

## **Local/Departmental Safety Program - Health Safety & Environment – UBC Summary Sheet**

University departments are responsible for the provision of healthy and safe working conditions under the University Safety Policy #7 and Workers Compensation Act and Regulations. This requires that each department develops, documents and institutes a Health and Safety Program that is adapted to the circumstances and operational needs of that department.

### **What is a Local / Departmental Safety Program?**

A Local / Departmental Safety Program is a series of planned activities and procedures, involving all levels of workers, designed to prevent or minimize hazardous workplace occurrences and to provide workers with a safe working environment. Local / Departmental Safety Program Elements

Local safety programs at UBC are required to have, as a minimum, eight basic elements (that reflect the WCB Regulation, part 3.4).

#### **1. Safety Policy**

- Ensure workers are made aware of the policy and its requirements
- Ensure policy is posted in work areas See WCB regulation 3.4 (a)

#### **2. Management Meetings**

- Hold regular management meetings with safety being an agenda item.
- Ensure that these meetings are documented in minutes. See WCB regulation 3.4 (d)

#### **3. Local Safety Committee**

- Committees are required by regulation to meet every month.
- Ensure that these meetings are well attended and documented.
- See WCB regulation 3.5 – 3.6

#### **4. Orientation, Training and Supervision of Workers**

- Ensure workers and students receive proper instruction and supervision to ensure that their work is performed without undue risk.
- Training and supervision must be conducted to address specific hazards existing or potential to the workplace.
- Any training conducted or disciplinary action taken must be documented.
- See WCB regulation 3.23

#### **5. Hazard Assessments and Work Site Inspections**

- Inspections of work areas must be done regularly.
- These inspections must be documented.
- Unsafe conditions should be corrected immediately or effectively controlled.
- Prior to any new projects, conduct a hazard assessment and take appropriate steps to control/eliminate the hazards identified.
- Document these assessments.
- See WCB regulation 3.15 – 3.18, 3.19 – 3.21, 4.1, 4.3

#### **6. Accident Investigations**

- All incidents / accidents should be reported and documented.
- Serious accidents should be investigated and documented.
- See WCB regulation 3.7 – 3.14.

#### **7. Written Safe Work Rules and Procedures**

- Written safety rules and work procedures should be developed or revised.
- See WCB regulation 3.4(c)

## **8. Records and Statistics**

- Document all training, meetings, disciplinary actions, inspections, accident investigations, worker or student concerns, etc.
- Other elements are to be added to meet the specific needs of the workplace.
- Other elements are to be added, where applicable, to meet the specific hazards and/or needs of the workplace, including;

## **9. First Aid and Emergency Services**

- Ensure workers and students are familiar with the location of first aid kits, fire pull stations, fire exits and designated meeting areas.
- Ensure the Department has a Fire Safety Plan
- See WCB regulation 4.13 – 4.18, 33, BC Fire Code

## **10. Personal Security and Public Safety**

- Be responsive to concerns expressed about personal security and investigate any accidents, incidents or personal security concerns which have occurred in their area of responsibility
- Report any accidents or incidents involving personal security to the appropriate University authority
- See WCB regulation 4.27 – 4.31 See UBC Policy #14 response
- to threatening behaviour
- See UBC Policy #3, discrimination and harassment

## **11. Contractor Safety**

- Ensure contractors meet and comply with WCB and UBC requirements.
- WCB Regulation, Parts 20.2, 20.3

## **12. Health Promotion and Return to Work**

- Cooperate where possible with the Health Promotions Group in the rehabilitation process of injured workers.

## **13. Program Review**

- Regularly review program components and update as necessary.
- Document this process.

## **14. Environmental Protection**

- Comply with environmental requirements.