OHS Newsletter

British Columbia Institute of Technology

For COVID-19 updates, refer to Breaking News.

For more information, contact covidinfo@bcit.ca

Reporting an Incident Using IRIS

All employees should bookmark the link to IRIS (Incident Reporting and Information System), this will allow for easier and quicker navigation if there is an incident.

IRIS can be accessed the following ways:
- My Cority (IRIS)
- BCIT Webpage (Click on "unsafe condition/act report")
- appsanywhere (click on "OHS-IRIS")

When Reporting an Incident….

1. When reporting an incident, it is important to fill in all the boxes and provide as much information as possible.

   - If you are unsure of what information to choose, there is a magnifier in each section.

   - The magnifier shows all the information that could go in each specific space.

   - To select the information, you would like to input, click under the "code" column (clicking under "description" will not input the information you chose).

   For example: When filling out the "Accident Type", you can press the magnifier to find out what selection are available.

2. If you need to return at a later time to complete the report or add information, press "**Save**".

   Note: You can return by logging in and pressing "**Event Reports**", then clicking on your previously saved report.

3. When finished your report, press "**Submit**".

   Note: Your supervisor will be notified via email automatically upon your submission.

BCIT First Aid: BCIT_FirstAid@bcit.ca   **BCIT OHS: ssemohs@bcit.ca**

WHY AN OHS NEWSLETTER?

Health and Safety is a priority at BCIT. Occupational Health and Safety Division newsletters contain first aid statistics, compliance concerns, and updates of new legislation and interest articles.

WHMIS and Fire Extinguisher Safety Training Moved to D2L and Employee Learning Centre

On March 29th, 2021 Workplace Hazardous Materials Information System (WHMIS) and Fire Extinguisher Safety online courses will now be provided using the Employee Learning Centre. These will also be available to students on D2L. Previously these courses were completed by using an external provider.

Why the Change?
Bringing this training in house allows for BCIT to better track certification and make the training more BCIT specific.

Who needs Training?
All new employees within 30 days of hire need to complete this WHMIS course, which is no change from what was previously required. Fire Extinguisher Safety training is also available to anyone who wishes to take it.

All existing students will be enrolled in both WHMIS and Fire Extinguisher courses. During the week of March 29, every existing student will receive two emails stating they are enrolled in these courses. They only need to take them if it's a program requirement, otherwise it is optional. Every new student will be automatically enrolled.

Can I Generate a Report for my Students?
If your program requires reports regarding student completion, this will be set up by Bryan Fair from the Learning Teaching Centre, and more communication to come as to how to access these reports.

What is the Deadline?
New Employees are required to complete the online WHMIS course within the first 30 days of hire.

FIRST AID STATISTICS

Q1, 2021: Employee First Aids

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
3700 Willingdon Avenue, Burnaby, British Columbia V5G 3H2
More information: bcit.ca/safety

BCIT ™

2