
Matrix of Responsibilities

Procedure No.:	7150-PR1
Policy Reference:	7150
Category:	Safety, Security, and Emergency Management
Approving Body	Board of Governors
Executive Sponsor:	VP Human Resources and People Development
Department Responsible:	Safety, Security, and Emergency Management
Current Approved Date:	2019 May 28

Objectives

This procedure applies directly to Policy 7150, Occupational Health and Safety.

This procedure describes the roles and responsibilities required of BCIT employees, students, and others in administering or working safely within the BCIT community.

Who This Procedure Applies To

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

Related Documents and Legislation

BCIT Policies:

- Policy 7150, Occupational Health and Safety

Workers' Compensation Act

- BC Workers Compensation Act, Occupational Health and Safety Regulation, Prevention Manual Policies and Guidelines
- All other applicable acts, codes, and standards

Duties and Responsibilities

President	<ul style="list-style-type: none"> • Delegate OH&S management responsibilities to the Director of Safety, Security and Emergency Management • Support employee and student safety • Measure overall OH&S performance • Identify provisions and allocation of resources for OH&S
Executive Team	<ul style="list-style-type: none"> • Ensure OH&S management responsibilities are being performed in area of responsibility • Monitor implementation of BCIT OH&S Management System in area of responsibility • Ensure OH&S compliance in area of responsibility • Review OH&S performance in area of responsibility
Directors/Deans/ Registrars/Managers	<ul style="list-style-type: none"> • Identify OH&S management delegation in area of responsibility • Ensure OH&S programs are implemented and functional (including OH&S committees and sub-committees) • Support OH&S through allocation of appropriate resources • Ensure risk identification, assessment, and control strategy is in place • Ensure that OH&S education/training is available to employees and students • Provide injury management program for employees • Review OH&S performance in area of responsibility
Supervisors	<ul style="list-style-type: none"> • Maintain effective supervision for the OH&S of employees and students • Develop safe work procedures, and ensure that they are followed • Identification of hazards, assessment, and risk control • Ensure employees and students are trained and educated to be able to perform their work safely • Reporting OH&S risks or deficiencies to senior management
Employees/ Students/ Contractors/ Visitors	<ul style="list-style-type: none"> • Take reasonable care of themselves and others • Comply with OH&S policies, programs, and procedures • Attend OH&S training and education provided • Use personal protective equipment provided • Report unsafe conditions • Report work-related injuries/illnesses • Refuse unsafe work

Safety, Security and Emergency Management – Responsibilities

Director, Safety, Security and Emergency Management	<ul style="list-style-type: none"> • Report to and advise the President and senior management on OH&S policy and performance • Ensure compliance with OH&S regulations and policies • Complete and submit WorkSafeBC inspection reports • Ensure that all incidents are investigated when required and that deficiencies are addressed • Provide direction for OH&S Group
Manager, Occupational Health and Safety	<ul style="list-style-type: none"> • Ensure institute OH&S program is complete and meets legislative requirements • Ensure that investigations are completed and corrective actions are completed • Ensure annual review of OH&S documentation is completed • Manage OH&S Group (safety, hygiene, first aid, radiation, and hearing conservation) • Ensure that there is a process for waste management and environmental protection
OH&S Group	<ul style="list-style-type: none"> • Act as a resource to the BCIT community in all areas related to OH&S • Develop Institute OH&S programs to ensure O&HS compliance • Annually review components of BCIT OH&S procedures • Attend OH&S committee and sub-committee meetings as a resource • Provide relevant OH&S services for the BCIT community • Provide reports regarding BCIT OH&S program
First Aid	<ul style="list-style-type: none"> • Provide first aid treatment and arrange for further treatment as required • Assist in emergency response • Ensure that all related documentation is complete and that reporting processes are followed • Ensure first aid qualifications and training are current • Ensure first aid equipment is appropriately stocked after use

Amendment History

The Matrix of Responsibilities was originally incorporated into Policy 7150, Occupational Health and Safety. It was created as a separate procedure as of the policy's 2019 update.

1. Created 2019 MMM DD