

Health and Safety Action Plan

Procedure Number: PRQ3000-802

Issue Date: May 15, 2021

Last Review: May 15, 2023

Last Revision: May 15, 2023

Overseer: Queen's College Senior Leadership Team

Next QA Review: May 15, 2026

Management Standards

1. Active & visible leadership

- Queen's College Senior Leadership Team and Managers are actively involved in the risk management process.
- Queen's College's Managers regularly (at least monthly) engage with staff to demonstrate safety leadership, e.g., taking 5 min to have informal safety conversations.

2. Safety Planning

- Resources are allocated to address priority OHS/A issues.
- Actions are assigned to individuals and reasonable timeframes are set for completion.
- Progress towards the achievement of planned activities is regularly reported to Queen's College's Managers and the Senior Leadership Team.

3. Consultation & Participation

- Staff, Faculty, and Students are allowed to express their views and contribute to decisions impacting their safety.

4. Risk Management

- Risk management steps are applied to identify and assess hazards and hazardous tasks.
- Attempts are made to eliminate hazards and hazardous tasks.
- Where elimination is not possible, risk controls are allocated concerning the hierarchy of controls.

5. OHS/A Safety Training

- Staff, Faculty, and Students must complete the College online OHS Safety Training within their first week on campus.
- New Staff, Faculty, and Students receive specific emergency response instructions.
- Senior Leadership Team and Managers complete the Ontario Supervisor Health and Safety Awareness.

6. Emergency management

- Emergency wardens have been appointed.
- Staff and Faculty are provided with training and opportunities to practice emergency procedures.
- Staff, faculty, and students are regularly (at least annually) reminded to review the College's Emergency Response Plan.
- Emergency evacuation exercises are conducted regularly (at least annually).

7. Incident/hazard reporting and management

- All Staff, Faculty, and Students know how to report an incident (including near misses) or hazard.
- Incidents and hazards are immediately reported to supervisors.
- Senior Leadership Team and Managers investigate incidents to identify root causes and plan corrective action.

8. Suppliers, Contractors and Purchasing Controls

- Hazards related to equipment and materials being purchased are considered.
- Attempts are made to purchase the safest products and services.
- Safety is a mandatory selection criterion during the quote and tender evaluation processes.

Associated Policies

Government of Ontario

- [Occupational Health and Safety Act](#)