

## 11. Safety Policy

### 1.1 Purpose

To articulate the University's objective of providing a safe, healthy and secure environment for all members of faculty and staff, students and visitors, and to delineate responsibility for achieving it.

### 1.2 Policy

The University aims to provide a safe, healthy and secure environment in which to carry on the University's affairs. All possible preventive measures are taken to eliminate accidental injuries, occupational diseases and risks to personal security.

Compliance with the Worker's Compensation Act, WHMIS and related legislation is the minimum standard acceptable. All students and members of faculty and staff are encouraged to strive to exceed these minimum legal standards and to eliminate unnecessary risks.

### 1.3 Procedure Summary

#### 1.3.1 The University

It is the responsibility of the University acting through administrative heads of units to:

- provide a safe, healthy and secure working environment;
- ensure regular inspections are made and take action as required to improve unsafe conditions;
- ensure that health, safety and personal security considerations form an integral part of the design, construction, purchase and maintenance of all buildings, equipment and work processes;
- provide first aid facilities where appropriate;
- support supervisors and safety committees in the implementation of an effective health, safety and security program;
- ensure compliance with WCB and other applicable legislation;
- establish department or building safety committees;
- communicate with the university community or affected groups about events or situations when potentially harmful conditions arise or are discovered;

- ensure adequate resources are available to implement appropriate procedures.

### 1.3.2 The Supervisor

It is the responsibility of supervisory staff to:

- formulate specific safety rules and safe work procedures for their area of supervision;
- ensure that all employees under their supervision are aware of safety practices and follow safety procedures;
- provide training in the safe operation of equipment;
- inspect regularly their areas for hazardous conditions;
- correct promptly unsafe work practices or hazardous conditions;
- 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;
- participate, if requested, on department or building safety committees.

### 1.3.3 Individual Students and Members of Staff and faculty

It is the responsibility of individual students and faculty and staff to:

- observe safety rules and procedures established by supervisory staff, administrative heads of unit and the University;
- be safety-conscious in all activities, be they work, study or recreation;
- report as soon as possible any accident, injury, unsafe condition, insecure condition or threats to personal security to a supervisor or administrative head of unit;
- use properly and adequately care for personal protective equipment provided by the University;
- participate, if elected or appointed, on departmental or building safety committees.

### 1.4 Detailed Procedures

The University Health and Safety Committee works to achieve these objectives by providing education and reviewing policies and procedures.

Local Safety Committees (LSC) carry out the safety programs within their areas and make recommendations to ensure that the safety objectives of the University can be achieved. (Terms of Reference for these committees are available through the Department of Health, Safety and Environment).

The Department of Health, Safety and Environment and the Department of Parking and Transportation, Campus Security assist departments to implement and maintain effective health, safety and personal security programs, liaise with the regulatory authorities on behalf of the University and support the activities of the University's Safety Committees.

For more information, please consult with the Department of Health, Safety and Environment and/or the Department of Parking and Security Services.

#### 1.5 Definitions

An administrative head of unit is a Director of a service unit, a Head of an academic department, a Director of a centre, institute or school, a Principal of a college, a Dean, an Associate Vice President, the Registrar, the University Librarian, a Vice President or the President.

A supervisor is a person, not necessarily an administrative head of unit, who has been delegated supervisory responsibility for others working or studying at UBC.

Authorities:

WCB Regulation 3.4(a); UBC Policy #7 Safety

#### 2. Roles and Responsibilities

The University Safety Policy specifies the responsibilities for safety at the University. The University has established administrative structures to ensure that the policy is fulfilled.

##### 2.1 Board of Governors

The University Board of Governors has established a sub-committee for Occupational Health Safety and Environment. The committee meets four times a year to receive and review reports on the health and safety status of the University, develop or amend policies on health and safety or program proposals and initiatives.

## 2.2 President and Vice-Presidents

The President and Vice-Presidents are ultimately responsible for health and safety at the University and the effective management of safety programs. The President and Vice-Presidents receive and review the status reports prepared by Health Safety and Environment. As part of the University Safety Program they ensure that Heads of Units are meeting the University's responsibilities.

Vice-Presidents will, when required, provide specific direction to Heads on the actions required to meet their safety policy and program responsibilities.

