INTRODUCTION

Our first priority at BCIT is the health and safety of our staff, students, contractors and visitors to campus. We are committed as an institute to conducting all activities in a manner that ensures the health and safety of everyone.

A successful health and safety program requires the cooperation and conscious effort by everyone, every day. It is crucial for all staff, students, contractors and visitors to comply with BCIT policies and procedures, legislative standards and regulations while on BCIT campuses.

Further information on BCIT safety policies and procedures can be found on our website at bcit.ca/safetyandsecurity/safety.
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Safety, Security and Emergency Management at BCIT (SSEM)

SSEM ensures a safe and healthy workplace on all BCIT campuses by providing some of the following safety initiatives.

- **Incident Investigations** - reports of unsafe work conditions or acts.
- **Fire Safety** – facilitating fire drills annually and administering the fire warden program
- **Minimizing hazards** - Making recommendations to the administration on how to eliminate hazards.
- **Safety Education** - Assisting departments and schools in the development of Safe Work procedures.
- **Information** – Educating employees on BCIT and WorkSafeBC Regulations.
  - Acting as a resource for health and safety programs.

**LOCATION**

SSEM is located in SW01-1001 at the Burnaby Campus. Security Guards are on duty 24 hours a day, seven days a week.
## Safety, Security and Emergency Management Contact Numbers

**BURNABY CAMPUS – 3700 Willingdon Avenue**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BURNABY Security</td>
<td>604.451.6856</td>
</tr>
<tr>
<td>BURNABY Security (Emergency)</td>
<td>604.454.2248</td>
</tr>
<tr>
<td>First Aid NE-16</td>
<td>604.432.8872</td>
</tr>
<tr>
<td>BURNABY Medical Services – SE16 – Room 127 (Mon – Fri - 08:30-16:30)</td>
<td>604.432.8608</td>
</tr>
<tr>
<td>Director, Safety and Security</td>
<td>604.451.6875</td>
</tr>
<tr>
<td>Assistant Director, Safety and Security</td>
<td>604.456.8050</td>
</tr>
<tr>
<td>Manager, Occupational Health and Safety</td>
<td>604.456.8011</td>
</tr>
<tr>
<td>Security Managers</td>
<td>604.456.8009</td>
</tr>
<tr>
<td>WHMIS/Systems Administrator</td>
<td>604.432.8552</td>
</tr>
<tr>
<td>Radiation Safety Officer</td>
<td>604.451.6993</td>
</tr>
<tr>
<td>Manager, Emergency Management</td>
<td>604.432.8318</td>
</tr>
</tbody>
</table>

**AEROSPACE & TECHNOLOGY CAMPUS (ATC) – 3800 Cessna Drive, Richmond**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Number</th>
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</thead>
<tbody>
<tr>
<td>ATC Security</td>
<td>604.419.3704</td>
</tr>
<tr>
<td>ATC Security (Emergency)</td>
<td>604.419.3705</td>
</tr>
<tr>
<td>ATC First Aid – Room 155G Hangar Stores (Mon – Fri - 08:00 – 18:30)</td>
<td>778.928.2338</td>
</tr>
</tbody>
</table>

**ANNACIS ISLAND CAMPUS (AIC) – 1608 Cliveden Avenue, Delta**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Number</th>
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<tbody>
<tr>
<td>AIC Security</td>
<td>604.453.4031</td>
</tr>
<tr>
<td>AIC First Aid</td>
<td>604.456.1115</td>
</tr>
</tbody>
</table>

**CARI – 4355 Mathissi Place, Burnaby**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Number</th>
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</thead>
<tbody>
<tr>
<td>CARI Security</td>
<td>604.456.1255</td>
</tr>
<tr>
<td>CARI Security (Emergency)</td>
<td>604.456.1256</td>
</tr>
<tr>
<td>CARI First Aid – Room 1067</td>
<td>604.456.1255</td>
</tr>
</tbody>
</table>

**DOWNTOWN CAMPUS (DTC) – 555 Seymour Street, Vancouver**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTC Security</td>
<td>604.412.7600.</td>
</tr>
<tr>
<td>DTC Security (Emergency)</td>
<td>604.412.7602</td>
</tr>
<tr>
<td>First Aid - Room 378 (Mon – Fri - 07:00-23:00/Sat 07:00 – 15:00)</td>
<td>604.412.7602</td>
</tr>
</tbody>
</table>

