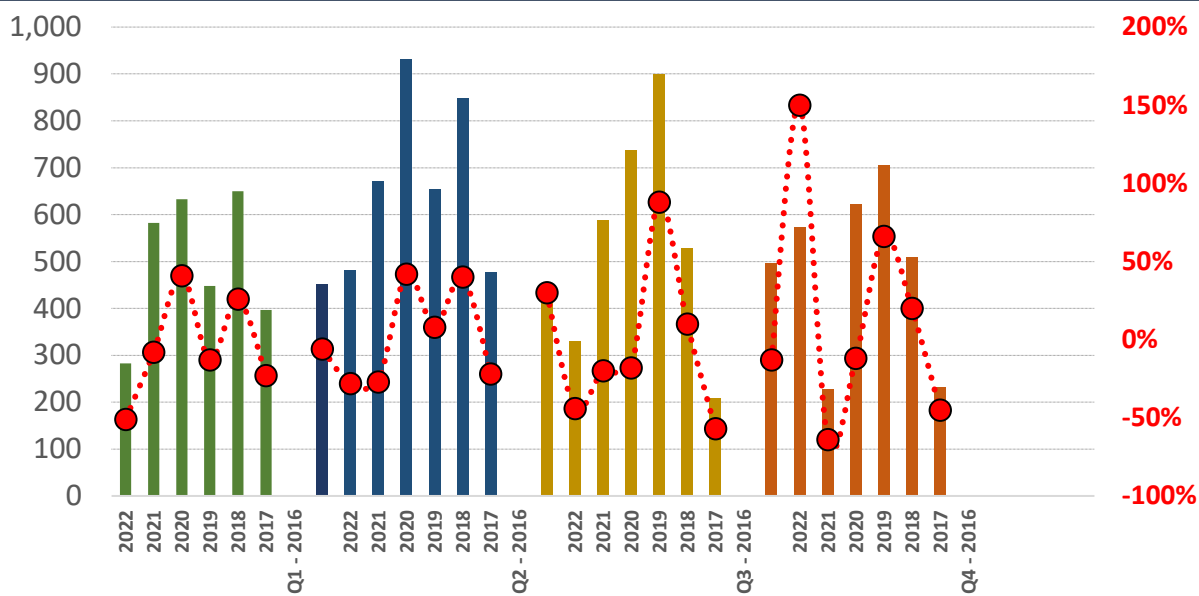


Figure 10. Equipment Shutdown Requests (FS-002) per Quarter and % Variance Quarterly Average



6.3 Building Evacuation Exercises

As COVID restrictions were lifted, the FPO conducted 142 fire drills out of a total of 150 buildings. No drills were conducted in unoccupied buildings (of which there are seven in total, four on Macdonald Campus, and three Downtown). The drill in the Genome building was not conducted because there were three fire alarms in the period preceding the drills, satisfying drill requirements.

6.4 Fire Equipment Upgrades Program

As for the installation of the fire panel upgrades and the ONYX system, 26 buildings out of 145 have been upgraded to date. FPO is currently working in collaboration with Procurement’s approval to continue with other installations. Planning for the next wave of ONYX installations is pending the signing of the contract.

6.5 Moving Forward (2022-2023)

Fire Prevention’s goals for the coming year will focus on the signing of vendor contracts for the upgrading of fire alarm panels to the ONYX system; expanding evacuation training for Building Directors; integrating IT systems changes into workflows and business processes; as well as succession planning and training of new FPOs.

7. Hazardous Waste Management

7.1 2021-2022 Highlights

From September 2021 to April 2022, we decommissioned and helped relocate every wet lab in the Raymond building to their new temporary location. These laboratories will undergo renovations in 2022.

On November 26th, in collaboration with Facilities Operations, HWM coordinated the removal of 8000L of old acidic water-treatment solution that was abandoned for several years in the McLennan library basement.

Our request for a budget increase from the Sustainability Project Fund to cover the costs for the acquisition of a biomedical waste sterilization unit has been approved. Unfortunately, the project is now on hold due to staffing issues within the Project Management unit. Meanwhile, we took the opportunity to update the call for tender documents, so we are ready when the project manager is appointed.

During the pandemic, the unit was operational on site, providing essential services to support the University, including the disinfection of laboratories with potential positive COVID cases, and hazardous waste disposal services for active laboratories.

7.2 Hazardous Waste Disposal Statistics

In accordance with legislation, Hazardous Waste Management is mandated to collect, prepare and ship hazardous waste for disposal in a safe, environmentally sound, and cost-effective manner. HWM also provides services such as laboratory decommissioning, response to hazardous materials emergencies, and the collection of electronic waste (e-waste). HWM is not mandated to manage construction waste disposal. As per the McGill Building Design Standards, the Project Manager is tasked with finding an appropriate contractor for this waste stream.

The graph (figure 11) shows the volumes for each of the categories of waste handled by HWM. Waste volumes fluctuate annually based on use by the McGill community.

Figure 11. Hazardous waste statistics, by treatment type, material and fiscal year

