Policy Statement

British Columbia Institute of Technology (BCIT) is committed to conducting all activities in a manner that protects the health and safety of employees, students, and visitors. The Institute endeavours to provide safe tools, materials, equipment, and processes for work and study by meeting or exceeding regulatory requirements for occupational health and safety.

Purpose of Policy

The purposes of this policy are:

• To define the roles and responsibilities for occupational health and safety within the BCIT community
• To establish a process to facilitate the protection of all employees, students, and visitors from accidents and hazards
• To communicate the importance of safe working conditions and hazard control in the planning, budgeting, direction, and implementation of the Institute's activities
• To provide a program to educate and train all members of the BCIT community to perform their work in manner that does not jeopardize their safety or the safety of other members of the BCIT community
• To inform the BCIT community of the relevant statutes, regulations, and standards of government agencies and regulatory authorities
• To comply with applicable regulations and legislative standards.

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Application of this Policy

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

Related Documents and Legislation

BC Ministry of Labour
BC Workers Compensation Act, Regulation and Guidelines
All other applicable acts, codes, and standards

Human Resources and Skills Development Canada (HRSDC)
The Canada Labour Code and all applicable acts, codes, and standards

WorkSafeBC
Occupational Health and Safety Regulation

Definitions

Advisory Health and Safety Committee
A committee of employee and employer representatives from a specific school or department on the BCIT Burnaby campus. This committee meets regularly to discuss and make recommendations regarding occupational health and safety topics affecting the workplace. Due to the size and complexity of the Burnaby campus, there are several advisory occupational health and safety committees at this location.

Joint Occupational Health and Safety Committee
A committee of employee and employer representatives who meet monthly to discuss and make recommendations regarding occupational health and safety topics affecting the workplace. Each BCIT campus has one joint occupational health and safety committee.

Special Health and Safety Committee
Three special health and safety committees exist at BCIT:
- Radiation Safety Committee
- Environmental Protection Committee
- Biosafety Committee
These special health and safety committees are established to advise on, monitor, and oversee their respective subject material and related matters at BCIT.

Duties and Responsibilities

Occupational Health and Safety
Making a health and safety program successful requires cooperation and conscious effort by all members of the BCIT community. All employees, students, contractors, and visitors can actively participate by complying with occupational health and safety regulations, BCIT policies and procedures, and legislative standards. Specific duties and responsibilities for members of the BCIT community are outlined in the BCIT Matrix of Responsibility and within the BCIT Safety Manual, which contains all related health and safety procedures.
Duties and Responsibilities

**BCIT**

BCIT is responsible for:

- Having systems in place to protect the health and safety of all employees, students, contractors, and visitors
- Complying with the BC Workers Compensation Act
- Establishing occupational health and safety policies and programs in accordance with applicable laws and regulations

**Supervisors**

Supervisors are responsible for facilitating the protection of the health and safety of all people under their direct supervision, through training and orientation, and ongoing supervision of the people and environment for which they are responsible.

**Employees and Students**

Employees and students are responsible for:

- Taking reasonable care to protect their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Carrying out their work in accordance with the established occupational health and safety policies and programs which include:
  - Following established safe work procedures
  - Using personal protective equipment, devices, and clothing as required
  - Not engaging in horseplay or similar conduct that may endanger themselves or any other person
  - Protecting their ability to work safely by avoiding impairment by alcohol, drugs, or other causes
  - Reporting any hazards and incidents to the supervisor.

The right to refuse unsafe work is a fundamental right held by BCIT employees and students, and is an integral element in ensuring work is carried out safely. This right allows employees and students who reasonably believe work is unsafe, without fear of reprisal, to immediately report the circumstances of the unsafe condition to their supervisor/employer for investigation and, where necessary, correction of the hazard.

**Safety, Security and Emergency Management Department**

The BCIT Safety, Security and Emergency Management Department is responsible for administering BCIT's Health and Safety Program. The department acts as a resource to the BCIT community to provide information, consultation, and training on all matters relating to occupational health and safety.

