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| Procedure Number: | <b>8005p</b>                          |
| Procedure Title:  | <b>Occupational Health and Safety</b> |
| Approved by:      | <b>President</b>                      |
| Approval date:    | <b>August 24, 2020</b>                |
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## 1. Purpose

1.1. These procedures are designed to support the Occupational Health and Safety Policy.

## 2. General Duties of the University

2.1. Under the WCA and the Regulation, it is the University's duty, as the employer, to ensure the health and safety of all Workers employed or engaged by the University, as well as any other Workers present at a Workplace where the University's work is being performed.

2.2. The University's general duties include, but are not limited to, the following:

- Complying with its legal obligations under the WCA, the Regulation, the policies and directives of WorkSafeBC, and any applicable orders;
- Remedying any Workplace conditions that may create a Hazard to the health and safety of Workers;
- Ensuring that Supervisors and Workers are
  - made aware of all known or reasonably foreseeable health or safety Hazards to which Workers are likely to be exposed by their work,
  - complying with the WCA, the Regulation, the policies and directives of WorkSafeBC, and any applicable orders, and
  - made aware of their rights and duties under the WCA and the Regulation;
- Establishing occupational health and safety policies and programs in accordance with the WCA, the Regulation and the policies and directives of WorkSafeBC;
- Providing to Supervisors and Workers the information, instruction, training and supervision necessary to ensure the health and safety of Workers;
- Making a copy of the WCA and the Regulation available for review by Supervisors and Workers, and at each Workplace where Workers are regularly employed, posting a notice advising where those copies are available for review; and
- Consulting and cooperating with the Joint Health and Safety Committee.

### 3. General Duties of Workers

3.1. Every Worker has a duty to take reasonable care to protect their health and safety, and the safety of other persons at the Workplace who may be affected by the Worker's acts or omissions.

3.2. A Worker's general duties include, but are not limited to, the following:

- Complying with the Worker's legal obligations under the WCA, the Regulation, the policies and directives of WorkSafeBC, and any applicable orders;
- Carrying out the Worker's work in accordance with established safe work procedures as required by the WCA, the Regulation, the policies and directives of WorkSafeBC, and any applicable orders;;
- Not engaging in horseplay or similar conduct in the Workplace that may endanger the Worker or any other person;
- Ensuring that the Worker's ability to work without risk to their health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs or other causes;
- Reporting to a Supervisor or another appropriate representative of the University
  - any contravention of the WCA, the Regulation, the policies and directives of WorkSafeBC, or any applicable orders, of which the Worker is aware, and
  - the absence of or defect in any protective equipment, device or clothing, or the existence of any other Hazard, that the Worker considers is likely to endanger the Worker or any other person; and
- Cooperating with the Joint Health and Safety Committee.

### 4. General Duties of Supervisors

4.1. Every Supervisor has a duty to ensure the health and safety of all Workers under the direct supervision of the Supervisor.

4.2. A Supervisor's general duties include, but are not limited to, the following:

- Being knowledgeable about the WCA, the Regulation, the policies and directives of WorkSafeBC, and any applicable orders, as applicable to the work being supervised;
- Complying with the Supervisor's legal obligations under the WCA, the Regulation, the policies and directives of WorkSafeBC, and any applicable orders;
- Ensuring that all Workers supervised by the Supervisor
  - are made aware of all known or reasonably foreseeable health or safety Hazards in the area where they work, and
  - comply with the WCA, the Regulation, the policies and directives of WorkSafeBC, and any applicable orders; and
- Consulting and cooperating with the Joint Health and Safety Committee.

## 5. Joint Health and Safety Committee

5.1. The University will establish a Joint Health and Safety Committee in accordance with the requirements of the WCA and the Regulation.

5.2. The Joint Health and Safety Committee will have the duties and functions prescribed by the WCA, the Regulation, the policies and directives of WorkSafeBC, and any applicable orders.

