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 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
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
• 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 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 (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
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 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 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 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
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
• 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.
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
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.
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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

JUST BECAUSE YOU CAN, DOESN'T MEAN YOU SHOULD.
Ongoing Things to Watch For

Permanent Extension Cord Use
Ongoing Things to Watch For

Storage in Hallways & Stairwells
Ongoing Things to Watch For

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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)

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
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\textsuperscript{st} Monday
Area 2  2\textsuperscript{nd} Monday
Area 3  3\textsuperscript{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
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 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
• 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
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
Environmental Health and Safety

www.safety.queensu.ca

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How Can We Help?