

Department of Pathology and Laboratory
Medicine
UBC Site

Faculty/ Staff / Student
Safety
Orientation & Refresher
Manual

Important Emergency Numbers

0000	FIRE
0000	HAZARDOUS MATERIALS SPILL
0000	AGGRESSIVE PERSON
2-7225	FIRST AID
2-7225	HOSPITAL SECURITY

Other Emergency numbers:

UBC campus first aid (when you are not in the hospital) (604) 822-4444
Poison Control Centre (604) 682-5050
Vancouver Hospital, UBC site, Emergency Dept. (604) 822-7222

Non-Emergency Numbers:

Health, Safety and Environment (604) 822-2029
Biosafety Officer (604) 822-7596
Radiation Safety Officer (604) 822-7052
Chemical Safety Officer (604) 822-5909
Ergonomics Program Officer (604) 822-9040
Trouble calls (Hospital Maintenance) (604) 822-7523

Faculty/Staff/Student Safety Orientation Manual

Table of Contents

Important Emergency Numbers.....	front inside cover	2
Department of Pathology & Laboratory Medicine Safety Policy.....		1
Department of Pathology & Laboratory Medicine Safety Committee – UBC site.....		1
Structure & Function:.....		1
Safety Committee Representatives	Error! Bookmark not defined.	
Responsibilities of the employee		2
Responsibilities of the supervisor		2
Emergency Procedures		3
First Aid		3
Hazardous Material Spill (Code Brown)		3
Fire (Code Red).....		4
Earthquake Response Procedure		5
Aggressive Person (Code White)		6
Bomb Threat.....		6
Evacuation (Code Green).....		7
Disaster (Code Orange)		8
Incident/Accident report procedures and sample forms.....		9
Flow Chart for Determining How to fill out the Faculty/Staff Incident/Accident Report		10
What you can do to ensure we all have a safe place to work in:		16
Hazardous equipment		16
Hazardous Materials:		16
WHMIS recognition & labeling.....		16
Chemical Inventory:		17
Proper storage procedures		17
Proper usage conditions		17
Experiments which run while you are not around		17
Training Record Form		17
Waste Disposal Procedures:		18
Information on Health, Safety & Environment.....		19
Environmental Services Facility.....		19
Miscellaneous Departmental Policies & Procedures which impact safety:.....		21
Snow Policy.....		21
Power Outages.....		22
<u>UBC Policies:</u> see also http://www.universitycounsel.ubc.ca/policies/health.html		27
Safety policy #7		27
Summary of safety policy #6		29
UBC map.....		33

Department of Pathology & Laboratory Medicine Safety Policy

“The Department of Pathology and Laboratory Medicine is committed to providing a safe, healthy, and secure environment for its faculty, staff and students, and to acting in an environmentally responsible manner.”

Department of Pathology & Laboratory Medicine Safety Committee – UBC site

Structure & Function:

The safety committee for the department of Pathology UBC site is comprised of representatives from each lab group and work area. There are two elected co-chairs. (See table below for the members). It meets once a month to discuss and address safety issues and concerns for the members of the department at UBC.

Function:

1. To identify situations which may be unhealthy, or unsafe for workers and advise on effective systems for responding to those situations.
2. To deal with complaints relating to health and safety of workers
3. To consult with workers and employers on issues related to health and safety
4. To make recommendations to the employer and the workers for improvements of occupational health & safety
5. To advise the employer on programs and policies required under the regulations for the workplace & monitor effectiveness
6. To advise the employer on proposed changes to the workplace or the work processes that may affect the health and safety of workers.
7. To ensure that accident investigations and regular inspections are carried out as required by this part and the regulations
8. To carry out other duties and functions prescribed by regulation.

1. Responsibilities of the employee

- Know how to respond to emergency situations
- Know the hazards associated with your workplace and how to reduce them and protect yourself and your co-workers.
 - Know how to locate MSDS sheets and other safety information.
- Know when and how to report incidents in which either a worker was injured or in which a worker could have been injured
- Make sure that you have received appropriate training for the types of hazardous materials present in your area. (Training tracking record). Report to supervisor any lack of knowledge that is needed to perform duties.
 - Be aware of the UBC policies that pertain to safety and the environment.
- Make sure that you label all of your materials clearly and have posted procedures for the safe operation of equipment.

2. Responsibilities of the supervisor

- Making sure the employees have a safe place to work in
- Making sure that the employee has received adequate training in the safe operation of equipment and hazardous materials present in the work environment.
- Making sure that the employees are utilising the safest possible work habits (no food and drink in lab, lab coats and gloves used appropriately, respiratory masks fitted etc. materials handled properly and disposed of properly)
 - Make sure that safety inspections are conducted on a regular basis (monthly). Conduct periodic checks to make sure that all aspects of safety are addressed. Make sure that chemical inventories are done on a yearly basis and that chemicals are stored properly and safely.
- Know the appropriate reporting procedures for incidents and hazardous material spills and make sure that this is completed if and when needed.
- Know the UBC policies pertaining to health, safety and the environment, know the WCB regulations which pertain to your workplace, and the bylaws which impact the disposal of waste materials.

Emergency Procedures

These differ from usual UBC procedures because we are located in the hospital and we need to follow their procedures in order to ensure the safety of all the occupants in the building.

First Aid

- Dial “2-7225” – Security
- Identify yourself, the exact location and the nature of the injury
- Remain at the scene until first aid arrives

The designated First Aid attendant will:

- Proceed to accident scene on priority basis
- Administer first aid
- Arrange suitable transportation

Do not forget to fill out a UBC incident/accident report form, faxed to HSE and have the incident investigated by at least one member of the safety committee as well as the supervisor.

Hazardous Material Spill (Code Brown)

Immediately upon discovery of a hazardous spill and:

- There is uncertainty as to the nature of the material or
- The material is presumed to be hazardous:

The following action must be taken:

- Call security – Local 0000. Say clearly “There is a spill of _____ (identify material if known & quantity)” at _____ (give exact location). Notify security that you will be contacting the UBC Health, Safety & Environment immediately.
- Phone Health Safety & the Environment and give them the above information as well.
- Clear the area of personnel
- Close off area to prevent traffic from moving through
- Deal with the spill if you have received training and are comfortable with dealing with the spilled substance.
- Complete and fax a UBC Spill Reporting Form (See section on UBC spill reporting procedures. Appendix A.)

Fire (Code Red)

When you see smoke or fire:

People: remove people from immediate danger
Close doors in the area

Alarm: Pull fire alarm
Notify other staff in the area

Telephone:

“0000” and say: “Fire, _____(building), _____(floor), _____(area)

Evacuate: Check with lab / area for their evacuation plan

Extinguish: Only attempt to extinguish if it is safe to do so

Account for people in your lab

Take directions from public address announcement and from security.

If you hear:

Alarm bell ringing intermittently (3-4 seconds)	Alarm bell loud & continuous	Alarm bell pause followed by three gongs or PA announcement
Sweep through your area and look for hazards	EVACUATE	All Clear
Report to safety rep from your lab		

CODE RED FIRE – LOCAL 0000

Earthquake Response Procedure

The first indication of an earthquake may be:

- A low or loud rumbling noise
- A sudden violent jolt
- A shaking or moving of objects
- Any combination of the above

What to expect:

- Ruptured water lines
- Possible loss of suction/vacuum
- Electricity may be lost (auxiliary power may or may not function)
- Fire & chemical spills may occur
- Structural damage to walls, ceiling and floors could occur
- Possible loss of telephones

What to do Immediately:

- Protect yourself
- Move away from Large Windows and objects which may fall. Drop to the floor and cover the back of your neck with your hands. If you are able, get under a heavy table or desk.

