

<b>POLICY:</b> <b>SAFETY ADVISORY / SAFETY ALERT</b>		<b>NUMBER:</b> S-29	
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<b>PREPARED BY:</b> Facilities Management (FM)	<b>AUTHORIZED BY</b> <i>Lynn Logan</i> Lynn Logan	<b>CLASSIFICATION:</b> Safety Procedure	<b>EFFECTIVE:</b> July 1, 2015
			<b>SUPERSEDES:</b> April 30, 2008
<b><u>PURPOSE</u></b>			
<p>As regulated by the Occupational Health &amp; Safety Act and Regulations, employees must be made aware of potential hazards in the workplace. This awareness can assist in the reduction and elimination of workplace incidents/accidents as a result of these identified hazards. This procedure is a process whereby notification can be issued by identified staff in Facilities Management (FM) to alert employee groups to potential hazards on campus.</p>			
<b><u>DEFINITIONS</u></b>			
<u>Safety Advisory</u>			
<ul style="list-style-type: none"> <li>· Informs everyone of a potential physical hazard, an accident, incident, suspected incident, or a near miss. Heading is in yellow.</li> </ul>			
<u>Safety Alert</u>			
<ul style="list-style-type: none"> <li>· Informs everyone of a confirmed physical hazard or incident. Can be an upgrade of a safety advisory. Heading is in red.</li> </ul>			
<b><u>DISTRIBUTION LIST</u></b>			
<ul style="list-style-type: none"> <li>· Directors and Managers</li> <li>· Operations Managers</li> <li>· Building Managers (Campus and Residences)</li> <li>· Facilities Development &amp; Engineering Supervisors, Project Managers, and Project Coordinators</li> <li>· FM Joint Occupational Health &amp; Safety Committee</li> <li>· CUPE Local 2361</li> <li>· fmhelp@uwo.ca</li> <li>· Copy to the On-Call Books</li> <li>· This list is set up as a "global recipient" list (see attached).</li> </ul>			
<b><u>LOCATION</u></b>			
<ul style="list-style-type: none"> <li>· Directory: O:\Safety Hazard Reports</li> <li>· One subdirectory is "Blank Forms" where the blank copies of the two notification forms are located.</li> <li>· There are two other subdirectories called "Active" and "Complete".</li> </ul>			

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<p><b><u>PROCEDURES</u></b></p> <ul style="list-style-type: none"> <li>• People on the distribution list can issue the advisory / alert to all.</li> <li>• This procedure is a way to notify FM staff of items related to safety. For example, a near miss or accident that occurred and other staff need to know what happened to assist in the prevention of the same accident.</li> <li>• This procedure can be used for suspected locations of designated substances that have been disturbed, i.e., asbestos and lead.</li> <li>• This would be an internal procedure affecting only FM staff. If there is a safety concern on campus that affects the entire campus community, and not just FM, the Facilities Safety Consultant (OHS) must be notified and he/she will take the appropriate precautions / notification of campus.</li> <li>• The initiator will complete the notification form with the intent that the creator of the notification form is the only person who can revise it - no other person can make changes. The notification forms are completed as a Word Document, and the following procedure will ensure that each form is password protected by the initiator:             <ul style="list-style-type: none"> <li>○ Document to be saved using “Save As” from the “File” options.</li> <li>○ Click “Tools” in the “Save As” box.</li> <li>○ Click “Security Options”</li> <li>○ Click “Password To Modify” - note: a new password is NOT required for each document that is created.</li> <li>○ To open that document, your password is required each time, therefore another person cannot open the document and make changes.</li> <li>○ The completed form is then to be sent out to all of the recipients at the email address of “safetyalert@uwo.ca” by the initiator.</li> <li>○ This form is then filed in O:\Safety Notification\Active by the initiator.</li> <li>○ The initiator is responsible for posting the advisory / alert on site at the area where the concern is.</li> <li>○ If the advisory / alert becomes resolved, the initiator is responsible for moving the file into the “Complete” directory and notifying the global recipients. The posted notice on site is then removed by the initiator at the area of concern.</li> <li>○ This process is different from the FM Policy S-6, Reporting &amp; Follow-Up of Health &amp; Safety Concerns. Policy S-6 refers to the identification of hazards in the workplace that need to be corrected either by the Manager or the FM JOH&amp;S Committee. The safety advisory / alert process is a notification process for FM employees. The advisory / alert may be issued as result of the hazard reported by an employee as per Policy S-6.</li> </ul> </li> </ul>	