**MARINE CAMPUS (BMC) – 265 W Esplanade, North Vancouver**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Number</th>
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</thead>
<tbody>
<tr>
<td>BMC Security (0700–1500)</td>
<td>778.928.2330</td>
</tr>
<tr>
<td>BMC Security (1500–2300)</td>
<td>778.928.2329</td>
</tr>
<tr>
<td>BMC First Aid – Room 116 (Mon – Fri - 08:00 – 15:30)</td>
<td>778.928.2481</td>
</tr>
</tbody>
</table>
Employee Rights and Responsibilities

TRAINING AND SUPERVISION

All employees must be given the health and safety orientation, training, instruction and direction specific to their workplace and tasks so that they can perform their work in a safe manner.

WHO IS A SUPERVISOR?
A person who instructs, directs and controls workers or students in the performance of their duties.

GENERAL DUTIES OF WORKERS

All employees must take reasonable care to protect their health and safety and the health and safety of other persons who may be affected by the worker’s acts or omissions at work.

RIGHT TO REFUSE UNSAFE WORK

Should a situation arise where you feel you have been asked to perform work that may pose a serious hazard to yourself or co-workers then you have the right to refuse that work in accordance with WorksafeBC.

Regulatory excerpt
Section 3.12 of the OHS Regulation ("Regulation") states:

(1) A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.

If you feel it is necessary to invoke regulation 3.12 you must immediately inform your supervisor and/or SSEM so the situation can be investigated and any unsafe condition remedied without delay.
Reporting Work Related Injuries

Report all work related injuries, no matter how minor, to a BCIT First Aid Room and your immediate supervisor. In the case of a serious injury contact the First Aid Attendant and have him/her attend the scene. Give the location and, where feasible, the type and extent of injury. If you believe the injury is potentially life threatening telephone 911 and then contact a BCIT First Aid Attendant.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>BURNABY CAMPUS – 3700 Willingdon Avenue</td>
<td>First Aid NE-16 604.432.8872   Medical Services – SE16 – Room 127 (Mon – Fri - 08:30-16:30) 604.432.8608</td>
<td></td>
</tr>
<tr>
<td>AEROSPACE &amp; TECHNOLOGY CAMPUS (ATC) – 3800 Cessna Drive, Richmond</td>
<td>ATC First Aid – Room 155G Hangar Stores (Mon – Fri - 08:00 – 18:30) 778.928.2338</td>
<td></td>
</tr>
<tr>
<td>ANNACIS ISLAND CAMPUS (AIC) – 1608 Cliveden Avenue, Delta</td>
<td>AIC First Aid 604.456.1115</td>
<td></td>
</tr>
<tr>
<td>CARI – 4355 Mathissi Place, Burnaby</td>
<td>CARI First Aid – Room 1067 604.456.1255</td>
<td></td>
</tr>
<tr>
<td>DOWNTOWN CAMPUS (DTC) – 555 Seymour Street, Vancouver</td>
<td>First Aid - Room 378 (Mon – Fri - 07:00-23:00/Sat 07:00 – 15:00) 604.412.7602</td>
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<td>MARINE CAMPUS (BMC) – 265 W Esplanade, North Vancouver</td>
<td>BMC First Aid – Room 116 (Mon – Fri - 08:00 – 15:30) 778.928.2481</td>
<td></td>
</tr>
</tbody>
</table>

For general information about First Aid and First Aid Reporting - contact BCIT_FirstAid@bcit.ca
Reporting of Hazardous Conditions and Incidents

As an employee it is your responsibility to report any hazardous condition or incident that you are aware of or encounter. A hazardous condition may be a tripping hazard, misplaced manhole cover or an unidentified drum of chemical. A near miss could be described as an accident that did not occur because of the circumstances at the time. For example: an object falling off the roof of a construction site but not actually striking anyone or damaging any property.

REPORTING

- Report all hazardous conditions or incidents to your immediate supervisor
- The supervisor will ensure that the appropriate action is taken to inform the correct parties of the incident, and / or personally address the condition that led to the incident to prevent its recurrence.
- If the hazard cannot be resolved to the satisfaction of both the supervisor and the employee, the matter should be referred to Safety, Security and Emergency Management or the appropriate Occupational Health and Safety Committee. All reports made to SSEM will be recorded and the employee will receive a response.

