

# OHS Newsletter

British Columbia Institute of Technology

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[https://www.bcit.ca/safetyandsecurity/safety/ohs\\_newsletters.shtml](https://www.bcit.ca/safetyandsecurity/safety/ohs_newsletters.shtml)

For COVID-19 updates, refer to [Breaking News](#).

For more information, contact [covidinfo@bcit.ca](mailto:covidinfo@bcit.ca)

## WorkSafeBC

On March 2020, the B.C. government declared a provincial state of emergency in response to the coronavirus disease 2019 (COVID-19) worldwide pandemic. WorkSafeBC required employers to develop a COVID-19 Safety Plan that outlined the protocols and policies in place to reduce the risk of COVID-19 transmission in the workplace. Employers were required by order of the provincial health officer to post a copy of these COVID-19 Safety Plans. As vaccinations have become widely available to British Columbians, the overall risk of COVID-19 transmission is reduced. However, the virus may still circulate, as will the viruses for other communicable diseases, such as seasonal influenza, norovirus, and others. For more information regarding communicable disease prevention, refer [here](#).

## IRIS Training Course

The Incident Reporting and Information System (IRIS) was launched in March 2020. Formal training is now available to all workers on the employee learning hub.

### What is IRIS?

[The Incident Reporting and Information System \(IRIS\)](#) is a health and safety incident reporting and data management system for BCIT employees and students that has been launched by SSEM.

This new online system facilitates:

- Health and safety incident and hazard reporting
- Ergonomic and indoor air quality assessment requests
- Statistical reporting capabilities for JOHSC and other stakeholders
- What are the objectives of the Incident Reporting and Information system (IRIS) training course?

### What are the objectives of the Incident Reporting and Information system (IRIS) training course?

- Formally launch the Incident Reporting and Investigation Program
- Educate all employees on the Incident Reporting and Investigation Program
- Ensure employees understand what an incident is and that all incidents, regardless of severity, must be reported to the employer
- Ensure employees understand how to report incidents or request assessments through the Incident Reporting and Information System (IRIS)
- Ensure instructors understand that they must report all student incidents through IRIS

### How can I access this course?

The course can be found on the [Employee Learning Centre](#) home page at the bottom or by using this [direct link](#).

### Who requires this training?

This training is currently available and recommended for all employees.

### Need more information?

Contact [ssemohs@bcit.ca](mailto:ssemohs@bcit.ca) for more information on this course or the Incident Reporting and Investigation Program.

BCIT First Aid: [BCIT\\_FirstAid@bcit.ca](mailto:BCIT_FirstAid@bcit.ca)

BCIT OHS: [ssemohs@bcit.ca](mailto: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.



## Ergonomics

### \*\*New Ergonomic Resource Available\*\*

An online Musculoskeletal Injuries Prevention course is now available for all employees in the Employee Learning Centre. Employees requesting an ergonomic assessment must complete this course prior to the assessment.

Employees, who experience signs or symptoms of MSI, must report this to their supervisor immediately, and can request a workstation assessment by following these steps:

1. Complete the online [Ergonomic Self-Assessment](#) and the [Musculoskeletal Injuries \(MSI\) Prevention](#) course and adjust accordingly, and submit form.
2. Upon submission of the Ergonomic Self-Assessment form, you and your supervisor will both received a copy of the response of the assessment, including the recommendations.
3. You will receive a follow up survey email two weeks after the Self-Assessment. You will be asked if still experiencing any symptoms or discomforts. Answer “No” if your ergonomic concerns have been resolved and process will be closed.
4. If symptoms persist:
  - report to your supervisor, and
  - complete the [IRIS injury/exposure/illness report](#), and
  - indicate “Yes” in the follow up survey. You will receive an email with a link to [IRIS Ergonomic Assessment Request form](#) and instructions to request an OHS assessment.
5. Upon receiving the ergonomic assessment request, OHS will arrange an appointment with you directly.

The online Ergonomic Self-Assessment tool was launched in June 2020, and 71 online self-assessments have been conducted, helping employees manage their own ergonomic issues.

## FIRST AID STATISTICS

NM = Near Miss  
MA=Medical Aid