**Occupational Health and Safety Committees**

Occupational health and safety committees meet regularly in an effort to identify situations that may be unhealthy or unsafe for the BCIT community, and to advise on effective systems for responding to those situations.
### Appendix I: BCIT Community – Responsibilities

<table>
<thead>
<tr>
<th>President</th>
<th>Executive Team</th>
<th>Directors/ Deans/ Registrars/ Managers</th>
<th>Program Heads/ Chief Instructors/ Supervisors</th>
<th>Employees/ Students/ Contractors/ Visitors</th>
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</thead>
<tbody>
<tr>
<td>Delegate OH&amp;S management responsibilities to the Director of Safety, Security and Emergency Management</td>
<td>Ensure OH&amp;S management responsibilities are being performed in area of responsibility</td>
<td>Identify OH&amp;S management delegation in area of responsibility</td>
<td>Maintain sufficient supervision for the OH&amp;S of employees and students</td>
<td>Take reasonable care of themselves and others</td>
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<td>Support employee and student safety</td>
<td>Monitor implementation of BCIT OH&amp;S Management System in area of responsibility</td>
<td>Ensure OH&amp;S programs are implemented and functional (including OH&amp;S committees)</td>
<td>Develop safe work procedures, and ensure that they are followed</td>
<td>Comply with OH&amp;S policies, programs, and procedures</td>
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<td>Measure overall OH&amp;S performance</td>
<td>Ensure OH&amp;S compliance in area of responsibility</td>
<td>Support OH&amp;S through allocation of appropriate resources</td>
<td>Identification of hazards, assessment, and risk control</td>
<td>Attend OH&amp;S training and education provided</td>
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<tr>
<td>Identify provisions and allocation of resources for OH&amp;S</td>
<td>Review OH&amp;S performance in area of responsibility</td>
<td>Ensure risk identification, assessment, and control strategy is in place</td>
<td>Ensure employees and students are trained and educated to be able to perform their work safely</td>
<td>Cooperate with management and staff nominated to elected OH&amp;S functions</td>
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<td>Ensure that OH&amp;S education/training is available to employees and students</td>
<td>Reporting OH&amp;S risks or deficiencies to senior management</td>
<td>Use personal protective equipment provided</td>
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<td>Provide injury management program for employees</td>
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<td>Report unsafe conditions</td>
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<td>Review OH&amp;S performance in area of responsibility</td>
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<td>Report work-related injuries/illnesses</td>
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<td>Refuse unsafework</td>
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## Appendix II: Safety, Security and Emergency Management – Responsibilities

<table>
<thead>
<tr>
<th><strong>Director, Safety, Security and Emergency Management</strong></th>
<th><strong>Manager, Occupational Health and Safety</strong></th>
<th><strong>OH&amp;S Group</strong></th>
<th><strong>First Aid</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Report to and advise the President and senior management on OH&amp;S policy and performance</td>
<td>Ensure institute OH&amp;S program is complete and meets legislative requirements</td>
<td>Act as a resource to the BCIT community in all areas related to OH&amp;S</td>
<td>Provide first aid treatment and arrange for further treatment as required</td>
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<tr>
<td>Ensure compliance with OH&amp;S regulations and policies</td>
<td>Ensure that investigations are completed and corrective actions are completed</td>
<td>Develop Institute OH&amp;S programs to ensure O&amp;HS compliance</td>
<td>Assist in emergency response</td>
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<td>Complete and submit WorkSafeBC inspection reports</td>
<td>Ensure annual review of OH&amp;S documentation is completed</td>
<td>Annually review components of BCIT OH&amp;S procedures</td>
<td>Ensure that all related documentation is complete and that reporting processes are followed</td>
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<tr>
<td>Ensure that all major incidents are investigated and that deficiencies are addressed</td>
<td>Manage OH&amp;S Group (safety, hygiene, first aid, radiation, and hearing conservation)</td>
<td>Attend OH&amp;S committee meetings as a resource</td>
<td>Ensure first aid qualifications and training are current</td>
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<tr>
<td>Provide direction for OH&amp;S Group</td>
<td>Ensure that there is a process for waste management and environmental protection</td>
<td>Provide relevant OH&amp;S services for the BCIT community</td>
<td>Ensure first aid equipment is appropriately stocked after use</td>
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Procedures Associated With This Policy

BCIT Safety Manual
7150-PR1, Radiation Safety

Forms Associated With This Policy

None

Amendment History

Policy 7150, Occupational Health and Safety
1. Created 1991 Sep 01 (Originally numbered 7512)
2. Revision 1 2001 Jul 04
3. Revision 2 2002 Sep 10
4. Revision 3 2004 Sep 13
5. Revision 4 2005 Sep 26
6. Revision 5 2006 Apr 05
7. Revision 6 2009 Jul 21
8. Revision 7 2010 Aug 06
9. Revision 8 2012 Mar 30 (Policy number changed to 7150)

Scheduled Review Date

2017 Apr 01