

# **BCIT STUDENT SAFETY GUIDE**

# Table of Contents

Safety, Security and Emergency Management Contact Numbers ..... 2  
Introduction ..... 3  
Safety, Security and Emergency Management..... 4  
Other Safety, Security & Emergency Management Services..... 5  
Student Rights and Responsibilities ..... 6  
Reporting Hazardous Conditions/Incidents ..... 7  
Reporting Injuries ..... 8  
BCIT Safety Programs..... 9  
Fire Prevention and Control..... 10  
During An Earthquake ..... 10



## Safety, Security and Emergency Management Contact Numbers

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### **BURNABY CAMPUS**

First Aid NE16  
BCIT Security (24 Hours)

3700 Willingdon Avenue, Burnaby  
604.432.8872  
604.451.6856

### **CARI CAMPUS**

First Aid and Security (24 Hours)

4355 Mathissi Place, Burnaby  
604.456.1255

### **AEROSPACE TECHNOLOGY CAMPUS**

First Aid  
Security (24 Hours)

3800 Cessna Drive, Richmond  
778.928.2338  
604.419.3705

### **ANNACIS ISLAND CAMPUS**

First Aid and Security

1608 Cliveden Avenue, Delta  
604.453.4031

### **DOWNTOWN CAMPUS**

First Aid and Security

555 Seymour Street, Vancouver  
604.412.7602

### **MARINE CAMPUS**

First Aid  
Security 7:00 a.m. – 3:00 p.m.  
Security 3:00 p.m. – 11:00 p.m.

265 W. Esplanade, North Vancouver  
778.928.2481  
778.928.2330  
778.928.2329

***IN THE EVENT OF AN EMERGENCY, PLEASE CHECK BCIT.CA FOR UPDATES.***

## Introduction

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Thank you for taking the time to read this guide – and for taking time to think about its importance to you.

The British Columbia Institute of Technology (BCIT) is committed to conducting all activities in a manner that will ensure the health and safety of all employees, students and visitors.

Making a successful health and safety program requires the cooperation and conscious effort by everyone every day. All employees, students, contractors and visitors are expected to comply with BCIT policies and procedures, legislative standards and regulations.

The information in this guide is not comprehensive of all safety policies and procedures at BCIT, please visit our website for more information at [bcit.ca/safetyandsecurity/safety](http://bcit.ca/safetyandsecurity/safety).





## Safety, Security and Emergency Management

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Safety, Security and Emergency Management (SSEM) at BCIT is responsible for administering BCIT's Health and Safety Program and ensuring that BCIT is, and remains to be, a safe and healthy learning environment. SSEM fulfills this role by:

- Investigating reports of unsafe work conditions or acts
- Developing Occupational Health and Safety Programs for the institute
- Advising the BCIT community on requirements of the WorkSafeBC Occupational Health and Safety Regulations and other applicable safety related regulations

- Conducting and coordinating training of staff on health and safety initiatives
- Acting as a resource to the BCIT community for health and safety programs

### LOCATION

- Safety, Security and Emergency Management is located at SW01 – 1001 at the Burnaby Campus
- The Security Communications Centre is staffed 24 hours a day seven days a week



## Other Safety, Security & Emergency Management Services

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BCIT Safety, Security and Emergency Management is committed to being responsive to the needs of the community and the delivery of quality service in an effort to promote a safe and secure environment. The department maintains a 24 hour/seven days per week response to safety and security concerns at the Burnaby Campus. The Security Desk and Lost and Found is located at ground level facing Campus Square in Building SW1-1000

See: [bcit.ca/safetyandsecurity](http://bcit.ca/safetyandsecurity)

### 24 HOUR PATROLS

Security staff is on patrol at the Burnaby, Downtown, Aerospace, and Great Northern Way campuses 24 hours a day, and from 7 a.m. to 11 p.m. at our Marine Campus.

### EMERGENCY AND SERVICE TELEPHONES

These telephones are situated around our campuses, and emergency phones are also located inside buildings. You can pick up these phones and be connected to Security to report a disturbance, to request immediate assistance, a Saferwalk, or first-aid.

### LOST AND FOUND

Security maintains lost and found at each BCIT campus. If you have items to report lost, or items that you have found on campus that do not belong to you, please report/deliver them to the campus Security Communications Centre.

