

School of Computing
Environmental Health and Safety Manual
Revised October 2016

Emergency Phone numbers

In Case Of Emergency (Fire, Ambulance, Theft, Safety, Fumes)

	3-6111	613-533-6111
Safety Officer: Tom Bradshaw Goodwin 526	3-6051	
Department of Environmental Health and Safety:	3-2999	
Campus Security (Non-Emergency) :	3-6733	613-533-6733
Campus Security Escort Service:	3-6080	613-533-6080

Table of Contents

Contents

1. Introduction
2. Queen's Policies on Environmental Management and Health and Safety
3. Roles and Responsibilities
4. Environmental Health and Safety in the School of Computing
5. Fire Safety Plan
6. Procedures in the Event of Accident Involving Injury or Death

1. Introduction

The purpose of this manual is to outline procedures, rules and cautions to be observed by everyone in the Department. "Everyone" includes; researchers, graduate students, undergraduate students, administrative staff, professors, technicians, technologists, postdoctoral fellows, employees, contractors, and visitors. We must all work together to ensure that the Department is a safe place to work and study.

This manual is directed towards the most common activities pursued in the department. Extra precautions may be necessary in some areas because of the specific nature of the hazards which exist. It is the responsibility of the supervisor to establish these procedures and ensure they are followed.

Safety includes good office and laboratory practice, good housekeeping, environmental safety, and ensuring that equipment, buildings, and surroundings are free from hazards.

Personal safety depends on sincere safety-mindedness and good judgement on the part of each individual as an integral part of their daily activity. Most health and safety problems in a laboratory or workshop environment can be avoided by practising common sense based on informed knowledge of the hazards.

2. Queen's Policies

POLICY STATEMENT ON HEALTH AND SAFETY

Queen's University is committed to the prevention of illness and injury through the provision and maintenance of a healthy and safe campus. The University endeavours to meet its responsibilities for the health and safety of the members of its community by complying with relevant health and safety standards and legislative requirements, and by assigning general and specific responsibilities for workplace health and safety.

The University takes all reasonable steps to acquaint its employees with their rights and duties in the workplace and applicable regulations and procedures for protecting their health and safety. Where appropriate, the University establishes policies and programs to assist in maintaining safe conditions and work practices and facilitating employee participation in health and safety activities, including health and safety committees.

All individuals shall protect their own health and safety by complying with prevailing regulations and standards and with safe practices and procedures established by the University. Employees must report any health hazards and unsafe conditions or practices to supervisory staff for corrective action.

It is a primary duty of all faculty and staff who are supervisors, as defined under the Occupational Health and Safety Act, to ensure that any persons under their direction are made aware of and comply with all applicable health and safety policies and procedures. They are responsible for ensuring that all aspects of the workplace, including teaching and research sites, are safe and that any risks, hazards, and safety violations drawn to their attention are investigated and corrected promptly.

This policy statement was approved by the Board of Trustees at its regular meeting held on December 5th, 2008.

POLICY STATEMENT ON ENVIRONMENTAL MANAGEMENT

Queen's University is committed to the protection of the environment through the implementation of an effective environmental management program. At a minimum, the University will comply with all applicable environmental legislation and will make every reasonable effort to exceed its formal obligations for protecting the environment, out of a sense of responsibility for the safety of the environment as a shared resource.

Members of the University community shall be aware of the manner in which their activities must be conducted in order to have the least possible impact on the environment.

All departments and persons utilizing University premises shall comply with, and if reasonably possible, exceed all environmental statutes and regulations as well as Ministry of Environment policies and guidelines and internal University policies and procedures.

Furthermore, it is the duty of all employees or students who are defined as a person responsible under the Environmental Protection Act to ensure that any person under their direction are made aware of and comply with all applicable environmental statutes and legislation. They shall be responsible for ensuring that all aspects of Queen's premises, including teaching and research sites, pose minimal environmental impact and that any environmental risks and/or hazards are investigated and corrected promptly.

The University shall take all reasonable steps to acquaint its employees with their duties and obligations to prevent, contain and clean up the release of pollutants generated at Queen's or as the result of Queen's activities and with the applicable regulations and procedures for protecting the environment. Where appropriate, the University shall establish special procedures and programs to assist in preventing releases of pollutants, the containment of pollutants, cleaning up spills, recycling materials and reusing them.

