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<b>Revision:</b> 8.0	<b>Subject:</b> Departmental Safety Bulletin Boards	

## 1. Introduction

The standard operating procedure (SOP) for departmental safety bulletin boards was developed by the Department of Environmental Health and 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, Unit Heads

- 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 employees under their supervision are aware of the location and content of the departmental safety bulletin boards.



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### 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

- Maintain departmental safety boards as outlined in this SOP.
- Ensure that new or updated health and safety material distributed by the Department of Environmental Health and Safety is posted on the departmental safety bulletin boards in a timely fashion.
- 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 policy 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 or Procedures sub-headings.

Item	Date of Issue	Where to find
Occupational Health and Safety Act & Regulations (Green Book)	Most current edition, 2024	Request from EHS
In case of Injury/Disease Poster – WSIB Form 82	Most current edition, 2018	Request from EHS
Health & Safety at Work: Prevention Starts Here - MLITSD Poster	Most current edition, 2020	Request from EHS
Queen's University Policy Statement on Health and Safety	Most current edition, 2024	<a href="https://www.queensu.ca/secretariat/policies/board-policies/policy-statement-health-and-safety">https://www.queensu.ca/secretariat/policies/board-policies/policy-statement-health-and-safety</a>
Queen's University Policy Statement on Environmental Management	Most current edition, 2024	<a href="https://www.queensu.ca/secretariat/policies/board-policies/policy-statement-environmental-management">https://www.queensu.ca/secretariat/policies/board-policies/policy-statement-environmental-management</a>

## Queen's University Environmental Health & Safety



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Queen's University Health & Safety Management System document	December 2003 edition	<a href="https://www.queensu.ca/secretariat/policies/board-policies/health-and-safety-management-system">https://www.queensu.ca/secretariat/policies/board-policies/health-and-safety-management-system</a>
Queen's University Harassment and Discrimination Prevention and Response Policy	Most current edition, 2024	<a href="https://www.queensu.ca/secretariat/harassment-and-discrimination-prevention-and-response-policy">https://www.queensu.ca/secretariat/harassment-and-discrimination-prevention-and-response-policy</a>
Queen's University Workplace Violence Policy	Most Current edition, 2023	<a href="https://www.queensu.ca/secretariat/policies/administration-and-operations/workplace-violence-policy">https://www.queensu.ca/secretariat/policies/administration-and-operations/workplace-violence-policy</a>
Joint Health & Safety Committee Documents <ul style="list-style-type: none"> <li>- Membership list for Joint Health &amp; Safety Committee</li> <li>- Minutes from most recent JHSC meeting</li> <li>- Most Recent JHSC inspection report for department or workplace</li> </ul>	As released	All documents can be found on EHS website, JHSC information web page.  <a href="http://www.queensu.ca/risk/safety/general/joint-health-committee">www.queensu.ca/risk/safety/general/joint-health-committee</a>
Reports <ul style="list-style-type: none"> <li>- Ministry of Labour Inspections</li> <li>- Ministry of Labour Orders</li> <li>- Ministry of Labour Notice of Compliance Forms</li> </ul>	As issued by MLITSD Officers	Only in the event of an inspection. Contact EHS for details or documents
Other <ul style="list-style-type: none"> <li>- Contact information for Departmental Safety Officer</li> <li>- Contact information of certified First Aider providers and location of First Aid kits</li> <li>- Department and University Emergency Contact numbers</li> <li>- Other Miscellaneous safety notices from EHS, as applicable</li> </ul>	As released	

**\*\*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 at least one safety bulletin board. Safety bulletin boards must be located in common areas (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



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safety 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. In these circumstances, it is recommended that the departments confirm with each other who will be primarily responsible for maintaining and updating the safety 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.

### 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
- 7.0 May 2024 – General edits and revisions. Addition of information on the revised workplace violence policy
- 8.0: Feb 2025 – Update to Safety Board content list, updated dates of issue