



Occupational Health and Safety

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Executive Division:	Human Resources
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Policy Statement

British Columbia Institute of Technology (BCIT) is committed to conducting all activities in a manner that protects the health and safety of employees, students, and visitors. The Institute endeavours to provide safe tools, materials, equipment, and processes for work and study by meeting or exceeding regulatory requirements for occupational health and safety.

Purpose of Policy

The purposes of this policy are:

- To define the roles and responsibilities for occupational health and safety within the BCIT community
- To establish a process to facilitate the protection of all employees, students, and visitors from accidents and hazards
- To communicate the importance of safe working conditions and hazard control in the planning, budgeting, direction, and implementation of the Institute’s activities
- To provide a program to educate and train all members of the BCIT community to perform their work in manner that does not jeopardize their safety or the safety of other members of the BCIT community
- To inform the BCIT community of the relevant statutes, regulations, and standards of government agencies and regulatory authorities
- To comply with applicable regulations and legislative standards.

Table of Contents

Policy Statement	1
Purpose of Policy	1
Application of this Policy	2
Related Documents and Legislation	2
Definitions	2
Duties and Responsibilities	2
Appendix I: BCIT Community – Responsibilities	4
Appendix II: Safety, Security and Emergency Management – Responsibilities	5
Procedures Associated With This Policy	6
Forms Associated With This Policy	6
Amendment History	6
Scheduled Review Date	6

Application of this Policy

This policy applies to all members of the BCIT community, including all BCIT employees, students, contractors, and visitors.

Related Documents and Legislation

BC Ministry of Labour

BC Workers Compensation Act, Regulation and Guidelines
All other applicable acts, codes, and standards

Human Resources and Skills Development Canada (HRSDC)

The *Canada Labour Code* and all applicable acts, codes, and standards

WorkSafeBC

Occupational Health and Safety Regulation

Definitions

Advisory Health and Safety Committee

A committee of employee and employer representatives from a specific school or department on the BCIT Burnaby campus. This committee meets regularly to discuss and make recommendations regarding occupational health and safety topics affecting the workplace. Due to the size and complexity of the Burnaby campus, there are several advisory occupational health and safety committees at this location.

Joint Occupational Health and Safety Committee

A committee of employee and employer representatives who meet monthly to discuss and make recommendations regarding occupational health and safety topics affecting the workplace. Each BCIT campus has one joint occupational health and safety committee.

Special Health and Safety Committee

Three special health and safety committees exist at BCIT:

- Radiation Safety Committee
- Environmental Protection Committee
- Biosafety Committee

These special health and safety committees are established to advise on, monitor, and oversee their respective subject material and related matters at BCIT.

Duties and Responsibilities

Occupational Health and Safety

Making a health and safety program successful requires cooperation and conscious effort by all members of the BCIT community. All employees, students, contractors, and visitors can actively participate by complying with occupational health and safety regulations, BCIT policies and procedures, and legislative standards. Specific duties and responsibilities for members of the BCIT community are outlined in the BCIT Matrix of Responsibility and within the BCIT Safety Manual, which contains all related health and safety procedures.

Duties and Responsibilities

BCIT

BCIT is responsible for:

- Having systems in place to protect the health and safety of all employees, students, contractors, and visitors
- Complying with the BC Workers Compensation Act
- Establishing occupational health and safety policies and programs in accordance with applicable laws and regulations

Supervisors

Supervisors are responsible for facilitating the protection of the health and safety of all people under their direct supervision, through training and orientation, and ongoing supervision of the people and environment for which they are responsible.

Employees and Students

Employees and students are responsible for:

- Taking reasonable care to protect their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Carrying out their work in accordance with the established occupational health and safety policies and programs which include:
 - Following established safe work procedures
 - Using personal protective equipment, devices, and clothing as required
 - Not engaging in horseplay or similar conduct that may endanger themselves or any other person
 - Protecting their ability to work safely by avoiding impairment by alcohol, drugs, or other causes
 - Reporting any hazards and incidents to the supervisor.

The right to refuse unsafe work is a fundamental right held by BCIT employees and students, and is an integral element in ensuring work is carried out safely. This right allows employees and students who reasonably believe work is unsafe, without fear of reprisal, to immediately report the circumstances of the unsafe condition to their supervisor/employer for investigation and, where necessary, correction of the hazard.

