Safety News @ Queen's

Environmental Health & Safety *November 2026*



Queen's Launches New Pilot Snow & Ice Removal Program

Grounds Services is piloting a new Snow and Ice Removal Program this year, modeled after successful winter programs at other universities and municipal operations. This priority-based pilot replicates proven approaches used elsewhere to focus crews and materials on critical routes, high-traffic areas and barrier-free entrances across Queen's campus, helping students, staff and visitors travel safely and reliably during winter weather.

What to expect after a storm

Clearing timelines apply between the hours of 7:00 AM and 7:00 PM. Weather conditions and snow accumulation are based on Environment and Climate Change Canada forecasts for the Kingston area. Clearing is completed by priority level; timelines vary with storm severity.

Inclement Weather Communications

During significant winter weather events, updates on campus operations and impacts will be communicated through the SeQure app and Instagram. Download the SeQure app and follow @queensustudentaffairs to stay informed.

Campus Optics Update

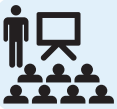
Campus Optics implementation continues to make steady progress. EHS is currently piloting workplace inspections with select Joint Health and Safety Committees (JHSCs) and testing a new incident reporting process with participating departments.

Registration is now open for webinar sessions designed for Department Heads and JHSC Co-Chairs. These sessions will provide an overview of key Campus Optics features, and implementation updates.

In addition, EHS continues to collect and validate training data to support accurate training compliance tracking within the system. If you have external training data you wish to track through Campus Optics, please reach out to safety@queensu.ca.

Stay tuned for further updates as implementation expands across campus!

Learn More
campusoptics.com



Training Opportunities

Training	Date	Sign-Up
Supervisor Health & Safety	December 2	Enroll Here
JHSC Inspection Training	January 12	Enroll Here
JHSC New Member Orientation	January 19	Enroll Here
Safety Officer	E-Learning available now	Enroll Here
Fire Extinguisher Inspection Training ***Mandatory for Safety Officers Only**	November 19	Enroll Here
Sharps Awareness	E-Learning available now	Enroll Here
First Aid & CPR	• November 12-13 • January 25-26	Enroll Here
WHMIS 2015	Ongoing	Enroll Here
JHSC Certification	Ongoing	safety@queensu.ca



Safety Tip!
St. John Ambulance provides a Refresher Certification for First Aid & CPR training. If you have valid First Aid training and want to sign up for a session before your training expires, please email safety@queensu.ca.



Ergonomic Assessments: Appointments Still Available for 2026

Queen's Environmental Health & Safety has a limited number of ergonomic assessment appointments remaining this year.

What a Standard Assessment Includes:

- Review of workstation components (computer, chair, desk, keyboard)
- Analysis of ergonomic risk factors
- A written report with findings and recommendations Cost: $300.00 + HST per standard office assessment (valid chart field required)

Additional Notes:

- More complex assessments (e.g., return-to-work or accommodation cases) will be scheduled separately and quoted individually.

To support effective implementation and ensure proper follow-up, all ergonomic assessments must be booked in coordination with the employer's manager or supervisor as a valid chart field for billing is required. For steps to register please visit: https://www.queensu.ca/ risk/safety/general/ergonomics If you have any questions, feel free to reach out to Steacy Tibbutt c/o safety@queensu.ca.

SOP-Fire-09: Battery Powered Personal Transportation Device Use and Storage

Key Points

- E-bikes, personal electric vehicles and e-scooters are prohibited inside all Queen's buildings (including residences) and must be parked outside or in designated vehicle/motorcycle parking (as applicable).
- Charging of e-bikes, EPDs or removed batteries is prohibited on Queen's property.
- Compact personal electric devices (e.g., hoverboards) are permitted inside buildings but must not be charged indoors, ridden indoors, or block access/egress.
- Devices that obstruct or pose a hazard may be removed and impounded by EHS/Commuter Services; owners may be charged impound fees.
- Exceptions: electric wheelchairs, mobility scooters and authorized assistive devices are exempt, but accommodations must follow the University's Procedures.

Required actions for Managers and Safety Officers

- Read the SOP and circulate it to supervisors, staff, students, and contractors in your area.
- Report compliance concerns or hazardous devices to EHS or Commuter Services immediately.
- Support requests for mobility-related accommodations through the appropriate University Accommodations Procedure.