What to do when the shaking stops:

- Assess the area for immediate danger such as fire, flooding, chemical spills
- Assess staff/faculty/ students/ visitors for injuries
- Give first aid to the most seriously injured
- Get severely injured people definitive care
- Report to Emergency, Admitting any casualties and damage
- Clear away hazardous debris
- Put all telephone receivers back on their hooks
- Check for anyone who may be trapped
- Calm staff & students. Tell them to remain in intact rooms or corridors.
- Prepare to evacuate when the order is given or remove yourself if you perceive imminent danger.
- **If you smell gas do not flick power switches**
- **Prepare for aftershocks**

Aggressive Person (Code White)

Assistance with Aggressive/Disruptive Behaviour

Disruptive/Potentially Aggressive Persons

1. Dial 2-7225
2. Tell security We need assistance for _____(reason) at _____ (Location)
3. Security will determine with the staff caller whether only Safety Service personnel or entire Emergency Response Team will attend.
 - Notify ERT if required.

Bomb Threat

Telephone Threat:

1. Listen, be calm & courteous. DO NOT interrupt the caller.
2. Keep the caller on the line as long as possible. DO NOT put the caller on hold or ask caller to wait. Ask to have everything repeated. Pretend difficulty in hearing or poor phone connection.
3. Note the following as well as you can:
 - Date & time call was received
 - Questions to ask the caller:
 - When is the bomb going off?
 - Where is the bomb?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
 - Who are you?
 - Where are you?

Distinguishing voice characteristics:

Male ____ Female ____ Accent: _____ Age _____ Tone: _____

Background noises: _____ Voices: _____

Other _____

4. Call security as soon as you can – local 0000
5. Note action taken after you received the call

Suspicious Package

If you observe a suspicious package/object:

- DO NOT TOUCH IT!
- Contact your Supervisor immediately
- Wait for further instructions
- If you are advised to evacuate your area, take all personal belongings

Evacuation (Code Green)

Immediate Action

1. Evacuate everyone from the room or area of the emergency
2. Evacuate horizontally through a set of fire separation doors from the danger area to a safe area
3. Evacuate vertically if there are no safe horizontal routes (up staircases)

If Time allows

1. Mark doors to notify others that rooms are empty of people
2. Place masking tape on unit/department door to indicate unit/department is empty.

Disaster (Code Orange)

Code Orange is the term used to activate the response to a disaster. A disaster may be external to the hospital with incoming casualties or it may be an internal disaster affecting more than one room the building.

There are three levels of responses depending either on the number of casualties (if it is external) or on the location and severity of the incident if it is internal.

CODE ORANGE RESPONSE LEVELS

Code Orange Response Level	Number of Casualties	Hazard/Problem <i>If the disaster site is physically located in some part of the hospital the Code Orange Notification is always followed by the <u>location</u> of the disaster.</i>
ALERT	Confirmed external disaster with unknown number of casualties.	An internal incident where the hazard extends to more than one room in a non patient-care building(excluding the Physical Plant.)
MINOR	An external incident where the expected or actual influx of casualties is: >25 with/or >5 critically injured.	An internal incident where the hazard is: located in the Physical Plant area (potential for prolonged loss of heat, electricity, ventilation to site). Confined to a Patient Care Ward Confined to one floor in a Patient Care building
MAJOR	An external incident where the expected or actual influx of casualties is: >100 with/or >13 critically injured	An internal incident where the hazard: is located on more than one floor in a Patient Care Building. where the hazard extends to more than one building on the site.

Incident/Accident report procedures and sample forms

Any incident needs to be reported to HSE and investigated by a person who is on the safety committee as well as the supervisor of an area or lab in order to determine what caused the accident and how to minimize or eliminate the hazard.

There are two forms: one for UBC faculty & staff (covered by WCB) and one for visitors & students (who aren't covered by WCB). I need to find out what one does if employed by the hospital or by CBR.

UBC has designed the form to be filled out if there is an incident or accident involving a UBC faculty or staff member. It includes an area to help pinpoint the underlying causes and space to describe how the hazard will be minimized or eliminated.

There is a separate form for visitors/students not covered by WCB.

See your supervisor or Helen Dyck for forms if you need one.

There is included a photocopy of a faculty/staff form – along with the instructions for filling it out. Any incident needs to be investigated by a person who is on the safety committee as well as a supervisor (and not the injured party), in order to determine what caused the accident and how to minimize or eliminate the hazard.

To determine what you need to fill out follow the following flow chart:

UBC's Faculty % staff incident/Accident Report must be completed for every incident or accident, even if there were no injuries sustained. Any event that occurred that involved injury to a person or damage to property, or had the potential to do so must be reported to Health Safety & Environment within 24 hours of occurrence.

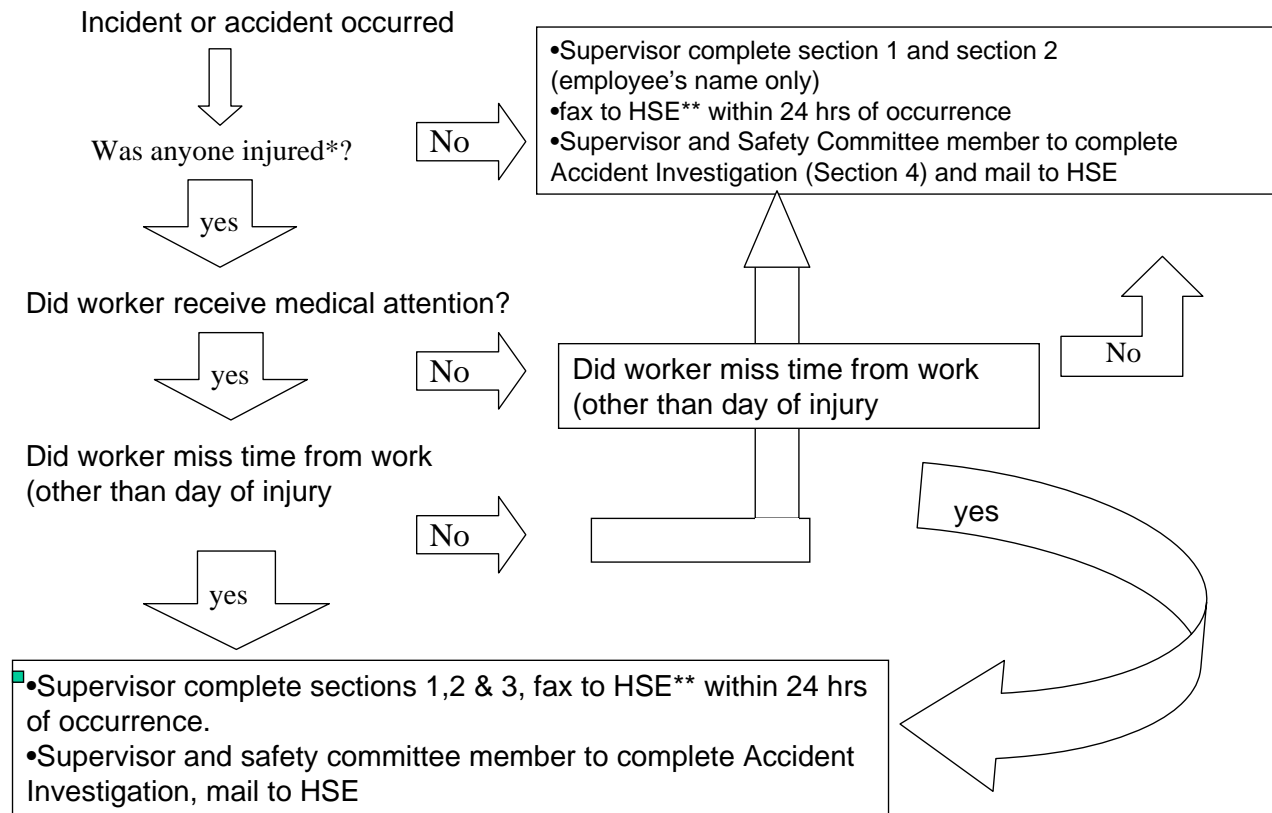
For serious accidents which:

- Resulted in death or critical condition with a serious risk of death, or
- Involved an explosion, major structural failure or collapse of a building, scaffolding, hoist, tower temporary construction support system, or excavation, or
- Involved the release of a toxic or hazardous substance, or
- Involved a diving accident

Then notify hospital security (0000) and Health, Safety & Environment at 822-2029 immediately and seal the area (do not begin a clean-up as on site evidence must be preserved).