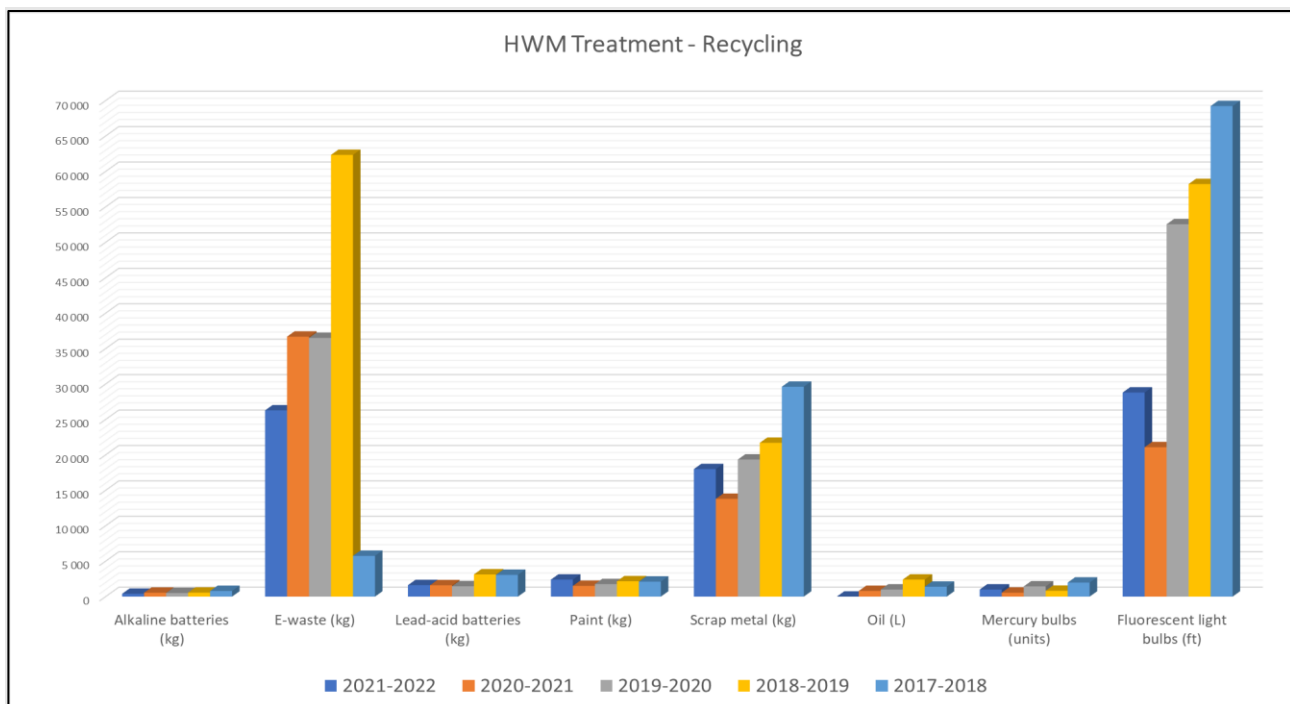


Figure 12. HWM Treatment - Incineration / Landfill

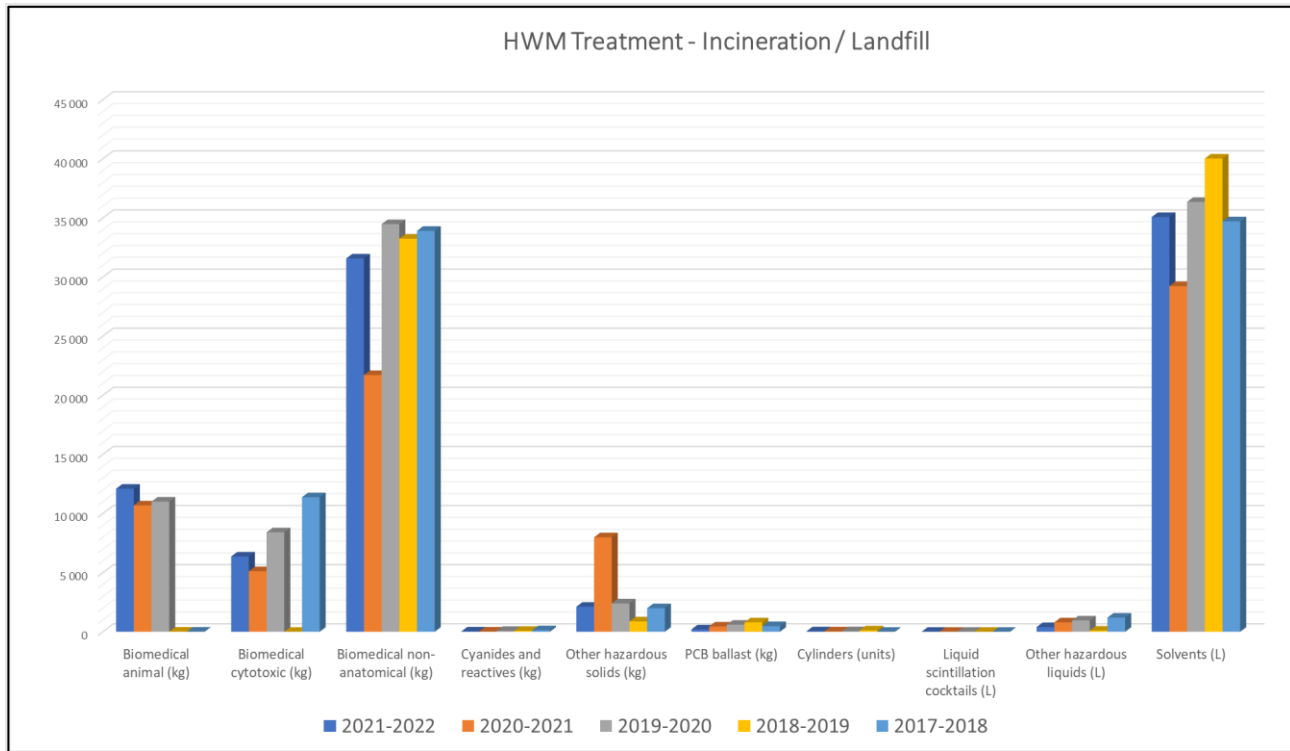
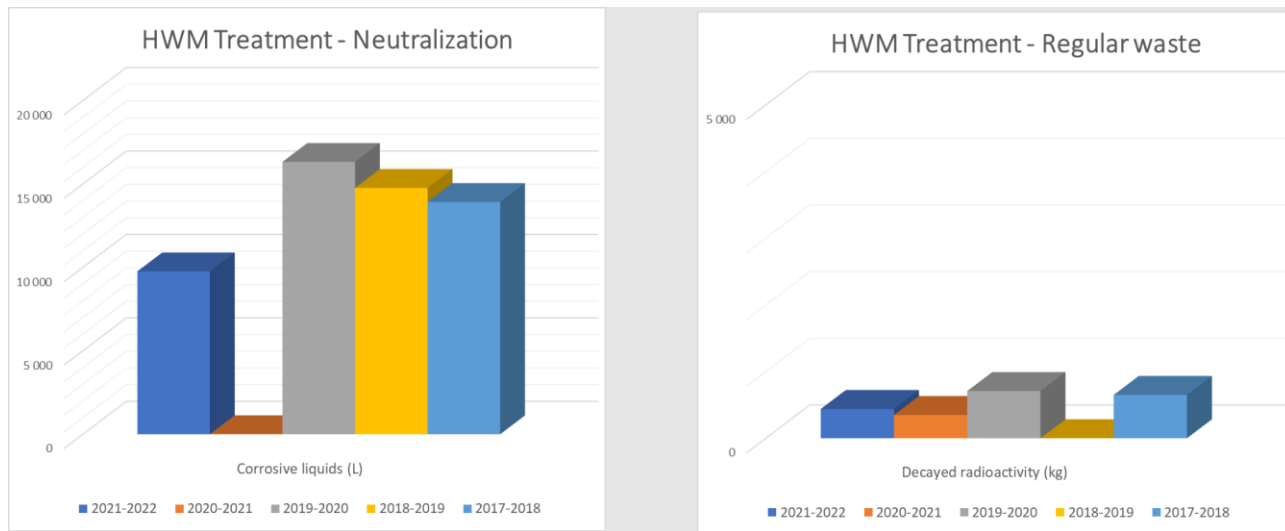