5.3. The duties and functions of the Joint Health and Safety Committee include, but are not limited to, the following:

- Identifying situations that may be unhealthy or unsafe for Workers and advising on effective systems for responding to those situations;
- Considering and expeditiously dealing with complaints relating to the health and safety of Workers;
- Consulting with Workers and representatives of the University on issues related to occupational health and safety and the occupational environment;
- Making recommendations to the University and to Workers for the improvement of the occupational health and safety and the occupational environment of Workers;
- Making recommendations to the University regarding educational programs promoting the health and safety of Workers and/or on compliance with the WCA, the Regulation, the policies and directives of WorkSafeBC or any applicable orders, and on the monitoring of their effectiveness;
- Advising the University regarding programs and policies required under the WCA, the Regulation, the policies and directives of WorkSafeBC and any applicable orders, and monitoring their effectiveness;
- Advising the University on proposed changes to the Workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of Workers;
- Ensuring that accident investigations and regular inspections are carried out as required by the WCA and the Regulation;
- Participating in inspections, investigations and inquiries as provided in the WCA and the Regulation; and
- Carrying out any other duties and functions as prescribed by the WCA, the Regulation, the policies and directives of WorkSafeBC or any applicable orders.

## 6. Young or New Workers

6.1. The University recognizes its legal duty to provide health and safety orientation and training to Young Workers (below the age of 25) and to New Workers. The University will do so in compliance with the WCA and the Regulation.

## 7. Refusal to Perform Unsafe Work

7.1. Every Worker has the right and duty to refuse to perform unsafe work if the Worker has reasonable grounds to believe that the work activities and/or work conditions would create an undue Hazard to the health and safety of the Worker or any other person.

7.2. A Worker who exercises a right to refuse to perform unsafe work must immediately report the refusal and the reasons for the refusal to the Worker's Supervisor or another appropriate representative of the University. If such a report is made, an investigation will be conducted by the Worker's Supervisor or another appropriate representative of the University, to determine whether the work is unsafe. The Supervisor or another appropriate University representative must then either

- ensure that any unsafe condition is remedied without delay, or
- inform the Worker that in their opinion, the work is not unsafe.

7.3. If the Worker continues to refuse to perform the work on the basis that the Worker has reasonable grounds to believe the work is unsafe, the Supervisor or another appropriate University representative will conduct an investigation with the involvement of the Worker and a member of the Health and Safety Committee. If the outcome of this investigation is that the Worker continues to refuse to perform the work, the Worker and the University will jointly report the matter to WorkSafeBC.

7.4. If a matter is reported to WorkSafeBC, and if WorkSafeBC determines that the work is not unsafe, the Worker must immediately return to work and perform the work. However, if WorkSafeBC determines that the work is unsafe, the University will comply with its legal obligation to take appropriate remedial action.

7.5. The University may reassign a Worker to reasonable alternative work if the Worker refuses to perform unsafe work. Where a Worker is so reassigned, the University will do so in compliance with the WCA and any other applicable laws.

## 8. Improper Activity or Behaviour in the Workplace

8.1. Workers may not engage in any Improper Activity or Behaviour in the Workplace that might create or constitute a Hazard to themselves or any other person.

8.2. Improper Activity or Behaviour includes

- the attempted or actual exercise by a Worker towards another Worker of any physical force so as to cause injury, and includes any threatening statement or behaviour which gives the Worker reasonable cause to believe they are at risk of injury, and
- Horseplay, practical jokes, unnecessary running or jumping or similar conduct.

8.3. If a Worker or any other person becomes aware of Improper Activity or Behaviour in the Workplace, he or she must immediately report the matter to their line manager who will then escalate it to JOHS and/or HR for investigation. The University will take appropriate remedial steps to address the Improper Activity or Behaviour, including, where appropriate, disciplinary action.

## **9. Accident Reporting and Investigation**

9.1. The University acknowledges its legal duty to report certain Workplace accidents to WorkSafeBC. The University will do so in compliance with the WCA and the Regulation.

## **10. Breach of this Policy**

10.1. Any employee of the University who fails to comply with this Policy may be subject to disciplinary action, up to and including termination of employment.

## **11. Amendments to this Policy**

11.1. The University reserves the right to amend or update this Policy from time to time at its sole discretion.