In cases where an injury occurred, the employee should complete the Worker's Report of Injury Form 6A (available from supervisor or Helen Dyck) as well as the UBC Faculty/Staff Incident/ Accident Report

Flow Chart for Determining How to fill out the Faculty/Staff Incident/Accident Report



*Note: if the injured person is a student or visitor to campus, complete the UBC Student & Visitor Incident/Accident Report instead

** Dept. of Health, Safety & Environment, 50-2075 Wesbrook Mall, General Services Administration Building. Phone: WCB claim assistant 822-8759 or HSE Main Office 822-2029. Fax 822-1637.



UBC Student & Visitor Incident/Accident Report

This report is to be completed by, or on behalf of, Visitors to UBC Campus and UBC Students who have been injured on UBC premises.

The personal information below should pertain to the injured/involved party.

		Date of Report (m/d/y) ____/____/____
Last Name	First Name	Telephone:
Street Address	City	Postal Code
Status: <input type="checkbox"/> Visitor <input type="checkbox"/> Student <input type="checkbox"/> Other _____	Severity of Injury: <input type="checkbox"/> First Aid only <input type="checkbox"/> Medical treatment (doctor, hospital)	Mode of Transportation to Medical Facility:
Department Visited	Date and Time of Incident/Accident (m/d/y) ____/____/____ : ____ am / pm	
Describe the exact location of accident. (Include building name and room number, or if outside describe area in detail.)		
Describe the events leading up to and including the incident/accident in the words of the injured party, if possible. Include details of any injuries (Use reverse if necessary):		
Eye Witness: <input type="checkbox"/> Yes <input type="checkbox"/> No (Please provide witness' name and telephone number, if possible.)		
Incident/Accident Reported to: Name:	Title:	Phone #
If this report is completed by someone other than the injured/involved party, please provide the following information:		
Your Name	Tel #	Relationship to injured party
Distribute Report as follows: 1) Original to Department*, with copies to: 2) Building Safety Committee, if incident occurred within or near building 3) Health, Safety & Environment (50-2075 Wesbrook Mall, Vancouver, V6T 1Z1. Fax: 822-6650) 4) Risk and Insurance Manager, (3 rd flr 2075 Wesbrook Mall, Vancouver. Fax 822-1224)		
Reviewed by (Safety Committee Members)	Date (m/d/y)	Comments and/or Further Action

If you have any questions, please call Health, Safety & Environment at 822-8759 or 822-2029.

June 1997

***NOTE:** The Department in which the injury occurred is responsible for ensuring that the accident is investigated by the Local Safety Committee. The Department must review and implement the resulting recommendations.

24267



UBC FACULTY & STAFF INCIDENT / ACCIDENT REPORT

This form is to be completed by the worker's supervisor:

- 1) Fax page 1 (YELLOW) including the Worker's Report of Injury to Employer (WCB Form 6A) and First Aid Report (Form 7A) to Health, Safety & Environment (HSE) at 604-822-8572 within 24 hours of injury.
- 2) Complete page 2 (BLUE) within 3 working days after the incident has been reported.

Do NOT distribute page 1 (YELLOW) as it contains confidential information that must be collected to initiate a WCB claim. For more information contact the HSE Claims Assistant 604-822-8739.

1 Was the Accident? <input type="checkbox"/> No medical treatment, no time loss - complete only sections 1, 2 (employee's name, union and crew number only) and 4. <input type="checkbox"/> Medical treatment (visit doctor, no days off work) - complete sections 1, 2 and 4 (Include Employee's Report Form 6A.) <input checked="" type="checkbox"/> Time Loss (days off work) - complete sections 1, 2, 3 and 4. (Include Employee's Report Form 6A.)		
Date & Time of Incident/Accident: (y/m/d) 02/08/15 10:30 AM OR 6:30 PM	Period of Exposure Resulting in Industrial Disease From: (y/m/d) To:	Location of Accident (Bldg, 3rd Fl) Bushanan Tower, front entrance
Name of Person First Reported to: John Doe	Date and Time Reported: (y/m/d) 02/08/15 11:00 AM	Supervisor of worker involved: Jane Smith Phone # 622-4000 Email jane.smith@ubc.ca
Worker's Department: Plant Operations	Worker's Job Title: Electrician (9)	Was First Aid Given? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES - is First Aid Report included: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Describe fully what happened, listing the sequence of events. If more space is required, attach an additional page. Attach additional information, diagrams or photos where possible. The employee was loading tools and materials for the job he was to do that day. He needed a portable generator and wheeled one over to the back of the van with the help of another employee, he lifted the generator into the van. The employee slipped, twisted his back and felt pain in the lower area of his back.		Name of First Aid Attendant: Mary Safety
2 <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mx. <input type="checkbox"/> Dr. <input type="checkbox"/> Other		Body Part Injured: Low Back <input type="checkbox"/> Left <input type="checkbox"/> Right
Employee's Name (Family Given): Smith, Joe	Union/Association: CUPE 116	Crew # 9
Worker's Home Address: 12345 Vancouver Drive	Town/City: Surrey	Postal Code: V1V 1V1
Telephone Number (Area Code & Number): (604) 555-5555	Social Insurance Number: 123 456 789	BC Care Card No: 1234-567-890
Date Joined UBC: 01/11/10	Started Current Position: 01/11/10	Birthdate (y/m/d): 02/10/02 Age (Yrs): 19
Employment Status: <input checked="" type="checkbox"/> Full time, on-going <input type="checkbox"/> Temporary <input type="checkbox"/> Part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Casual <input type="checkbox"/> Other	Weight: <input checked="" type="checkbox"/> lbs <input type="checkbox"/> kg: 150	Height: <input checked="" type="checkbox"/> ft <input type="checkbox"/> in: 5'9"
Name of Doctor or Hospital Visited: Dr. I.M. Health	Doctor or Hospital Address: #111-1010 Hospital Ave.	Do witnesses confirm worker's statement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of Witness: July Eize	Address / Phone #: 333 Sawyru Street, Vanc. V2V-2V2	
Were the worker's actions at the time of injury for the purpose of the University's business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If no, explain		
Were the activities part of the worker's regular work? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If no, explain		
Is there any reason to feel that the injury did not occur as stated? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If yes, explain		
Are you aware of any previous pain or disability in the area of the present injury? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If yes, explain		
Was any person not employed by UBC responsible for the injury? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Give details, name & address of person.		
3 Wage information of injured worker: (If NO base pay, skip this section and go to Sec. 4)		Worker's Exact Gross Wage (provide per only) Hourly Employee: \$43.08 /hour Monthly Employee: \$3750 /month
Show normal work week by entering hours worked per day: S M T W T F S		Additional wages (provide details) (for shift premiums, holiday pay, meals...)
Wk #1: - 7.5 7.5 7.5 7.5 7.5 -	Date and time last worked after injury: (y/m/d) 02/08/15 3:30 AM	Normal Work Hours: From: 7:30 AM To: 3:30 PM
Wk #2:		Number of days in Sick bank: 2 days
Does the worker work a fixed shift rotation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, describe:	Shift Start Date: (y/m/d)	Has Employee returned to work? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If employee has returned to work - when? (y/m/d)		
THE FIRST PAGE IS CONFIDENTIAL AND IS ONLY COLLECTED BY HSE TO INITIATE A WCB CLAIM AS REQUIRED BY LAW. DO NOT DISTRIBUTE SECTIONS 2 & 3 OTHER THAN TO HEALTH, SAFETY AND ENVIRONMENT.		
Date Report Completed (y/m/d): 02/08/15	Supervisor's Signature:	Supervisor's Name (Please Print): Jane Smith

INSTRUCTIONS

SECTION 1 - Description of Event

This section is to be completed for all incidents/accidents.