**SAFERWALK:** A Saferwalk program, utilizing trained student bike patrollers and regular security guards, is available 24/7 (7 a.m. to 11 p.m. at our Marine Campus) to escort students anywhere on campus. This is a valuable security escort for students who feel unsafe going to their cars or traveling to other areas of campus, especially at night. This service is available to anyone at any campus who wishes to be escorted.

- At the Burnaby campus, call 6856 from an internal phone, or 604.456.6856 from an external number for assistance.

- If you are at the Downtown campus and need assistance, call 604.412.7600
- If you are at the Aerospace Technology campus and need assistance, call 604.419.3704
- If you are at the Great Northern Way campus and need assistance, call 604.834.1507

**STUDENT BIKE PATROL:** The Student Bike Patrol is an initiative that forms a very valued part of the overall BCIT Campus personal security program. The formation of the Patrol was supported by the Student Association, the BCIT Administration and the Campus community, and has been in place since 1993. Members of the Bike Patrol are here to assist our contracted security team, and by their presence, deter criminal activity.

### SMOKING LOCATIONS POLICY

All members of the BCIT community share a collective responsibility to maintain a clean, healthy, and safe working and learning environment. The BCIT Smoking Locations policy (Policy 7501) ensures that BCIT maintains a smoke-free environment for employees, students and visitors. To compliment policy 7501, BCIT has affixed signs and painted yellow lines to delineate smoke-free areas. DON'T CROSS THE LINE! Please adhere to the posted signage and the following regulatory statement: "Smoking is restricted to appropriate outdoor locations only. Appropriate outdoor locations are limited to areas that are located at least 6.1 meters (20 feet) from: building entrances, open windows, eating areas (excluding the Burnaby Campus Student Association pub patio), building air intakes, parkades, thoroughfares and covered walkways."



## Student Rights and Responsibilities

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### STUDENT RIGHTS

- Appropriate training, instruction, and direction specific to their program area
- Appropriate supervision
- Right to refuse unsafe work

### STUDENT RESPONSIBILITIES

- To protect the health and safety of themselves and other persons who may be affected by their acts or omissions
- To immediately report any unsafe conditions
- To immediately report any and all injuries to your instructor and Safety, Security and Emergency Management



## Reporting Hazardous Conditions/Incidents

As a student of BCIT, it is your responsibility to report any hazardous conditions or incidents that you are aware of to ensure that an investigation and any necessary corrective action is taken without delay.

A hazardous condition could be a

- Tripping hazard
- Obstructed fire exit
- Malfunctioning equipment/tools

### REPORTING

- Report all hazardous conditions to your instructor
- The instructor will ensure action is taken to correct the condition
- If the hazard/incident cannot be resolved by the instructor, the matter should be referred to Safety, Security and Emergency Management.
- See the electronic reporting portal on the website: [www.bcit.ca/safetyandsecurity/safety/reporting.shtml](http://www.bcit.ca/safetyandsecurity/safety/reporting.shtml)

**Any condition that may cause immediate danger to life or health must be reported to campus security at:**

Burnaby Security      604.451.6856  
DTC Security          604.412.7602  
BMC Security 7am-3pm   778.928.2330  
                                 3pm -11pm 778.928.2329

CARI Security          604.456.1255  
ATC Security          604.419.3705  
AIC Security            604.453.4031



**SPOT THE HAZARD – find the hazards in this photo**



## Reporting Injuries

As a student of BCIT, it is your responsibility to report any injury or illness.

This includes any injury or illness sustained at a BCIT campus or off site during apprenticeship and practicum.

It is important to report any injury or illness as soon as possible to ensure an appropriate investigation and corrective actions can be taken to eliminate the risk of injury for others.

