1. Introduction

The standard operating procedure (SOP) for departmental safety bulletin boards was developed by the Department of Environmental Health & Safety in accordance with the University’s Policy Statement on Health and Safety and to ensure compliance with the Ontario Occupational Health & Safety Act and Regulations, as well as other applicable codes and standards.

The purpose of this SOP is to outline the requirements for posting health and safety material in the workplace.

2. Scope

This SOP applies to all university departments, units and/or workplaces on property that is owned, controlled, leased, used or occupied by Queen’s University employees for the purposes of conducting work. The SOP does not apply to home offices or similar locations that have been approved under a remote work arrangement.

3. Applicable Legislation

Occupational Health and Safety Act, R.S.O. 1990
Workplace Safety and Insurance Act, S.O. 1997

4. Responsibilities

4.1 Directors, Department Heads & Managers

- Ensure that safety bulletin boards are established and maintained in the department, unit or workplace.
- Ensure that all supervisors, employees and students are aware of the location of departmental safety bulletin boards.

4.2 Supervisors

- Ensure that all personnel under their supervision are aware of the location and content of the departmental safety bulletin boards.
4.3 Staff and Students

- Become familiar with the location and content of the nearest departmental safety bulletin board.
- Do not place material not related to environmental health and safety issues on the safety bulletin boards.

4.4 Safety Officers

- Ensure that the only required health and safety material, as outlined by this SOP, is posted on the departmental safety bulletin boards.
- Ensure that material not related to environmental health and safety issues is not placed on the safety bulletin boards.

5. Safety Board Content

The Occupational Health & Safety Act, the Workplace Safety & Insurance Act, and Queen’s University policies require that the following health and safety documents be conspicuously posted in the workplace.

All Queen’s issued Policies and Procedures can be found on the Environmental Health and Safety Resource Index webpage, under Policies sub-heading https://www.queensu.ca/risk/resource-index

<table>
<thead>
<tr>
<th>Item</th>
<th>Date of Issue</th>
<th>Where to find</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Health and Safety Act &amp; Regulations (Green Book)</td>
<td>Most current edition, 2022</td>
<td>Request from EHS</td>
</tr>
<tr>
<td>In case of Injury/Disease Poster – WSIB Form 82</td>
<td>Most current edition, 2018</td>
<td>Request from EHS</td>
</tr>
<tr>
<td>Health &amp; Safety at Work: Prevention Starts Here - MOLITSD Poster</td>
<td>Most current edition, 2020</td>
<td>Request from EHS</td>
</tr>
</tbody>
</table>
**Material not related to environmental, health and safety issues must not be placed on safety bulletin boards.**

### 6. Safety Board Locations

Each department is required to have and maintain a safety bulletin board. Safety bulletin boards must be located in common area (such as lunch/coffee room, hallways, main offices, etc.) where all employees have access to the information. Depending on the size of the department and the locations of the workplaces in the department, more than one safety bulletin board may be required.
bulletin board may be necessary to ensure that all employees have access to the information.

In cases where more than one department shares a common location such as a lunchroom, and are in close proximity, it is possible to share a safety bulletin board.

7. **Inspection and Auditing**

Joint Health & Safety Committee members conducting workplace inspections will check the departmental safety bulletin boards for compliance.

The Department of Environmental Health & Safety also reserves the right to audit departmental compliance with this SOP.

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**Revision History:**

1.0: July 2006 – Initial Release
2.0: Feb 2013 – Addition of the MOL Poster “Health & Safety at Work: Prevention Starts Here” under board content.
3.0: July 2015 – Added Safety Officer Information under board content
4.0: Aug 2016 – Addition of revised violence and harassment policies
5.0: Sept 2021 – Updated name and link for the Harassment and Discrimination Policy
6.0: Mar 2023 – Addition of detail on Safety Board Content listing, how to obtain items, links to documents