

Matrix of Responsibilities

Procedure No:	7150-PR1
Version:	2
Policy Reference	7150 – Occupational Health & Safety
Category:	Safety, Security, and Emergency Management
Approval Body:	Board of Governors
Executive Sponsor:	Vice President Human Resources & People Development
Department Responsible:	Safety, Security, and Emergency Management
Directory of Records Class:	0650-10
Approval Date:	2023 Feb 28

Objectives

This procedure applies to Policy 7150, Occupational Health and Safety. It establishes 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 employees, students, contractors, and visitors.

Duties and Responsibilities

President	<ul style="list-style-type: none"> • Delegate Occupational Health and Safety OH&S management responsibilities to the Senior Director of Safety, Security and Emergency Management • Support employee, student, contractor, and visitor safety • Evaluate overall OH&S performance • Identify requirements 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 • Support employee, student, contractor, and visitor safety • 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 Special committees)• Support OH&S through allocation of appropriate resources• Ensure there is a strategy for hazard identification, risk assessments, and implementing control measures• Ensure that OH&S education/training is available and completed by employees and students• Ensure employees are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work• Ensure that employee/student incident investigations are completed and there is a system for corrective actions to be completed• Provide injury management program for employees• Consult and cooperate with the Joint Occupational Health and Safety Committees.• Consult and cooperate with SSEM• Review OH&S performance in area of responsibility
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Supervisors	<ul style="list-style-type: none"> • Maintain effective supervision for the OH&S of employees and students • Take required OH&S training and education • Develop and provide safe work procedures, and ensure that they are followed • Identify hazards, risk assessment, and risk control • Ensure employees under direct supervision are made aware of all known or reasonably foreseeable health and safety hazards to which they are likely to be exposed by their work and comply with applicable OH&S laws, policies, and procedures • Ensure employees and students have the information, instruction, and training to be able to perform their work safely • Ensure personal protective equipment is provided as required • Conduct incident investigations as required by the <i>Workers Compensation Act</i> and the OHS Regulation • Consult and cooperate with the Joint Occupational Health and Safety Committees • Consult and cooperate with SSEM • Reporting OH&S risks or deficiencies to senior management
Instructors	<ul style="list-style-type: none"> • Maintain effective supervision for students • Consult and cooperate with SSEM • Ensure students are made aware of all known or reasonably foreseeable health and safety hazards to which they are likely to be exposed to in their learning environment. • Develop and provide safe work procedures • Conduct incident investigations when students require medical treatment or there is a serious near miss • Ensure personal protective equipment is provided as required • Report health and safety risks to their Department or Program Head

Employees	<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 • Cooperate with SSEM • Report work-related injuries/illnesses/exposures as soon as possible to their supervisor and through BCIT's online incident reporting and information system (IRIS) • Refuse unsafe work
Students	<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 • Cooperate with SSEM • Report work-related injuries/illnesses/exposures as soon as possible to their supervisor and through BCIT's online incident reporting and information system (IRIS) • Refuse unsafe work • Comply with policy, procedures, and expectations of their instructor and BCIT • Report unsafe conditions and refuse to conduct unsafe activities • Report learning related injuries/illnesses/exposures
Contractors/ Visitors	<ul style="list-style-type: none"> • Take reasonable care of themselves and others • Follow BCIT policies and procedures • Attend OH&S training and education provided • Use personal protective equipment provided • Cooperate with SSEM • Report injuries/illnesses/exposures as soon as possible to their supervisor, contact person or to the appropriate BCIT authority • Refuse unsafe work, as applicable

Safety, Security and Emergency Management – Responsibilities

Senior 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 • Manage WorkSafeBC inspection reports • Ensure that all incidents are investigated when required and that there is a system for deficiencies to be addressed • Provide direction to the Health, Safety and Environment (HSE) Division
Safety, Security and Emergency Management	<ul style="list-style-type: none"> • Refer HSE related matters to the HSE Division
Manager, Health, Safety and Environment	<ul style="list-style-type: none"> • Ensure institute OH&S program is complete and meets legislative requirements • Ensure that employer incident investigations are completed and there is a system for corrective actions to be completed • Ensure regular review of OH&S documentation is completed • Manage the HSE Division (biosafety, safety, hygiene, first aid, radiation, and hearing conservation) • Ensure that there is a process for waste management and environmental protection
Health, Safety and Environment Division	<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 and the health and safety management system to ensure O&HS compliance • Act as a representative for BCIT when liaising with WorkSafeBC and other applicable regulatory agencies • Annually review components of BCIT OH&S procedures • Attend Joint Occupational Health and Safety Committees and Special Committee meetings as a resource • Provide relevant OH&S services for the BCIT community • Provide reports regarding BCIT OH&S program, and key performance indicators • Assist in continual improvement of BCIT's health and safety management system
BCIT First Aid Attendants	<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

	<ul style="list-style-type: none"> • Ensure first aid qualifications and training are current • Ensure first aid equipment is appropriately stocked after use
Joint Occupational Health and Safety Committees	<ul style="list-style-type: none"> • Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations • Consider and expeditiously deal with complaints relating to the health and safety of workers • Make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers • Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the OHS provisions and the regulations and to monitor their effectiveness • Advise the employer on programs, policies and procedures required under the regulations for the workplace and to monitor their effectiveness • Advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health and safety of workers • Ensure that accident investigations and regular inspections are carried out as required by the OHS provisions and the regulations • Participate in inspections, investigations and inquiries as provided in the OHS provisions and the regulations • Carry out any other duties and functions prescribed by regulation

Amendment History

		<u>Approval Date</u>	<u>Status</u>
Created:	Procedure 7150-PR1 version 1	2019 May 28	Replaced
Revised:	Procedure 7150-PR1 version 2	2023 Feb 28	In Force

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

Scheduled Review Date

2028 February 28