

Safety Officer Training

Environmental Health & Safety 96 Albert Street 613-533-2999 or x32999 www.safety.queensu.ca

Session Outline



- What is a Safety Officer
- Safety Officer Responsibilities
- Communication and Information
- Safety Officer Inspections
 - First Aid
 - Ergonomics
 - Chemical Safety/WHMIS
 - Fire Safety
- Other Important Information
- Department of Environmental Health & Safety

What is a Safety Officer



Information related to Safety Officers is on the <u>EHS Website</u>

- Main Communication link between their department and the Department of Environmental Health & Safety (EHS).
- A resource to assist the department and its employees and students in meeting the requirements of the Queen's University environmental health and safety management system and the environmental health and safety legislation and standards applicable to the operations of the department.
- A person designated by the Department/Unit Head

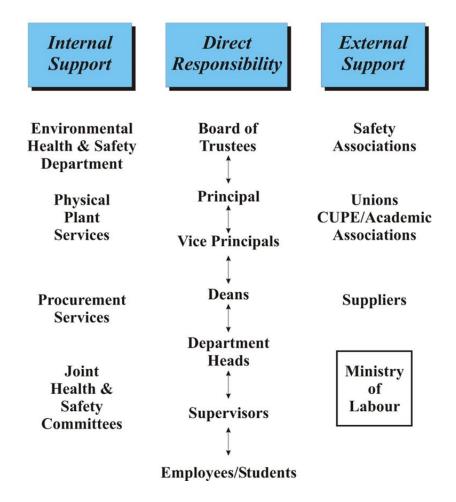
Where do Safety Officers Fit in the EHS Management System at Queen's



- The OHSA is built on the principal of the Internal Responsibility System (IRS), which applies a shared responsibility to everybody in the workplace
- The IRS is the basis of the University Health & Safety Management System



Queen's University Internal Responsibility System



Duties and Responsibilities



- Circulate material received from EHS to appropriate members of the department.
- Assist in the identification of environmental health and safety issues, deficiencies and hazards by periodically inspecting the workplace. Bring identified issues, deficiencies or hazards to the attention of the person responsible for the area or the item. Assist as necessary to ensure that the issue, deficiency or hazard is resolved.
- Ensure that any responsibilities listed for Safety Officers in standard operating procedures issued by EHS are completed.

Duties and Responsibilities



- Inform EHS of issues, deficiencies or hazards that are not being addressed or corrected.
- Ensure that monthly inspections of fire extinguishers, hose cabinets and first aid kits are carried out.
- Maintain the Departmental Safety Bulletin Board.
- If necessary, accompany staff from EHS, Joint Health and Safety Committees, and external regulatory agencies during workplace inspections. Assist the department by follow up on any deficiencies noted during inspections to ensure they are corrected by those responsible for the area or the item.

Duties and Responsibilities



- If necessary, assist supervisors in the completion of incident/accident reports to ensure they are submitted to EHS in a timely manner. It may also be necessary to assist EHS with investigating incidents or accidents.
- Keep the Department Head informed on all of the above.



Communication and Information

EHS Policy and Procedures



- New or revised policies and procedures are send by email to the Department/Unit Head and the Safety Officer.
- This information is to be distributed to applicable faculty, Staff and Students in the department
- Copy can be posted on the Departmental Safety Board for a period of time.
- All Polices and Procedures can be found on the <u>EHS website</u> for reference at any time, but a copies should also be available in the department



- Typically maintained by the Departmental Safety Officer
- Required under the OHSA
- Located in a high traffic or centralized locations in the Department
- Content requires are outlined in SOP-Safety-07 (Departmental Safety Bulletin Boards)



Standard Information

- The Act and Regulations (Carswell Latest Edition)
- WSIB Poster (Form 82)
- MOL Poster Health and Safety at Work: Prevention Starts Here
- Queen's University Policy Statement on Health & Safety (Dated within last year)
- Queen's University Statement on Environmental Management (Dated within last year)