The University shall facilitate and encourage participation in activities to protect and preserve the environment.

This policy statement was approved by the Board of Trustees at its regular meeting held on March 6th, 2009.

3. Roles and Responsibilities

HEADS OF DEPARTMENTS

Under the Ontario Health and Safety (OH&S) Act specific duties and legal obligations are delegated to persons who have direct authority over staff. These obligations include:

- Use of personal protective equipment, protective devices or clothing;
- Advising staff of the existence of any potential or actual danger to the health and safety of a worker;
- Provide staff with the proper training and written instructions as to measures and procedures which must be followed to protect the employees; and
- Ensuring staff within the department work in accordance with set instructions, procedures and guidelines and in compliance with applicable guidelines and regulations.

Although a number of functions surrounding the performance of these specific duties and legal obligations can be delegated by the Head of the Department, the responsibility to ensure

compliance with applicable guidelines and regulations still rests with this individual. Department Heads and Directors must ensure compliance with the applicable Act or Regulation is met through:

- The provision of necessary information, instruction and training to enable department staff to safely perform their jobs;
- The introduction and maintenance of measures or systems designed to identify, monitor and control risks;
- Maintenance of appropriate records sufficient to demonstrate compliance with their duties and obligations; and
- The proper provision of supervision of all undergraduate and graduate students.

ACADEMIC AND SUPERVISORY STAFF

Both academic and supervisory staff shall conduct their activities and ensure that those activities over which they have control are conducted in a safe manner and in accordance with the University's policies, codes of practice and any other applicable legislation.

Coordination with the Department Head and Departmental Safety officer is needed to ensure that all responsibilities are met both from a policy and legislative perspective.

DEPARTMENTAL SAFETY OFFICERS

Queen's University has a system in place where each department has an appointed Safety Officer. These individuals are the main communication link between their administrative unit and the Department of Environmental Health and Safety.

The Safety Officer is responsible for conducting inspections, following up on any deficiencies noted during internal or Ministry of Labour inspections, investigating incidents within the department, as well as keeping the Head of the Department informed of all safety related issues.

The Safety Officer works in conjunction with the local Joint Health and Safety Committee.

3.1 Training

An integral part of any health and safety management system is training related to the hazards associated with the workplace.

The University, at the present time, provides faculty staff and students with training directly related to the immediate workplace conditions. This training must be viewed as an ongoing integral part of the health and safety management system.

The responsibility to ensure that all staff working within a unit have received the appropriate training, both that which is prescribed by legislation and that which is University based, rests with the direct supervisor and ultimately with the Department Head for the given unit.

The type of training, which needs to be provided, includes:

- Training prescribed by legislation such as WHMIS and Radiation Safety;
- Hazard identification skills;
- Proper use of personal protective equipment;
- Health and safety policy/procedure training;
- Proper techniques to be used in carrying out workplace procedures; and
- Duties, rights and responsibilities under the applicable legislation.

The most appropriate, knowledgeable and competent person available should carry out delivery of the training. The immediate supervisor should deliver much of the training, as that person has direct knowledge of many of the hazards associated with the work.

Additional training is available from the Department of Environmental Health and Safety and various other sources.

3.2 Occupational Health & Safety Act

In Ontario, the Occupational Health and Safety Act & Regulations, has established safety regulations and laws.

Items below in italics are direct quotations from the Act.

SUPERVISORS AND THEIR DUTIES

Definition of a Supervisor

A "supervisor" is defined in the Occupational Health and Safety Act & Regulations as: *a person who has charge of a workplace or authority over a worker.* (OH&S Act & Regulations, Section 1).

The person supervised is an employee of the supervisor or their institution or firm. This means that:

The professor directing the research of a graduate student is the direct supervisor of that student if the student is paid a salary for the research work; i.e., the student is an employee.

If graduate students do not receive a salary for their research work, being supported entirely through other funds (scholarships, savings, etc.), then they are not an employee and the professor is not their supervisor in the present sense of the Act. The University and the School of Computing operates on the basis that the professor in this case IS the direct supervisor of the

students and morally has the same responsibilities towards them in the work place as they do towards an employee doing the same work.

