

Guidelines for Communicating Workplace Impacts to Managers

Purpose

To ensure timely and effective communication with managers at all Trent University locations when projects or work happening in the workplace may cause disturbances, hazards, noise, temporary utility outages, or closures.

Roles and Responsibilities

Health & Safety team:

- Update Manager Location lists every February, June, and October (used for projects based on Symons campus):
 - Create IT ticket to request list of Employee Accounts
 - Run Supervisor List report from QTS
 - Perform VLOOKUP to pull employee office location data from IT report and import to Supervisor List report, using Colleague ID as reference
- Save files to: S:\HumanResources\Health and Safety\Manager Locations
- Maintain these Guidelines on the H&S website and ensure that all Managers at Trent have access to them.

Person Responsible for Project or Work:

- Notify all managers whose employees may be impacted by a project or work
- Notify Caretaking leadership regardless of work location, as team members are present in all university spaces
- For Symons and Durham Campuses, utilize the Supervisors List located XX
- For Traill College, notify the Principal, College Coordinator, and College Office
 - Send communications to all relevant managers

- Determine which managers to notify, based on scope and location of the project
- Utilize email and bulletin board templates, modifying as needed
- For large-scale projects, coordinate with the Communications Office to:
 - Post updates on the Campus Projects Hub website [Capital Projects - Trent University](#)
 - Share relevant information and updates via myTrent, as appropriate

Consideration of Other Parties:

Some buildings on Trent campuses include parties who are not employed by Trent and whose names / email addresses will not appear on these lists. The party responsible for overseeing the work or project must determine whether these parties should be notified as well. A list of potential parties is included below, but may not be complete:

- **Athletics Centre:** Trent Health in Motion
- **Champlain College:** Follet Canada (Bookstore)
- **Champlain College:** Seasoned Spoon
- **Champlain College:** Chartwells
- **DNA Building:** Ministry of Natural Resources
- **Enwayaang:** Chartwells
- **Durham King St. Plaza:** neighbouring businesses
- **Lady Eaton College:** Chartwells
- **Otonabee College:** Chartwells
- **Student Centre:** Trent Central Student Association
- **Trent Research Farm:** Bolton Farm

Sample email template

Subject: Notice of Work: [Project Name or Brief Description]

Dear Colleagues,

[Department] will be conducting **[description of work]** in **[Building Name/Location]** from **[Start Date]** to **[End Date]**. This work may result in temporary disruptions to normal operations. Please ensure that your employees who may be impacted by this project are notified.

Potential Impacts (examples):

- Noise disturbances
- Temporary utility outages (e.g., water, electricity, HVAC)
- Restricted access or area closures
- Workplace hazards (e.g., dust, fumes, equipment movement)

Safety Precautions (examples):

- Signage and barriers will be in place to restrict access to work zones
- Workers should avoid affected areas unless authorized
- Please report any safety concerns immediately

Contact for Questions or Concerns: [Project Contact Name]

[Title/Role]

[Phone Number]

[Email Address]

Thank you for your cooperation and support as we improve our facilities.

Sincerely,

[Name]

Facilities Management

Sample physical posting

Project Notification

Location: [Building Name / Area]

Dates: [Start Date] – [End Date]

Project: [Brief Description of Work]

What to Expect:

- Noise disturbances
 - Temporary utility outages (e.g., water, electricity, HVAC)
 - Restricted access or area closures
 - Workplace hazards (e.g., dust, fumes, equipment movement)
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Safety Precautions:

- Signage and barriers will mark work zones
 - Avoid affected areas unless authorized
 - Report safety concerns immediately
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Questions or Concerns?

Contact: [Project Contact Name]

Phone: [Phone Number]

Email: [Email Address]

Thank you for your cooperation as we work to improve our facilities.

[Department]