CIVL 801 - Health and Safety in Civil Engineering Research

Syllabus

GENERAL

Module Instructors:
General Safety: Neil A. Hoult and Lloyd Rhymer
Employee/Student Safety Orientation: Jaime Escobar
Field Work: Kent Novakowski and Geof Hall
Fabrication and Construction: Paul Thrasher and Lloyd Rhymer
Chemical and Biohazard Safety: Stan Punster and Jaime Escobar

BACKGROUND

CIVL-801 is a general introduction to safety procedures and responsibilities in civil engineering research. The course consists of a general safety lecture and an employee/student safety orientation module as well as modules on: (i) specimen & experiment fabrication, (ii) chemical & biohazard safety, (iii) field research and (iv) ladder safety. The general introduction lecture covers topics such as the role of researchers within the Occupational Health and Safety Act, the Department's Safety Code of Conduct and key contacts within the Department. The employee/student safety orientation module provides employees/students with an awareness of safety features (e.g. location of fire extinguishers) within the Department as well as more specific training required for their research. Though the employee/student safety orientation is a module, the student and their supervisor should also go over the checklist and discuss what training is required. The additional modules cover specific aspects of civil engineering research that will not necessarily be encountered by all students.

COURSE REQUIREMENTS

CIVL-801 is a required course for completion of the Civil Engineering graduate program at Queen's **(students cannot arrange to defend their thesis until all components of CIVL-801 are complete** - see Course Completion section). The general introduction lecture is to be attended by all new researchers in the Fall, Winter or Summer terms at the first opportunity after their registration in the Department. At that time students will also sign the Department's Safety Code of Conduct as proof that they have attended the general session and are in agreement with the Department's policy on safety. All students are also required to attend WHMIS training (again at the first available opportunity). In addition to the general introduction lecture, safety orientation module and WHMIS, students should, after discussion with their supervisor(s), attend additional modules that are appropriate for their research. Students must also receive training to use most tools and equipment such as ladders and ALL items on the equipment training checklist. Failure to receive training or follow the guidelines laid out in the Department's Safety Code of Conduct may result in disciplinary action as detailed in the Department's Safety Code of Conduct.

COURSE RECORDS

Safety training records are kept for each student and these records are available to all technicians, administrative staff and supervisors. In each student file there should be:

1. A signed copy of the Department's Safety Code of Conduct
2. An up-to-date and signed copy of the Department's Employee/Student Safety Orientation Checklist Module
3. An up-to-date and signed copy of the equipment training checklist
4. A record of WHMIS training
5. A record of any additional Department based module training
6. A record of any additional training (e.g. ladder, crane etc.)

It is the responsibility of the student to ensure that their training records are kept up-to-date. If, upon investigation, it is found that there is no record of training in a given area, the student will not be allowed to perform the work requiring that training until such time as the training is taken (even if the training was already taken).

COURSE COMPLETION

In order for CIVL-801 to be considered complete, the student's file must have records of ALL the required training. Additionally, the student's lab space must have been inspected by a faculty member of the Department's Safety Committee. The faculty member will inspect the space to make sure that:

- All specimens have been disposed of properly or that specimens to be retained are labelled with the supervisor's contact details and that permission to keep the specimen has been given by the supervisor
- That the student's work space both in the lab and in the office has been left clean, and is ready for the next student to use

Once the faculty member of the Safety Committee is satisfied that the student has met the above criteria, the student and faculty member will sign below. The Graduate Program Assistant (Debbie Ritchie) will then contact the School of Graduate Studies and inform them that CIVL-801 is complete.

By signing below, we acknowledge that_____
lab and office space was inspected and meets the criteria laid out above.

Safety Committee Faculty member	Signed	Date
Research Student	Signed	Date