

SAFETY NEWS @ Queen's

Health and Safety News for Fall term 2023

November 7, 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. Whether you are on campus, participating in off-campus activities, working or studying, take this opportunity to read the highlights below.

Environmental Health & Safety has gone through changes!

We are marking one full year since arriving at 355 King Street West and being co-located with others in the Risk and Safety Services portfolio (Campus Security and Emergency Services, Insurance, and Risk Management).

On the [EHS Contact list](#) you will also see a few new names since all vacancies are filled. Check us out, find the right person to connect with for your topic of interest!



Spotlight in the Calendar

Global Ergonomics Month - October

October was Global Ergonomics Month! Although the month on the calendar has completed, you can make time to consider the impact of Ergonomics throughout the year. There are steps to take to reduce and prevent pain of a musculoskeletal disorder. Are your devices within a comfortable reach or height? Review the movements that you repeat through your workday, or how your physical workspace and equipment are set up. Queen's University has a wide variety of jobs in very different workspaces. Check out these resources to see if there are adjustments that can be made in collaboration with your supervisor, or as a supervisor use these resources to ensure employees are set up safe and comfortable.

- ✓ [Ergonomics at Queen's - Services and Resources](#)
- ✓ [Preventing Musculoskeletal Disorders in the Laboratory Environment \(pshsa.ca\)](#)
- ✓ [Workplace Ergonomic Tips: How to eliminate 3 hidden causes of musculoskeletal disorders \(MSDs\) \(wsps.ca\)](#)

Fall Prevention Month - November

November is Fall Prevention Month. Slips and Falls are the most frequently occurring workplace injury at Queen's. Slips and falls sound like a low-risk incident but unfortunately they have resulted in serious injuries including head injuries (concussion), bone fractures, and injuries that have required lengthy time to heal. Slips, trips and falls can happen when you least expect it, both inside and outside. Incidents happen inside when hands are full not able to hold railings or balance, someone has not seen a hazard on the ground, or outside when someone has not considered the impact of weather. Be on the lookout to prevent your own injury or to keep your work bestie safe by [reporting a hazard](#) when you see one. Together we can reduce the number and severity of Slip, Trip and Fall incidents at Queen's.

- ✓ Check out this short interactive [Slip, Trip, Fall Awareness module](#).



Reminder - University launched the revised Off-Campus Activity Safety Policy and related online tools and resources

Now that we are well into the fall term, 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 newly updated [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, EHS created a [new website](#) and dramatically transformed the online safety planning tool now called START - the [Safe Travel Activity Registration Tool \(START\)](#). START allows 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. START also enhances the University's ability to provide guidance/emergency support in the event of an incident.

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



New and Updated SOPs (Standard Operating Procedures)

Did you know there is an SOP that explains [Transportation of Dangerous Goods](#)?

The Department of Environmental Health & Safety recently updated the Standard Operating Procedure for the transportation of dangerous goods, [SOP-CHEM-02 Transportation of Dangerous Goods](#). An individual who RECEIVES and/or SHIPS dangerous goods including hazardous waste must receive the appropriate TDG training and be knowledgeable about their requirements under the regulations. A training certificate is valid for three years under TDG after which the individual must undergo re-certification. An un-trained individual may handle dangerous goods provided the goods are handled in the presence and under the direct supervision of an individual who holds a training certificate. Training is good for 3 years and must be refreshed after that time to meet regulations.

✓ [TDG training](#) for more information



Services Provided

Laboratory Waste Disposal Changes

As of August 2023 changes were implemented to the handling of laboratory waste. These changes include the opportunity to recycle certain clean plastics and non-contaminated gloves. Other materials such as glass, pipettes, small plastics and potentially contaminated gloves will be collected through the hazardous waste system. This means Custodial Services will no longer be picking up glass debris from laboratories and will service only regular waste receptacles.

✓ For more information see the [Laboratory Waste Disposal Update Document](#)

Pest Control Inside Buildings

Occupants of Queen's buildings can have a positive impact on keeping the indoor spaces pest free. It is getting cooler now and pests are looking for a warm home. What can you and your department do to avoid and reduce pest activity in your building? If you find evidence of bugs or rodents (droppings or damage), start with ensuring the space is clean and attractant-free. Attractants may include crumbs and food that are left behind, spills and puddles. If evidence of pests are found inside your building check the surrounding spaces and rooms for damage or droppings. As part of the resolution departments will need to remove food and ensure areas are clean and dry. Your department may also need to contact Facilities to arrange a repair or closing an access point. If a department needs assistance with a pest infestation or a wildlife capture in their building, contact us directly to request assistance with pest removal at safety@queensu.ca or call x32999.



Health and Safety Training

If you are involved with your department's Onboarding and training of new employees, review your department's Onboarding and Orientation documents and e-communications. As of last year, the EHS website received a new URL (web address). This means any older web links or bookmarks will no longer function. **Find us now at www.queensu.ca/risk/safety** . Let us know if there is something you are searching for on our website.

Whether the safety training you need is mandatory for every employee, such as the legislated topic of "Safety Awareness", or specific to your role, you will find it in the [training section of the EHS website](#). The only exception to this is for the OCASP specific training which is located on the [OCASP section of the website](#).

Health and Safety Awareness: This training is mandatory for every employee and is always available through OnQ. This includes all Staff, Faculty, casual and student-staff. Ensure that new to Queen's employees complete this training as part of their Onboarding/Orientation. This topic needs to be completed one time, so will not be repeated for each new position with Queen's.

Occupational Health & 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. The Health and Safety for Supervisors session will assist individuals in understanding their role as a supervisor at Queen's, as well as their legal duties and responsibilities. The next session will be on November 21st.

Fire Extinguisher training - This training is applicable for most extinguishers on campus and will consist of lecture and practice using a fire simulator. It is recommended for all safety officers and personnel that work in higher hazard areas. There are sessions scheduled in November 2023 and February 2024.

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.

Everyone has a role in the prevention of injuries. What habits will you make to keep yourself and others injury-free?

Start with sharing this email and make safety a part of your departmental conversations.

Let us know if there is a topic you would like to see in a future newsletter.

If you have questions or need assistance with Health and Safety at Queen's please [contact us](#).

Department of Environmental Health & Safety

355 King Street West, 1st Floor, Room 101

Queen's University | Kingston, ON | K7L 3N6

Phone: 613-533-2999 ext. 32999

Website: www.queensu.ca/risk/safety | Email: safety@queensu.ca

Office Hours: Monday – Friday, 8:30 am - 4:00 pm