Figure 13. HWM Treatment: Neutralization and Regular Waste



While the numbers are consistent with those of previous years, we can see that the bulk of our hazardous waste (solvents and corrosives) is increasing, back to our pre-pandemic numbers. We are also expecting an increase in e-waste for 2022-2023, as McGill employees who were working from home full time are coming back onto campus.

7.3 Moving Forward (2022-2023)

We are hoping to get a new project manager during the summer 2022 so we can move forward with the biomedical waste sterilization project. Our new timeline for completion of this project is summer 2023, where we will focus on implementing new procedures for biomedical waste disposal to facilitate the sterilization process and ensure compliance with the legislation.

Work is underway for the replacement of hazardous waste management software, FoxPro, which is now obsolete and no longer supported by Microsoft or McGill IT Services. Onsite Systems was selected as part of the NORFI process. We will work with the project team to implement the new software and are expected to be fully migrated and operational by January 2023.

Finally, we will develop Key Performance Indicators to help identify potential gaps in our operations, then determine how we can implement changes to correct them.

8. Parking and Transportation Services

8.1 2021-2022 Highlights

Parking and Transportation Services continues to grow its transportation mandate. The McGill Fleet Website has been completed putting all the information for McGill vehicle coordinators on a single site. Parking & Transportation Services continues to operate and maintain the EV chargers currently installed on both Macdonald and Downtown sites, while working closely with both the Office of Sustainability and Utility & Energy Management to increase the quantity of EV chargers.

8.2 BIXI Subscriptions

Parking Services, in collaboration with BIXI Montreal, offers discounted bicycle subscriptions to the McGill community. BIXI works with all Montreal universities to promote and disseminate subscription information.

Number of BIXI memberships per year:

- 2016 354
- 2017 1210
- 2018 1805
- 2019 2196
- 2020 1507
- 2021 2015

8.3 Electric Vehicle Charging Stations

To better accommodate electric vehicles (EV) and in line with both McGill and provincial objectives, Parking and Transportation Services, in collaboration with the Office of Sustainability and Utilities & Energy Management, is adding EV charging stations to both campuses, as well as to the Gault Nature Reserve.

Though planning continues, both electrical capacity and funding issues continue to delay the installation of EV chargers.

See table 5 below for installation overview of electric vehicle charging stations including their installation status.

Table 5. Installation of Electric Vehicle Charging Stations

Site	Users	# of Charging Heads Planned	Status	
			Charging Heads Installed & Active End 2021	Upcoming Installation Dates for Remaining Charging Heads
Downtown Campus				
Bronfman Garage	Staff & Public	4	2	September 2021
Burnside Garage	Department & Staff	2		Electrical upgrade Project 17-004
Education	Staff & Public	4	4	Fall 2021 Project 11-299
Exterior Athletics	Staff & Public	2		Pending design for outdoor (Fall 2022)
Exterior Residences	Staff & Public	2		Pending design for outdoor (Fall 2022)
Ferrier Garage	Department	2		Proposed first quarter 2022
Interior Residences	Department	1	1	
McIntyre Garage	Staff & Public	16	16	
RVH Campus	Staff & Public			Campus is in planning stages
680 Sherbrooke	Staff & Public	2		Electrical upgrade required (2022)
Total Downtown		35	19	
Macdonald Campus				
Centennial Parking	Staff & Public	2		Awaiting info re electrical capacity
Facilities Garage	Department	2	2	
Horticulture Lot	Staff & Public	4		Awaiting info re electrical capacity
Total Macdonald		8	2	
Gault Nature Reserve				
Gault	Staff & Public	1	1 (Active since 2018)	
Total Gault		1	1	
Total McGill		44	26	

8.4 Lift Requests

Parking and Transportation Services is part of a larger team that approves requests for lifts by crane, boom truck, scissor lift, etc. This team includes Construction Health & Safety, Fire Prevention, Security Services, and Utility & Energy Management. The lift approval team was created in 2018 to coordinate the increasing number of requests

due to construction on the Downtown campus. Each group assesses the requests and provides a set of conditions and guidelines for project managers to follow to ensure the safety of the workers, as well as the McGill community. A second team was founded in 2019 to approve lift operation requests for the Macdonald campus. The numbers below are the approved lift requests for the downtown campus. This does not include the actual number of lifts as a single request may include 4 or 5 days of lifts, nor does it include unapproved lifts, which were denied for various reasons including conflicts with other lifts or unsafe lift mobilizations.

