

DEPARTMENTAL SAFETY OFFICER

What is a Safety Officer?

1. Main Communication link between their department and the Department of Environmental Health & Safety (EHS).
2. 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.
3. A person designated by the Department/Unit Head

Safety Officer Responsibilities

1. Circulate material received from EHS to appropriate members of the department. This will include, but not be limited to, environmental health and safety policies, standard operating procedures, training session notifications, and general environmental health and safety information.
2. 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.
3. Ensure that any responsibilities listed for Safety Officers under the various standard operating procedures issued by EHS are completed.
4. Inform EHS of issues, deficiencies or hazards that are not being addressed or corrected.
5. Ensure that monthly inspections of fire extinguishers, hose cabinets and first aid kits are carried out.
6. Maintain the Departmental Safety Bulletin Board.
7. 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.
8. 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.
9. Keep the Department Head informed on all of the above.