

# Safety News @ Queen's

Environmental Health & Safety

September 2026



## How to Respond in an Emergency

This month we are highlighting the importance of being prepared in the event of an emergency. Please take a moment to review the guide provided by Campus Security:



[Your Guide to Responding to Emergencies](#)

### Important Numbers to Know

613-533-6111 - Emergency

613-533-6080 - Non-Emergency



### Learn More

[Emergency Response Procedures | Office of Risk and Safety Services](#)



## Fire Alarm Response & Accommodations



**Evacuate immediately** by the nearest exit — **DO NOT use elevators**. Go to the designated assembly area and follow Campus Security/emergency personnel instructions.



If you cannot use stairs, the **stairwell landing is the safest temporary refuge**. If you are above or below the ground floor, call the University Emergency Report Centre at 36111 and tell the dispatcher you are mobility impaired. Give your exact location (building, floor, room/stairwell) and a phone number that can receive return calls.



Buildings must have a **communication plan to report anyone left in stairwells to Campus Security and Kingston Fire Rescue**. After a confirmed false alarm, departments must assign trained staff to check stairwells.

### Procedures for Queen's staff and faculty needing workplace accommodations:

[Fire Emergency Procedures | Office of Risk and Safety Services](#)

[Workplace Accommodation Procedures | University Secretariat and Legal Counsel](#)

Have questions or want help updating your plan? Contact **Environmental Health & Safety**, Ext 32999 or [safety@queensu.ca](mailto:safety@queensu.ca)



## Welcoming Our New Interns!

We're excited to welcome two new interns to the EH&S team in support of the implementation of Campus Optics. **Austen Lloyd** (Eng-Phys), joins us as the Implementation Intern, supporting project rollout and engagement activities. **Patrick Osezua** (Chemistry), joins as the Project Intern, focusing on backend processes and website support. We look forward to the skills and fresh perspectives they will bring to the project.



## Training Opportunities

| Training                                                                                         | Date                                                                                             | Sign-Up                                                  |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Supervisor Health & Safety                                                                       | <ul style="list-style-type: none"><li>September 15</li><li>November 17</li></ul>                 | <a href="#">Enroll Here</a>                              |
| Fire Extinguisher Inspection Training<br><br><i>*Available to Safety Officers only</i>           | <ul style="list-style-type: none"><li>September 29</li><li>October 2</li></ul>                   | <a href="#">Enroll Here</a>                              |
| The OHS Act & Regulation Session                                                                 | <ul style="list-style-type: none"><li>September 30</li></ul>                                     | <a href="#">Enroll Here</a>                              |
| JHSC Lab Inspection Awareness Training<br><br><i>*Available to JHSC members who inspect labs</i> | <ul style="list-style-type: none"><li>October 8</li></ul>                                        | <a href="#">Enroll Here</a>                              |
| First Aid & CPR                                                                                  | <ul style="list-style-type: none"><li>October 20 &amp; 21</li><li>November 12 &amp; 13</li></ul> | <a href="#">Enroll Here</a>                              |
| Safety Officer                                                                                   | <ul style="list-style-type: none"><li>Fall Term</li></ul>                                        | E-Learning coming soon!                                  |
| JHSC Certification                                                                               | <ul style="list-style-type: none"><li>Ongoing</li></ul>                                          | <a href="mailto:safety@queensu.ca">safety@queensu.ca</a> |
| WHMIS 2015                                                                                       | <ul style="list-style-type: none"><li>Ongoing</li></ul>                                          | <a href="#">Enroll Here</a>                              |



### Safety Tip!

All Queen’s employees are required to take [Worker Health & Safety Awareness Training](#) and it only needs to be taken once!



## Do You Require WHMIS Training?

WHMIS training helps employees understand the hazards associated with these products, recognize warning labels and pictograms, and know where to find important safety information if an incident occurs. Ontario's WHMIS 2015 requirements apply to workers in virtually all workplaces, not just laboratories.

The training applies to any hazardous product in a workplace. Many of the products used every day in office environments are classified as hazardous products, including disinfectant wipes, cleaning sprays, whiteboard cleaners, aerosol products, and chemicals stored in shared kitchens or custodial closets.



### Link to the SOP

[SOP-Chem-03 \(WHMIS Training Program\)](#)

## Enhancing Fire Safety with RFID Technology



EH&S is launching a new RFID-based fire extinguisher inspection system, **Command Centre**, to improve the efficiency and accuracy of our fire extinguisher inspections. Each fire extinguisher will be equipped with an RFID tag that allows inspectors to quickly verify inspections, track maintenance history, and ensure extinguishers are accounted for across campus.

This technology helps streamline compliance requirements, supports proactive maintenance, and strengthens our commitment to providing a safe environment for the Queen's community.



## HMIS: Quick Access to Asbestos Information

QR code stickers have been installed at the entrances of campus buildings to provide quick access to asbestos information through the Hazardous Materials Inventory System (HMIS). Trades workers are encouraged to scan the QR code and review the information before starting work.

### Remember:

- QR codes supplement, but do not replace, the HMIS website.
- If a material is not listed in HMIS, treat it as asbestos-containing until proven otherwise.
- Older buildings may contain both ACM and non-ACM materials, so always verify the exact location before beginning work.
- Contact your supervisor if you have questions about the information provided.



