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.
Guiding Principles

Duties And Responsibilities

Procedures Associated With This Policy

Forms Associated With This Policy

Amendment History

Scheduled Review Date

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

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

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

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

Scheduled Review Date

2028 February 28