

Occupational Health & Safety

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Policy Statement

The British Columbia Institute of Technology (BCIT) is committed to conducting all work activities in a manner that protects the health and safety of employees, students, contractors, 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, and by establishing effective occupational health and safety systems, policies, and programs.

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 systems and processes that facilitate the protection of all employees, students, contractors, and visitors against accidents and hazards, both on and off BCIT campuses, as applicable.
- To communicate the importance of eliminating hazards and reducing occupational health and safety (OH&S) risks in providing safe working conditions in the planning, budgeting, direction, and implementation of the Institute's activities.
- To provide programs to educate and train all members of the BCIT community to perform their work in manner that promotes their safety and the safety of others, and that facilitates compliance with occupational health and safety laws.
- To inform the BCIT community of the relevant statutes, regulations, and standards of government agencies and regulatory authorities.
- To provide a commitment to continual improvement of the OH&S management system.
- 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

Provincial Legislation

Workers Compensation Act, RSBC 2019, c 1

Occupational Health and Safety Regulation, BC Reg 296/97

Other Documents

BCIT Safety Manual

WorkSafeBC Prevention Manual Policies and Guidelines

Definitions

The following definitions apply to this policy and its associated procedures.

BCIT Safety Manual: means the collection of HSE Programs found on ShareSpace that are created and maintained by the Safety, Security and Emergency Management Department for compliance with OHS regulatory requirements and the BCIT OHS Policy and associated Procedures.

Joint Occupational Health and Safety Committee or “JOHSC”: means a committee of employee and employer representatives established pursuant to Part 2 Division 5 of the *Workers Compensation Act*.

Special Health and Safety Committees: means the three special health and safety committees at BCIT:

- Radiation Safety Committee
- Environmental Protection Committee
- Biosafety Committee

supervisor: means a person who instructs, directs and controls workers in the performance of their duties.

Guiding Principles

This policy and its associated procedures are governed by the following guiding principles, which inform any questions about how the policy and procedures are interpreted or applied.

1. BCIT protects the health and safety of all employees, students, contractors, and visitors by having effective OH&S systems in place.

2. BCIT will establish and maintain occupational health and safety policies and programs in accordance with applicable laws and regulations.
3. Compliance with the *Workers Compensation Act* and other applicable legislation is mandatory.

Duties and Responsibilities

All members of the BCIT Community

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 must comply with all applicable occupational health and safety regulations, standards, this policy and its associated procedures, including the specific duties and responsibilities for members of the BCIT community in Procedure 7150-PR1 – Matrix of Responsibilities, and within the BCIT Safety Manual, which contains all related health and safety procedures.

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. Supervisors also have responsibilities under Procedure 7150-PR1 Matrix of Responsibilities.

Supervisors must not commit, or attempt to commit, acts of reprisal against employees and students who report work conditions they believe are unsafe.

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 occupational health and safety laws, policies and programs, including:
 - 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, injuries/exposures, and safety related incidents to the supervisor and through BCIT's online Incident Reporting and Information System (IRIS).

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 obliges employees and students who reasonably believe work is unsafe to immediately report, without fear of reprisal,

the circumstances of the unsafe condition to their supervisor/employer for investigation and, where necessary, correction of the hazard.

Employees and students also have responsibilities under Procedure 7150-PR1 Matrix of Responsibilities.

Senior Director, Safety, Security and Emergency Management

The Senior Director Safety, Security and Emergency Management Department is responsible for:

- Administering BCIT's Health and Safety Program.
- Acting as a resource to the BCIT community to provide information, consultation, and training on all matters relating to occupational health and safety.
- Creating and maintaining the BCIT Safety Manual.

The Senior Director may delegate duties to carry out the above responsibilities.

Joint Occupational Health and Safety Committees and Special Committees

Joint Occupational Health and Safety Committees are responsible for:

- Meeting at least monthly.
- Identifying situations that may be unhealthy or unsafe for the BCIT community, and advising on effective systems for responding to those situations.
- Making recommendations regarding occupational health and safety topics affecting the workplace.
- Fulfilling the other joint committee duties and functions required by the *Workers Compensation Act* and the *Occupational Health and Safety Regulation*.

Each BCIT campus has one JOHSC, except for the Burnaby Campus, which has eleven. The Burnaby Campus has one coordinating JOHSC, and ten JOHSCs organized along School and functional areas.

Special health and safety committees are responsible for:

- Advising on, monitoring, and overseeing their respective subject material and related matters at BCIT.
- Providing input, as required, to the Joint Occupational Health and Safety Committee regarding occupational health and safety issues arising in their respective specialty areas.

Procedures Associated with This Policy

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

		<u>Approval Date</u>	<u>Status</u>
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Revised:	Policy 7150 version 2	2019 May 28	Replaced
Revised:	Policy 7150 version 3	2023 Feb 28	In Force

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

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

Scheduled Review Date

2028 February 28