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1. Introduction

The standard operating procedure (SOP) for departmental safety bulletin boards was developed by the Department of Environmental Health & Safety in accordance with the University's Policy Statement on Health and Safety and to ensure compliance with the Ontario Occupational Health & Safety Act and Regulations, as well as other applicable codes and standards.

The purpose of this SOP is to outline requirements for posting health and safety material in the workplace.

2. Scope

This SOP applies to every University department, unit and/or workplace in facilities on the main and west campuses and off-site locations considered a workplace for university employees.

3. Applicable Legislation

Occupational Health and Safety Act, R.S.O. 1990
Workplace Safety and Insurance Act, S.O. 1997

4. Responsibilities

4.1 Directors, Department Heads & Managers

- Ensure that safety bulletin boards are established and maintained in the department, unit or workplace.
- Ensure that all supervisors, employees and students are aware of the location of departmental safety bulletin boards.

4.2 Supervisors

- Ensure that all personnel under their supervision are aware of the location and content of the departmental safety bulletin boards.



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4.3 Staff and Students

- Become familiar with the location and content of the nearest departmental safety bulletin board.
- Ensure that material not related to environmental, health and safety issues is not placed on the safety bulletin boards.

4.4 Safety Officers

- Ensure that the required health and safety material, as outlined by this SOP, is posted on the departmental safety bulletin boards.

5. Safety Board Content

The Occupational Health & Safety Act, the Workplace Safety & Insurance Act, and Queen's University policies require that the following health and safety documents be conspicuously posted in the workplace.

Item	Date of Issue
Occupational Health and Safety Act and applicable regulations (Green Carswell Guide)	Most current edition
Form 82 – WSIB In case of Injury/Disease Poster	Most current edition
MOL Poster - Health & Safety at Work: Prevention Starts Here	Most current edition
Queen's University policy statement on health and safety	Dated within the last year
Queen's University policy statement on environmental management	Dated within the last year
Queen's University Harassment and Discrimination Policy and Procedures (http://www.queensu.ca/humanresources/policies/workplace-issues/interim-workplace-harassment-discrimination-policy)	Most current edition
Queen's University – Violence on Campus (https://www.queensu.ca/security/emergency-response-procedures/violence-campus)	Most current edition
Queen's University Health & Safety Management System document	December 2003 edition
Joint Health & Safety Committee Documents <ul style="list-style-type: none"> - Contact list for members of the Joint Health & Safety Committee - Minutes from the last JHSC meeting - Most Recent JHSC inspection report for the department or workplace 	As released



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Reports <ul style="list-style-type: none"> - Ministry of Labour Inspections - Ministry of Labour Orders - Ministry of Labour Notice of Compliance Forms 	As issued by MOL Occupational Health & Safety Officers
Other <ul style="list-style-type: none"> - Name and contact information of the Departmental Safety Officer - List of qualified First Aiders and location of kits - Department and University Emergency Contact numbers - Other Miscellaneous safety notices (as applicable) 	As released

**Material not related to environmental, health and safety issues must not be placed on safety bulletin boards.

6. Safety Board Locations

Each department is required to have and maintain a safety bulletin board. Safety bulletin boards must be located in common area (such as lunch/coffee room, hallways, main offices, etc.) where all employees have access to the information. Depending on the size of the department and the locations of the workplaces in the department, more than one safety bulletin board may be necessary to ensure that all employees have access to the information.

In cases where more than one department shares a common location such as a lunch room, and are in close proximity, it is possible to share a safety bulletin board.

7. Inspection and Auditing

Joint Health & Safety Committee members conducting workplace inspections will check the departmental safety bulletin boards for compliance.

The Department of Environmental Health & Safety also reserves the right to audit departmental compliance with this SOP.



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Revision History:

- 1.0: July 2006 – Initial Release
- 2.0: Feb 2013 – Addition of the MOL Poster “Health & Safety at Work: Prevention Starts Here” under board content.
- 3.0 July 2015 – Added Safety Officer Information under board content
- 4.0 Aug 2016 – Additional of revised violence and harassment policies