Support and resources

- The full SOP can be found on the EHS webpage - SOP-Fire-09 Battery Powered Personal Transportation Device Use and Storage.pdf
- For safety guidance, exemptions for lab/research use, or implementation support, contact EHS by email at safety@queensu.ca.

Thank you for your assistance in communicating the SOP across your departments.

SOP-Fire-10: Fire Pump Inspection

Key Points

- This SOP outlines the requirements for inspecting and testing fire pumps to ensure they remain operational and compliant.
- Environmental Health and Safety (EHS) conducts monthly inspections, while qualified contractors perform annual testing and maintenance.
- Any deficiencies identified during inspections must be documented and reported through the FixIt system.
- Corrective actions must be completed and verified before deficiencies can be closed.
- Fire pump impairments require immediate reporting and appropriate interim measures to reduce fire safety risks.

The full SOP can be found on the EHS webpage: (SOP-Fire-10) Fire Pump Inspection

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SOP-Safety-04: Lift Devices (Hoists and Cranes)

Key Points

- All lift devices must be registered with the Department of Environmental Health & Safety before use.
- Lift devices must be inspected before use, receive regular inspections, and have maintenance records maintained.
- Departments are responsible for providing equipment-specific training and ensuring safe operating procedures are followed.

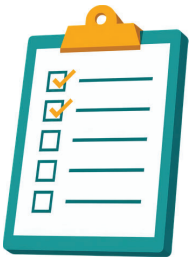
The full SOP can be found on the EHS webpage: (SOP-Safety-04) Hoist Policy

What's New in Biosafety?

Equipment Log Implementation

New equipment maintenance logs and associated SOPs have been added to our Biosafety requirements. You can find the Logs under Forms and the SOPs under Procedures on the EHS website under Resource Index

- BSC Maintenance Log
- Centrifuge Maintenance Log
- Aspiration Maintenance Log
- Sonication Maintenance Log



The associated SOPs (none for sonication) have also been updated:

- SOP-Biosafety-01 (Aspiration)
- SOP-Biosafety-03 (BSC)
- SOP-Biosafety-12 (Centrifuge)

Frequently Asked Questions

- **How long do we keep the maintenance logs for?** 5 years
- **What centrifuges require a maintenance log?** It is a requirement from PHAC that all tabletop and floor model centrifuges that use Level 2 regulated material have a maintenance log kept on file. This does not include microcentrifuges. It is recommended that all biohazard labs, regardless of containment, maintain these logs.
- **Do we need to complete the BSC log every time we use the cabinet?** No. The 'Before Use' section should only be completed the first time the BSC is used that day. If it is not used that day, that day can be marked N/A or crossed out.
- **We don't have time to fill out the logs, what will happen if we don't use them?** This is a requirement as per CBS (3rd edition). Incomplete or un-used maintenance logs will be marked as a major non-compliance during annual laboratory inspections.



Biohazard Authorized User Update

You can now use our online form to update your biohazard authorized users. Visit the EHS Biohazard Safety Website to complete and submit the new Authorized User Form. Removing authorized users--Please continue to email Natalie Roy (royn@queensu.ca) with the names to be removed.



Keeping Hallways Clear: Fire Code Requirements

While we encourage the recycling of equipment and furniture, we have seen an increase in unsafe storage of these items in hallways, stairwells, and other common areas while awaiting pickup. This introduces several concerns for the occupants:

- Safety: Creates trip hazards and can obstruct evacuation routes or access to fire-safety equipment(e.g., extinguishers and alarm pull stations).
- Accessibility: Obstructions limit access for people using mobility aids.

Please do not leave materials in corridors. Instead:

- Use department-designated storage or staging areas, or secure items within your unit until pickup.
- Schedule shipments or pickups in advance with Facilities or campus courier services.

Learn More

https://www.queensu.ca/facilities/services/energy-and-waste/recycling

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Upcoming Dates

November

- November - Movember
- November - Project Red Ribbon
- November 11 - Remembrance Day
- November 25 - International Day for Elimination of Violence Against Women

December

- December 1-7 - National Safe Driving Week
- December 3 - International Day of Persons with Disabilities
- December 10 - Human Rights Day
- December 24 - January 2027 - Winter Holiday Closure

For more news and updates, visit our website at www.queensu.ca/risk/safety