NOTE: ALL IMMINENT HAZARDS (conditions that could result in serious injury if left unattended) should be immediately reported to Safety, Security and Emergency Management and the supervisor so corrective action can be taken without delay.

**BCIT strives to be proactive in addressing all unsafe conditions, and the causes of near misses and accidents that occur on campus.**

To report an unsafe condition, please use Report of Unsafe Condition form [PDF] or visit http://www.bcit.ca/safetyandsecurity/safety/reporting.shtml

If the situation is immediately dangerous to life and health please contact the security communications centre at 604-451-6856 immediately so that there is no delay in addressing the situation.
Health and Safety Committees

The WorkSafeBC Occupational Health and Safety Regulations require BCIT to have a Joint Health and Safety Committee at all main campuses. Due to the size and complexity of the Burnaby Campus, in addition to the Joint Health and Safety Committee, there are several Advisory and Specialized Health and Safety committees.

The function of the Health and Safety Committees is to promote health and safety throughout each campus and to encourage employee participation in making BCIT safe. Health and Safety Committee members meet monthly, participate in area safety inspections, and review Incident/Accident investigations.

The Health and Safety Committees are responsible for making recommendations to improve the Occupational Health and Safety Program at BCIT. Committee members also act as a liaison between their fellow workers and Safety, Security and Emergency Management.
Hazards in the Workplace

IMMEDIATE WORK AREA AND WORK TASKS

Your supervisor is responsible to ensure that you are oriented to your workspace and immediate work area. Where necessary, your supervisor shall provide or make available additional training to ensure you are oriented to the known hazards in your work area.

ABUSIVE OR THREATENING BEHAVIOUR

Safety, Security and Emergency Management is responsible for immediately responding to abusive or threatening behaviour.

The Response to Abusive or Threatening Behaviour Procedure (bcit.ca/files/pdf/policies/7100_pr1.pdf) is provided to ensure there is insight in responding to events in an immediate timeline.

- Security will respond to abusive or threatening situations as soon as possible to assess the situation.
- If the situation is unruly or escalating then security will call for immediate backup of additional security guards, BCIT Security Managers or the police. All responders are to be cognizant of the potential for weapons or lethal actions by the participants.
- Police intervention for incidents of a serious nature or at the request of one of the involved parties will be immediately addressed.

It is BCIT policy that individuals are not expected to be exposed to, or tolerate, violent, threatening or abusive behaviour from anyone either on its premises or on any other premises where it may have business. Individuals who violate this policy may be required to leave BCIT premises, or the facility in which the behaviour took place immediately and may forfeit the right to have access to the institute. Any person who is subject to or who witnesses an act of violent, threatening or abusive behaviour is expected to report the incident to a member of SSEM, their Supervisor, Manager, Associate-Dean, Dean or Director immediately.
PREVENTION OF VIOLENCE IN THE WORKPLACE

In accordance with WorkSafeBC regulations BCIT has established a Prevention of Violence in the Workplace program. This program has been developed to ensure that employees are not subject to situations that could result in, or perceived that they may result in, acts of physical or verbal aggression.

The Prevention of Violence in the Workplace Program is made up of seven elements:

- Policy
- Risk assessment
- Written supplementary instructions
- Worker and supervisor training
- Incident reporting and investigation
- Incident follow-up
- Program review

If you are subjected to a situation that could be considered Violence in the Workplace immediately report it to your supervisor or a member of SSEM. The Director will immediately be informed.

For further information, please visit http://www.bcit.ca/safetyandsecurity/safety/
BCIT SAFETY PROGRAMS

Please refer to the BCIT Safety, Security and Emergency Management website for further information on the following Health and Safety procedures.

ASBESTOS MANAGEMENT PROGRAM

Asbestos is a naturally occurring fibrous silicate mineral that has been commonly used in construction materials and other products because of its high heat resistance, strength and durability. Inhalation of Asbestos fibres may increase the risk of serious chronic health effects including lung cancer, mesothelioma, and nonmalignant lung and pleural disorders.

The BCIT Asbestos Management Program is an initiative that outlines BCIT’s approach towards assessment and management of the risks of exposure to asbestos. It outlines the roles and responsibilities of all BCIT employees, students, and contractors with respect to ensuring that best practices are being followed in order to minimize exposures to asbestos, both in day-to-day actions, and during remediation activities.

