

Queen's University Environmental Health & Safety

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Revision: 2.0	Subject: Health and Safety Roles & Responsibilities	

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)