

SUBJECT: OCCUPATIONAL HEALTH & SAFETY**1. Purpose**

The senior administration of the University of Northern British Columbia is dedicated to promoting safe and healthy working conditions and attitudes for employees, clientele, and visitors.

2. Scope

It is therefore the policy of the University to:

- protect the safety of employees, contractors, students and visitors against accidents and occupational hazards;
- comply with all relevant statutes, regulations and standards of government agencies and other regulatory authorities relevant to occupational health and safety (which will be considered minimum requirements);
- give priority to safe working conditions and job safety practices in the planning, budgeting, direction and implementation of the University activities;
- formulate and carry out continuing effective safety programs appropriate to University operations; and
- co-operate with representatives of the Risk & Safety Office.

3. Authority

The Risk & Safety Manager is responsible to the Vice-President (Finance & Administration) for administration of this policy and the development of procedures.

4. Responsibility for Occupational Health & Safety

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

4.1 Faculty and staff shall:

- 4.1.1 comply with the University's safety policies and procedures, Workers' Compensation Act and Regulations including the Industrial Health and Safety Regulations and any other relevant Federal or Provincial legislation and the provisions of applicable collective agreements and terms of appointment documents;
- 4.1.2 seek guidance from their immediate supervisor concerning safety-related knowledge and skills required to ensure safe performance on the job;
- 4.1.3 attend safety training programs and meetings as assigned;
- 4.1.4 immediately report to their supervisor any work-related accident, injury or near accident;

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- 4.1.5 immediately report to their supervisor any hazardous work practice or work condition and where appropriate respond or assist in the response to that condition as specified by appropriate protocols and under the direction of the Risk and Safety Office;
 - 4.1.6 comply with instructions given under this policy by representatives of the Risk & Safety Office and cooperate with the Joint Health & Safety Committee;
 - 4.1.7 comply with the health and safety policies and procedures of other institutions when they are engaged in University-related activities in these other institutions; and
 - 4.1.8 ensure that students are supervised and instructed in the safety aspects of classes or laboratories for which the faculty or staff member has responsibility.
- 4.2 Students shall:
- 4.2.1 comply with the University's safety policies and procedures associated with their University related activities;
 - 4.2.2 Seek guidance from their instructors or supervisors concerning safety-related knowledge and skills required to ensure safe performance in their University-related activities;
 - 4.2.3 attend safety training programs and meetings as instructed;
 - 4.2.4 immediately report to their instructor or supervisor any accident, incident, hazardous practice or condition with respect to their University-related activities; and
 - 4.2.5 review and comply with the health and safety policies and procedures of other institutions when they are engaged in University-related activities in these other institutions.
- 4.3 Visitors shall:
- 4.3.1 comply with the University's safety policies and procedures and all other pertinent departmental regulations.
- 4.4 Program Chairs, Department Chairs, Directors, Managers and Supervisors shall be responsible for:
- 4.4.1 providing safe working conditions and practices at the work site;
 - 4.4.2 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;
 - 4.4.3 orienting employees to the safety and first aid requirements and resources related to the job and workplace;
 - 4.4.4 arranging training sessions and conducting meetings as required with immediate personnel in order to communicate safety information,

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- concerns, work habits, policies and procedures, and to promote safety consciousness on the job;
- 4.4.5 immediately reporting any related accident, injury or near accident through the appropriate administrative channels (to the appropriate Dean(s) or Director(s) and to the Risk & Safety Office);
 - 4.4.6 ensuring that investigations are being conducted in the case of work related accidents or incidents;
 - 4.4.7 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;
 - 4.4.8 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;
 - 4.4.9 assessing the safety performance of employees as a part of their regular performance appraisal process;
 - 4.4.10 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;
 - 4.4.11 cooperating with the Risk & Safety Office and the Joint Health and Safety Committee; and
 - 4.4.12 initiating or assisting with disciplinary procedures (as appropriate) when employees, including faculty, under their supervision, are knowingly in non-compliance with any aspect of this policy.
- 4.5 Deans or Directors shall be responsible for:
- 4.5.1 ensuring that Program Chairs, Managers, and Supervisors fulfill their responsibilities as set out in Section 4 above;
 - 4.5.2 incorporating adequate provisions for safe working practices and conditions in operational policies and procedures, and in programs and projects;
 - 4.5.3 conducting management safety meetings as appropriate to review safety program plans and performance and to determine necessary courses of action;
 - 4.5.4 Monitoring, evaluating, reporting and recommending to the appropriate Vice-President on safety performance in accordance with the University's Safety policies and procedures;
 - 4.5.5 assisting Risk & Safety personnel as required in the investigation of accidents;

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- 4.5.6 developing safety plans in consultation with the Risk & Safety Office in time to include any budget requirements in the regular budgetary process;
 - 4.5.7 cooperating with the Risk & Safety Office and the Joint Health & Safety Committee; and
 - 4.5.8 supporting Program Chairs, managers and supervisors in progressive disciplinary procedures where employees, including faculty, under their supervision are knowingly in non-compliance with this policy.
- 4.6 The Joint Health & Safety Committee shall be responsible for:
- 4.6.1 promoting safe work practices and compliance with Worker's Compensation Act and Regulations including the Industrial Health and Safety Regulations;
 - 4.6.2 assisting in creating a safe and healthy workplace;
 - 4.6.3 meeting at least monthly to review and recommend actions to improve the effectiveness of the health and safety program to the Vice President (Administration & Finance);
 - 4.6.4 determining that regular inspections are being made of the workplace, work practices, procedures, tools and equipment and that prompt action is being taken to correct any hazardous conditions found;
 - 4.6.5 determining that investigations are being conducted in the case of work related accidents or near accidents; and
 - 4.6.6 participating, when feasible, in workplace inspections and investigations of accidents or near accidents.
- 4.7 Specialist Committees (*Radiation Safety, Biological Safety, Chemical Safety, and Animal Care and Use Committees, etc.*) may be established and shall be responsible for:
- 4.7.1 making recommendations in their areas of expertise as outlined in their respective Terms of Reference.
- 4.8 The Risk & Safety Office shall be responsible for:
- 4.8.1 consulting with administrative heads of colleges, programs, and departments on safety needs assessment, program evaluation and safety plan development;
 - 4.8.2 planning, organizing and developing core safety programs, policies and procedures to meet the University's goals;
 - 4.8.3 collaboratively monitoring and evaluating safety performance with administrative heads, safety committees and regulatory agencies;
 - 4.8.4 establishing and maintaining a central records system for the University's safety program;

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- 4.8.5 providing information to administrative heads, safety committees and individual employees on safety issues, training opportunities and resources;
 - 4.8.6 advising on the application and interpretation of statutory requirements, the University's safety policies and procedures, and requirements of regulatory agencies;
 - 4.8.7 liaising with Occupational Health and Safety professionals at other universities, companies, Workers' Compensation board, government agencies, etc.;
 - 4.8.8 ensuring that all accidents are investigated and reported as required by law;
 - 4.8.9 participating in the inspection and discussion of plans for new construction and alterations and renovations from the point of view of safety considerations;
 - 4.8.10 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 Risk & Safety Manager judges to be unsafe; and
 - 4.8.11 consulting with and assisting the Joint Health and Safety Committee.

4.9 Related Policy — Spill Clean-up:

- 4.9.1 Spill clean-up procedures can be found at http://www.unbc.ca/assets/safety/lab_safety/spill_procedures.pdf