Duties of Supervisor

The duties of a supervisor (OH&S Act & Regulations, Section 27) are:

(1)A supervisor shall ensure that a worker,

- *works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and*
- *uses or wears the equipment, protective devices or clothing that their employer requires to be used or worn.*

Without limiting the duty imposed by subsection (1), a supervisor shall

- *advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;*
- *where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and*
- *take every precaution reasonable in the circumstances for the protection of a worker.*

A supervisor also has special responsibilities, as indicated later in this manual, in dealing with accidents involving personal injury or death.

3.3 Workplace Hazardous Material Information System (WHMIS) (OHS Ontario Regulation 644/88)

All supervisors are required to provide WHMIS training for workers who come in contact with hazardous goods (Bill C-70). This is covered by a Queens Standard Operating Procedure found at <http://www.safety.queensu.ca>.

Supervisors are required to:

- Read Material Safety Data Sheets (MSDS) before handling any chemical, and follow the guidelines indicated.
- Maintain a paper file of MSDS sheets in the laboratory for every chemical contained in the laboratory. MSDS sheets must be updated every 3 years.
- Keep an updated list of all chemicals in the laboratory.

WORKERS AND THEIR DUTIES

Definition of a Worker/Employee

A "worker" (employee) means a person who performs work or supplies services for monetary compensation, i.e. staff, faculty, teaching assistants, lab demonstrators, paid research assistants, post-doctoral fellows, technicians, technologist . . . but NOT undergraduate students or members of the visiting public.

Duties of Workers

The duties of a worker (OH&S Act & Regulations, Section 28) are:

A worker shall,

- *work in compliance with the provisions of this Act and the regulations;*
- *use or wear the equipment, protective devices or clothing that their employer requires to be used or worn;*
- *report to their employer or supervisor the absence of or defect in any equipment or protective device of which they are aware and which may endanger themselves or another worker; and*
- *report to their employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which they know.*

No worker shall,

- *remove or make ineffective any protective device required by the regulations or by their employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;*
- *use or operate any equipment, machine, device or thing or work in a manner that may endanger himself/herself or any other worker; or*
- *engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.*

STUDENTS

Undergraduate students taking laboratory courses in the School, or unpaid graduate students are not employees under OH&S Act & Regulations. Nevertheless, it is the policy of the University and the School of Computing that the instructors in these courses shall act as direct supervisors, assuming the same responsibilities towards the students doing laboratory work

under their direction as if the students were employees, AND the students shall act as workers and follow the worker guidelines for performance.

Right to Refuse or to Stop Work Where Health or Safety in Danger (OH&S Act & Regulations, Section 43(3) & (4))

A worker may refuse to work or do particular work where he or she has reason to believe that,

- *any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;*
- *the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or*
- *any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.*

Upon refusing to work or do particular work, the worker shall promptly report the circumstances of the refusal to the worker's employer or supervisor who shall forthwith investigate the report in the presence of the worker and, if there is such, in the presence of one of;

- *a committee member who represents workers, if any;*
- *a health and safety representative, if any; or*
- *a worker who because of knowledge, experience and training is selected by a trade union that represents the worker, or if there is no trade union, is selected by the workers to represent them, who shall be made available and who shall attend without delay.*

4. Environmental Health and Safety in the School of Computing

The School of Computing currently consists of

- Office areas
- “non-technical” Computing Labs
- “technical” Biomedical Computing Labs

An office or a “non-technical” Computing Labs are areas that do not contain or use any chemicals or biological material that requires additional safety policies and procedures.

As of April 2010, the technical Computing Labs consist:

Room 627 Telecommunications Research Lab – soldering station with fume extractor and mechanical construction.

Room 636 Human Media Lab – soldering with fume extractor and mechanical construction

Biomedical labs 230,233,235,241,747,757 – possible chemical, radiation, x-ray, and biological hazards.

