

Safety Officer Training

**Department of Environmental Health & Safety
355 King Street West, 1st Floor, West Wing**

**613-533-2999 or x32999
safety@queensu.ca**

www.queensu.ca/risk/safety

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



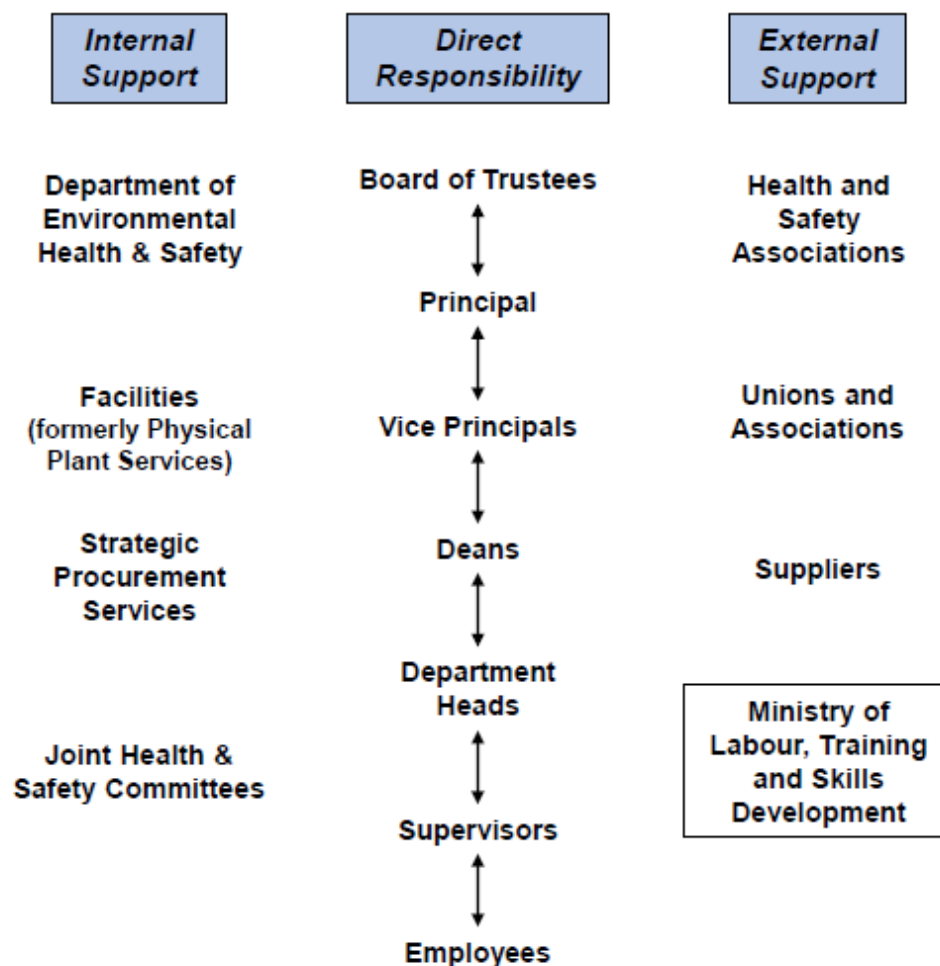
- Information related to Safety Officers is on the [EHS Website](#)
- Main Communication link between their department and the Department of Environmental Health & Safety (EHS).
- A resource to assist the department and its employees and students in meeting the requirements of the Queen's University 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 sent by email to the Department/Unit Head and the Safety Officer.
 - Hazard Reporting, Incident Reporting and Investigation, Harassment and Discrimination
- 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 Policies and Procedures can be found on the [EHS website](#) for reference at any time, but a copies should also be available in the department

Departmental Safety Boards



- 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)

Departmental Safety Boards



Standard Information

- The Act and Regulations (Green Book - Latest Edition)
- WSIB Poster (Form 82)
- MLITSD 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)

Departmental Safety Boards



Standard Information (cont'd)

- **Queen's University 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

Departmental Safety Boards



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 Awareness Training (as part of Orientation)

- 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.2015

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 [EHS website](#)