Standard Information (cont'd)

- Queen's University Interim Harassment and Discrimination Policy
- Queen's University Policy Against Campus Violence
- Queen's University Health and Management System document (dated December 2003)
- Joint Health and Safety Committee Documents
 - » Contact List for JH&SC members
 - » Minutes from last meeting
 - » Most recent JH&SC inspection for the department



Standard Information (cont'd)

- Reports
 - » Ministry of Labour Inspections
 - » Ministry of Labour Orders
 - » Ministry of Labour Notice of Compliance Forms
- List of qualified First Aiders and location of first aid kits
- Emergency Contact Numbers
- Other Safety notices as applicable

No Other Non- Safety Related Information can be on the boards

Training Information



EHS Training Starts with the Mandatory Health and Safety Orientation Training

- Available in the OnQ Learning Management System
- Must be completed within the first week of starting at the University

Next Step is the completion of the EHS Orientation Checklist

- Outlines more of the department specific EHS information
- Customizable template is available on the EHS website
- Should be completed within the first 2 weeks of training

Training Information



Other EHS training maybe required

WHMIS First Aid

Radiation Hoist and Crane

BioSafety Ladder

Supervisor Health & Safety

- Information on upcoming EHS training sessions is distributed by email to Safety Officers
- Register for training sessions through the <u>EHS website</u>



Safety Officer Inspections

Inspecting the Workplace



- Office Areas
- Storage Areas
- Laboratories
- Shops
- Housekeeping
- Fire Safety

First Aid



- Content of the Kit should match the hazards in the department – Contact EHS for assistance
- First Aid Kit Checked Monthly
- First Aid Kit Seals are available from EHS



 Up-to-date list of all qualified First Aid and CPR personnel on Safety Bulletin Board



Ergonomics

Ergonomics



- Musculoskeletal issues are one of the leading injury types at the university
- Keep an eye out for posture issues and incorrect workstation layouts
- The use of laptops and tablets are an increasing issue.







Lighting



- Areas that are not lit adequately, or are lit too much, can cause headache, strain, and fatigue.
- Color plays a big role in eye fatigue.
- Use adjustable task lighting for tasks that require greater illumination.
- Glare on monitors



Chairs



- One of the most common issues is a lack of knowledge of how to properly adjust the chair
- Some adjustments to check
 - Seat height, depth, angle/tilt,
 - Back height, adjustability, and angle/tilt,
 - Lumbar support,
 - Arm rest height,
 - Swivel.



Another pair of eyes.

Ergonomic Information



- There is basic self-serve ergonomics information on the EHS website
- The University has an Ergonomic Consulting Program
- Ergonomic assessments performed by graduate students
 from the schools of Biomechanics and Rehabilitative Science
- Cost of \$90.00 per assessment.
- Initiated through a supervisor

Ergonomic Consulting Program



- Consulting services include:
 - Worksite / Workstation Assessment
 - Ergonomic equipment recommendations and purchases
 - Equipment / Workstation Setup
 - Return to Work
 - Educational seminars:
 - Ergonomics
 - Repetitive Strain Injuries
 - Back Care and Lifting
 - Use of Ergonomic Equipment



Chemical Safety WHMIS

Chemical Safety - WHIMIS



- Individuals who work with or in proximity to chemicals require WHMIS Training.
- Training session notices are distributed through Safety Officers
- All chemicals/hazardous materials should be labelled.

Supplier labels









Chemical Safety - WHIMIS



- Other things to watch for
 - ➤ No Food or Drinks in laboratory/workshop areas
 - > Use of lab coats
 - > Long pants
 - **>** Gloves
 - ➤ No open toed shoes
- If you see any of these things Report it to the Supervisor of the area.