## 2.3 Heads of Units

Heads of Units are accountable for the maintenance of safe and healthy conditions in their units through an effective and compliant safety program.

They shall ensure that:

- (1) Supervisors are regularly inspecting their areas, records of inspections are maintained and that any hazards identified are eliminated or controlled.
- (2) Ensure that supervisors are accountable within their jurisdictions for any activities that are non-compliant with the Regulations.
- (3) Ensure that the Departmental safety program is documented in a manual that meets the requirements of the WCB and assigns responsibility to individuals for various program elements.
- (4) All accident investigations are reported to the Head and that steps are taken to ensure that these accidents do not reoccur.
- (5) The local safety committee is established and is meeting regularly. The Head must review the minutes of each meeting and respond to any recommendations made by the safety committee.

## 2.4 Supervisors

A supervisor is anyone (Faculty, M&P, or Union Member) who instructs, directs, or controls staff or students. For example, a principle investigator in charge of a research laboratory or a technician in charge of a workshop has supervisory responsibilities. Supervisors are responsible for the safety of the workers or students under their direction. Principle investigators are responsible for the safety of everyone in their laboratories including students or visiting

academics pursuing research or conducting fieldwork. The details of these responsibilities are outlined in the safety policy in paragraph 1.3.2.

## 2.5 Health, Safety & Environment

Reporting to the Associate Vice-president, Human Resources, the HSE assists departments to implement and maintain effective health, safety and personal security programs, liaises with the regulatory authorities on behalf of the University and supports the activities of the University's Safety Committees. HSE administers seven University safety policies and provides an extensive program of formal training in some 17 different topic areas.

Authorities:

WCB Regulation 3.4; UBC Policy #7 Safety

## 3. Management Meetings

Each Head will act as or appoint a Departmental Safety Program Administrator (DSPA). The Head meets with the DSPA on a regular basis to review outstanding inspection report items, accident investigations and any initiatives to reduce accident rates and ensure regulatory compliance, review the activities of the safety committee and oversee inspections conducted by supervisors. The safe operation of each department is an important measure of the overall management performance of each Head of Unit. Safety shall be a regular agenda item at departmental management meetings.

Authorities

WCB Regulation 3.4(d)

## 4. Health and Safety Committees

### 4.1 The University Health and Safety Committee

The Health and Safety Program of the University as mandated by the Safety Policy and WCB Regulations is monitored by the University Health and Safety Committee. Comprised of University, faculty and employee representatives, the committee makes recommendations to the Vice-president of Finance and Administration. The

committee promotes health and safety awareness and monitors the local safety committee activities.

#### 4.2 Local Safety Committee

Every administrative unit must be covered by a Local Safety Committee.

Departments may combine their committees where warranted. HSE advises on local safety committee organization. Local Safety Committees carry out the safety programs within their areas as detailed in the Departmental Safety Program Manuals and make recommendations to ensure that the safety objectives of the University are being achieved.

Authorities:

WCB Regulation 3.5; UBC Policy #7 Safety

#### 5. Safety Training and Orientation

The University Safety policy requires that UBC personnel are made aware of relevant safety practices and receive training in the safe operation of equipment and materials handling in their working environment prior to working in that environment. The level of training received must be commensurate with the hazards identified in the workplace and records of that training must be available for review by Workers' Compensation Board inspectors, designated members of the UBC Health Safety and Environment Department or designated local safety committee members.

Specialized training is available from the Health Safety and Environment to deal with specific issues such as asbestos, biohazards, chemical hazards, diving hazards, environmental responsibility, first aid, radiation hazards, and safety program administration. The administrative head of unit is responsible for providing additional specialized training as those needs are identified.

Upon commencing employment at UBC, every employee shall receive a Safety Orientation as outlined below. The employee's supervisor, in concert with the new employee, shall:

- 1) Review the safety policy and departmental safety program with the

employee.

- 2) Conduct a review of the hazards in the areas in which the employee will work.
- 3) Develop and execute a training plan that will ensure the employee can work safely with the identified hazards.
- 4) Ensure the new employee has been trained in the site specific and general University emergency response protocols. HSE provides a Safety Training and Orientation guide and record form for departments to complete. Copies of this form must be completed and returned to HSE within 10 days of the commencement of employment.