Was the Accident:

(This section is very important as it determines what other sections may need to be completed)

- Note:** For accidents that:
- ◆ resulted in serious injury or death;
 - ◆ involved an explosion, major structural failure;
 - ◆ involved the major release of a hazardous substance; or
 - ◆ involved a diving accident.

Immediately notify 9-1-1 and HSE at 604-622-2029.

- **No Medical Treatment, No Time Loss:**
The employee did not seek medical attention other than first aid and did not take time off work past the date of injury. Include incidents with the potential for injury.
- **Medical Treatment:**
The employee visited a doctor or received medical treatment, but did not take any time off work past the date of injury.
- **Time Loss:**
The employee needed time off work past the date of injury. In this case, the employee must seek medical treatment.

All incidents/accidents that involve Medical Treatment (other than first aid) or Time Loss will be reported to WCB.

Date & Time of Incident/Accident OR Period of Exposure Resulting in Industrial Disease:

Complete one OR the other, not both. If you do not know the date, write "worker alleges" or "unknown". For repetitive strain or accumulative conditions, note the date that the pain was first felt and indicate to "present", unless the pain has ceased.

Location of Accident:

List both the building name and the room number. If outside, describe the location as precisely as possible.

Was First Aid Given?

If First Aid completed, please include with report.

Describe fully what happened:

Describe the incident/accident listing the sequence of events and including as many details as possible, such as the approximate weight of the objects involved and the frequency or length of the activity. Attach an additional page if more space is required. Do not include any names in this section. Refer to the injured worker as "the worker" or "the employee".

SECTION 2 - Personal information of Injured Worker

This section is to be completed only if the employee sought medical attention (other than first aid) or has missed time from work. Personal information is required by WCB. Please complete all sections as checked.

Name of Doctor or Hospital Visited:

Complete if known. Note: An employee must seek medical attention to file a WCB Claim.

Name of Witness(es):

List people who actually SAW the injury take place as well as a contact phone number for each. For example, someone who had his/her back turned toward the employee as the injury happens is not considered a witness.

Do witnesses confirm worker's statement?

If you have not interviewed the witness, please write in "unknown" or "not interviewed".

SECTION 3 - Wage Information of Injured Worker

Complete Section 3 if the employee missed time from work due to injury.

Show normal workweek:

Please indicate the number of hours the employee works each day. If the employee works a fixed schedule, only one week needs to be shown. If the employee's work hours vary from week to week (i.e. casual or student employees) please indicate the shifts worked in the two weeks prior to the date of injury.

Example of a fixed work schedule

	S	M	T	W	T	F	S
Wk #1		5	5	5	5	5	5
Wk #2							

Example of a variable work schedule

	S	M	T	W	T	F	S
Wk #1	-	7	7	7	-	7	7
Wk #2	7	7	-	7	7	7	-

Does the worker work a fixed shift rotation?

An example of a shift rotation is an 8-day cycle - 2 days, 2 nights, 4 days off. Please describe shift rotation and the start date of the cycle that the employee was in when the injury occurred.

Worker's exact gross wage:

Provide the exact wage (no estimates). For hourly employees, indicate the wage/hour only. For monthly paid employees, indicate the gross monthly wage.

Date and time last worked after injury:

This is usually the same as the date and time of the injury if the employee leaves work immediately. If the employee works beyond the injury date or time, please indicate the first absence following the injury. This information may need to be provided to WCB claims assistant after the initial report has been submitted. Please fax an amended form with the appropriate time loss information to HSE when it becomes available.

Has employee returned to work?

Please provide date or estimated date if known.

Adjusters to wages:

Describe any shift premiums, i.e., amount paid, and what portion of the shift it applies to.

Normal work hours:

Give the regular scheduled shift, i.e. 7:30am to 3:30pm.

Number of days in sick bank:

If the exact number is unknown, please provide an estimate.

24267



UBC FACULTY & STAFF ACCIDENT INVESTIGATION REPORT

The incident/accident must be investigated by the worker's supervisor and a worker member of the Local Safety Committee within 3 working days of the incident or accident. Complete this page and distribute as follows:

- 1) Fax a copy to Health, Safety & Environment 604-822-6572;
- 2) Send the original to the Department Head;
- 3) Send a copy to the local Safety Committee;
- 4) Post a copy at the work site.

<p>1 What the Accident:</p> <input type="checkbox"/> No medical treatment, no time loss - complete only sections 1, 2 (employee's name, union and crew number only) and 4. <input type="checkbox"/> Medical treatment (visit doctor, no days off work) - complete sections 1, 2 and 4. (Include Employee's Report Form 6A.) <input checked="" type="checkbox"/> Time Loss (days off work) - complete sections 1, 2, 3 and 4. (Include Employee's Report Form 6A.)					
Date & Time of Incident/Accident: (y/m/d)		Period of Exposure Resulting in Industrial Disease:		Location of Accident: (Bldg, Rm #)	
02/08/15 10:30 AM		From: (y/m/d) To:		Bushannan Tower, front entrance	
Name of Person First Reported to:		Date and Time Reported: (y/m/d)		Supervisor of worker involved:	
John Doe		02/08/15 11:00 AM		Jane Smith Phone # 822-0000 Email: jane.smith@ubc.ca	
Worker's Department:		Worker's Job Title:		Was First Aid Given? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Plant Operations		Electrician (G)		If YES - is First Aid Report included? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
				Name of First Aid Attendant:	
				Mary Safety	
Describe fully what happened, listing the sequence of events. If more space is required, attach an additional page. Attach additional information, diagrams or photos where possible.					
<p>The employee was loading tools and materials for the job he was to do that day. He needed a portable generator and wheeled one over to the back of the van with the help of another employee. He lifted the generator into the van. The employee slipped, twisted his back and felt pain in the lower area of his back.</p>					
					Body Part Injured: <u>LOW BACK</u>
					<input type="checkbox"/> Left <input type="checkbox"/> Right
<p>4 Accident Investigation (use reverse of page if more space is required)</p> <p style="text-align: center;">Select one or more causes from each category</p>					
Task		Environment		Equipment	
<input checked="" type="checkbox"/> Lifting <input type="checkbox"/> Twisting the trunk <input type="checkbox"/> Lifting overhead <input type="checkbox"/> Heavy load - Lift <input type="checkbox"/> Heavy load - Push <input type="checkbox"/> Heavy load - Pull <input type="checkbox"/> Awkward way to handle <input type="checkbox"/> Hit head <input type="checkbox"/> Sharp edges on load <input type="checkbox"/> Repetitive motion <input type="checkbox"/> Steeping <input type="checkbox"/> Extended reach <input type="checkbox"/> Incorrect tool <input type="checkbox"/> Rushing <input type="checkbox"/> Procedures not followed <input type="checkbox"/> No "Task" factors <input type="checkbox"/> Other (Specify):		<input type="checkbox"/> Limited space / constrained posture <input type="checkbox"/> Housekeeping <input type="checkbox"/> Variations in floor surface <input type="checkbox"/> Cold / Hot <input checked="" type="checkbox"/> Wet / slippery <input type="checkbox"/> Vision obstructed <input type="checkbox"/> Personal Protective Equipment restrictions <input type="checkbox"/> No "Environment" factors <input type="checkbox"/> Other (Specify):		<input type="checkbox"/> Incorrect equipment <input type="checkbox"/> Defective equipment <input checked="" type="checkbox"/> High force requirement <input type="checkbox"/> Preventative maintenance inadequate <input type="checkbox"/> Signage / labeling inadequate <input type="checkbox"/> Material / equipment failure <input type="checkbox"/> Equipment vibration <input type="checkbox"/> No "Equipment" factors <input type="checkbox"/> Other (Specify):	
		Organizational		Human	
		<input checked="" type="checkbox"/> Poor Communication <input type="checkbox"/> Excessive workload <input type="checkbox"/> Job / skill training inadequate <input type="checkbox"/> Planning inadequate <input type="checkbox"/> Staffing inadequate <input type="checkbox"/> Poor job design <input type="checkbox"/> No Standard Operating Procedure available <input type="checkbox"/> No "Organizational" factors <input type="checkbox"/> Other (Specify):		<input type="checkbox"/> Fatigue <input type="checkbox"/> Illness <input type="checkbox"/> Knowledge / skill / experience lacking <input type="checkbox"/> Language difficulties <input type="checkbox"/> Personal distraction <input type="checkbox"/> Physical limitations <input type="checkbox"/> Pre-existing condition <input checked="" type="checkbox"/> No "Human" factors <input type="checkbox"/> Other (Specify):	
Incorporating the above factors, describe the cause of the accident:					
<p>The employee was lifting from a wet/slippery surface because of a drain blockage. The load was heavy and awkward and lifted from floor level. Employee was also rushing because he was covering for someone on vacation.</p>					
Describe the recommended corrective actions to be implemented to prevent recurrence. These actions should encompass all workers facing similar risks.					
<p>- Ensure adequate staff / help is available so that employee is not rushed. - Fix the blockage in the drainpipe. - Look into keeping generator on the truck and using longer cords/wires. - Look into installing handles on generator.</p>					
Person(s) responsible for planned corrective action:			Date to complete corrective actions: (y/m/d)		
Mike Manager			02/09/08		
Supervisor (Please print)		Safety Committee Worker Representative (Please Print)		Date form completed: (y/m/d)	
Jane Smith		Anne M. Safer.		02/08/15	