Fire Safety

Inspections



- Fire Extinguishers
- Hose Cabinets
- Fire Doors
- Blocked Exits
- Ceiling Tiles
- Exit Signs
- Extension Cords
- Fire Department Connections

Fire Extinguisher Inspection



No Obstruction to Access or Visibility



Fire Extinguisher Inspection



Located in Designated Place



Fire Extinguisher Inspection



Safety Pin Secured with Tamper Seal



Fire Extinguisher Inspections



Pressure Indicator in the Green



Fire Extinguisher Inspections



Examine for obvious physical damage (corrosion, leakage, clogged nozzle)

Fire Extinguisher Inspections



- ✓ No Obstruction to Access or Visibility
- ✓ Located in Designated Place
- ✓ Safety Pin Secured with Tamper Seal
- ✓ Pressure Indicator in the Green
- ✓ No Obvious Damage

Date and Initial Tag Each Month

		spection Record
Departm	ent	
Building		
Exting. N	lo.	
]	Date	Signature
JAN.		
FEB.		
MAR.		
APR.		
MAY		
JUN.		
JUL		
JUL		
AUG.		

Hose Cabinet Inspections



Door operates freely & glass is intact
Hose is rolled neatly or hanging on rack
No other materials in cabinet

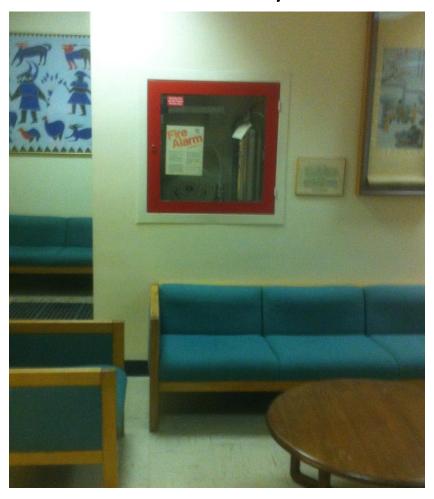




Hose Cabinet Inspections



No Obstruction to Access or Visibility





Fire Doors

Propped open with wedges,

feet, bricks, etc.





Fire Doors

• Propped open with wedges,

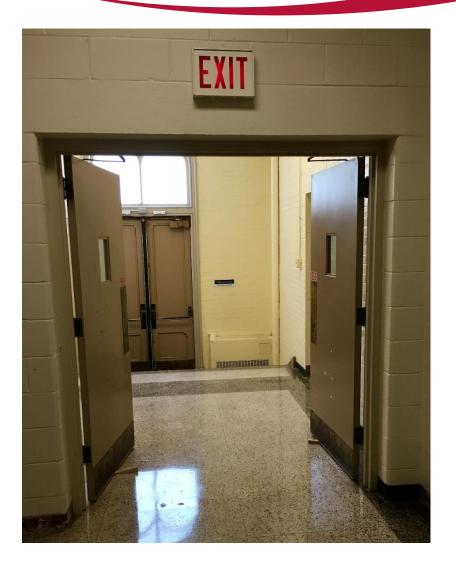
feet, bricks, etc.





Fire Doors

 Propped open with wedges, feet, bricks, etc.





Fire Doors







Fire Doors

Cannot be locked except with approved hardware





Fire Doors

- Propped open with wedges, feet, bricks, etc.
- Magnetic hold open devices ok
- Ensure they close properly
- Check to see if they inadvertently stay open

