Graduate Student Safety

Graduate Studies Forum

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www.safety.queensu.ca
“Grad Students come to Queen’s to put their ideas to the test, change their lives and the world”

It is our responsibility to ensure that they can do this in a healthy and safe environment!
Are Grad Students at Greater Risk of Injury?

Time Employed at Queen’s

- Over 20 Years: 9%
- 10 - 20 Years: 17%
- 5 - 10 Years: 20%
- 3 - 5 Years: 9%
- 1 - 3 Years: 10%
- 1 Day - 6 Months: 22%
- 6 Months - 1 Year: 13%
Integration into the EHS System

• Ensuring that grad students are properly trained, understand the policies and procedures, know what is required of them and there is an on-going process for communication, follow-up and enforcement.

• Ensure a clear and detailed understanding of the requirements of the Occupational Health & Safety Act and its regulations as they apply to the work and the work/research locations;

• Communication of the specific hazards which are present in the department and/or research locations;
Queen’s University
Internal Responsibility System

**Internal Support**
- Environmental Health & Safety Department
- Physical Plant Services
- Purchasing Department
- Joint Health & Safety Committees

**Direct Responsibility**
- Board of Trustees
- Principal
- Vice Principals
- Deans
- Department Heads
- Supervisors
- Employees

**External Support**
- Safety Association
- Unions CUPE/Academic Associations
- Suppliers
- Ministry of Labour
Definition of a Supervisor

“a person who has charge of a workplace or authority over an employee...”
Duties of the Supervisor

Section 27 of the OHSA states:

• A supervisor shall ensure that a worker,
  – works in the manner and with the protective devices, measures and procedures required by the act and the regulation; and
  – uses or wears the equipment, protective devices or clothing that the worker’s employer requires to be worn.

• A supervisor shall,
  – Advise a worker of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware.
  – Where so prescribed, provide the worker with written instructions as to the measures and procedures to be taken for the protection of the worker; and
  – Take every precaution necessary in the circumstances for the protection of a worker.
Off-Campus Activity Safety Policy
Off-Campus Activity Safety Policy

Scope:

• “off-campus activities that are organized or sanctioned by the University”.

  ➢ Field research
  ➢ Activities that are part of academic courses and programs
  ➢ Travel on University business (conferences, meetings, etc.)
  ➢ Road trips by athletics teams and clubs
  ➢ Other extra-curricular activities organized, sanctioned or funded by the University
Off-Campus Activity Safety Policy

Goals:

• Meeting the University’s obligations, both legal and moral, with respect to the health and safety of all members of its community when participating in University-sanctioned off-campus activities.

• Increasing the level of awareness of safety issues of individuals who are participating in off-campus activities.

• Exercising due diligence in identifying and managing the risks inherent in off-campus activities.
OCASP Roles & Responsibilities

It is necessary to ensure that everyone understands their role and responsibilities as defined in the Off-Campus Activity Safety Policy

- Person-in-Authority
- Principal Investigator/Activity Coordinator
- Off-Activity Leader
- Participants
Planner Main Menu

Off-Campus Activity Safety Policy

Planners
Choose one of the following options:

**Higher Risk Activities:**
- Create a new Safety Planning Record
- Continue with an existing or archived Safety Planning Record

**Low Risk Activities:**
Students attending the BISC and those traveling on activities appearing on departmental or university approved lists of low risk activities
- Register for Emergency Support Program and Pre-Departure Orientation Training

**Unknown:**
- Risk level of activity uncertain. Preliminary Risk Assessment required.
Collecting SPR Data – The Process

Validation Check
• Ensures all mandatory fields completed.

Personal Details
• Name,• Address• University Status• Visiting / Exchange Student

Activity Details
• Type of Activity, e.g. Academic Exchange, Research, Practicum
• Travel destination (International Travel, Canada Remote, etc.)
• Participants, if applicable

Emergency Response
• Pre-defined Queens University contacts
• Emergency contact information (local and family)

Travel Details
• Depart and Return date
• Steps in the journey

Special Needs
• If applicable

Hazards and Risks
• Related to the activity
• Related to destination

Immunizations
Activity Details Screen

Planner: Safety Planning Record
Activity Details:

Please choose one of the following options:

- I am undertaking an Academic Exchange
- I am studying abroad on an International Letter of Permission
- I am taking part in a project through QHO or QPID
- I am undertaking one of the following activities:
Hazards and Risks Details Screen

Planner: Safety Planning Record
Hazards & Risks

It is the planner's responsibility to identify all hazards and risks associated with their activity and destination country of activity, and describe action plans intended to minimize or manage those risks.

The Section Title (in grey) identifies the type of hazards and risks to identify:
Hazard - something causing danger, peril, risk, or difficulty
Risks - to you and/or to the successful completion of your activity that might result from this category of Hazard.
Risk Management Plan - to mitigate against the Hazard and Risks you have identified.

Hazards and risks related to your activity:

HAZARD related to your planned Activity

RISKS to you and/or to the successful completion of your Activity that might result from this category of HAZARD

Your RISK MANAGEMENT PLAN to mitigate against the Hazard and Risks you have identified

The activity you are undertaking may have hazards associated with it (e.g. scuba diving, rock climbing etc.). If so, identify all the Hazards and related Risks, and prepare mitigation plans.
Resources

• OCASP Policy, Supporting Documents and Forms

  ➢ www.safety.queensu.ca/
  ➢ Under OCASP section

• OCASP Data Warehouse

  ➢ https://www.queensu.ca/safety/ocasp

• Contact Environmental Health and Safety for assistance