It is the responsibility of any person planning to work in a space to determine whether an asbestos hazard exists prior to the disturbance of any construction materials in buildings constructed prior to 1986. The Asbestos Management Program includes the assessment of all BCIT structures to determine the presence of Asbestos and the mitigation of all exposure hazards. Until this assessment is complete BCIT employees and contractors shall contact the BCIT Asbestos Management Plan Administrator in Facilities Management to determine the asbestos risk.

If, at any time during work on BCIT property, it is suspected that asbestos poses an exposure hazard, work must be ceased immediately. Work must not recommence until a risk assessment has been performed and risks of exposure to asbestos have been mitigated. BCIT employees must immediately report all instances of suspected exposure to asbestos to their supervisor and BCIT First Aid.

For more information regarding Asbestos at BCIT please contact BCIT’s Safety Manager at 604 456 8011.

ENVIRONMENTAL TOBACCO SMOKE

Smoking is restricted to appropriate outdoor locations only. Appropriate outdoor locations are limited to areas that are located at least 6 metres (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.

The BCIT Smoking Locations Policy ensures that BCIT maintains a smoke-free environment for employees, students and visitors. The BCIT Tobacco Smoke Exposure Control Plan outlines the individual responsibilities for members of the BCIT community to ensure that the requirements outlined in the BCIT Smoking Locations Policy are adhered to.
WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

WHMIS provides information to all employees regarding hazards and safe handling requirements of chemicals (controlled products) in the workplace. All employees at BCIT are required to take WHMIS training. You may participate in the WHMIS training on your desktop. Please contact the WHMIS Coordinator at 604 432 8552 to arrange training.

CHEMICAL WASTE DISPOSAL PROCEDURES

Waste chemicals must be properly disposed of. All chemicals that are not labelled or do not have a Safety Data Sheet (SDS) are considered waste. For more information contact BCIT’s Safety Manager at 604 456 8011.

HEARING CONSERVATION PROGRAM

All employees that work in departments and schools at BCIT with excessive noise are to receive annual audiometric tests (hearing tests). The audiometric tests are to ensure that your selection and use of hearing protection is appropriate and is adequately protecting your hearing.

If you work in an area where you are exposed to excessive noise, contact the Audiometric Technician at 604 432 8712 so it can be determined if a hearing test is required.

ERGONOMICS

Occupational Health and Safety staff perform ergonomic assessments of workstations and offer short training sessions on ergonomics for staff members. Several ergonomics publications are available on the WorkSafeBC web site or through SSEM for further information call 604 432 8797.

PERSONAL PROTECTIVE EQUIPMENT

Employees are required to be trained in the use of, and appropriately use all required personal protective equipment.

WORKING ALONE OR IN ISOLATION

BCIT employees must not work alone or in isolation under conditions which present a risk of disabling injury in case the worker is unable to secure assistance in the event of injury or other misfortune.
Emergency and Evacuation Procedures

FIRE ALARMS

BEFORE the fire alarm sounds
Know your building: Exit routes and Assembly areas

DO NOT USE ELEVATORS!
REMAIN CALM AND ASSIST OTHERS
PROCEED TO YOUR DESIGNATED ASSEMBLY AREA:
SEE CAMPUS MAP FOR YOUR DAA

NEVER re-enter the building until the Fire Department or Safety personnel have given the all clear.

http://www.bcit.ca/safetyandsecurity/emergency/ for further information on emergency management and preparedness.
Earthquake Preparedness

WHAT TO DO DURING AN EARTHQUAKE

1. DROP!
2. COVER!
3. HOLD ON!

EMERGENCY PREPAREDNESS AT BCIT

BCIT has an Emergency Response Plan to provide guidance and direction to BCIT's emergency response personnel to assist in providing employees with essential services including shelter, food, first aid, and counseling in the event of an earthquake or emergency. For more information regarding Emergency Preparedness please visit http://www.bcit.ca/safetyandsecurity/emergency/preparedness.shtml

Or contact the Emergency Manager at 604 432 8318.

Prepare by putting together an emergency kit and keeping it in your car or office area.

THE EMERGENCY KIT (SOME SUGGESTIONS)

> Personal medications, first aid kit
> Water, food bars
> Survival blankets
> Utility knife, whistle, flashlight and batteries
> Comfortable walking shoes
> Out of province contact card and money for a pay phone
> A backpack to put it all in

BCIT Employee Safety Guide 2017