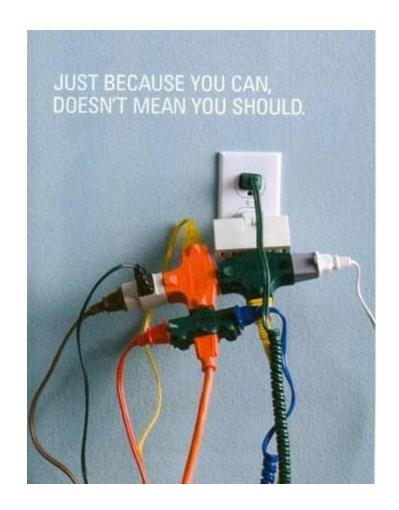


Excessive Extension Cord Use



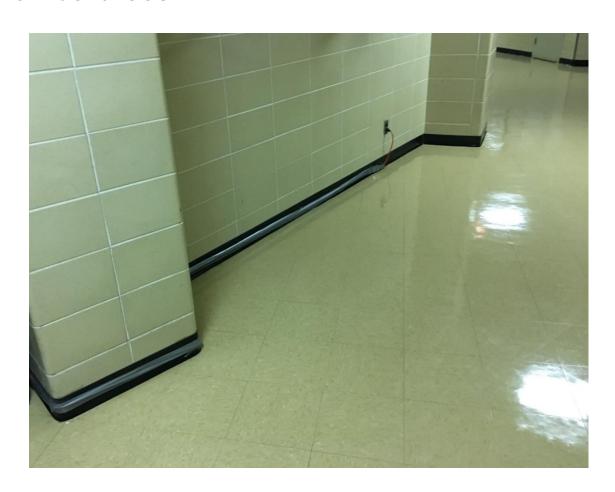


Excessive Extension Cord Use

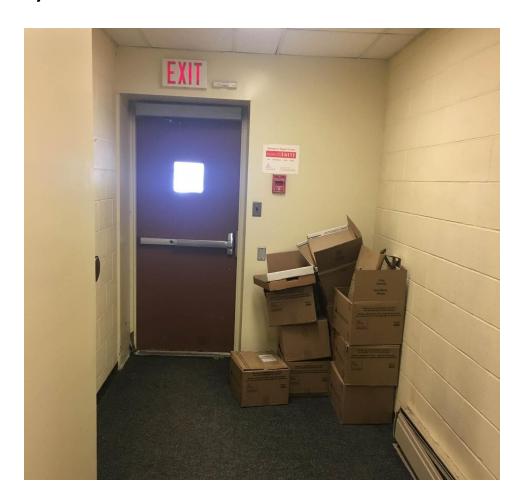




Permanent Extension Cord Use





























Fire Detectors Covered





Sprinklers & Fire Detectors Obstructed





Ceiling Tiles Missing or Damaged





Ceiling Tiles Missing or Damaged





Compressed Gas Cylinders

Stored Improperly





Compressed Gas Cylinders

- Stored improperly
- Too many
- Flammable gases not in fire rated room
- Cylinders that don't belong together (flammable/oxidizer or other reactive gases)

Contact EH&S if there are concerns x32999



Missing Fire Department Connection Caps





Exit Signs Burned Out or Damaged



Inspection Results



Hopefully your area will always pass!

But if it doesn't...

- Request that the owner resolve their own issue
- Submit a ticket with Fixit x77301
- Call Environmental Health & Safety x32999
- Fire Safety Coordinator x74977

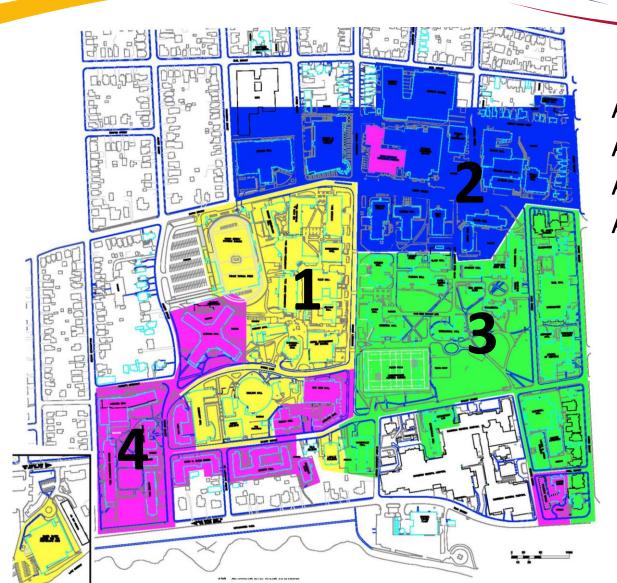
Monthly Fire Alarm Testing



- Required by the Ontario Fire Code
- Fire alarm activated monthly by EHS
- Alarm will sound for about 30 seconds
- You don't have to leave the building

Monthly Fire Alarm Testing





Area 1 1st Monday
Area 2 2nd Monday
Area 3 3rd Monday
Area 4 Last Monday

Fire Drills



Yes, you have to leave the building!