UBC-3-0-0 0-4-00 04-00-2002

What you can do to ensure we all have a safe place to work in:

What follows is a very brief summary of some common safety concerns. It is not intended as an exhaustive list, but is a means to get you thinking about safety in your area.

As you are aware, our work areas contain a number of different types of hazards. These include equipment (photocopiers, centrifuges, ovens, etc.); hazardous materials such as chemicals, biological organisms and radioactive materials; and processes which operate under pressure or high temperature which are likely to be hazardous if components fail.

Make sure you know the basic safety rules for your work area. Reduce your exposure to hazards by not exposing yourself unnecessarily.

Remember that FOOD & DRINK should not be consumed in lab areas; unless there is a separate designated room for that type of activity; and don't walk through work areas with open food.

Ergonomic issues

A large percentage of most workplace injuries are the result of poorly set up work space and lack of attention to the limits of body movement. Irene Ho and Helen Dyck are our department office ergonomic representatives and are available to conduct a ergonomic inspection of any workstations. There is also information on ergonomics at the HSE website, along with sample exercises and ways to minimize repetitive strain injuries.

Hazardous equipment

Make sure that you are aware of the hazards associated with the equipment that you are using and that you are properly trained in the use of the equipment, before you start using it. Make sure that any safety guards or components of the equipment have not been overridden. Be aware of any areas of the equipment which may become hot during operation and to which you may become exposed to by opening a normally closed part of the equipment (the photocopier comes to mind).

Check electrical cords to make sure that they are in good condition on a regular basis and get them fixed when they are cracked or frayed.

Hazardous Materials:

“All UBC personnel who work with hazardous material must be aware of requirements for their use, handling, storage and disposal.”

If you are using hazardous materials please make sure that you have taken an appropriate UBC HSE safety course. (See section which outlines the HSE programs and check out their website).

WHMIS recognition & labeling

We have included a sheet with WHMIS labels so that you will know what the symbols mean and what precautions need to be taken with that substance. Please make sure that you label any materials with the appropriate labels if the container does not have them. This is especially true of anything which is synthesized or mixed in your lab.

Know the hazards of all the materials you are working with and keep current MSDS sheets in a convenient location so that you can refer to them as needed. There is a large collection of

MSDS sheets in the photocopy room and most sheets are available on the internet. See HSE website for links to pages that make MSDS information available.

Chemical Inventory:

Inventories of hazardous material are required to be updated annually. The required categories of information include:

- Department
- Location (Building & room)
- Principal Investigator
- Chemical name (supplier label)
- Quantity (kg or L)
- WHMIS class (primary hazard)
- Location of Material Safety Data Sheets (MSDS)

Proper storage procedures

You need to be aware of the proper storage conditions for hazardous substances. Make sure that classes of chemicals are not mixed if they are liable to react with each other. It is often sufficient to keep them in different trays which would contain the chemicals if there was a breakage or spill.

Proper usage conditions

You are responsible for ensuring that the hazardous materials that you use are handled under recommended conditions (fume hood, biological safety cabinet etc) and that the appropriate personal protective equipment needed are in use.

Spill clean-up: Know what to do with the materials if there is a spill, make sure you know what quantities are reportable and what agencies need to be reported to (see UBC spill procedures for more detailed information.) Make sure that others in your lab/ work area know about the hazards and the need to report any spills.

Lab coats: Please keep them in the labs and not in the cafeteria. Wear them whenever you are working in the labs. They help reduce (but not eliminate) accidental spills from contacting your skin.

Gloves: Make sure you keep your gloves for when you are working with materials and not when you are answering the phone or opening doors (or else people without gloves will get what you didn't want on your hands on theirs).

Experiments which run while you are not around

Please make sure that there are signs posted by the experiments about what materials are involved and who should be contacted in case there is an emergency. Make sure that other people in your work area know what is going on and what to do if the equipment should fail.

Training Record Form

HSE has produced a form that allows for the tracking of the training you have taken. The Department needs to have a record of this in order to ensure that people are getting the appropriate training that they need in order to operate safely in this department. We have attached a sample sheet. Please make sure that you speak with your supervisor or the departmental safety officer about filling one out.

Waste Disposal Procedures:

There are at least two waste streams that we have access to. Be aware that there are differences between how UBC and the Hospital handle a number of waste components.

Routine Hospital stream:

Regular garbage: ends up in the landfill - Make sure that no hazardous material is placed in the regular garbage stream unless it no longer poses a hazard. Empty chemical containers (not glass) can be put in the garbage if they are cleaned out and the labels have been defaced or removed.

Cardboard boxes: Please make sure that you deface any hazard labels on boxes before placing them in the halls for pick-up. You may also take them to the garbage room and place them in the grey bins to be compacted.

Glass waste: Empty glass bottles should be washed and labels defaced. Broken glass needs to be well boxed and marked as such (make sure that the boxes are not too heavy) before being placed in the halls for pick-up.

Special UBC Hazardous Waste Pick-up:

Chemical waste: check the UBC Waste Disposal guidelines – the following are some tips.

Flammable solvent containers need appropriate tags (for recycling or disposal) along with a barcode that identifies the source of the container. They can be obtained from Bang Dang @ 2-1285. Place in the Chemical Waste Disposal Cage in the Garbage room for pick-up by UBC.

