

Safety News @ Queen's - Fall Term

October 2025

Welcome to this edition of Safety News at Queen's, a source for updates, insights, and resources to help keep our university community safe and thriving. Whether you're working in labs, offices, classrooms, behind the scenes or out in the field, our mission is to support your safety through proactive measures and guidance. In this issue, we'll highlight key updates, seasonal safety tips, and opportunities to stay informed.

Together, we're building a culture of safety across campus.



Resources

New Hazard Alert - 3D Printers [3D Printer Safety Considerations](#)

Safety concern related to the use of 3D printing is increasing. To ensure their safe use on campus, and to demonstrate the due diligence needed under the Ontario Occupational Health and Safety Act when they are used by an employee in a workplace, a Job Hazard Analysis (JHA) must be done. A Job Hazard Analysis (JHA) is a review of the work and procedures involving 3D printers to introduce preventative measures, including identifying appropriate PPE and training. A JHA should be done on all current printers on campus. Please contact EHS when purchasing a new 3D printer, so a JHA can be conducted before work begins. If you have any questions related to 3D printer safety, please contact [Raico Laria-Lamela](#).

Young and New Workers

During the Fall term, many Queen's departments are hiring new employees as Faculty, Staff, and student-staff. Many of these new employees will be young, inexperienced or possibly starting their first job. Studies have shown that young and new workers have sustained 3 times more injuries compared to experienced workers. At Queen's University, of the Incident reports received, almost **30% of these reports involve employees with less than 1 year of experience in the job.**

How can **you** reduce the potential for injury for these young and new workers?

- Every employee is required to complete [Safety Awareness training](#) at Queen's, including faculty, staff, casuals, student-staff.
- All new employees need an orientation. You may use the [Orientation checklist](#) as part of your process to ensure you cover all the necessary topics.
- Training is key – Remember this may be the first time the employee is performing this task, working with these materials and equipment, or first time in your building. They *will need more in-depth training and practice* before becoming proficient and understanding all risks.
- Supervisors need to identify all hazards in the workplace and provide instruction on how to handle them. Encourage questions.
- Review and include these tips for training [WSPS-articles-getting safety across to young workers](#)
- Check out this resource [CCOHS - Young Workers](#)

Reminder of Off-Campus Activity Safety Policy Requirements, the Safe Travel Activity Registration Tool (START) and the START Progressive Web App (PWA)

This is a reminder that the health and safety of those participating in Off-Campus Activities are of paramount importance to Queen's University. [Queen's Off-Campus Activity Safety Policy \(OCASP\)](#) provides guidance to

the campus community as they prepare for Off-Campus activities. The document informs community members of the requirements, roles, and responsibilities related to conducting academic, research, or business travel and associated activities sanctioned by the university. To support community members, the Safe Travel Activity Registration Tool (START) provides a quick and easy way for students, faculty and staff to register their university-sanctioned low risk off-campus activities, while continuing to facilitate the creation of a safety planning record for higher risk activities.

We want to remind our community that the START Progressive Web App (PWA) is available for download through START. A primary objective in creating the START PWA was to ensure Queen's students, staff and faculty can easily access START while travelling to register their upcoming travel, and to access pertinent emergency contact information should they require support while participating in their university sanctioned activity.

We also want to alert the community that there have been changes related to entry requirements for travel to the U.S. over the past few months. Before travelling to the U.S., please refer to the [Guidelines for Travel to the United States](#) document on the OCASP website for familiarize yourself with the new requirements and how to prepare prior to traveling.

Learn more about the updated OCASP and its key revisions, as well as related tools and resources on the [OCASP website](#).



Health and Safety Training

In this edition of Safety News we are highlighting a few of the training topics that are provided by EHS. Whether the safety training you need is mandatory for every employee such as Safety Awareness, or specific to your role, you will find a full list of topics in the [training section of our website](#). The only exception to this is the OCASP specific training which is located on the [OCASP section of the website](#).

