

Occupational Health & Safety

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Category:	Safety, Security and Emergency Management
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Department Responsible:	Safety, Security and Emergency Management
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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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Who this Policy Applies To

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

Related Documents and Legislation

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

Definitions

Advisory Health and Safety Sub-Committee

A committee of employee and employer representatives from a specific school or department on the BCIT Burnaby campus. This sub-committee meets regularly to discuss, make recommendations and provide input to the Joint Occupational Health and Safety Committee 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 sub-committees at this location.

Joint Occupational Health and Safety Committee

A committee of employee and employer representatives established pursuant to Part 3 Division 4 of the BC *Workers Compensation Act*. This committee meets at least monthly to discuss and make recommendations regarding occupational health and safety topics affecting the workplace, and is responsible for fulfilling the other joint committee duties and functions enumerated in the BC *Workers Compensation Act* and the Occupational Health and Safety Regulation. Each BCIT campus has one joint occupational health and safety committee.

Special Health and Safety Sub-Committee

Three special health and safety sub-committees exist at BCIT:

- Radiation Safety Sub-Committee
- Environmental Protection Sub-Committee
- Biosafety Sub-Committee

These special health and safety sub-committees are established to advise on, monitor, and oversee their respective subject material and related matters at BCIT, and provide input to the Joint Occupational Health and Safety Committee regarding occupational health and safety issues arising in their respective specialty areas.

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 Procedure 7150- PR1 – the BCIT Matrix of Responsibilities, and within the BCIT Safety Manual, which contains all related health and safety procedures.

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

Duties and Responsibilities

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 laws, 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 obligates 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 and Sub-Committees

Occupational health and safety committees and sub-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.

Procedures Associated With This Policy

BCIT Safety Manual
7150-PR1, Matrix of Responsibilities
7150-PR2, Radiation Safety
7150-PR3, Environmental Protection
7150-PR4, Smoking Locations
7150-PR5, Workplace Violence Prevention

Forms Associated With This Policy

None

Amendment History

Policy 7150, Occupational Health and Safety

1. Created 2012 Mar 30 (New policy number)
2. Revision 1 2019 May 28

In 2012, Policy 7512, Occupational Health and Safety, was renumbered to 7150. Following is the amendment history of the policy as 7512.

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. Retired as 7512 2012 Mar 30 (Policy number changed to 7150)

Scheduled Review Date

2022 May 28