Lift Requests (Downtown Campus):

2019-2020:	165
2020-2021:	105
2021-2022:	138

8.5 Moving Forward (2022-2023)

The McGill University Fleet website is now online. Parking & Transportation Services are working on a complete re-design of the Transport website to include Macdonald campus parking information. Permission for a mock website has been received from Web Services and a site plan is in design. This plan needs information from both McGill downtown and Macdonald campuses to be updated and implemented.

Parking & Transportation is also looking at systems to allow flexible parking rates for personnel who are part of the Interim Flexible Work Arrangement and need a rate between a full permit and a day pass. On the market, there are currently several mobile programs which may be adapted to McGill (logistics and costing to be confirmed).

Outdated parking signs at Macdonald campus will be replaced by new updated signs. A study will also be carried out in all parking areas on campus, ensuring fairness for all McGill members when parking on the Macdonald campus.

9. Risk Advisory and Insurance Services

9.1 2021-2022 Highlights

Insurance Program

Following the December 2021 decision to take advantage of group purchasing power, most of the University's insurance policies moved to join the PARUQ framework through the Bureau de Coopération Interuniversitaire (BCI). This insurance purchasing group consists of 19 Québec universities.

About 45% of the insurance policies will be managed with BCI, many of which are some of the University's most important insurance policies; the Commercial General Liability policy being one of them. The remaining policies comprising McGill's insurance program are purchased independently through Aon (the University's broker). The new Director is involved with this transfer of the University's policies.

In early March 2022, Aon was awarded a 3-year contract with respect to providing insurance brokering & prevention services to all universities (including McGill) with respect to PARUQ insurance policies.

Beginning in April of this year, RAIS worked to extend by thirty (30) days the policy period of certain McGill insurance policies that had a May 1, 2022, expiration date to ensure that they are aligned with the June 1, 2022, effective date of PARUQ insurance policies.

Claims

A backlog in claims management was addressed during the May 1st, 2021, to April 30th, 2022, reference period, thanks to the claims analyst that was hired at the beginning of the 2021 calendar year. This hire strengthened the service to the community by ensuring that units were indemnified and fully recovered from their losses.

In December 2021, the Montreal Neurological Institute (MNI) suffered a significant loss which exceeded the property insurance deductible. The indemnification of this claim progressed positively, and it is anticipated to be finalized in the latter half of 2022.

Risk Control

RAIS continued its focus for on-site inspections in the summer of 2021. With the ongoing assistance of CPS and FMAS at both campuses, 67 site inspections during the reference period were conducted, at the request of our main property insurer, FM Global. In addition, FM Global requested equipment inspections, including that of the powerhouse.

Additional visits from two other insurers were also conducted during the reference period, involving a dozen buildings on the downtown campus. Addressing the recommendations and providing all the insurers with regular updates continues to be a priority.

9.2 Moving Forward (2022-2023)

As almost half of the University's insurance policies will be managed with BCI, a stronger partnership will continue to develop between the two parties to ensure the University's needs are met. The internal management of these main policies will also be impacted: deductibles have decreased in multiple insurance policies. This will entail additional claims management and increased interaction with insurers by RAIS. Considering these requirements along with upcoming building projects, we anticipate the expansion of RAIS to become a need going forward.

The University's property insurers will continue on-site inspections and will be focusing on Macdonald Campus during the summer of 2022. We continue to partner with FM Global and reinforce a positive relationship. RAIS supports McGill's efforts concerning risk identification and risk treatment as it further mitigates efforts as a cohesive team.

10. Security Services

10.1 2021-2022 Highlights

The Operations team continued to operate at full capacity during the pandemic to oversee regular daily operations as well as the operations related to the pandemic response.

Approximately 107,000 alarms were received at the SOC, representing a 17% decrease compared to last year, a result of alarms being deactivated due to staff and students returning to campus following the work from home order.

Security Services dealt with two major occupations, the first endured for 12 days in the lobby of the Arts building, and the second lasted 3 days in the lobby of Burnside Hall. Security agents were deployed on campus as a preventative measure patrolling various buildings and grounds to deter any mischief and other actions that would impact the University's day-to-day operations.

A special press conference involving the PM of Canada and the Premier of Quebec was held in late April where members of the security management team and agency personnel were present to provide support to the various police agencies and to ensure the event ran smoothly with no disruptions.

For the 2021-2022 fiscal year, Security Services undertook a variety of projects. Some of these projects were already in the planning stages, while others emerged as a response to the pandemic.

In this regard, Security Services helped coordinate and plan the implementation of COVID-19 vaccination clinics and testing sites on campus. Additionally, the department seized the opportunity of having a significantly less populated campus to work on a project which will ensure that all exit doors can be opened freely during an emergency, that they are all identified and to mitigate doors which are faulty.

Security Services went to tender for a Computer Aided Dispatch/Records Management System (formerly called the Incident Management System). A vendor has been selected, a FTE was hired, and implementation work has begun.

The Physical Security Systems unit implemented temporarily the JIRA ticketing system to replace the HEAT system. The upgrade has introduced a solution to manage customer requests submitted to the unit's help desk.

Similarly, the Operations unit worked closely with IT to transfer the current incident logging system, HEAT to JIRA while awaiting the implementation of the newly purchased CAD/RMS.

Security Services continued their efforts with the classroom locking project by preparing tender documents for phase 2 of implementation. Phase 1 of the project, a pilot project in the FDA auditorium, has been completed and testing of equipment has begun. This project ensures individuals can safely lock themselves inside classrooms in the event of an active threat while still allowing for free egress. Installation of new classroom locking hardware is underway at both campuses as part of construction projects, because of updated hardware standards.

The Planning and Documentation Administrator wrote and revised 26 Standard Policies and Procedures (SPPs), which were reviewed and edited in collaboration with members of both the Downtown and Macdonald Operations teams.

