

# SAFETY NEWS @ QUEEN'S

May 8, 2023

The Department of Environmental Health and Safety is here to assist departments and units in keeping the Queen's community safe by providing procedures, guidance and tidbits of information. Please take time to read and share these announcements.

## IT IS SAFETY & HEALTH WEEK!

**May 6, 2024 begins the week that is recognized as [Safety and Health Week](#) in North America.** Between May 6 to 10<sup>th</sup>, there is opportunity to learn, plan, and advance the culture of safety in our workplaces. Take a moment to read an item that relates to your role directly or learn something new. Register for a free webinar. Information that is shared with each other and implemented is a way to prevent injury and illness in the workplace, at home, and in the community.



### Out and about during work, study and research

#### Working Around Roadways in Ontario

As we head into summer and the field research season begins, this is a reminder that if you are working in proximity to Ontario roadways you may need to have a traffic safety plan in place to comply with the requirements of the OHSA and the Ministry of Transport's Ontario Traffic Manual – Book 7. Detailed information can be found in [SOP-Safety-22 – Traffic Safety Plans](#). If you are working around roadways outside of Ontario, there is the possibility that similar safety requirements exist. You should consult with the applicable government agency in the jurisdiction you are working in to learn more about what requirements might be in place.

#### Ticks – Tiny Bugs, Big Health Threat (article from Canadian Centre for Occupational Health and Safety)

Spring has sprung, signaling ticks to wake up from their winter slumber and workers to take precautions against tick-borne diseases. With many faculty, staff and students outside for research and work, the risk increases at this time of year. Check out this [CCOHS article on tick safety](#) and [KFL&A Public Health webpage on tickborne disease and safety](#).

## Reminder of Off-Campus Activity Safety Policy for Spring/Summer Field Research Season and the newly launched Progressive Web App (PWA)

Now that the spring/summer field research season is upon us, 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 \(OCASP\)](#) is available to provide guidance to the campus community while preparing 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 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.

The university recently launched the Safe Travel Activity Registration Tool (START) Progressive Web App (PWA). 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.

### Key PWA Elements:

- Students, staff, and faculty can login to START and register for a new trip quickly and easily from their mobile device.
- The START PWA contains emergency contact information should they require support while on their university sanctioned activity. There is contact information for support specific to domestic travel through the Queen's Emergency Support Program as well as for international travel through International SOS (ISOS), and the PWA will allow you to make direct calls by selecting the appropriate option. The PWA also links directly to the ISOS webpage within the OCASP (Off Campus Activity Safety Policy) website to learn about the support options available through ISOS, information on how to download their emergency support APP, and access the ISOS Membership number. It also allows members to print a copy of the Queen's Emergency Contact Card if they wish.
- Insurance information for students, staff and faculty members who have supplementary insurance coverage managed by Queen's University is embedded with the PWA. Undergraduate students covered by the AMS (Alma Mater Society), graduate students covered by the SGPS (Society of Graduate & Professional Students), and staff/faculty covered by Manulife can immediately access contact information by selecting the appropriate option.

Additional resources that may be beneficial to members are also embedded within the PWA. This includes links to Global Affairs Canada Country Profiles website, Registration for Canadians Abroad (ROCA) website, Worldwide Embassy Locator for non-Canadian members, Country Calling Codes for international travelers as well as a link to the Checklists, Examples and Resources webpage on the OCASP website.

Learn more about OCASP, START and the newly launched Progressive Web App, as well as related tools and resources on the [OCASP website](#).



## Spotlight in the Calendar

### EHS will be at Science Rendezvous

Visit us at the 2024 Science Rendezvous on Saturday, May 11th from 10 am -3 pm at the Slush Puppy Place! Our booth called “What Does That Safety Sign Mean?” will feature interactive information/games about biohazard, radiation, chemical & fire safety. Take home a souvenir from the PPE photo booth and check out our safety equipment in action! <https://www.queensu.ca/science-rendezvous/>

### Safety and Health Week is May 6 – 10, 2024

Whether you are on campus, off-campus, working or studying, there are many ways you can reduce the risk of injury for yourself and those around you.

Look through our website or any of the resources below. There are numerous free webinars and additional health and safety resources are available at:

- ⇒ [Canadian Centre for Occupational Health and Safety - free webinars](#)
- ⇒ [Public Services Health and Safety Association](#)
- ⇒ [Workplace Safety and Prevention Services – Free Safety Connections](#)
- ⇒ [OHS Canada Magazine](#)

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### Did you know...?

Throughout this week take time to think about the tasks that you and your colleagues perform during your day. Most incident reports that are submitted show a low impact injury. However, sometimes a slight unfortunate change has resulted in a severe injury. A **“nudge” is a small environmental cue** that positively influences workers to behave safely, in the moment. This can easily be done with visual illustrations or graphics or providing the right information at the right time through their day.

If you are a supervisor, what nudge can you provide to guide employees to safe behavior automatically, in the moment? This small change will make a big impact, reducing the severity and number of injuries.

## Health and Safety Training

Whether the safety training you need is mandatory for every employee such as Safety Awareness, or specific to your role, you will find it 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](#).

If your department has [Onboarding/Orientation documents and communications](#), please review your content. The EHS website has a new URL (web address) which means all older web addresses or book marks will no longer function. Find us at [www.queensu.ca/risk/safety](http://www.queensu.ca/risk/safety)

Let us know if there is a link that you are looking for at [safety@queensu.ca](mailto:safety@queensu.ca).

**[Health and Safety Awareness](#)**: This training is mandatory for every employees 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 with Queen's.

**[Departmental Safety Officers](#)**: This unique role within the Internal Responsibility System is a role assigned by Department Heads. The Departmental Safety Officer is a vital communications link between Environmental Health and Safety and individuals (for example, by forwarding this email!). This training will assist individuals in understanding their role as a Safety Officer, the duties and responsibilities. If you have been appointed to this role and have not attended previously, the next session is scheduled for June 25th. [Please register here for Safety Officer training](#).

**[Radiation safety training](#)**: This is a requirement for any person in Radiation labs and working for Permits. The next session of Open Source Radiation Safety training is scheduled for May 23. Please contact [Jamie Coad](#) for information or go to [registration page](#).

**[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.

**[JHSC member Certification](#)**: Members of Joint Health and Safety Committees have an opportunity to participate in Certification training, provided in accordance with the OHSA. Part 1, consisting of 3 business days, will be scheduled soon. Members of JHSC will be contacted soon by email.

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Check out the [EHS website](#) for more Queen's safety information and procedures. Let us know if there is a topic you are interested in or how a news item has helped you.

[www.queensu.ca/risk/safety](http://www.queensu.ca/risk/safety)

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