### Learn More

[Asbestos | Office of Risk and Safety Services](#)



## OCASP & START: Key Reminders

Queen's University prioritizes the health and safety of all participants in off-campus activities. The Queen's **Off-Campus Activity Safety Policy (OCASP)** offers essential guidance to the campus community in planning and undertaking these activities safely.

To assist with this, the **Safe Travel Activity Registration Tool (START)** is available for quick and straightforward registration of university-sanctioned off-campus activities:

- For low-risk activities: START allows students, faculty, and staff to easily register their plans. Reminder that staff and faculty participating in low risk travel must be registered in START, or you must provide travel details to your department to be available to the Department of Environmental Health and Safety in an emergency.
- For higher-risk activities: START facilitates the creation of detailed safety planning records.
- Emergency support: Registration in START helps the university quickly identify and assist participants if emergencies arise.

Learn more about OCASP as well as related tools and resources on the OCASP website.



Learn More

[Off-Campus Activity Safety Policy \(OCASP | Office of Risk and Safety Services\)](#)



## Updates to Standard Operating Procedures (SOP)

### SOP-Safety-24: Procedure for Initial Entry into Water/Sewage Damaged Areas

**Summary:** Never rush into a water/sewer-damaged area. Conduct a thorough hazard assessment, wear appropriate PPE, ensure utilities are safe, and seek EH&S or supervisory support.

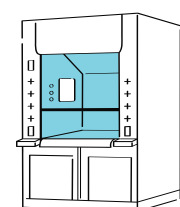


Link to the full document

[SOP-Safety-24](#)

### SOP-LAB-01: Fume Hoods

Minor updates to reflect changes in the new CSA Z316.5:25 plus the addition of fume hood removal/decommissioning guidance and training requirements for users and maintenance staff.



Link to the full document

[SOP-Lab-01](#)

### SOP-Safety-12: Sharps and Glassware

The Sharps & Glassware SOP-Safety-12 has been updated to include procedures for the handling of needles and other sharps hazards in outdoor and public spaces. The procedure outlines the responsibilities of various departments and the necessary PPE, procedures and training for anyone handling this type of sharps hazard.

The procedure also includes a new procedure for the changing out of needle collection boxes in public washrooms.

An online training module is under development, and will be available in late September 2026 on OnQ.



Link to the full document

[SOP-Safety-12](#)



## Chemical Inventory Matters: The Risks of Direct Shipping

All hazardous chemicals at Queen's University must be entered into the HECHMET inventory system and assigned a barcode. Chemicals purchased with procurement cards or personal credit cards are sometimes shipped directly to labs or offices, bypassing Inventory Stores.

When this happens, chemicals may not be recorded in HECHMET, creating safety, compliance, and emergency response risks.

To ensure proper tracking, all hazardous chemicals must be shipped to:

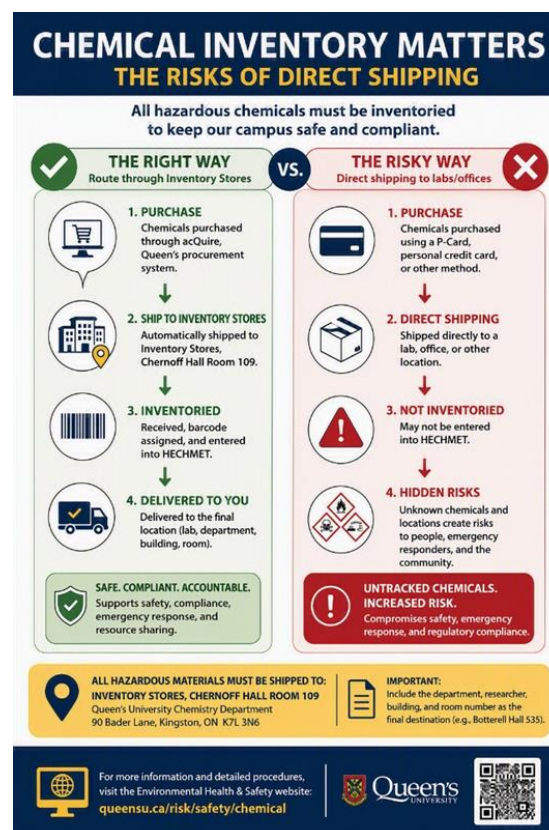
### Inventory Stores

**Chernoff Hall, Room 109**

**90 Bader Lane**

**Kingston, ON K7L 3N6**

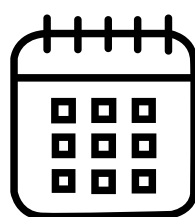
Include the department, researcher, building, and room number as the final destination.



### Learn More

[Chemical Safety](#) | [Office of Risk and Safety Services](#)

## Upcoming Dates



### September

- Month of September — [World Pain Awareness Month](#)
- September 8 — [1<sup>st</sup> Day of Fall Term](#)
- September 10, 2026 — [World Suicide Prevention Day](#)
- September 30, 2026 — [National Truth & Reconciliation Day](#)

### October

- Month of October — [Pedestrian Safety Month](#), [Women's History Month](#), [Global Ergonomics Month](#)
- October 4-10 — [Fire Prevention Week](#)
- October 10, 2026 — [World Mental Health Day](#)
- October 18 to 24, 2026 — [Invisible Disabilities Week](#)

For more news and updates, visit our website at  
[www.queensu.ca/risk/safety](https://www.queensu.ca/risk/safety)