Safety Officer Inspections

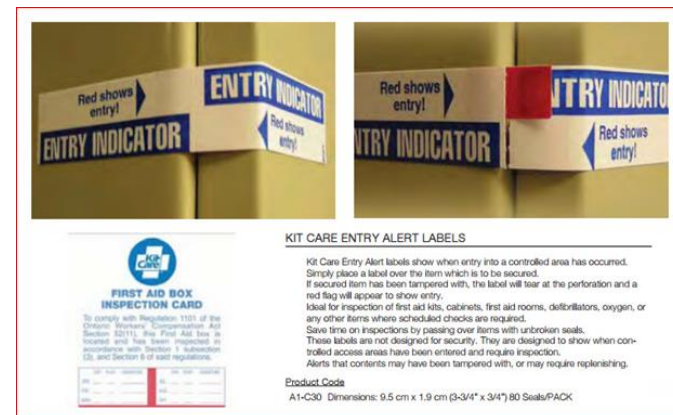
Inspecting the Workplace



- 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 by purchase from EHS



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

Ergonomics

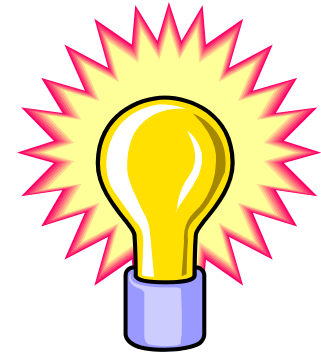
Ergonomics

- 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 (General Safety section)
- The University has an Ergonomic Consulting Program
- Ergonomic assessments performed by graduate students from the schools of Biomechanics and Rehabilitative Science
- Cost of \$100.00 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.2015

Chemical Safety - WHIMIS

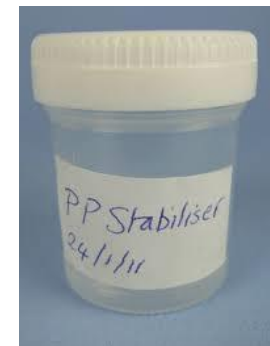
- Individuals who work with or in proximity to chemicals require WHMIS Training.
- Training session notices are distributed through Safety Officers
- All chemicals/hazardous materials should be labelled.