Authorities:

WCB Regulation 3.4(h), 3.22, 3.23; UBC Policy #7 Safety

## 6. Hazard Assessment and Inspections

### 6.1 Hazard Assessment & Work Planning

Supervisors must identify all types of potential hazards where work and research is conducted. Hazards may arise from the materials in use, physical state, equipment and processes, or lack of training or experience. A hazard assessment must be completed for each work area or project to ensure the proposed work procedures may be safely followed. A hazard assessment form must be completed. The form is available from HSE to assist in identifying hazards and establishing appropriate control measures.

### 6.2 Inspections

The purpose of the inspection process is to identify new or potential hazards so control measures may be taken to prevent accidents.

The administrative head of unit is responsible for ensuring that workplace inspections are conducted, that hazardous conditions are corrected and that those who are inspecting have adequate training. This training is included in the Safety Program Seminar offered by HSE or it may be conducted in-house. Every supervisor is responsible for conducting monthly inspections of their work areas and to ensure that the hazardous conditions are corrected. These

inspections must be documented and copies sent to the DSPA and administrative head of unit as well as being available to the Local Safety Committee (LSC) and HSE. Sample inspection checklists are available from HSE. These lists must be modified to reflect the hazards of the area and operation inspected. Reports are submitted to the DSPA and LSC.

Safety Committees members also conduct inspections in addition to regular supervisory inspections. The frequency of their inspections will reflect the nature of the hazards, number of accidents, and the size of the department. Reports are copied to the administrative head of unit, DSPA and HSE. Sample checklists for inspecting laboratories, offices, machine shops and electrical shops are available from HSE.

Authorities:

WCB Regulation 3.4(b), 3.6(2)(a), 3.15 – 3.18; UBC Policy #7 Safety

## 7. Accident Investigations

The purpose of incident-accident reporting is to prevent a recurrence of the hazardous condition causing the event. Occupational accidents are investigated for the following reasons: to fulfill legal requirements; to determine the cause of accidents; to ascertain compliance with applicable regulations; and to determine what happened and why, so that steps can be taken to prevent a recurrence. Investigations must be completed for every incident involving injury or exposure to hazardous materials, life-threatening injuries, damage to equipment and property, all fires and explosions.

The administrative head of unit is responsible for ensuring that all incidents and accidents are reported to HSE, that accident investigations are conducted and that hazards are corrected. They must also ensure that those participating in accident investigations receive adequate training whether in-house or through HSE courses.

It is the responsibility of supervisory staff to report and investigate any accidents, incidents or personal security concerns that have occurred in their

area of responsibility and to report any accidents to HSE. The administrative head of unit, DSPA and HSE shall review copies of accident investigations. Based on the investigation, appropriate corrective action must be taken to prevent reoccurrence.

Local Safety Committees should participate in accident investigations. If feasible, one worker representative and one employer representative should be involved in each investigation. Appropriate experts and staff from HSE, if warranted, may also be included in an accident investigation.

Authorities:

WCB Regulation 3.4(e), 3.6(2)(a), 3.7 – 3.14; UBC Policy #7 Safety

## 8. Safe Work Procedures

It is the responsibility of supervisory staff to formulate specific safety rules and safe work procedures for their area of supervision. Safety rules shall be included in the departmental safety manual and posted in the work area where appropriate. Specific work procedures shall be in writing and immediately available in those areas where they apply. Supervisors shall ensure that employees are aware and trained in safety practices and follow safety procedures. Anyone failing to follow or enforce an established safety rule may be subject to discipline.

Local safety committees may review all safety procedures and make recommendations for their improvement. HSE provides assistance to departments in the development of safety procedures and manuals that meet the requirements of the WCB Regulations.

Authorities

WCB Regulation 3.4(c); UBC Policy #7 Safety

## 9. First Aid System and Emergency Services

### 9.1 Campus Central Response System

The Vancouver Fire and Rescue Service provides first aid coverage for all employees 24 hours a day. Dialing 822-4444 will summon the Emergency Transport Vehicle and trained first aid attendants who will provide treatment. Transport to the hospital is provided upon request.