### REPORTING

- Report all injuries or illnesses to your instructor
- Report your injury to the campus first aid office

## FIRST AID LOCATION AND HOURS

Campus	First Aid Location	Hours of Operation	Phone number	After hours call Security
BCIT BURNABY CAMPUS	NE116-121	6:30am-10pm M-F 8am -3:30pm Sat	604.432.8872	604 451.6856
CARI CAMPUS	Room 1067	7am – 7pm M-F	604.456.1255	604.451.6856
AEROSPACE TECHNOLOGY	Room 155G	8am– 6:30pm M-F	778.928.2338	604.419.3705
DOWNTOWN CAMPUS	Call Security	24 hours a day	604.412.7602	604.412.7602
MARINE CAMPUS	First Deck-Room 116	8am-4pm M-F	778.928.2481	778.928.2329
ANNACIS ISLAND CAMPUS	Call Security	24 hours a day	604.453.4031	604.453.4031





### SMOKING ON CAMPUS

Smoking on campus is limited to outdoor locations that are at least 6 meters (20 feet) from building entrances, open windows, eating areas, building air intakes, parkades, thoroughfares, covered walkways and overhangs.

### VIOLENT, THREATENING OR ABUSIVE BEHAVIOUR

It is BCIT policy that individuals are not expected to be exposed to, or tolerate, violent, threatening or abusive behavior from anyone either on its premises or on any other premises where it may have business.

Any person who is subject to or who witnesses an act or violent, threatening or abusive behavior is expected to report the incident to their instructor and Safety, Security and Emergency Management.

### WHMIS (WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM)

WHMIS provides information to all students regarding hazards and safe handling requirements of chemicals (controlled products) on campus. Instructors determine whether students need WHMIS training and plan it accordingly.

### ASBESTOS MANAGEMENT PROGRAM

Asbestos is a naturally occurring fibrous silicate mineral that has been commonly used in building materials. Asbestos fibers become a hazard when they are airborne and inhaled and may increase the risk of lung cancer, mesothelioma, and Asbestosis.

The BCIT Asbestos Management Program is an initiative that outlines BCIT's approach towards assessment and management of the risks of exposure to asbestos. Students must refrain from any activities that may damage building materials (walls, ceilings, flooring) Any visible damage must be reported to your instructor or SSEM.

### HEARING CONSERVATION PROGRAM

Students at BCIT in departments and schools with excessive noise are to receive annual audiometric tests (hearing tests). The audiometric test is to ensure that your selection and use of hearing protection is appropriate and adequate.

For audiometric testing please call 604.432.8712



For more on our safety programs see: [bcit.ca/safetyandsecurity/safety/](https://bcit.ca/safetyandsecurity/safety/)

## Fire Prevention and Control

**When an alarm sounds** it must be treated as a real emergency with orderly evacuation via the nearest exit to the designated assembly area.

- Stop what you are doing
- Exit quickly and calmly
- Know your Designated Assembly Area – check in with your instructor
- If you have a mobility impairment, remain in a designated refuge area (stairwell) and ask someone to report your location to security. The Fire department will evacuate you as soon as possible

### IN CASE OF FIRE

**R  
A  
C  
E**

- Remove** people from immediate danger. Close doors.
- Activate** the alarm by pulling the nearest fire alarm pull station. Instruct someone to call **9-1-1** and relate campus address below.
- Contain** Close all doors to contain the smoke & fire.
- Extinguish** attempt to extinguish a small fire **ONLY** if you feel safe doing so.

- **DO NOT USE THE ELEVATORS**
- **REMAIN CALM AND ASSIST OTHERS**
- **PROCEED TO THE DESIGNATED ASSEMBLY AREA AT:**

**\*\*DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE DEPARTMENT HAS GIVEN THE ALL CLEAR TO DO SO. \*\***



## During An Earthquake

- **DROP** – Take cover underneath a desk, a sturdy table or another piece of furniture. If taking cover under furniture is not possible, get into a corner or against an interior wall and facing out crouch down with your knees pulled into your chest.
- **COVER** – Protect your head and neck by covering the sides of your head with elbows and clasp hands firmly behind your neck protecting your head and the back of your neck from flying glass and metal debris.



- **HOLD ON** – to whatever you are under.

BCIT has an Emergency Response Plan to provide guidance and direction to BCIT's emergency response personnel to assist in providing essential services including shelter, food, first aid and counseling in the event of an earthquake or emergency. You can ensure you are prepared by putting together an emergency kit and keeping it in your car or locker.

For more information see: [www.bcit.ca/safetyandsecurity/emergency/](http://www.bcit.ca/safetyandsecurity/emergency/)