

The purpose of this newsletter is to unite all the UNBC campus's (Prince George, Prince Rupert, Terrace, Gitwinksihlkw, Quesnel, Likely, Ft St John) and grow our UNBC Community's Safety Culture together by regularly communicating important Safety information. UNBC's mission is to Ignite, Inspire, and Lead change.

**Happy New Year to our UNBC community! Reflecting on 2024, we had an incredible year together. Here's to even more success and joy in 2025!**

## Highlights of 2024

In March, we launched this Safety Newsletter to enhance our community awareness of safety. The UNBC SAFE APP has been enhanced to accept incident reports and is also used to distribute our monthly newsletter. We deployed the "TrackTik" system for our Security team, enabling real-time campus monitoring and incident reporting. A woodland fire assessment was conducted on the main campus, which included the delivery of fuel treatments removing dead or hazardous trees. We executed campus-wide fire drills and were pleased with the efficiency of our teams, our average time to evacuate was 5.6 minutes. This was an excellent example of teamwork at its finest. Chemstores worked together with Chemistry and OHS support to process about 60% of accumulated chemical waste, significantly freeing up space.

Comprehensive safety inspections were completed across all individual buildings, including our affiliated campuses. A radiation inspection was successfully conducted, resulting in re-certification until May 2027. Additionally, the lab inspection report was updated, and all our lab spaces were inspected across all campuses.

Finally on November 1st, 2024, new First Aid regulations were introduced, prompting us to revise our First Aid Assessment documents. We conducted a thorough inventory of our First Aid rooms and kits, identifying the need for additional supplies. To comply with the new standards, we also provided Intermediate First Aid training (formerly Level 2 OFA) to additional staff members.



## Looking Ahead

This year we will provide monthly information about the elements of a Safety Programs, starting with an overview of our Roles & Responsibilities. These responsibilities are defined in greater detail by the WorkSafeBC Act and associated Regulations. The information will help ensure that everyone understands their part in creating a positive safety culture.

We will share information about the following elements in the months ahead:

**Roles & Responsibilities**

**Occupational Health & Safety Fundamentals**

**Policies & Procedures**

**Legitimation: Acts & Regulations**

**Hazard Analysis, Risk Assessment & Control**

**Ergonomics for injury prevention & accommodation**

**Hazardous Materials & Occupational Hygiene**

**Fire Safety Planning, Systems & Inspections**

**Accident Investigation & Reporting**

**Worksite Inspections**

**Emergency Preparedness & Response**

**Joint Occupational Health and Safety Committee**

## Roles and Responsibilities

**Employers** have several key roles and responsibilities to ensure a safe, healthy, and discrimination-free workplace. These responsibilities include Compliance with laws, Support for supervisors, Training and supervision, Workplace Inspections, First Aid, and Incident reporting.

**Supervisors and Instructors** have specific roles and responsibilities to ensure the health and safety of employees or students under their supervision. Some of their key Health and Safety responsibilities are:

- Ensure worker Safety, be knowledgeable of the regulations that apply to the work being supervised,
- Hazard Awareness – Supervisors **MUST** ensure that workers are aware of all known or reasonably foreseeable health and safety hazards in the workplace.
- Training and Orientation: Provide proper orientation and training to new and existing workers to ensure they understand how to perform their tasks safely.
- Personal Protective Equipment (PPE): Ensure that appropriate PPE is available, used correctly, and maintained.
- Incident Investigation: Investigate any unsafe conditions reported to them and ensure that corrective actions are taken promptly.
- Cooperation and Communication – Supervisors must work with Joint Occupational Health and Safety Committee members or worker representatives to address safety concerns.
- Reporting: Supervisors must report any incidents or unsafe conditions to the appropriate authorities and ensure that all necessary documentation is completed.

**Employees** have several important roles and responsibilities to ensure a safe and healthy workplace. These include:

- Follow Safe Work Practices - Employees must adhere to all safe work procedures and practices established by their employer.
- Use Protective Equipment - Properly use and maintain any PPE provided.
- Report Hazards - Identify and report any unsafe conditions or hazards to their supervisor immediately.
- Incident Reporting: Report all incidents, accidents, near misses, injuries, and illnesses to their supervisor right away.
- Cooperation and Participation – Employees must participate in Safety Programs: Engage in workplace safety programs and initiatives, including attending training sessions and safety meetings.
- Cooperate with Safety Committees – Employees must work with health and safety committees or representatives to promote a safe working environment.
- Rights & Right to Know: Employees have the right to be informed about potential hazards in the workplace and receive the necessary training to protect themselves.
- Right to Participate - Employees can participate in health and safety activities, such as being a member of a safety committee.
- Right to Refuse Unsafe Work - Employees have the right to refuse work they believe is unsafe without fear of reprisal.

**We all play a crucial role in our safety program. By adhering to safety protocols, we help preserve and strengthen the safety culture we aspire to at UNBC.**

### Fun Fact!

UNBC is a fantastic place to work, as evidenced by our impressive employee retention. We have twelve individuals who have been with us for over 20 years, eight who have reached the 25-year mark, and ten who have dedicated 30 years to our institution.

## Positive Observations

*Promoting a Safety Conscious Culture for our UNBC Community*

What a great way to transport the ladder, especially for ergonomics.



Great work - zone identification barrier with delineators on both sides of the doorway.



If you see any positive safety initiatives, please photograph them, and send the pictures to [safety@unbc.ca](mailto:safety@unbc.ca)

**Working together for safety**

*We would like to thank everyone for participating in our growing Safety Community at UNBC!*