In FY20, Phase 1 of the "Bait Locker Poster Program," which aims to deter theft, was launched to address the problem of thefts at the Sports Complex. The Bait Locker Poster Program works by alarming certain lockers to sound off if forced open. The posters alert potential thieves, as well as users of the gym, of the program. Phase 2 of the Bait Locker Poster Program, installation of the posters and devices, was implemented on November 15, 2021. Alarms have been installed on random lockers in the change rooms. The efficacy of the program is currently being evaluated.

During the past year, with many changes and restructuring, Macdonald Campus filled all permanent agency personnel positions, which ensures full coverage of all shifts. All agency personnel benefitted from an improved training program which had a positive impact for on-campus interventions. Changes were made to the Tracktik locations for agency rounds, to improve overall surveillance of more vulnerable areas and to be alerted to maintenance issues more rapidly. Due to ongoing issues with the aging Île-aux-Tourtes Bridge, Macdonald campus is heavily affected when closures occur. In the previous year, Macdonald campus experienced three closures, resulting in a high number of tractor trailers attempting to access the campus, posing significant safety concerns.

Security Services were tasked with closing access to these trucks at the two north entrances to the campus to maintain the safety of community members. This will continue to be an issue every time there is an accident or emergency closure of the bridge.

10.2 Calls to the Security Operations Centre (Downtown & Macdonald campuses)

Table 6 below summarizes incident reports triggered by calls and alarms recorded by the Security Services Operations Centre (SOC) on the Downtown and Macdonald campuses from 2018 to 2022 (by fiscal year).

10.2.1 Downtown campus

The SOC Downtown campus received, on average, 186 calls per week in 2021-22 compared to 189 per week in 2020-21.

There was a 106% increase in the category of “Miscellaneous” due to a spike of incidents involving non-criminal graffiti (non-criminal mischief). There was also an increase of 195% in “Emergency calls” to the SOC related to COVID.

10.2.2 Macdonald campus

With the “re-opening” of the university, there was a spike in the number of reported criminal incidents from 56 last year to 165 this reporting year, an increase of 194%.

There was a substantial increase of 220% in unsecured areas due to an increase in construction projects on campus where doors were regularly found open. Additionally, there was an increase in buildings not having their intrusion systems armed at the end of the day, leaving the area unsecured. There was also a slight increase of 28% in alarms, which was often in relation to doors being left open.

With a return to campus slowly in effect, SOC saw an increase of 26% in “Provide Assistance” calls, however a decrease of 59% in the category of “Miscellaneous” was also noted.

Table 6. Incident reports triggered by calls & alarms received by Security Services

	2021-2022				2020-2021				2019-2020				2018-2019			
	Downtown		Macdonald		Downtown		Macdonald		Downtown		Macdonald		Downtown		Macdonald	
	Yearly Totals	Weekly Avg.	Yearly Totals	Weekly Avg.	Yearly Totals	Weekly Avg.	Yearly Totals	Weekly Avg.	Yearly Totals	Weekly Avg.	Yearly Totals	Weekly Avg.	Yearly Totals	Weekly Avg.	Yearly Totals	Weekly Avg.
Unsecured Areas ⁽¹⁾	871	17	419	8	854	16	131	3	1,137	22	94	2	970	19	174	3
Alarms ⁽²⁾	3,874	74	959	18	3,608	69	746	14	4,122	79	467	9	5,147	99	214	4
Emergency Calls ⁽³⁾	1,195	23	107	2	429	8	81	2	430	8	65	1	517	10	76	2
Criminal Incidents ⁽⁴⁾	165	3	25	1	56	1	25	1	196	4	46	1	234	4	42	1
Provide Assistance ⁽⁵⁾	3,253	63	482	9	4,776	92	389	7	8,602	165	428	8	9,675	186	450	8
Misc. ⁽⁶⁾	340	6	125	2	165	3	305	6	173	3	2,070	30	77	1	2,300	44
Total	9698	186	2,127	40	9,888	189	1,677	33	14,660	281	3,170	51	16,620	319	3,256	62

- (1) Open doors, windows, and buildings that are meant to be secured.
- (2) Unauthorized exit/entry, fire panel trouble, PC tab alarm etc.
- (3) Disturbance or emergency.
- (4) Criminal act or attempted criminal act reported on campus.
- (5) Safety hazards, security risks, parking issues, lost & found, agent requests, power shutdowns, expulsion, and access controls.
- (6) Rule violation, non-criminal mischief, criminal information, other.

10.3 Reported Criminal Incidents (Downtown & Macdonald Campuses)

A detailed breakdown of crime-related incidents for this and the previous three years is shown in table 7. It is noteworthy to mention that there are no national standards governing the reporting and classification of crime statistics for Canadian post-secondary institutions, therefore, these statistics are compiled by Security Services.

10.3.1 Downtown campus

There were 165 criminal incidents during this reporting period, 104 involving thefts representing 63% of all criminal activity. We saw a spike in “Damage to Property”, “Threats/ Harassment” and “Assaults”. There was also a rise in the category of “Other,” partially due to an effort at distinguishing and tracking hate crimes including “Hate Graffiti” to record instances when crime is motivated by prejudice against a social group/individuals. Hate Crimes will be added as a category to our new incident logging system once it is implemented. For now, hate crimes are kept track of and logged under as “Other.”

The location most affected by criminal incidents was the McGill Sports Complex. This location represented 35% of all our criminal incidents. 45 (or 78%) of the 58 incidents which occurred here had to do with theft. There were also 9 incidents involving damage to property, 1 “Assault”, 1 “Break & Enter” and 1 “Other”. Campus Grounds was the next most affected area experiencing 12% (20 incidents) of all criminal incidents on campus.

In terms of what was stolen, the theft of cash or wallets represented 31% of all items stolen on the downtown campus. Next were bicycles at 15% and laptops at 12%. There were no other noticeable trends for this reporting period.