Solid Chemical waste: Fill out a chemical inventory form (make sure you identify the chemical components of the waste if it is not in the name that you list) – Do not use abbreviations or acronyms as they do not give enough information. Fax to Ron Aamodt (827-5087). Ron will fax it back with the codes under which you package the chemicals. If there are any class F or questions, comments, please call Ron or the rest of your chemicals will not be picked up. If you do end up with class F chemicals – speak with Helen Dyck. Box the chemicals according to the code given by Ron. Do not mix different codes in one box. Label boxes clearly with a contact name, phone number and pick-up code. On one of the boxes tape lightly an envelope with a copy of the faxed list with Ron's initials on the bottom of the page(s). If there is no initials it will not be picked up. (The list will be removed by the truck driver so don't tape too much).

Biohazard Waste: There are two ways of dealing with Biohazards waste – the hospital stream and the UBC stream. Check with the UBC waste disposal procedure book if you are sending the waste for them to pick-up (The chemical cage in the garbage room). You must remember to tag the bags with the red biohazard tag with your barcode and the appropriate class of biohazard ticked off.

Information on Health, Safety & Environment

Environmental Services Facility

For the Recycling, Treatment, Classification, Transportation, Storage and Disposal of Hazardous Waste

Contacts:

Ron Aamodt 822-6306 Fax Number:

Bang Dang 822-1285

Andy Trinh 822-1281

Stephen Lee 822-9280

<http://www.hse.ubc.ca/v.2/innerContacts.php>

The Environmental Services Facility (ESF), located on the UBC Point Grey campus, is involved in the recycling, treatment, classification, transportation, and disposal of hazardous waste. ESF deals with over 350 waste generators and handles approximately 64 tonnes of solid waste and 30,000 L of liquid waste per year. This waste includes hazardous chemicals, PCB containing materials, solvents, oil, batteries, biohazardous waste, and photographic waste. Where possible, hazardous waste is diverted to ESF's Chemical Conservation Program, which includes Solvent Recovery, Chemical Exchange, and Silver Recovery from Photochemical Waste. Otherwise, wastes are either stored, incinerated, or neutralized on site. ESF also provides Hazardous Waste Management and Pollution Prevention training, and is involved with research and development for new hazardous waste disposal and treatment procedures.

Chemical Conservation Program Chemical Exchange Program. The Chemical Exchange Program was created to reclaim perfectly useable chemicals from being disposed of. Labs having surplus or unused chemicals are encouraged to submit an itemized list to ESF using the facility's Chemical Waste Inventory form (call 822-6306) or visit

<http://www.hse.ubc.ca/v.2/innerPubsAndProcs.php?ct=pc> . A list of available chemicals is published monthly and sent to all waste generators who use ESF. The cost for purchase and delivery for any chemicals on the list is FREE!! For more information, or to be added to our mail list of recipients for a monthly copy of our Chemical Exchange Inventory, contact **Ron Aamodt** at 822-6306. **New fax number : 604 827 5087**

Solvent Recovery Program UBC typically uses large volumes of organic solvents that ultimately require special waste disposal. ESF provides a solvent recovery program ESF has an extensive Pollution Prevention Program, which was created to increase awareness of environmental issues linked to the use of hazardous substances. A hazardous waste manual of updated disposal procedures is available by contacting the facility. As well, ESF provides seminars, training, and workshops that deal with various topics, such as pollution prevention and hazardous waste management. ESF is also involved in research and development of new and improved methods of dealing with hazardous waste, such as heavy metals, cyanide treatment, and finding new solvents to recover. A quarterly newsletter called Waste Watchers is published that is designed to create awareness regarding environmental issues.

For an extensive library of Material Safety Data Sheets (MSDS), refer to the links on the Department of Health, Safety and Environment's homepage at www.safety.ubc.ca. At this site, you can find all the pertinent information on common chemicals used on campus. The ESF has a regular pickup schedule for the removal of hazardous waste. Call Bang Dang at 822-1285 for any questions.

Other ESF Pollution Prevention Strategies that re-distills certain frequently used solvents such that their purity is suitable for most laboratory applications. This program has been expanding since 1994, having increased its volume of solvents recycled by 39% in 1997 alone. Today, the program successfully distills and redistributes Acetone, Methanol, Hexane, Xylene, and Varsol back to program participants for a fraction of the price of new solvents. For more information on how to participate in this program, call 822-1285.

Silver Recovery from Photochemical Waste

Recovery Legislation now states that photographic wastes that contain more than 5 ppm of silver are considered special wastes. In the future, this legislation may change to an even stricter 1 ppm, which may impact photographic waste streams significantly. ESF has developed a program that not only collects and treats this caustic and toxic waste for safe sewer disposal, but also recovers the silver for reuse by a silver refinery.

For more information you can visit the HSE website at <http://www.hse.ubc.ca>
This website includes spill reporting procedures, disposal procedures, the Waste Watchers Newsletter.

Suite 50-2075 Wesbrook Mall
Vancouver, BC
Canada V6T 1Z1
Fax: 822-6650
<http://www.safety.ubc.ca>

Miscellaneous Departmental Policies & Procedures which impact safety:

Snow Policy

The following has been drawn up in order that all Pathology staff have a clear understanding of how this department will administer the University policy on snow should the need occur.

UBC Policy (Summary)

The University will remain open during snow storms but may cancel or reschedule classes on a university-wide basis and/or curtail non-essential services in response to the conditions.

In the event the University cancels classes due to weather:

Certain extreme weather conditions may dictate the cancellation of classes (both credit and non-credit) on a university-wide basis and the curtailment of non-essential services. In this situation, the decision will be made by the President or his/her delegate. The decision will be communicated within the university community by telephone/facsimile by the Vice Presidents, Deans, Heads and Directors. The decision will be communicated to local radio and television stations by Community Relations.

In the event of deteriorating conditions overnight, every effort will be made to communicate the decision to the radio and television stations by 6:00 a.m.

In the event of deteriorating conditions during a person's normal workday, the administrative head of unit has the authority to permit members of faculty and staff who are not designated as essential for snow services to leave early without loss of pay, upon receiving the communication originating in the President's Office.

Department of Pathology & Lab. Med. Policy

Designated essential service: Animal Unit staff

In the event that you can't make it in because of poor weather:

Notify your supervisor or overseer and let them know you can't make it in or that you are going to be late getting in.

If you have an urgent need for someone to check on your experiment, condition in your lab etc. and you can't make it in please feel free to contact Charles Ramey 822-7101 or Helen Dyck 822-7114. We will be checking our voicemail on a regular basis and will try to make the appropriate arrangements.

Power Outages

As we are situated in a hospital building there is auxiliary power available to provide lights and some outlet power (red-plugs).

In the event of loss of power:

- Determine if back-up power is available (Red plugs working, back-up lights working).
- Turn off non-essential equipment.
- Any essential equipment may be plugged into the red plugs (see below for examples).

Please be aware that any use of auxiliary power (red plugs etc.) drains the overall amount of power available for the whole hospital.

Priority is given to critical patient care equipment and power will be diverted if needed to only those areas.

Do not drain power unnecessarily by using the red plugs for microwaves, teakettles etc. or minor non essential equipment (Do not try to carry on life as usual)

Essential Equipment:

Some examples of what would be considered essential equipment:

Hoods

Freezers (-80°)

Tissue culture incubators with important cultures.

For the most part these are already running on red-plugs.

Be aware:

If there is long term loss of power (more than 20 minutes) there may be a code orange announcement.

If there is a total power outage (no lights at all & no red-plugs), you should leave the area.

Appendix A: UBC SPILL REPORTING PROTOCOL

SCOPE

Spill reporting procedures are applicable to all UBC activities and operations. These procedures are specific to the Point Grey campus and may require modification for use at other University locations.