Fire Drills



- Ontario Fire Code Requires Annual Fire Drills
- When to schedule a fire drill?
- Contact EH&S to schedule a fire drill for your building

Fire Alarm Evacuations



Clearing floor areas or floor sweeps

 There is no requirement for Fire Wardens to clear the building of occupants.

Assembly Areas

- Generally across the street from the building
- Keep people away from the road and fire trucks

Building Re-Entry

 No re-entry until all clear is given by Fire Department as communicated by Campus Security

Individual Emergency Response Plans



- Recommended for individuals that have a disability that requires an accommodation in order to respond to an emergency situation that requires an evacuation
- Process of getting a plan developed is initiated by submitting the consent form on the Human Resources Website.
- Link to the form is also on the EHS website.



Other Important Information

Joint Health & Safety Committees

Queen's

- Legislative requirement under the act
- Queen's has 9 JH&SC
- Made up of Management and Worker Representatives
- Purpose is to ensure that health and safety concerns are brought into the open and resolved
- Review Policies and Procedures
- Conduct Inspections
- Incident/Accident Investigation

Incidents



Types of Incidents

- Near Miss
- First Aid
- Medical Aid
- Lost Time
- Critical Injury

Critical Injury



Defined by the MOL as an injury that:

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial blood loss
- Involves the fracture of a leg or arm
- Involves the amputation of a leg, arm, hand or foot
- Consists of burns to a major portion of the body
- Causes the loss of sight in an eye

Critical Injury



There are 4 steps in the event of a critical injury:

- 1. Call for medical assistance
- 2. Secure the accident scene and call EHS
- 3. Investigate
- 4. Report

WSIB



 Provides compensation to employees in the event of a workplace accident – Triggered by reporting to the WSIB through a Form 7

• Provides, through the Ministry of Education, coverage for Unpaid Placement Students.

Incident Reporting



Incident Report Form

- Property Damage
- Incidents, Near Misses
- First Aid

Form 7 – Employee Incidents

- Medical Treatment
- Lost Time
- Submit to Environmental Health & Safety within 24-48 hours of becoming aware of accident
- EH&S will complete and submit to the WSIB and forward Form 7 to Human Resources (Lost Time)

Pest Control



- Contact EHS at x32999
- EHS will contact pest control company and make arrangements.
- Paid by EHS



Department of Environmental Health and Safety

Role of Environmental Health & Safety



The Department of Environmental Health & Safety at Queen's University assists departments by proactively engaging in the management and development of administrative, technical, regulatory and educational programs and services designed to create a safe and healthy work environment.

Role of Environmental Health & Safety



- Act as a resource to the university community on a variety of environmental, health and safety issues.
- Develop the policies and plans that are required to enhance and maintain the university's health and safety management system.
- Develop and deliver training programs to ensure a safe working environment at Queen's University.
- Advise the university community on their various legislative requirements.

Environmental Health & Safety Services



Occupational Health

- Indoor Air Quality Assessment
- Chemical Safety
 - » HECHMET
 - » Controlled Goods and Substances
- Hazardous Waste Disposal
- General Safety Initiatives

Incidents

- Accident/Injury Investigation
- Incident Report Processing

Environmental Health & Safety Services



Radiation Safety

- Isotope ordering
- Inspection
- Training

Biohazard Safety

- Research review and approval
- Program administration
- Inspections

Environmental Health & Safety Services



Fire Safety

- Inspections
- Fire System Testing
- Fire Extinguisher Maintenance
- Fire Drills

Off Campus Activity Safety Policy

Environmental Health and Safety



www.safety.queensu.ca

613-533-2999

Environmental Health and Safety



How Can We Help?