10.3.2 Macdonald campus

The number of reported criminal incidents (21) remained similar to the previous year (20). A decrease of 81% was noted in the number of trespassing calls, however, there was an increase of 233% in “Thefts under \$5000”. The increase in theft can be related to the number of unsecured areas observed throughout the year, as well as construction materials left unsecured near active construction sites on campus. An increase of 300% was observed in the category “Theft over \$5000”, linked again to construction sites that were found improperly secured after hours, as well as day camp equipment being left unsecured in an un-authorized area.

With construction sites being heavily affected areas, Security Services worked with Project Management to sensitize the local construction community on the importance of properly securing construction sites off hours.

Table 7 below summarizes criminal incidents reported to Security Services by fiscal year.

Table 7. Summary of Reported Criminal Incidents, by fiscal year

	2021-2022		2020-2021		2019-2020		2018-2019	
	Downtown Campus	Mac Campus	Downtown Campus	Mac Campus	Downtown Campus	Mac Campus	Downtown Campus	Mac Campus
Incidents Against Property								
Theft of over \$5000	2	3	2	0	4	0	0	0
Theft of under \$5000	102	10	23	3	124	17	171	14
Break and Enter	8	2	15	2	14	4	2	8
Computer Crime	0	0	0	0	2	0	0	0
Fraud	0	1	1	1	2	1	0	0
Mischief	16	3	7	0	14	6	18	3
Trespassing	2	2	1	11	0	9	0	2
Arson	0	0	0	0	0	0	0	0
Attempted Incidents against Property	0	0	1	0	3	2	9	5
Total	130	21	50	17	163	39	200	32
% of Total Crime	78.8%	100%	87.7%	85.0%	83.2%	56.5%	85.5%	51.6%
Incidents Against the Person								
Assault	8	0	2	0	2	1	4	0
Threats or Harassment	8	0	2	1	14	2	20	1
Mugging or Robbery	1	0	0	0	0	0	0	0
Sexual Assault	1	0	0	1	0	0	1	1
Homicide	0	0	0	0	0	0	0	0
Total	18	0	4	2	16	3	25	2
% of Total Crime	10.90%	0%	7.0%	10.0%	8.2%	4.4%	10.7%	3.2%
Incidents Against Good Order								
Indecent Exposure or Peeping	2	0	0	0	14	3	9	0
Altercation or Drunkenness	0	0	0	0	1	1	0	5
Bomb Threat	0	0	0	0	1	0	0	0
Drug or Liquor Law Violation	0	0	1	1	0	1	0	2
Weapons Law Violation	3	0	0	0	0	0	0	1
Other	12	0	2	0	1	22	0	20
Total	17	0	3	1	17	27	9	28
% of Total Crime	10.3%	0%	5.3%	5.0%	8.6%	39.1%	3.8%	45.2%
TOTAL NUMBER OF RECORDED INCIDENTS	165	18	57	20	196	69	234	62

10.4 Criminal Incident Index

The Criminal Incident Index measures the number of criminal incidents on and off McGill campuses per 1,000 students over a specified fiscal year.

Table 8. Criminal Incident Index

Reporting Year	Criminal Incidents Downtown Campus	Criminal Incidents Macdonald Campus	Criminal Incidents Off Campus ¹	Total Criminal Incidents	Student Population	Criminal Incident Index (per 1,000 Students)
2021-2022	165	18	20	203	39,267	5.2
2020-2021	57	20	23	100	39,736	2.5
2019-2020	196	69	27	292	39,664	7.4
2018-2019	234	62	24	320	40,036	8.0

(1) Off Campus incidents refer to incidents occurring adjacent to McGill property and reported to Security Services.

10.5 Moving Forward (2022-2023)

Security Services team members will remain involved in the continued deployment of the Emergency Operations Centre (EOC) and Incident Command (IC), in response to the COVID-19 pandemic.

The selection of the supplier and the start of the implementation of the CAD/RMS system will translate into a large project for Security Services.

Some additional objectives include the upgrade of Physical Security Systems software, the continuation of the classroom locking project, the upgrade of intrusion panels on both campuses, and the implementation of remote locking/unlocking of buildings at Macdonald campus. Security Services will also continue to provide consulting expertise to major renovation projects including the New Vic, FIAT LUX and Wilson Hall.

Staffing shortages at Security Services will be a considerable challenge moving forward as many positions are currently vacant, on both fronts, for the McGill and agency staff.

11. 2021-2022 Safety Activities

Table 9 summarizes the safety training sessions provided by the various McGill safety units (by fiscal year) between May 1st, 2021, and April 30th, 2022.

