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Revision: 2.0	Subject: Health and Safety Roles & Responsibilities	

Introduction

The effective management of safety requires a clear delineation of all lines of authority within the organization. There should be a clear understanding of the accountability, responsibility and authority of all individuals involved in the system. An effort should be made to document and distribute the information throughout the company, thereby promoting a common understanding of everyone's role in the safety management system. Furthermore, there are also legislative requirements to ensure that information regarding health and safety management and the responsibilities individuals have under the legislation and within the health and safety management system is provided to all employees in the organization.

Purpose

The purpose of this standard is to outline a strategy for ensuring that the roles and responsibilities of individuals working for Queen's University are documented and distributed within the organization.

The purpose of the standard is to also help ensure compliance with Section 25 (a) of the Occupational Health and Safety Act, which states that the employer is responsible for provide information, instruction and supervision to a worker to protect the health or safety of the worker.

Responsibilities

Board of Trustees

The Board of Trustees are responsible of reviewing and approving the Health and Safety Management System Document. This document forms the foundation of health and safety management on the Queen's University campus. By approving the document the Trustees endorse and recognize the importance of health and safety at the governacne level of the instituion.

Department of Environmental Health and Safety

The Department of Environmental Health and Safety is responsible for developing and administering a program that will communicate roles and responsibilities in the Health and Safety Management System to the University community.

Senior Management

Senior Management are responsible for disseminating information regarding health and safety roles and responsibilities within their portfolio, department or unit.



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Communication Strategy

Health and Safety Management System Document

A primary method of communicating health and safety role and responsibilities will be through the Health and Safety Management System Document. The document will be made available through the following:

- The Environmental Health and Safety Website.
- Starting in 2004, the document will be distributed in the environmental health and safety orientation package.
- Starting in 2004, the document will be handed out at the New Department Heads Orientation Session.

Employee Training:

Where appropriate, information regarding health and safety roles and responsibilities will be incorporated into training sessions offered to university employees.

Evaluation:

The standard will be evaluated on annual basis by the Department of Environmental Health and Safety using a four part questionnaire that will evaluate the following items:

- Did the Standard meet the intent of the legislation?
- Was the goal of the standard met?
- Were the requirements of the Standard Met?
- Where there problems or concerns meeting the standard?

Where appropriate, the evaluation will be completed in consultation with members of the University community.

Revision History:

July 2003 – Initial development and release

April 2004 – Revision #1 (changes made to Communication Strategy section)