[Health and Safety Awareness](#): This training is mandatory for every employees (Faculty, Staff and Student-staff) and is always available through OnQ. Ensure that new to Queen's employees complete this training as part of their Onboarding/Orientation. This topic needs to be completed only one time, so will not be repeated for each new position within Queen's.

[Occupational Health and Safety for Supervisors](#): In a university setting there are a wide range of positions, such as director, department head, departmental managers, departmental technicians, principal investigators, and in some cases post doctorate fellows and graduate students, that could be considered supervisors. This Health and Safety for Supervisors training will assist individuals in understanding their role as a supervisor, as well as their legal duties and responsibilities under the Occupational Health & Safety Act and within the University's Health and Safety Management System. The next in person training session is scheduled for **October 22nd**. Please [register for H & S for Supervisors training](#).

Transportation of Dangerous Goods Training - Anyone receiving or preparing for transport (shipping) dangerous goods, including hazardous waste, must take Queen's Transportation of Dangerous Goods Training. Training is available through self registration through [OnQ](#).

Biohazard training: This is a requirement for any person in Biohazard labs and working for Permits. All Biosafety training continues to be available for self-registration through [OnQ](#).

Radiation safety training: This training is a requirement for any personnel working in a Radiation Lab or under a Radiation permit. The Radiation Safety Annual Refresher course has been recently updated in [OnQ](#)! Within the Annual Refresher course, there are now separate modules and quizzes for Open Sources and Sealed Sources. This will allow you to complete the modules which best apply to you and your work. Please make sure to keep your radiation training up to date to maintain qualifications.



Revised Standard Operating Procedures (SOPs).

SOP-Fire-02 (Fire Extinguisher and Hose Cabinet Inspection) – Updated 2025

The Department of Environmental Health and Safety has reviewed and updated the [SOP-Fire-02 \(Fire Extinguisher and Hose Cabinet Inspection\)](#). If you are assigned to the role of Department Safety Officer or a delegate, take time to review this updated Standard Operating Procedure to ensure you are managing inspections correctly. You will find this and all SOPs on [Resource Index webpage](#) under the Procedures section.



Spotlight in the Calendar



Fire Prevention Week, October 5 – 11th

2025 Theme: Lithium-Ion Battery Use and Safety

[“Charge into Safety” NFPA Youtube video](#)

Lithium-ion batteries power many of the devices we use every day — including cell phones, laptops, power tools, vacuum cleaners, toys, electric vehicles, e-scooters, and e-bikes. While convenient, these batteries can pose serious fire risks if damaged or improperly handled.

If you notice any of the following warning signs, STOP using your device immediately, unplug it and take it outside :

- A strange odour
- Discolouration
- Overheating
- Unusual noises

Call Queen's security or EH&S if you observe:

- Swelling or changes in shape
- Leaking fluid or visible smoke

The fire alarm will need to be activated in case of a battery fire.

To stay safe:

- Always read and follow the manufacturer's instructions.
- Only use original batteries provided by the manufacturer and replace them with the same brand.
- Never throw lithium-ion batteries, chargers, or battery-powered devices in the regular garbage — they are hazardous waste. Improper disposal can cause fires in wastebins, garbage trucks, during transport, or at landfills.

Safe Disposal Options:

Queen's offers multiple **battery recycling stations** across campus. **Ensure that battery terminals are taped or batteries individually bagged** so the terminals can't come in contact with anything else. Alternatively, you can drop off used batteries and devices at your local Community Recycling Centre. Stay informed. Stay safe.

Take Our Kids to Work Day 2025 - Wednesday, November 5th.

Although Queen's University will not have a centrally organized event, if you plan to bring a child into a Queen's workplace, a risk assessment and the approval process must be completed. Information on the approval process and the application form will be distributed in October, allowing you time to consider any potential activity risks and obtain the necessary approvals. If your department plans to arrange an event, please contact the Department of Environmental Health and Safety to discuss risk assessment and activities. [Student Commission - Take Our Kids To Work Day](#)

We want to hear from you - Click here to say [*YES, I saw the Safety newsletter!***](#)**

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