Safety, Security and Emergency Management Department

The BCIT Safety, Security and Emergency Management Department is responsible for administering BCIT's Health and Safety Program. The department acts as a resource to the BCIT community to provide information, consultation, and training on all matters relating to occupational health and safety.

Occupational Health and Safety Committees

Occupational health and safety committees meet regularly in an effort to identify situations that may be unhealthy or unsafe for the BCIT community, and to advise on effective systems for responding to those situations.

Appendix I: BCIT Community – Responsibilities

President	Executive Team	Directors/ Deans/ Registrars/ Managers	Program Heads/ Chief Instructors/ Supervisors	Employees/ Students/ Contractors/ Visitors
<p>Delegate OH&S management responsibilities to the Director of Safety, Security and Emergency Management</p> <p>Support employee and student safety</p> <p>Measure overall OH&S performance</p> <p>Identify provisions and allocation of resources for OH&S</p>	<p>Ensure OH&S management responsibilities are being performed in area of responsibility</p> <p>Monitor implementation of BCIT OH&S Management System in area of responsibility</p> <p>Ensure OH&S compliance in area of responsibility</p> <p>Review OH&S performance in area of responsibility</p>	<p>Identify OH&S management delegation in area of responsibility</p> <p>Ensure OH&S programs are implemented and functional (including OH&S committees)</p> <p>Support OH&S through allocation of appropriate resources</p> <p>Ensure risk identification, assessment, and control strategy is in place</p> <p>Ensure that OH&S education/training is available to employees and students</p> <p>Provide injury management program for employees</p> <p>Review OH&S performance in area of responsibility</p>	<p>Maintain sufficient supervision for the OH&S of employees and students</p> <p>Develop safe work procedures, and ensure that they are followed</p> <p>Identification of hazards, assessment, and risk control</p> <p>Ensure employees and students are trained and educated to be able to perform their work safely</p> <p>Reporting OH&S risks or deficiencies to senior management</p>	<p>Take reasonable care of themselves and others</p> <p>Comply with OH&S policies, programs, and procedures</p> <p>Attend OH&S training and education provided</p> <p>Cooperate with management and staff nominated to elected OH&S functions</p> <p>Use personal protective equipment provided</p> <p>Report unsafe conditions</p> <p>Report work-related injuries/illnesses</p> <p>Refuse unsafe work</p>

Appendix II: Safety, Security and Emergency Management – Responsibilities

Director, Safety, Security and Emergency Management	Manager, Occupational Health and Safety	OH&S Group	First Aid
<p>Report to and advise the President and senior management on OH&S policy and performance</p> <p>Ensure compliance with OH&S regulations and policies</p> <p>Complete and submit WorkSafeBC inspection reports</p> <p>Ensure that all major incidents are investigated and that deficiencies are addressed</p> <p>Provide direction for OH&S Group</p>	<p>Ensure institute OH&S program is complete and meets legislative requirements</p> <p>Ensure that investigations are completed and corrective actions are completed</p> <p>Ensure annual review of OH&S documentation is completed</p> <p>Manage OH&S Group (safety, hygiene, first aid, radiation, and hearing conservation)</p> <p>Ensure that there is a process for waste management and environmental protection</p>	<p>Act as a resource to the BCIT community in all areas related to OH&S</p> <p>Develop Institute OH&S programs to ensure O&HS compliance</p> <p>Annually review components of BCIT OH&S procedures</p> <p>Attend OH&S committee meetings as a resource</p> <p>Provide relevant OH&S services for the BCIT community</p> <p>Provide reports regarding BCIT OH&S program</p>	<p>Provide first aid treatment and arrange for further treatment as required</p> <p>Assist in emergency response</p> <p>Ensure that all related documentation is complete and that reporting processes are followed</p> <p>Ensure first aid qualifications and training are current</p> <p>Ensure first aid equipment is appropriately stocked after use</p>

Procedures Associated With This Policy

BCIT Safety Manual
7150-PR1, Radiation Safety

Forms Associated With This Policy

None

Amendment History

Policy 7150, Occupational Health and Safety

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|---------------|---|
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Scheduled Review Date

2017 Apr 01