Table 9. Safety Training Sessions Conducted by McGill Safety Units

S: Sessions P: Participants	2021-2022		2020-2021		2019-2020		2018-2019	
	S	P	S	P	S	P	S	P
Anhydrous Ammonia Awareness ²	0		0		0	0	1	7
Asbestos Awareness Session	0		0		0	0	0	0
Asbestos General Training ¹	0		0		5	63	6	131
Asbestos High-Risk Management	0		0		1	8	0	0
Biosafety for Manager ²	0		n/a		n/a	n/a	0	0
Cardiopulmonary Resuscitation (CPR)	0		0		1	10	0	0
CEC Modular	0		12	1				
Confined Space Awareness for Manager	0		0		n/a	n/a	n/a	n/a
Electrical Safety in the Workplace Z462	9	1	11	1				
Ergonomic Workshop for HR Advisor ²	n/a	n/a	n/a		n/a	n/a	4	0
Ergonomic Workshop for Staff	n/a	n/a	0		0	0	5	52
First Aid in the Workplace	222	11	70	8	14	142	18	241
Forklift (HWM staff)			1					
Good microbiological practices			n/a		0	0	1	30
Guest Lecture ³			0		0*	0	2	67
Hazardous Waste Training for Lab Personnel			0		5	139	5	207
Hazardous Waste Training – Web Training	1294		750		15	590	18	528
In-Person EHS sessions or certifications ⁵			n/a		7	32	12	61
Internal Responsibility Laboratory Managers			0		1	9	2	50
Internal Responsibility Managers & Supervisors			0		0	0	1	37
IRS - Enforcement Workshop ²			n/a		n/a	n/a	n/a	n/a
Introduction to Biosafety ¹			0		17	727	16	859
Introduction to Biosafety – Web Training	1126		754		2	51		
Introduction to Biosafety Lite			0		1	135		
Laser Safety ¹			0		7	167	5	205
Laser Safety Online	266		121					
Laser Safety Online Refresher			n/a		6	32	2	7
Lock out Tag out (LOTO)			0		1	16	0	0
myLab (Chem Module)			0		0	0	4	72
myLab (Rad Module)			0		0	0	0	0
N95 Respirator Fit Testing	34	16	30		11	50	9	13
N95 Online	47							
Powered Air Purifying Respirators (PAPR)			0		0	0	0	0
Radiation Safety ¹	44		17	3	3	30	3	46
Radiation Safety Web Refresher Training ¹	18		11		7	17	6	13
Radiation Safety Awareness			0		0	0	n/a	n/a
Respirator Fit Testing	39	15	28		7	42	13	31
Respirator Fit Testing online	56							
Safeguarding Science (PHAC) ²			n/a		n/a	N/a	n/a	n/a
Safe Use of Biological Safety Cabinets ¹			0		17	511	13	563
Safe Use of Biological Safety Cabinets Online	875		582					
Safe Use of Biological Safety Cabinets Online Refresher			n/a		8	88	7	89
Santé et sécurité générale sur les chantiers de construction (ASP)	20	2	13	1	2	54	2	46
SIMDUT -2015 for Lab Personnel Web Training	9							
Town Hall ⁴			0		0	0	3	390
Transport of Dangerous Goods Class 2 to 9 – ground shippers and drivers	4		0		0	0	1	4
Transport of Dangerous Goods Class 6.2 – Infectious Substances			n/a					
Transport of Dangerous Goods Class 6.2 (Cat A) – Infectious Substances	1		3					
Transport of Dangerous Goods Class 6.2 (Cat B) – Infectious Substances & Class 9 – Dry Ice	13		8					
TDG Class 7, type A package (Radiation) ¹			1		0	0	0	0
WHMIS for Lab Personnel ¹			n/a		n/a	n/a	29??	1,996??
WHMIS for Lab Personnel Web Training ¹			n/a		n/a	n/a	n/a	n/a
WHMIS for Non-Lab Personnel			n/a		n/a	n/a	0	0
WHMIS-2015 for Lab Personnel			0		28	1,736	n/a??	n/a??
WHMIS-2015 for Lab Personnel Web Training	2423		1,597					
WHMIS-2015 for Lab Personnel Web Refresher			n/a		4	29		

WHMIS-2015 lite awareness course			n/a		3	84		
Active Shooter Protocol Training	5	63			5	83	3	87
De-escalating Potentially Violent Situations	0	0			6	60	5	90
Incident Command System (all levels)	4	21	1	8	3	41	8	99
Emergency Management 101	1	2	1	16	3	7	1	22
Emergency Operations Centre (EOC)	1	3			3	32	3	26
Emergency Notification Initiator Exercises	3	11	1	3	5	10	6	14
Evacuation Teams	n/a	n/a	3	50	13	224	18	402
Fire Extinguisher Training	1	12	n/1	n/1	4	45	2	14
Hot Work Web Training	22	22	11	18	n/a	22	n/a	22
Hot Work Classroom Training	n/a	n/a	n/a	n/a	8	22	6	22
Total	6537	179	4,026	109	235	5,349	248	6,601

- 1 Mandatory training includes an examination to establish competency.
- 2 Session provided upon request.
- 3 Title of seminar: Occupational Health & Safety for Food Science Students.
- 4 Safety related Town Hall sessions.
- 5 This category regroupes all types of sessions from exam rewrite and refresher training to first time safety training certificates

Appendix A (Lexicon)

AED	Automated External Defibrillator
BCI	Bureau de coopération interuniversitaire
CAD	Computer Aided Dispatch
CFIA	Canadian Food Inspection Agency
CFT	Call for Tender
CL3	Containment Level 3
CMARC	Comparative Medicine and Animal Resources Centre
CNSC	Canadian Nuclear Safety Commission
CNESST	Commission des normes, de l'équité, de la santé et de la sécurité du travail
CPR	Cardiopulmonary Resuscitation
CPS	Campus Public Safety
D&O	Director's and Officer's Liability
DSC	Departmental Safety Committee
EHS	Environmental Health and Safety
EMP	Emergency Management & Preparedness
ENS	Emergency Notification System
EOC	Emergency Operations Centre
EV	Electric Vehicle
FMAS	Facilities Management & Ancillary Services
FPO	Fire Prevention Office
FSC	Facilities Safety Committee
FTE	Full-time Equivalent
HAA	Health of Animals Act
HAR	Health of Animals Regulations
HR	Human Resources
HWM	Hazardous Waste Management
IC	Incident Command
IMS	Incident Management System
IRS	Internal Responsibility System
LOTO	Lock Out Tag Out
MAC	Macdonald campus
MNI	Montreal Neurological Institute
NBC	National Building Code of Canada
PAPR	Powered Air Purifying Respirators
PCB	Polychlorinated biphenyl
PHAC	Public Health Agency of Canada
PI	Principal Investigator
PPE	Personal Protective Equipment
PSS	Physical Security Systems
RAIS	Risk Advisory and Insurance Services
RMS	Records Management System
SIM	Service de sécurité incendie de Montréal
SOC	Security Operations Centre
SOP	Standard Operating Procedure
SPF	Sustainability Project Fund
SPP	Standard Policies and Procedures
SPVM	Service de police de la Ville de Montréal
UHSC	University Health and Safety Committee
ULSC	University Laboratory Safety Committee
WHMIS	Workplace Hazardous Materials Information System

Appendix B (Regulatory Framework)

