

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.

## Welcome to the Anniversary Edition of our Safety Newsletter!

This month, we will highlight a range of safety events and delve into some details of UNBC's Safety policies and procedures. This edition contains a wealth of information and is intended to act as a reference document.

Safety events are conducted for several reasons such as preventing accidents, raising awareness, OHS compliance, promoting a Safety Culture and improving morale and productivity. The following safety events, scheduled for March, will be held in British Columbia, Canada, and across the United States.

- **Brain Injury Awareness Month:** Focusing on concussion safety.
- **Workplace Eye Wellness Month:** Addressing eye strain in both office and industrial settings.
- **National Ladder Safety Month:** Emphasizing that falls are 100% preventable.
- **March 17-21: National Poison Prevention Week:** Covering topics such as opioids, radon gas, carbon monoxide, and lead poisoning prevention; including household and workplace products.
- **March 23-29: National Cleaning Week:** Celebrating and honoring essential cleaning professionals.

<b>Roles &amp; Responsibilities</b>	<b>Occupational Health &amp; Safety Fundamentals</b>	<b>Policies &amp; Procedures</b>	<b>Legitimation: Acts &amp; Regulations</b>
<b>Hazard Analysis, Risk Assessment &amp; Control</b>	<b>Ergonomics for injury prevention &amp; accommodation</b>	<b>Hazardous Materials &amp; Occupational Hygiene</b>	<b>Fire Safety Planning, Systems &amp; Inspections</b>
<b>Accident Investigation &amp; Reporting</b>	<b>Worksite Inspections</b>	<b>Emergency Preparedness &amp; Response</b>	<b>Joint Occupational Health and Safety Committee</b>

In British Columbia, workplace safety policies and procedures are meticulously crafted to safeguard workers and maintain a secure working environment.

These policies and procedures are indispensable as they establish a structured framework that ensures consistency, safety, compliance, and efficiency across the organization.

## Policies and Procedures

Policies and procedures provide a clear framework for employees, ensuring consistency and clarity in understanding roles and responsibilities, which helps maintain a smooth workflow and reduces misunderstandings. They aid organizations in complying with legal and regulatory requirements, thereby minimizing the risk of legal issues and penalties.

By outlining expected behaviors and processes, policies hold employees accountable for their actions, fostering a culture of responsibility. Additionally, they help identify and mitigate risks by offering guidelines on handling various situations, thus protecting the organization from potential threats. Well-defined procedures streamline operations, enhance efficiency, and ensure high-quality outcomes

by standardizing processes. Moreover, policies and procedures reflect the organization's values and culture, contributing to a positive work environment and aligning employees with the company's mission and goals.

Origins of Occupational Health and Safety (OHS) policies These policies are outlined by *WorkSafeBC* and include regulations under the *Workers Compensation Act (WCA)* and the *Occupational Health and Safety Regulation*. Employers must comply with these policies to prevent workplace accidents and injuries. Additional references for Safety Policies & Procedures can be found at *CCOHS: Health and Safety Policy - Development and Implementation*.

UNBC has a comprehensive set of safety policies and procedures to ensure the well-being of its community. For additional detailed information, you can visit the UNBC

Safety and Risk Management website. University Policies and Procedures | UNBC. The policies and procedures include the following:

- Emergency Response Planning: UNBC has detailed plans for various emergencies, including evacuation procedures, first aid protocols, and communication strategies during crises. *Emergency Response.pdf, Emergency Response - Daycare.pdf*
- Incident Reporting and Investigation: All accidents, incidents, and near misses must be reported and investigated to prevent future occurrences. This includes documenting the incident, identifying causes, and implementing corrective actions. *Incident, Accident Reporting and Investigation.pdf, WCB Administration and Claims Management.pdf*
- Occupational Health and Safety Policy: UNBC follows the Occupational Health and Safety Regulation, ensuring a safe working environment through regular inspections, hazard assessments, and safety training. *Occupational Health and Safety.pdf*
- Personal Protective Equipment (PPE): The university provides appropriate PPE and ensures its proper use to protect against workplace hazards.
- Safety Training: Ongoing safety training is provided to all staff, faculty, and students to ensure they are aware of potential hazards and know how to work safely. *Equipment Lock-Out.pdf, Hazardous Waste Identification and Reporting.pdf, Radionuclides and Radiation Hazard.pdf, Vacating of Research Laboratories.pdf*
- Field Work Safety: Specific guidelines are in place for fieldwork, including risk assessments, emergency plans, and safety equipment requirements. *Field Work Safety.pdf*
- Fire Safety: UNBC has fire safety protocols, including regular fire drills, maintenance of fire safety equipment, and clear evacuation routes. *Fire Safety.pdf*
- UNBC Safe Procedures – Two top Safe Procedure that apply to all UNBC staff, Faculty, Students, and Sub-Contractors are the “How to call First Aid” and Evacuation Procedures for the main campus.

### First Aid / Medical Emergency Procedure

- Call Security for First Aid: 250-960-7058 or from a facility phone, call: 3333
- Report all injuries using the UNBC SAFE App.

Serious injuries include discovering an unconscious person, choking or unable to breathe, an injury to the head or neck, broken long bones, an eye injury, or something similar.

- In the event of serious injury, first call 911, then call Campus Security for First Aid.
  - o Do not move a person with a serious injury unless they are at risk. Keep calm and stay with them.

### Evacuation Procedure

- If the alarm sounds, leave at once and follow the directions of the Security, Facilities, or your Supervisor/ Instructor.
- Get out quickly using designated fire exits. Know TWO ways out. Do not use elevators.
- Go directly to and remain at the designated Muster Point.
- Await instructions from your Supervisor, Facility or Security staff, or the fire department.
- No one may re-enter or walk through the affected area.

If you are in smoke or heat -- stay low. If you are trapped and cannot reach an exit, close nearest doors and seal cracks with extra clothing, wait at a window, and signal for help. Do not panic! Wait for help!

## Positive Observations

### Promoting a Safety Conscious Culture for our UNBC Community

There are a few great things in this “Positive Observation” from the wet paint do not touch signage at each end of the work zone. The work zone was clearly identified with delineators and caution tape. A drop sheet was used to protect the floor and the paint that was not in use was covered to prevent debris from getting into the paint. Way to go team!



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!*