Supplier labels

WHMIS 1988

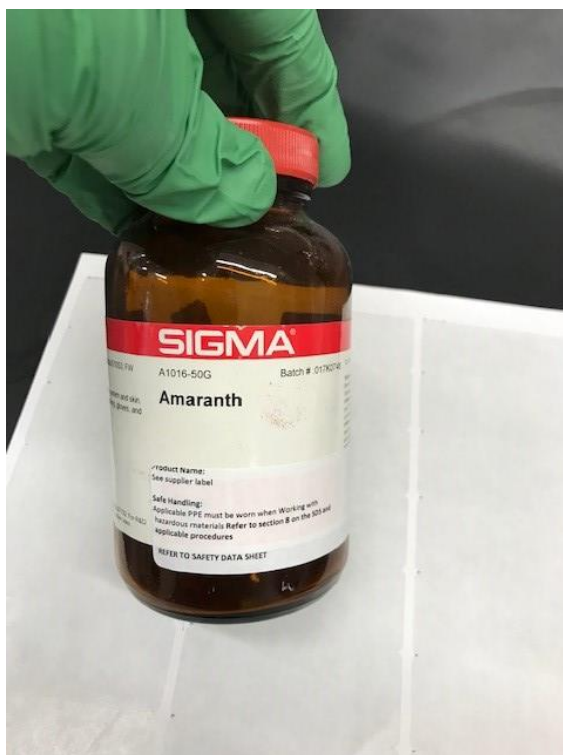


WHMIS 2015



Chemical Safety - WHIMIS

WHMIS.2015 Re-labelling Project



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

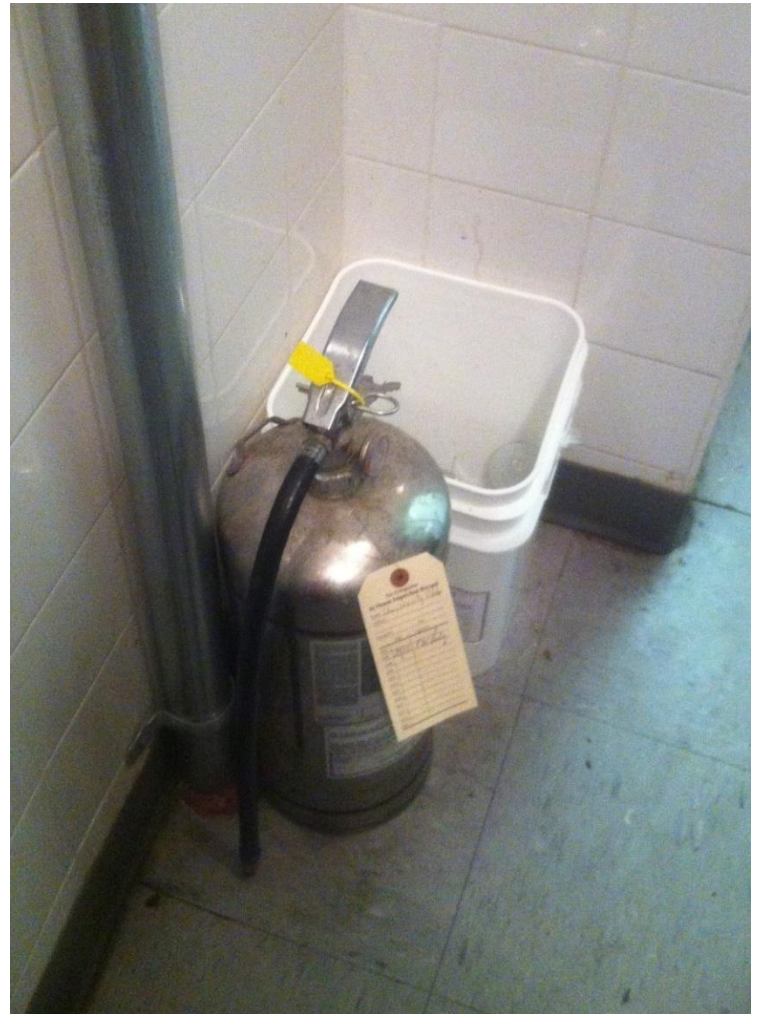
Fire Extinguisher Inspection

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

www.queensu.ca/risk/safety

➤ Resource Index - Procedures

➤ Monthly Fire Extinguisher Inspection SOP-Fire-02

The form is titled "Fire Extinguisher In House Inspection Record" and features a red circular logo at the top. It includes fields for "Department", "Building", and "Exting. No.". Below these is a table with two columns: "Date" and "Signature". The "Date" column lists the months from JAN. to DEC. The "Signature" column is empty for each month.

Date	Signature
JAN.	
FEB.	
MAR.	
APR.	
MAY	
JUN.	
JUL.	
AUG.	
SEP.	
OCT.	
NOV.	
DEC.	

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



Ongoing Things to Watch For

Fire Doors

- Propped open with wedges, feet, bricks, etc.



12/10/2008

Ongoing Things to Watch For

Fire Doors

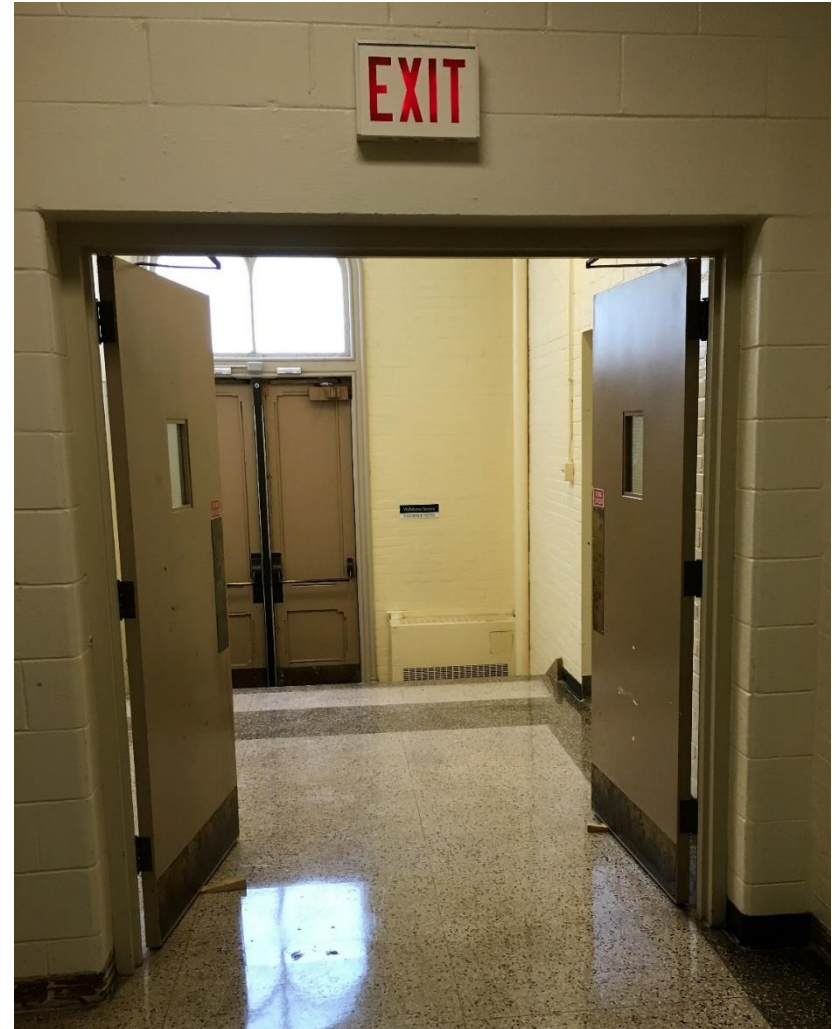
- Propped open with wedges, feet, bricks, etc.



