
Type:	C - Institutional	Last Approved:	March 24, 2011
Executive Responsibility:	President & Vice-Chancellor	Next Review:	April., 2016
Administrative Responsibility:	Vice-President Administration and Finance	Policy:	41.09

Definitions:

Administrative Heads:

Includes but not limited to Deans, Directors, Executive Directors, Regional Campus Principals, etc.

Supervisor: (as defined by WorkSafe BC and Criminal Code of Canada)

Everyone who undertakes, or has the authority to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task. Includes but not limited to Department Heads, Program Heads, Chairs, etc.

Safety is the responsibility of every member of the University community. Specific responsibilities are as follows:

1. Employees shall:
 - 1.1 Comply with the University's safety policies and procedures, Workers' Compensation Act and Regulations, including the Industrial Health and Safety Regulations, and the provisions of applicable collective agreements and terms of appointment documents.
 - 1.2 Seek guidance from their immediate supervisor concerning safety-related knowledge and skills required to ensure safe performance on the job.
 - 1.3 Attend safety training programs and meetings as assigned.
 - 1.4 Immediately report to their supervisor any work-related accident, injury or near miss.
 - 1.5 Immediately report to their supervisor any hazardous work practice, work condition or workplace violence.

- 1.6 Cooperate with the office of Health and Safety Services.
 - 1.7 Cooperate with the Joint Occupational Health and Safety Committee and where possible provide input and assistance with the operations of the committee.
 - 1.8 Ensure that students are supervised and instructed in their health and safety responsibilities.
2. Students shall:
- 2.1 Comply with the University's safety policies and procedures associated with their University related activities.
 - 2.2 Seek guidance from their instructors or supervisors concerning safety-related knowledge and skills required to ensure safe performance in their University-related activities.
 - 2.3 Attend safety training programs and meetings as instructed.
 - 2.4 Immediately report to their instructor or supervisor any accident, incident, hazardous practice or condition with respect to their University-related activities.
3. Contractors shall:
- 3.1 Comply with the University's safety policies and procedures which may include Workers' Compensation Act and Regulations including the Industrial Health and Safety Regulations.
4. Program/Department Chairs, Researchers, Principal Investigators, Managers and Appropriate Supervisors shall be responsible for:
- 4.1 Providing safe working conditions and practices at the work site.
 - 4.2 Complying with the University's safety policies and procedures, Workers' Compensation Act and Regulations including the Industrial Health and Safety Regulations, Collective Agreements and appointment documents.
 - 4.3 Orienting employees to safety and first aid requirements and resources related to the job and workplace.
 - 4.4 Assessing the need for, and arranging training sessions and meetings as required with immediate personnel in order to communicate safety information, concerns, work habits, policies and procedures, and to promote safety consciousness on the job.
 - 4.5 Immediately reporting any accident, injury or near miss through the appropriate administrative channels (to the appropriate Dean(s) or Director(s) and to the office of Health and Safety Services).

- 4.6 Ensuring that investigations are being conducted in the case of work related accidents or incidents.
- 4.7 Conducting inspections of the worksite under their supervision at appropriate intervals to ensure the existence of safe work conditions, methods, practices and procedures, equipment and tools for work performed by the University.
- 4.8 Taking immediate action to correct any unsafe working condition, method, practice, procedure, equipment or tool contrary to the University's policies and procedures, Workers' Compensation Act and Regulations including the Industrial Health and Safety Regulations, and applicable collective agreement terms and conditions of employment.
- 4.9 Conducting safety meetings as appropriate to review safety program plans and performance and to determine necessary courses of action.
- 4.10 Consulting with employees to assess the safety related knowledge and skills required to ensure safe performance of the employee on the job, arranging training as appropriate, and taking necessary corrective action.
- 4.11 Cooperating with the office of Health and Safety Services.
- 4.12 Cooperating with the Joint Occupational Health and Safety Committee.
5. Deans or Directors shall be responsible for:
 - 5.1 Ensuring that Principal Investigators, Researchers, Managers, and Appropriate Supervisors fulfill their responsibilities as set out in Section 4 above.
 - 5.2 Incorporating adequate provisions for safe working practices and conditions in operational policies and procedures, and in programs and projects.
 - 5.3 Conducting management safety meetings as appropriate to review safety program plans and performance and to determine necessary courses of action.
 - 5.4 Monitoring, evaluating, reporting and recommending to the appropriate Vice-President regarding safety performance in accordance with the University's Safety policies and procedures.
 - 5.5 Assisting the office of Health and Safety Services personnel as required in the investigation of accidents.
 - 5.6 Developing safety plans in consultation with the office of Health and Safety Services in time to include any additional budget requirements in the regular budgetary process.
 - 5.7 Cooperating with Health and Safety Services.
 - 5.8 Working with the Joint Occupational Health and Safety Committee.

6. The Joint Occupational Health and Safety Committee shall be responsible for:
 - 6.1 Promoting safe work practices and compliance with Worker's Compensation Act and Regulations including the Industrial Health and Safety Regulations.
 - 6.2 Assisting in creating a safe and healthy workplace.
 - 6.3 Meeting at least monthly to review and recommend actions to promote a positive and effective health and safety program to the Vice President, Administration & Finance.
 - 6.4 Conducting workplace inspections and ensuring prompt action is being taken to correct any hazardous conditions found.
 - 6.5 Determining that investigations are being conducted in the case of work related accidents or near misses.
 - 6.6 Participating, when feasible and practicable, in workplace inspections and investigations of accidents or near misses.
7. Special Safety SubCommittees may be established and shall be responsible for:
 - 7.1 making recommendations in their areas of expertise as outlined in their respective Terms of Reference.
8. Health and Safety Services shall be responsible for:
 - 8.1 Consulting with administrative heads on risk assessment, program evaluation and safety plan development.
 - 8.2 Planning, organizing and developing core safety programs, policies and procedures to meet the University's goals.
 - 8.3 Collaboratively monitoring and evaluating safety performance with administrative heads, safety committees and regulatory agencies.
 - 8.4 Establishing and maintaining a central records system for the University's safety program.
 - 8.5 Providing information to administrative heads, safety committees and individual employees on safety issues, training opportunities and resources.
 - 8.6 Advising on the application and interpretation of statutory requirements, the University's safety policies and procedures, and requirements of regulatory agencies.

- 8.7 Liaising with federal and provincial government agencies and Health and Safety professionals at other universities and companies.
- 8.8 Ensuring that all accidents are investigated and reported as required by law.
- 8.9 Participating in the inspection and discussion of plans for new construction and alterations and renovations from the point of view of safety considerations.
- 8.10 Taking any and all actions to ensure the safety of all members of the University community, including ordering the cessation of any activity which the Health and Safety Services office judges to be unsafe.
- 8.11 Consulting with and assisting the Joint Occupational Health and Safety Committee in pursuit of their mandate.

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