PURPOSE

To ensure that all spills of hazardous materials are reported to the appropriate authority as required by law.

BACKGROUND

Many different statutes impose specific legal obligations to report spills to provincial and federal agencies. The primary responsibility of any person who has possession, charge, or control of a hazardous material is to do everything in his or her power to prevent a spill of that material. This includes establishing programs to prevent the escape of the material, such as identifying areas where there are potential risks of spills, adopting procedures and technologies to minimize or eliminate such risks, and ensuring anyone handling the materials is trained in the relevant procedures and technologies. When a spill does occur, the responsible person must act quickly to stop, contain, and minimize the effects of the spill. Courts impose stricter penalties for convictions arising from a spill if there was a delay in responding to or reporting of the spill. A spill is defined as an **external release** to air, water or land. A dangerous good released from its packaging in transit or on arrival is also considered a reportable spill under *Transportation of Dangerous Goods Act 1992*. In the event of a spill, more than one piece of legislation may apply and more than one agency may require a spill report to be completed. These reports are time sensitive.

PROCEDURE

1. When the potential for a spill exists programs are to be established to prevent the escape of hazardous materials. This should include identifying areas where there are potential risks of spills, adopting procedures and technologies to minimize or eliminate such risks, and ensuring all personnel involved are trained in the procedures and technologies.
2. In the event of a spill or release of material, persons in the immediate area should act to ensure their personal safety. The responsible person, must act quickly to stop, contain, minimize the effects of and clean up the affected area, where possible and safe - this may include initiating an Emergency Response.
3. Identify the material and the quantity spilled.
4. The responsible person must determine, using Table 1 below, if the spill is reportable and which agencies require notification.
5. The responsible person must notify all applicable agencies immediately and complete the UBC Spill Reporting Form (Section 2).
6. The responsible person is to keep the original Spill Reporting Form and fax a copy to the Department of Health, Safety & Environment (fax# 604-822-6650) as soon as reasonably possible. The Department of Health, Safety & Environment must also be notified by phone, (604) 822-2029, of the spill as soon as possible. A second copy of the form must be forwarded to the applicable Administrative Head of Unit.

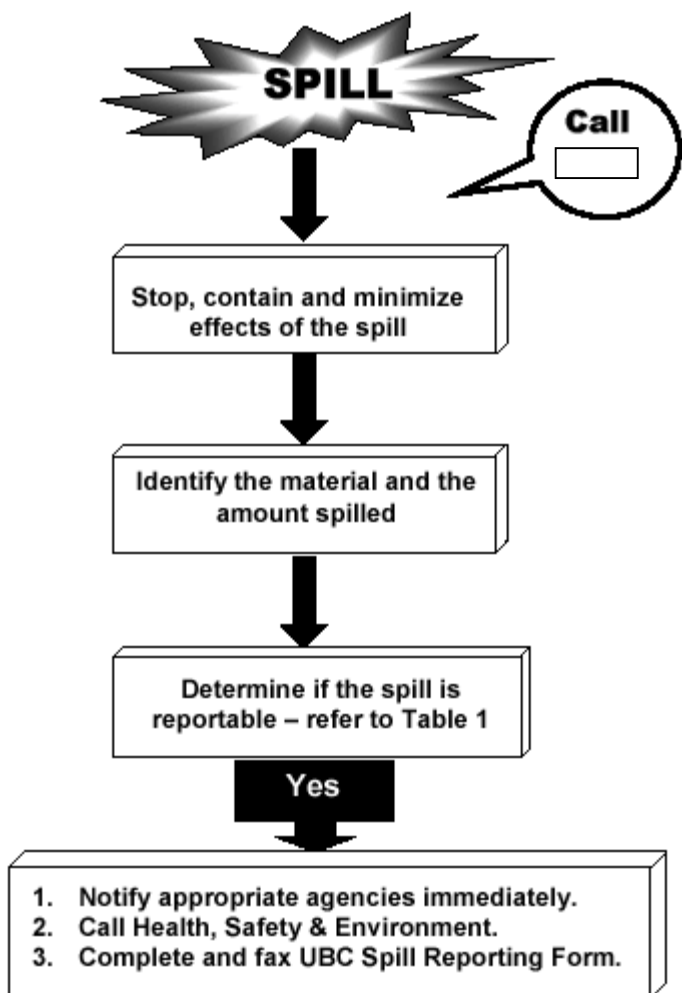


TABLE 1 – Determination of Materials and Agencies Requiring Notification All Classes refer to the Transportation of Dangerous Goods classification, see Section 3

Use the following table to determine if a spill is reportable and which agency(ies) should be notified. 1) Find the substance under "Substance Spilled", 2) Compare the actual amount spilled to the "Specified Amount", if the actual is equal to or greater than the specified amount report the spill to the "Contact Agencies" listed in the final column.

CRITERIA/SUBSTANCE SPILLED	SPECIFIED AMOUNT	Required Contact Agencies
Waste containing a pest control product	Any	Pesticide Management Program & PEP
Waste oil	100 L	PEP
Explosives of Class 1	Any	PEP & Transport Canada
Flammable gases of Division 1 of Class 2	10 kg where spill results from equipment failure, error, deliberate action, or inaction	PEP
Non-flammable gases of Division 2 of Class 2	10 kg where spill results from equipment failure, error, deliberate action or inaction	PEP
Poisonous gases of division 3 of Class 2	Any	PEP & Transport Canada
Corrosive gases of Division 4 of Class 2	Any	PEP & Transport Canada
Flammable liquids of Class 3	100 L	PEP
Flammable solids of Class 4	25 kg	PEP & Transport Canada
Products or substances that are oxidizing substances of Division 1 of Class 5	50 kg or 50 L	PEP & Transport Canada
Products or substances that are organic compounds that contain the bivalent "-0-0-" structure of Division 2 of Class 5	1 kg or 1 L	PEP & Transport Canada
Products or substances that are poisons of Division 1 of Class 6	5 kg or 5 L	PEP & Transport Canada
Organisms that are infectious or that are reasonably believed to be infectious, and the toxins of these organisms (risk grp II and above)	Any	PEP & Transport Canada
Radioactive materials of Class 7	All discharges of a radiation level exceeding 10Msv/h at the package surface and 200uSv/h at 1 m from the package surface	PEP & Transport Canada
Corrosive materials of Class 8	5 kg or 5 L	PEP & Transport Canada
Waste Asbestos	50 kg	PEP
Miscellaneous products or substances of Division 1 of Class 9	50 kg or 50 L	PEP & Transport Canada
Miscellaneous products or substances of Division 2 of Class 9	1 kg or 1 L	PEP & Transport Canada
Miscellaneous products or substances of Division 3 of Class 9	5 kg or 5 L	PEP & Transport Canada
A substance not covered by these items that can cause pollution	200 kg or 200 L	PEP
Natural Gas	10 kg, if there is a breakage in a pipeline or fitting operated at >100psi that results in a sudden release	PEP
One of the 45 materials on the List of Toxic substances (refer to Section 4)	Any	Environment Canada
A major release of a toxic or hazardous material	1 The incident resulted in an injury that required immediate medical attention beyond the level of service provided by a first aid attendant or injuries to several workers which require first aid. 2 The incident resulted in a situation of continuing danger to workers, as when the release of a chemical cannot be readily or quickly cleaned up.	Workers Compensation Board
A substance that is or may be a health hazard	Any	Medical Health Officer
Deleterious substance released into water frequented by fish	Any	PEP

PEP = Provincial Emergency Program

CONTACT NUMBERS

Emergency Response 0000	Health, Safety & Environment (604) 822-2029; (fax# 822-6650)
PEP/Provincial Emergency Program (250) 387-5956 or 1-800-663-3456	Transport Canada Contact the local Police
Pesticide Management Program (604) 582-5200	Medical Health Officer (604) 736-2033
Environment Canada (604) 666-6100	Workers Compensation Board 1-800-661-2112 after hours (604)-273-7711

Section 2 UBC SPILL REPORTING FORM

Fax to Health, Safety & Environment, (604) 822-6650
 Or call (604) 822-2029
 Copy to be forwarded to Administrative Head of

Name	_____
Dept.	_____
Phone number	_____
Address	_____ _____
Material spilled	_____ _____
Quantity	_____
Location	_____ _____
Date & time of spill	_____

REPORTABLE SPILLS ONLY

EMERGENCY RESPONSE INITIATED

YES NO

Description of spill, including cause and actions taken_____

Agencies attending scene (e.g. Fire Dept. etc)

Agencies notified of spill (e.g. PEP)
Time _____
Time _____
Time _____

UBC Policies: see also <http://www.universitycounsel.ubc.ca/policies/health.html>

Safety policy #7

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.