DOS AND DON'TS WHILE WORKING IN ANY OFFICE, NON-TECHNICAL LAB OR TECHNICAL LAB

- **DO NOT bring in or use any chemicals (including cleaners, paint, solvents, and sealers) into these areas without obtaining and posting Material Safety Data Sheets (MSDS) for these products. They are generally available from the manufacturer's web site. Ask the safety officer for help if you cannot find the MSDS sheets for any specific product.**
- **No aerosol products or products requiring increased ventilation may be used in the offices or labs in Goodwin Hall. This includes the use of spray cleaners, solvents, and sealers that require a level of ventilation not available in the offices and labs of Goodwin Hall.**
- Follow the safety procedures and environmental requirements contained on the MSDS sheets.
- Know and follow the safety rules and procedures contained in this manual.
- Treat any unknown area, substance, or equipment as hazardous.
- Contact your supervisor or the Departmental Safety Officer if you have any questions or concerns. Always report unsafe conditions and accidents promptly to your supervisor or the safety officer.
- Fire doors must be kept closed at all times.
- Locate all safety equipment in your work area and become familiar with their use. (telephone, exits, fire extinguishers, pull boxes, first aid kit, evacuation route and meeting site).
- Keep your area locked to avoid unauthorized entry.
- Use the handrail at all times when using the stairs. If you do not have a free hand, use the elevator.
- Practice good housekeeping at all times. This is essential for the prevention of fires, accidents, and personal injury. A crowded or cluttered workplace is a dangerous place in which to work.
- Ensure drawers and doors are closed after use so they do not present a bump or trip hazard.
- Ensure shelves and bookcases are secured to the wall to avoid tipping.

- Check furniture for any loose parts or sharp edges.
- Store heavy items on the lower and middle shelves of storage areas.
- DO NOT use the elevator other than during normal working hours (you may be trapped in case of a power failure or elevator breakdown). The elevator is not a fire exit and shall not be used in the event of a fire.
- DO NOT walk and read at the same time.
- DO NOT store liquid above eye level.
- DO NOT block emergency exits, emergency equipment or electrical panels.

ADDITIONAL DO'S AND DON'T WHILE WORKING IN A TECHNICAL LAB

- Read and follow the guidelines on Material Safety Data Sheets (MSDS) before handling any chemical. Approved safety glasses with side shields are the minimum required eye protection when handling chemicals or equipment in the laboratory or shop.
- The supervisor and worker must determine what is considered appropriate protective clothing in their work area. Wear the appropriate protective clothing for the task.
- Wash hands thoroughly with soap and water when leaving the lab.
- DO NOT eat, drink, or chew gum in the lab
- DO NOT store food, dishes or drinks in the lab
- DO NOT Wear:
 - Sandals or open-toed shoes
 - High-heeled shoes
 - Items that could become entangled in moving equipment, such as
 - unconfined long hair
 - loose jewellery
 - ties or loose clothing
- DO NOT engage in horseplay / practical jokes / rough housing / pranks

SAFETY BULLETIN BOARD AND INSPECTIONS

A Safety Bulletin Board is located beside the south window east of the elevator on the 5th floor. It contains important safety information and should be checked regularly for new additions.

Safety audits are performed by members of the safety committee to look for unsafe acts and conditions which exist in the department and to help researchers improve their health and safety practices. Equipment inspections are also performed to ensure that safety equipment will perform properly when it is needed.

EXPECTATIONS

Everyone must read this manual before commencing work in the department. Safety of visitors is the responsibility of the person in department who is hosting them or bringing them into the department. If a visitor will only be in the department for one day or less, AND will not be performing any laboratory duties, they should be accompanied at all times so we ensure they are kept safe. If the visitor will be staying for longer than one day AND/OR they will be working in a laboratory, they should read this safety manual. Under OSHA, visitor safety is our responsibility.

WORKING ALONE

Working alone is defined as the performance of work by a person who is out of audio and visual range of other persons. Depending on the type of work being done, the work area, and the time of day or night, working alone can be harmless or it can be dangerous.

People should work alone only if there is minimal potential for an accident to occur which might render the person helpless to call for assistance.

If you are working alone on non-hazardous activities after regular hours you may wish to: have a buddy work with you; keep your door locked; inform security that you are working alone, set up a call-back procedure, and inform them when you are leaving; and/or call the Walk-home Service or Campus Security Escort Service when you are finished.