#### 9.2 Local First Aid Attendant System

As a supplement to this service, local first aid stations and attendants have been established in a variety of locations on campus. In order to be compliant with first aid regulations, all local first aid stations must include a suitable first aid kit and a treatment record book. All first aid treatments, however minor, must be administered by a first aid attendant who possesses a current WCB 'Level One' First Aid / CPR certification. A copy of the treatment sheets must be submitted to the Departmental Safety Program Administrator and the Local Safety Committee on a monthly basis.

#### 9.3 Emergency Procedures

Emergency procedures are outlined on pages 2 and 3 of the UBC Faculty and Administrative Directory. Services are provided by the Vancouver Fire and Rescue Service, the local detachment of the RCMP, Campus Security and HSE depending on the nature of the emergency. The Emergency Planning Coordinator (HSE) provides advice on developing departmental emergency plans and coordinates University wide preparedness.

Authorities:

WCB Act Sections 70 – 72; WCB Regulation 4.13 – 4.18, 33.1 – 33.52

### 10. Personal Security

The University personal security program is integrated into the departmental health and safety activities. Personal security issues are a part of all monthly site inspections and incident investigations. Personal security concerns are addressed as part of the health and safety program. Personal security risks are assessed through the DPSA and the Local Safety Committee. Formal risk assessments are conducted in high-risk areas. The Personal Security

Coordinator (HSE) assists departments to resolve outstanding concerns about personal security issues including risk assessments, developing secure work procedures, training of staff and responding to incidents.

Staff are directed to report any threatening behavior to the local police and the Personal Security Coordinator for follow up action as may be required.

Authorities:

WCB Regulation 4.27 – 4.31; UBC Policy #7 Safety, UBC Policy #14 Threatening Behavior

#### 11. Contractor Safety

All contractors working at the University must comply with all applicable regulations including the WCB Occupational Health and Safety Regulation. No work may begin until proper authorization and/or work permits have been obtained through Land and Building Services. Contractors are provided with a copy of the University's Contractor's Safety and Orientation Manual. The Manual provides safety rules that all contractors must follow while working at the University. The Construction Safety Coordinator ensures that contractors are following University procedures and are not creating undue risks for the University community.

Authorities

WCB Regulation 20.2, 20.3

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

The University, through the Health Promotion Program provides assistance to injured or disabled employees in returning to work. The Health Promotion Program works with the employee, their physician, the department, and employee groups to coordinate timely rehabilitation and return to work. For employees with permanent disabilities, the Health Promotion Program also coordinates long term accommodation as required by the BC Human Right Act.

The Health Promotions Program also provides training and education with a focus

on injury or incident prevention.

A joint labour and management committee is responsible for making recommendations regarding the development and operations of the program.

#### Authorities

BC Human Rights Act, Section 13; WCB Regulation

#### 13. Records and Statistics

All accidents and WCB claims must be reported to HSE on a standard accident report and investigation form. From this information, and data from the WCB, HSE compiles a monthly report that lists the number of accidents and classifies them by cause, injury, job classification and department. A brief narrative description of each accident is also produced and past year and year to date summaries are provided which are compared with previous year's data. The associated WCB costs of medical, wage loss, and pension amounts are also reported. This report is circulated to the University Health and Safety Committee, VP Admin & Finance, and AVP Human Resources. The report is published on our Web Site: [www.safety.ubc.ca](http://www.safety.ubc.ca).

HSE will produce reports tailored to an individual department's needs upon request.

#### Authorities

WCB Regulation 3.4(f)

#### 14. Departmental Safety Manuals

Each administrative department must have a safety program manual. The manual must specify the application of all the elements of the safety program mandated by the WCB.

The individuals who are responsible for the program elements will be listed.

Departmental safety rules and safe work procedures will be documented in the safety program manual. Manuals shall be available to all affected workers,

supervisors and safety committee members. Sample generic manuals are available through HSE.

Authorities

WCB Regulation 3.4(c)

#### 15. Program Review

HSE publishes an annual report, which summarizes the health and safety performance of University. The report provides statistical information on accident rates and costs, program activities and special projects and enhancements that HSE has introduced during the year.

Each year departments may be selected for a formal health and safety program review, which measures how well departments are maintaining their safety program. Departments also may be required to complete a safety program report by HSE. The completed reports are summarized and forwarded to Deans and Vice-presidents for performance review purposes.

Authorities

WCB Regulation 3.4(d)