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 Workers' 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.

Procedure Summary

Approved: March 1994

Reviewed: November 1995

Pursuant to Policy #1, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

The University

It is the responsibility of the University acting through administrative heads of unit 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.

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.

Individual Students and Members of Staff and Faculty

It is the responsibility of individual students and members of 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 care for adequately personal protective equipment provided by the University;
- participate, if elected or appointed, on departmental or building safety committees.

Detailed Procedures

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

Department/Area/Building Safety Committees 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 available through the Department of Health, Safety and Environment.)

The Department of Health, Safety and Environment and the Department of Parking and Security Services 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.

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.

Summary of safety policy #6

Purpose

- to provide a formal statement of commitment in response to global and local concerns regarding environmental protection;
- to provide a framework for establishing procedures that will ensure consistent response to environmental issues, and demonstrate responsibility and due diligence on the part of the University;
- to develop auditing and monitoring procedures which are effective for a university setting;
- to ensure compliance with all applicable environmental regulations at all sites of University activity;
- to provide for the development of programs to prevent pollution;
- to provide communication and education about environmental issues;
- to provide a platform for sustainable development efforts at UBC.

Policy

UBC will act responsibly and demonstrate accountable management of the property and affairs of UBC in protecting the environment. All individuals in the University community share the responsibility for protecting the environment. Administrative heads of unit are responsible for ensuring compliance with legislation and UBC procedures both on and off campus.

Procedure Summary

Approved: January 1994

Reviewed: May 2000

Pursuant to Policy #1, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

The University will continue to develop and maintain an environmental management system consistent with the purpose of this policy and with the goal of continual improvement. Procedures and reporting structures for matters of compliance with environmental legislation are necessary to demonstrate due diligence of UBC, its Board of Governors, senior officers, students, and members of faculty and staff, by addressing responsibly activities which have potential for exposure to lawsuits and prosecution.

"Where a corporation commits an offense under this Act, any officer, director or agent of the corporation who directed, authorized, assented to or acquiesced in or participated in the commission of the offense is a party to and guilty of the offense, and is liable to punishment provided for the offense, whether or not the corporation has been prosecuted or convicted." ...
Section 122 of the Canadian Environmental Protection Act

Procedures, guidelines and programs addressing specific environmental issues will be developed and updated as required, as part of the University environmental management system, to accomplish the objective of compliance with environmental legislation, with the full participation of the University community. These will include evaluation guidelines and

monitoring procedures, effective measures of progress, reporting mechanisms, educational programs, and contingency plans for accidents that affect the environment.

The Manager, Environmental Programs, reporting through the Director, Health , Safety and Environment and the Vice President Administration and Finance, will be responsible for focusing efforts on the most serious problems, promoting development of the environmental management system and coordinating activities through administrative heads of unit. These efforts include environmental audits, central monitoring, recording and reporting progress (and instances of non-compliance) on environmental protection issues, providing training to the campus community and serving as the central information source about current and anticipated legislation applicable to UBC as well as providing linkages for sustainable development efforts.

Detailed Procedures

The Manager Environmental Programs, in conjunction with the Environmental Programs Advisory Committee, will develop and maintain a process for identifying the University's significant environmental impacts and for developing objectives and targets to manage and reduce these impacts where feasible.

Environmental audits will be performed of all areas and activities under the control of the University. Audits will include evaluation of waste, emissions, hazardous materials, emergency response procedures and the adequacy of training of students, faculty and staff. Such audits will measure the extent of compliance with federal, provincial and local legislation and identify potential environmental risks.

An action plan will be developed by the administrative head of unit for bringing all identified deficiencies into compliance with legislation, in consultation with the Manager, Environmental Programs, and will be forwarded to the Vice President responsible for the unit for approval of actions, timing, and funding.

Monitoring systems and procedures for handling and reporting accidents/incidents will be established for all activities and areas of concern. Administrative heads of unit are responsible for ensuring that the monitoring is carried out in accordance with established systems and for reporting on the monitoring to both the unit's vice president and the Manager, Environmental Programs. Deficiencies detected through monitoring or other means will be corrected as soon as possible.

Environmental Programs will develop programs designed to prevent pollution and will encourage and support such activities within the University community.

When the impact or experimental design of activities to be conducted at off campus locations has unknown or potentially harmful environmental consequences, the member of faculty or staff responsible will apply in advance for a certificate of environmental protection from the Environmental Programs Advisory Committee to review and authorize such activities. Research protocols, consistent with practices approved by the Advisory Committee for individual experiments, may be authorized by the Advisory Committee for experiments which are to be

repeated. These steps are necessary because of the university's potential liability for problems arising from off-campus activities.

Administrative heads of unit are responsible for ensuring communication about the goal of compliance with environmental legislation and appropriate training of all persons working or studying within their units in relevant environmental issues and procedures for recognizing, dealing with and reporting accidents that affect the environment.

Supervisors and principal investigators are responsible for ensuring University procedures are followed and for instructing personnel under their supervision regarding applicable policies, programs and procedures. Individuals working in environmentally sensitive areas or with potentially hazardous materials must be given appropriate supervision, instruction and training prior to undertaking work.

Reports of all audits, plans for correcting deficiencies, reports on satisfying monitoring requirements, accident-handling procedures and any minor accidents/incidents will be brought, through the senior officers of the University, to the Board of Governors at its regular meetings. Any accidents/incidents of significant environmental impact will be brought to the attention of the Chair of the Board of Governors by the President or his/her designate immediately. When potentially harmful conditions arise or are discovered, the administrative head of unit is responsible for notifying individuals who might be affected and keeping them aware of efforts to correct the situation.

The Manager, Environmental Programs ensures that consultations with the campus and surrounding communities about the state of compliance and progress toward it take place. The Manager, Environmental Programs will publish annually a report which includes information on the audits conducted, the compliance issues dealt with and outstanding, training and communication activities, and responses to accidents affecting the environment
See also [Policy #5: Sustainable Development](#).

Definitions

Administrative head of unit means 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, the Coordinator of Health Sciences, a Dean, an Associate Vice President, the Registrar, the University Librarian, a Vice President or the President.

Due diligence means the care a reasonable person would take, having regard to all the circumstances and information about which that person knew or ought to have known.

Environment means the biophysical conditions under which people or things live or are developed.

Environmental audit means a systematic, objective method of identifying and verifying that laws, regulations, procedures and University guidelines for environmental, health, occupational hygiene, safety and emergency preparedness standards are being followed. The examination involves analysis, testing and confirmation of procedures and practices.

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

University community means all persons associated with The University of British Columbia, including students, members of faculty and staff, visitors, contractors, suppliers, tenants, and users of facilities.

UBC map