Hazardous work performed after hours on normal work days, on weekends, or holidays should be kept to a minimum. If these activities are necessary the following procedure must be followed:

- After hours, laboratory work must have your supervisor's approval.
- Set up a buddy system with a friend, or
- Call security at 36733 to tell them who you are, what you are doing, your location and phone number, how long you expect to be, and who to contact in case of emergency. They will then set up a check-in routine with you.
- Call security when you have completed your work.
- Walk-home Service 39255 (on campus), 533-9255 (off campus)
- Campus Security Escort Service 36080 (on campus), 533-6080 (off campus)

Promptly Report Accidents, Abnormal Wear, and Damage or Loss

Report minor accidents, wastage of materials, and abnormal wear or malfunction of equipment to your project supervisor. Report more serious accidents, equipment breakdowns and malfunctions to your project supervisor, or if they are unavailable, to one of:

- Head of Department
- Administrative Assistant
- Department Safety Officer

ERGONOMICS

The study of ergonomics is concerned with the way a job, task, or workplace "fits" the worker. Some problems which may arise if this is overlooked are; fatigue, repetitive motion injuries, monotonous work, biomechanical stresses such as strains, aches, or injuries, eye strain from video display terminals. Design your workspace to avoid these potential problems. If problems do exist, contact your supervisor, or the departmental Safety Officer.

5. Fire Safety Plan

FIRE EQUIPMENT

The department has 2 types of extinguishers located throughout the building:

Carbon Dioxide is the most useful type for general lab purposes. A cloud of CO₂ gas (heavier than air) plus some "snow" is discharged through the nozzle. When directed at the base of the fire, the CO₂ gas halts combustion by displacing oxygen. This type of fire extinguisher can be found in the Fire Hose cabinets located at both the east and west ends of the hallways on each floor.

Dry chemical contains powdered sodium bicarbonate which is propelled by carbon dioxide or nitrogen. It is effective on flammable liquids.

FIRST AID EQUIPMENT

A First Aid Kit is available in the General Office (Room 557). The kit is sealed. If you need supplies from the kit, break the seal, then inform the department safety officer that you've taken contents from the kit so it can be replenished.

EMERGENCY PROCEDURES

Definition

In the definition officially used at Queen's:

AN EMERGENCY IS AN INCIDENT, ACCIDENT OR OTHERWISE, WHICH REQUIRES IMMEDIATE ACTION TO PREVENT LOSS OF LIFE, PERSONAL INJURY, SEVERE PERSONAL HARDSHIP OR LOSS OR DAMAGE TO UNIVERSITY PROPERTY OR EQUIPMENT.

General Advice

When faced with an emergency:

- Try to remain calm; do not panic.
- As quickly as you can, size up the situation and decide what to do.
- If you are in personal danger, plan first to get to safety, second to activate fire alarms and/or summon aid, and third to do what you can to bring the situation under control. Put life ahead of saving property.
- Consider what chain of events may follow, in view of the existing situation. If possible, take steps to prevent or limit any further incidents and complications. Act yourself or communicate your ideas to those in charge.
- If there is danger that the area affected by an emergency may grow, take steps to ensure that this threat is recognized and dealt with (warn people in adjacent areas to leave or take appropriate action, warn those in charge, etc.).
- If you are asked to leave the area; make your area safe, if time permits, by turning off hazardous experiments or equipment and closing the door; and then leave promptly. Do not re-enter the area until you have been instructed to do so.
- If you feel you cannot assist in dealing with the situation, leave the emergency area and stay away. Make sure that those involved in the operations know you are safe, should there be any question.
- Do not use the emergency telephones for other than emergency calls. During a serious emergency, do not use any telephones for other calls.
- All incidents which require first aid or require alteration to equipment to prevent reoccurrence of similar incident must fill in the following form.
- Off campus activities require the event supervisor to complete a risk assessment as outline at <http://www.safety.queensu.ca/ocasp/> .

EMERGENCY REPORTING PROCEDURES

Queen's maintains an Emergency Report Centre to provide a central point where emergency situations on campus can be reported regardless of when they occur. The personnel at the Centre have been instructed on the action to take in response to emergency calls. It is important that they receive sufficient details of the emergency to enable them to react properly.

BUILDING EVACUATION PLAN

Preparedness and Prevention

Familiarize yourself with the location and use of all fire extinguishers, fire alarm switches and fire exits in your area.

Report any matters relating to fire hazards to the department safety officer.

In Case of Fire

- Notify others in the immediate area that there is a "FIRE".
- Leave the fire area and close the doors & windows. Activate nearest wall-mounted fire alarm.
- Do not attempt to extinguish the fire if you cannot do it safely.
- Assist physically impaired to a safe location (stairwell or office with a telephone). Check to ensure area has been evacuated.
- Leave building promptly (do not use elevator) Phone the Emergency Report Centre at 36111 or 9-911.
- Do not re-enter building until authorized to do so by the Fire Department.
- Remain in the area to guide Fire Department to scene of fire and location of physically impaired.

