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| <b>Date Issued:</b><br>February 2025 | <b>Page No.:</b><br>1                                  | <b>Document No.:</b><br>SOP-Safety-07 |
| <b>Revision:</b><br>8.0              | <b>Subject:</b><br>Departmental Safety Bulletin Boards |                                       |

**1. Introduction**

Introdu

The standard operating procedure (SOP) for departmental safety bulletin boards was developed by the Department of Environmental Health and Safety in accordance 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 the requirements for posting health and safety material in the workplace.

**2. Scope**

This SOP applies to all university departments, units and/or workplaces on property that is owned, controlled, leased, used,





Queen's University Environmental Health & Safety



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| <b>Date Issued:</b><br>February 2025 | <b>Page No.:</b><br>4                                  | <b>Document No.:</b><br>SOP-Safety-07 |
| <b>Revision:</b><br>8.0              | <b>Subject:</b><br>Departmental Safety Bulletin Boards |                                       |

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 lunchroom, and are in close proximity, it is possible to share a safety bulletin board. In these