Ongoing Things to Watch For

Fire Doors

- Propped open with wedges, feet, bricks, etc.



Ongoing Things to Watch For

Fire Doors



Ongoing Things to Watch For

Fire Doors

- Cannot be locked except with approved hardware



Ongoing Things to Watch For



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

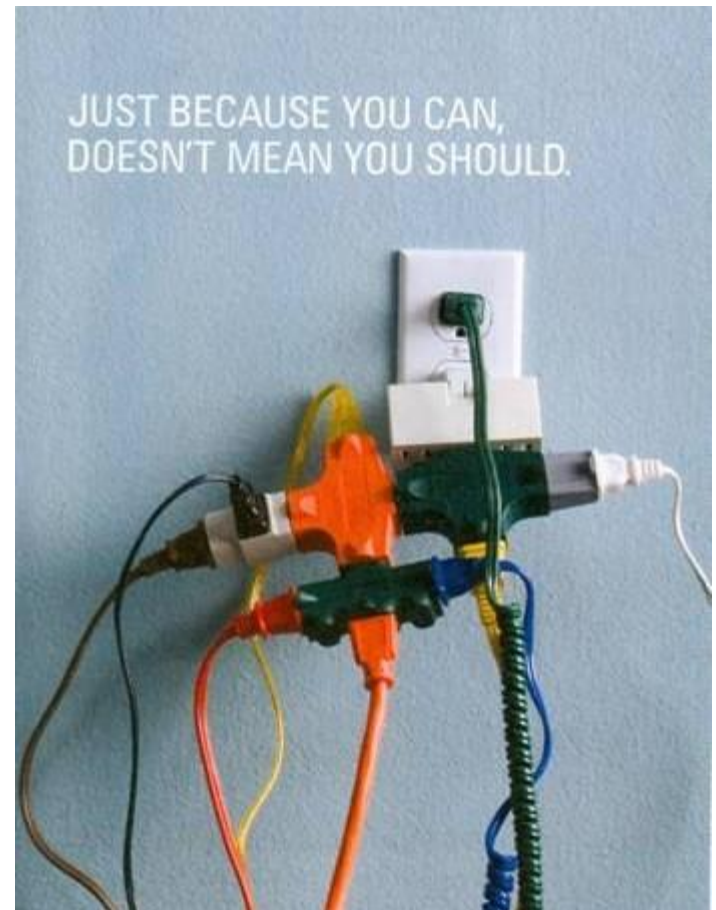
Ongoing Things to Watch For

Excessive Extension Cord Use



Ongoing Things to Watch For

Excessive Extension Cord Use



Ongoing Things to Watch For

Permanent Extension Cord Use



Ongoing Things to Watch For

Storage in Hallways & Stairwells



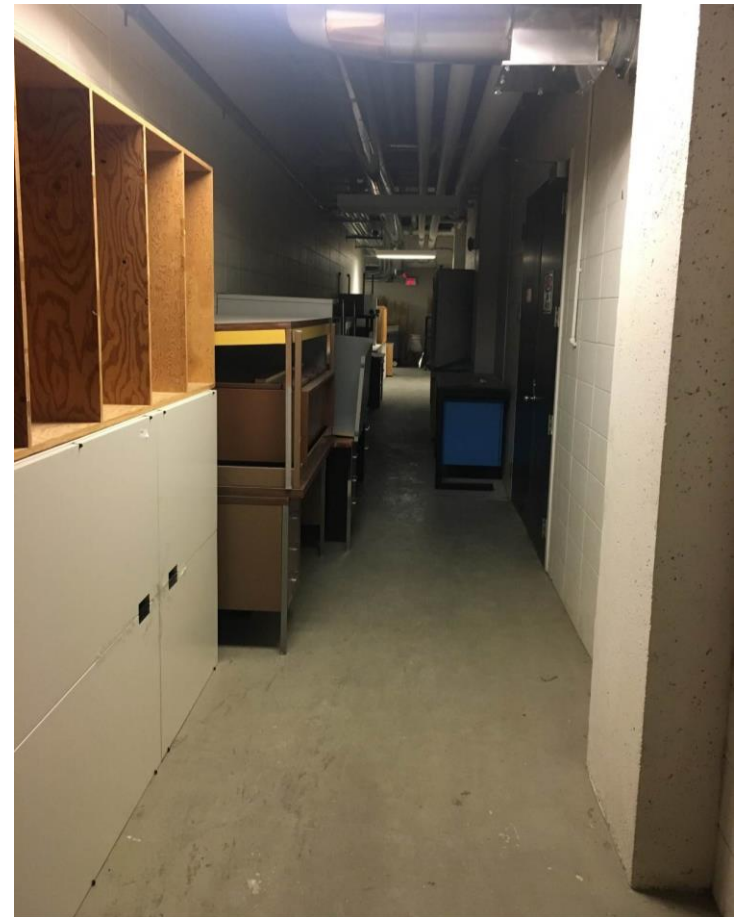
Ongoing Things to Watch For

Storage in Hallways & Stairwells



Ongoing Things to Watch For

Storage in Hallways & Stairwells



Ongoing Things to Watch For

Storage in Hallways & Stairwells



Ongoing Things to Watch For

Storage in Hallways & Stairwells



Ongoing Things to Watch For

Storage in Hallways & Stairwells



Ongoing Things to Watch For

Fire Detectors Covered



Ongoing Things to Watch For

Sprinklers & Fire Detectors Obstructed



Ongoing Things to Watch For

Ceiling Tiles Missing or Damaged



Ongoing Things to Watch For

Ceiling Tiles Missing or Damaged



Ongoing Things to Watch For

Compressed Gas Cylinders

- Stored Improperly



Ongoing Things to Watch For



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)

[Queensu.ca/risk/safety](https://queensu.ca/risk/safety)

- Resource Index - Procedures
 - Compressed Gas Cylinder Storage and Transportation SOP

Contact EH&S if there are concerns x32999

Ongoing Things to Watch For

Missing Fire Department Connection Caps



Ongoing Things to Watch For

Exit Signs Burned Out or Damaged



Ongoing Things to Watch For

E-Bikes inside buildings



Ongoing Things to Watch For

E-Bikes inside buildings



Inspection Results



Hopefully your area will always pass!

But if it doesn't...