When Fire Alarm Sounds

- Leave the building quickly through the appropriate fire escape exit.
- Do not use the elevator.
- Proceed immediately to the front of building on south side of Union street.
- The safety officer will go to Union Street opposite the main door where he will await the arrival of the Fire Department to direct them to the location of the fire.
- Be available to the safety officer to pass on any information.
- Verify that all personnel are safe and accounted for once they are out of the building.

Building Exits

First Floor / Basement

- Exit at the East end of the building. Proceed to the south side of Union Street.

Second Floor

- Exit via the main entrance of the building, down the steps and across to the south side of Union Street. Secondary exit at the West end of the building, proceed through the door and down the stairwell, exiting to the West of the building. Proceed to the south side of Union Street.

Third Floor

- Exit via the stairs just west of the elevator to the main entrance of the building, down the steps and across to the south side of Union Street. Secondary exit at the East end of the building, proceed through the door and down the east stairwell, exiting at the second floor to the front of the building or at the first floor to the East of the building. Proceed to the south side of Union Street.

Fourth through to Seventh Floor

- Exit down the east or west stairwell steps to the first floor building exit and across to the south side of Union Street.

6. Procedures in the Event of Accident Involving Injury or Death

ACCIDENTS INVOLVING INJURIES

The supervisor is responsible for ensuring that the procedures below are followed. The supervisor should be contacted immediately after an accident, if they are not available contact the Department Safety Officer or Department Head.

Seek Medical Attention. First aid should be given by someone who has had appropriate training. Names of people qualified to administer first aid is on the front of the first aid kits.

In the case of minor injuries that cannot be satisfactorily treated by first aid, or if there is any doubt, the injured person shall be sent or taken to the hospital emergency centre, or the doctor of their choice. You must also inform your supervisor so that he/she can give you assistance and complete the WSIB (Workplace Safety and Insurance Board) Form 7. If the supervisor or form 7 is not available proceed to the hospital and form 7 should be submitted to the Environmental Health and Safety department within 48 hours of the supervisor becoming aware of the injury/illness. The EH&S department is responsible for investigating workplace injuries. They will forward the Form 7 to the Human Resources department who will complete the payroll information where required and file the claim with the WSIB.

In the case of injuries that are more than minor the injured person should, after giving first aid as is immediately necessary and possible, be taken to the Kingston General Hospital Emergency Centre. If the person is severely injured, or if in any doubt, an ambulance should be called

immediately 36111. A SEVERELY INJURED PERSON SHOULD NOT BE MOVED without the advice of medical or ambulance personnel. The supervisor must be informed immediately.

Accidents Involving Critical Injury or Death

Immediately call 36111 for assistance.

As soon as possible, notify (a) Supervisor; (b) the Head of the Department or Safety Officer, and (c) the Department of Occupational Health and Safety. The Department of Occupational Health and Safety will notify the appropriate government agencies.

The following pertinent excerpt from the Act should be noted by all:

". . no person shall, except for the purpose of saving life or relieving human suffering; preventing unnecessary damage to equipment or other property, interfere with, disturb, destroy, alter, or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission so to do has been given by an inspector."

ACCIDENT REPORTS

A supervisor is required to fill out a Form 7 if an employee seeks health care (outside of simple first aid) or if as a result of work related injury/illness, is absent from their regular work.

The supervisor must ensure that the WSIB Form 7 is completed and submitted to the Department Safety Officer and Queen's Occupational Health & Safety Department as soon as possible. The form is available at <http://www.safety.queensu.ca/form7.pdf> Answers to frequently asked question are available from the WSIB.

Note: Form 7 must be submitted to Queen's Occupational Health and Safety within 48 hours of the accident and they will forward it to WSIB.

ON CALLING AMBULANCES

The following points should be noted:

Call 36111, the local ambulance telephone number. Say where the injured person is; e.g., "There has been an accident at Queen's. Please send an ambulance for an injured person located in Room XXX, Goodwin Hall at 25 Union Street. Please tell your people to enter by the Union Street entrance."

If possible, have someone go to the building entrance to meet the ambulance attendants at the door and lead them to the injured person. This is particularly necessary when the outside doors

are locked (during hours when the building is closed), or they need to use the elevator which is located in Goodwin Hall.