Jurisdiction	Legislation	Scope	Monitored by	Means of judging compliance
Federal	The Nuclear Safety and Control Act, S.C. 1997, c. 9	Governs the acquisition, storage, use, transfer, and disposal of radioactive materials (approximately 70 internal permits)	EHS	Inspection Internal licensing system “Cradle-to-grave” tracking of radioactive materials
	The Human Pathogens and Toxins Act and Regulations	Biosafety and biosecurity requirements for human pathogens and toxins under a single Act, licensing required by regulations. (Approximately 235 internal permits)	EHS	Registration with federal government Inventory of pathogens Laboratory biosafety inspections Security clearance for risk level III and Administrative Oversight Plan
	Health of Animals Act (HAA) (for terrestrial animal pathogens & toxins) Health of Animals Regulations (HAR)	Biosafety and biosecurity regulations for foreign and emerging animal diseases, as well as animals, animal products, and animal by-products that contain a terrestrial animal pathogen and for the importation or transfer of aquatic animal pathogens.	EHS	Regulations require Import permits and/or compliance documents issued. Inventory of pathogens Laboratory biosafety inspections
	Plant Protection Act and Regulation	Biosafety and biosecurity requirements for working with, importing, or transferring plant pathogens.	EHS	Regulations require Import permits and/or compliance documents issued. Inventory of pathogens Laboratory biosafety inspections
	Hazardous Products Act and Regulations	Governs the acquisition, storage, use, transfer, and disposal of hazardous materials such as Workplace Hazardous Materials Information System 2015 (WHMIS 2015).	EHS	Inspection Inventory tracking of hazardous materials, using myLab Training
	Transport of Dangerous Goods Act and Regulation	Governs the safe handling and transportation practices for dangerous goods	EHS/H WM	Training certification required by regulations for all persons who handle, offer for transport, or transport dangerous goods
	Cannabis Act (Health Canada)	Governs the safe handling, storage, disposal, and transportation of cannabis and cannabis products	EHS	Registration with federal government, inventory of cannabis, laboratory inspections, compliance documents issued and security checks

	Controlled Drugs and Substances Act (Health Canada)	Governs the safe handling, storage, disposal, and transportation of controlled substances	EHS	Registration with federal government, inventory of controlled substances, laboratory inspections, compliance documents issued and security checks
	National Fire Code of Canada	Govern the activities related to the construction, use or demolition of buildings and facilities; the condition of particular elements of buildings and installations. the design or construction of specific elements of facilities in relation to certain risks; and protective measures related to the current or planned use of the buildings.	FPO	Site inspection Code conformity Compliance documents issued. Safety interventions
Provincial	The Act respecting Occupational Health and Safety, R.S.Q., c. S-2.1 and associated regulations	General duties of care e.g. employer's obligation to provide a safe workplace Prescriptive regulations governing work conditions	EHS	Inspection Internal activity reporting Incident tracking System audits
	The Act respecting industrial accidents and occupational diseases, R.S.Q., c. A-3.001	Quebec's system of compensation for the cost of work-related injuries or illnesses	Benefits Office (HR) & EHS	Tracking and managing CNESST claims, costs, and return-to-work efficiency
	The Environmental Quality Act, R.S.Q., c. Q-2 and related hazardous waste regulations	The collection, transfer and disposal of hazardous wastes	EHS (HWM)	Tracking and reporting of wastes collected, transferred, and shipped Inspection of waste collection Incident tracking Audits of service providers
	Safety Code for the Construction Industry s-2.1,r6	Safety in construction sites Works liable to disturb asbestos	FMAS and EHS	Site inspection Accident investigations Safety interventions Project management Asbestos registry, inspection, training (EHS)
	Quebec construction code, chapter 1 & National building code of Canada	The NBC establishes requirements to address the following four objectives: safety, health, accessibility for persons with disabilities and fire & structural protection of buildings.	FPO	Site inspection Code conformity Compliance documents issued. Safety interventions
Municipal	Municipal Fire Code	Governs all aspects of fire protection, including the application of the national fire code	FPO	Inspection System certification Incident tracking

Appendix C (Mission Statements)



Emergency Management & Preparedness develops and implements programs and standards for emergency management at McGill, including the University Response Plan. The unit maintains the University's mass notification system and overall emergency response structure and works with units across campus to ensure coordinated incident response



Security Services offers services on a 24-hour basis to all members of the McGill community. Agents patrol the campus, manage access, transport students and staff with disabilities, as well as respond to incidents and emergencies



Fire Prevention officers are on-call on a 24-hour basis. Besides responding to fire emergencies, the unit is engaged in fire prevention activities, hot work and scheduled shut-downs initiatives, training, special events planning, construction fire safety, fire drills, fire equipment inspections and repairs



Parking & Transportation Services coordinates parking and transportation activities on the downtown campus. Services include garage and parking lot access, issuing permits, providing proximity parking for persons with disabilities, event planning, disseminating information about how campus construction impacts parking, and the Société de transport de Montréal and BIXI initiatives.



Environmental Health & Safety supports the continuous improvement of a safety culture at the University by providing advice, guidance, training, and technical support to the McGill community. The safety culture encompasses a healthy and safe environment achieved through everyone's understanding of their related responsibilities and compliance with all regulatory requirements and University safety policies.



Hazardous Waste Management provides a full hazardous material disposal service to the McGill community. Disposal of waste is free of charge to internal departments, provided the waste is coming from research activities, presented in a proper manner, and not part of a lab decommissioning



Risk Advisory and Insurance Services promotes and advances the use of risk management practices in order to protect McGill University's human and physical resources, including its revenues, against potential loss and to minimize the adverse effects should a loss occur. As the subject matter expert for the University in matters of multi-line insurance placements, claims management, risk identification, and mitigation, the unit provides sound counsel and advice to senior administration, faculty, and staff concerning risk transfers in contract negotiations, coverage determination for new and existing initiatives, and risk assessment analysis, as well as proactively provides comprehensive and technical review of all insurance documents (contracts, policies, endorsements) and remains current on new trends in the insurance industry.

Appendix D (Organizational Chart)