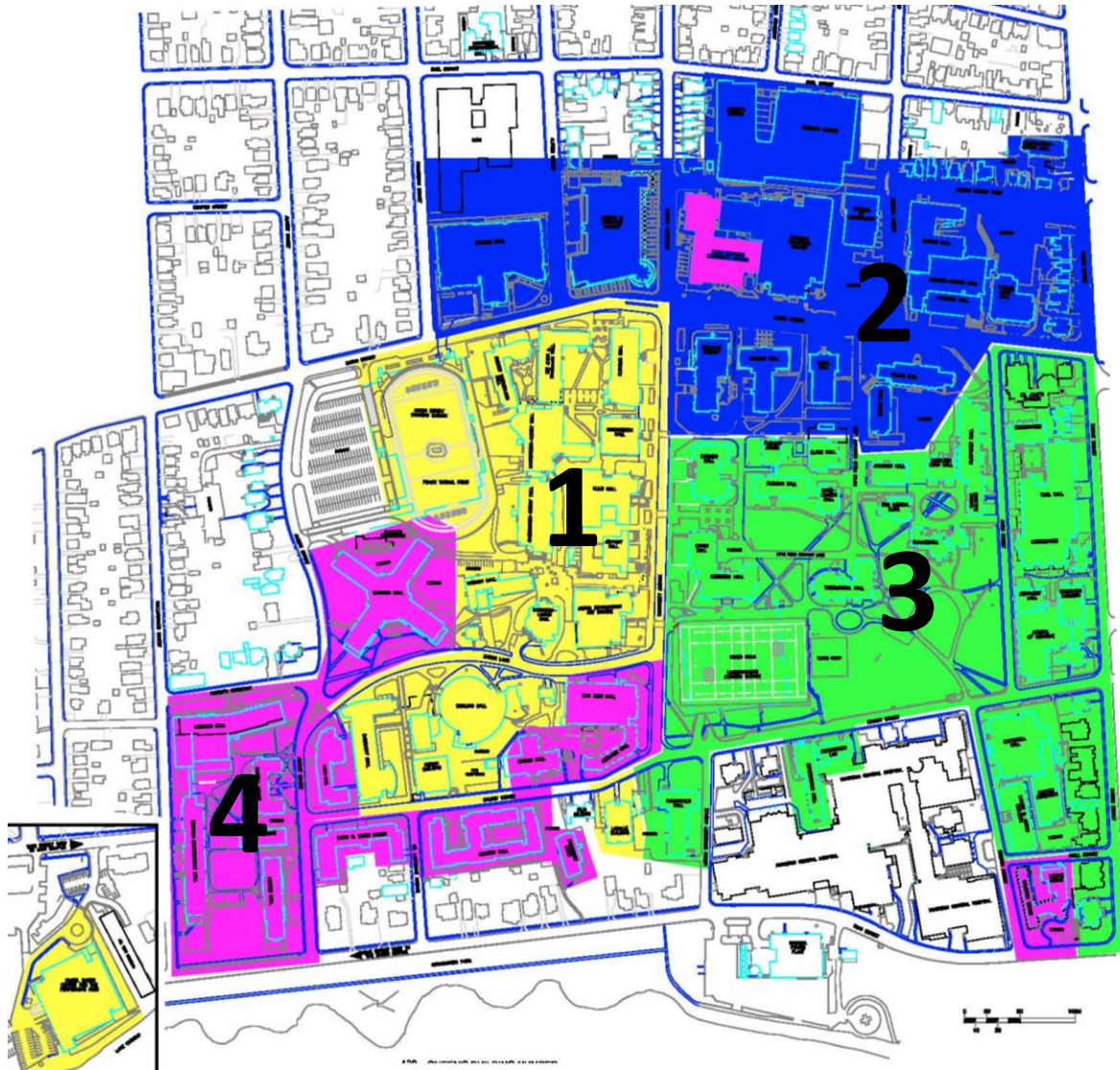
- Request that the owner resolve their own issue
- Submit a ticket with Fixit x77301
- Call Environmental Health & Safety x32999
- Fire Safety Coordinator x74977

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



- Legislative requirement under the act
- Queen's has 11 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/Injury Investigation

Incidents



Types of Incidents

- Near Miss
- First Aid
- Medical Aid
- Lost Time (after day of incident)
- Critical Injury

Incident Reporting



New Incident Reporting and Investigation SOP and Incident Report form released 2021

- All incidents (Near Miss, First Aid, Medical Aid, Lost time) reported a single Incident Report form
- Form to be completed by the Supervisor
- Uploaded to the EHS Website within within 24-48 hours of becoming aware of incident
- EHS will complete and submit the WSIB Form 7 and provide a copy to HR if there is lost time

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

Pest Control



- Contact EHS at x32999 for issues inside buildings
- EHS will contact pest control company and make arrangements for service visit.
- Departments need to monitor and follow up within their building, arrange repairs with Fixit/Facilities if needed
- Departments need to communicate with employees if steps are needed to assist with resolution, e.g. no food in areas
- Pest services is 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.

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

Radiation Safety

- Isotope ordering
- Inspection
- Training

Biohazard Safety

- Research review and approval
- Program administration
- Inspections

Fire Safety

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

Off Campus Activity Safety Policy

www.queensu.ca/risk/safety

613-533-2999

safety@queensu.ca

How Can We Help?