



Title	Health and Safety Policy
Policy Area	Facilities and Business Services
Policy Number	E.3.7
See also (related policies)	Code of Ethical Practices Policy Discrimination, Bullying and Harassment Policy Sexual Violence and Misconduct Policy Social Media Policy Student Non-Academic Conduct Policy Violence and Threatening Behaviour Policy

Effective Date of Policy:	March 26, 2021
Approval Date:	March 26, 2021
Applies to:	Employees, Third Party Contractors, Prime Contractors, Visitors
Approving Body:	President
Supersedes or New:	New
Authority:	<i>College and Institute Act Workers Compensation Act Occupational Health and Safety Regulation</i>

The following are responsible for the administration of this policy

Primary Office:	Contact:
Vice President, Employee and Corporate Services	Director, Facilities and Business Services

1. Policy Statement

- 1.1 Okanagan College (the “College”) is committed to providing a safe and healthy workplace and learning environment for all members of the College Community. Through policy and practice,

the College ensures that its Health and Safety Management System (“HSMS”) complies with all applicable legislation relating to health and safety and the prevention of injuries, accidents and occupational diseases.

2. Health and Safety Objectives

- 2.1 The College’s health and safety objectives are focused on:
- a) Taking all reasonable care to prevent work related accidents and disease;
 - b) Promoting the awareness of occupational health and safety issues and safe work practices and procedures;
 - c) Ensuring all College Locations maintain effective health and safety systems;
 - d) Complying with all legislated requirements relating to the health and safety of the College Community; and
 - e) Encouraging and considering Worker recommendations for improving health and safety practices.

3. Scope and Application

- 3.1 This policy applies to all members of the College Community as described below.
- 3.2 In the event the application of this policy conflicts with the terms of an applicable collective agreement, the terms of the collective agreement will prevail to the extent of the conflict.

4. Definitions

- 4.1 Capitalized terms in this policy shall have the meanings set out below:
- a) **“College Community”** includes employees, contractors and visitors to the College.
 - b) **“College Location”** means College campuses or leased space, and any other location where a Worker works or conducts business on behalf of the College.
 - c) **“College Property”** includes but is not limited to all real or personal property, campuses, facilities, land, buildings, parking lots, equipment, and vehicles, whether owned, leased or used by the College and wherever located.
 - d) **“Employee”** means any person employed (or who has an appointment) by the College.
 - e) **“Leadership Team Employees”** means the group of senior management employees that generally includes the President, Vice Presidents, Associate Vice Presidents, Deans, Associate Deans, Regional Deans, Directors and Registrar.
 - f) **“Occupational Health and Safety Services Department”** is the department at the College responsible to coordinate all health, safety and emergency policies, procedures, investigations, and action plans.
 - g) **“Prime Contractor”** means a prime contractor in relation to a multiple-employer workplace to ensure that the activities of all other employers and their workers on the worksite are coordinated as related to health and safety, and in compliance with the *Workers Compensation Act* and the *Occupational Health and Safety Regulations*. A Prime

Contractor is required for a workplace where more than one employer is working at the same time.

- h) **“Joint Occupational Health and Safety Committee”** is a committee on each campus that is composed of members who are health and safety champions and provide a nonpartisan approach to identified issues and opportunities. The members help ensure the health and safety of the College’s Workers through identification of occupational health and safety issues, dissemination of health and safety information, and by fostering awareness and understanding of incident prevention.
- i) **“Third Party Contractors”** means Independent Operators and Labour Contractors (as defined by WorkSafeBC and who have registered with WorkSafeBC as employers or obtained Personal Option Protection) and businesses and/or individuals who are engaged by the College to conduct services at a College Location or provide products to the College.
- j) **“Undue Hazard”** (as defined by WorkSafeBC) means that, despite the absence of a specific requirement, all work must be carried out without undue risk of injury or occupational disease to any person. An undue hazard would be one that is extreme, unique or excessively unwarranted.
- k) **“Visitors”** are persons on a College Location who are members of the public and are not Workers of the College.
- l) **“Worker(s)”** means an Employee of the College, or a person defined as a worker under the *Workers Compensation Act*.
- m) **“WorkSafeBC”** is the statutory agency for provincial workplace health and safety and is the exclusive workers' compensation insurer in British Columbia. This agency administers the *Workers Compensation Act* and the *Occupational Health and Safety Regulation*.
- n) **“Workers Compensation Act”** and the **“Occupational Health and Safety Regulation”** are the legislative framework that governs workplace safety and compensation.

5. Leadership Team Employees Responsibilities

5.1 The College’s Leadership Team Employees are committed to and responsible for ensuring the health and safety of Workers by:

- a) Creating a culture of safety for all Workers to prevent unsafe conditions and occupational hazards;
- b) Developing policies, procedures, and monitory systems to ensure compliance with all applicable legislation relating to occupational health and safety;
- c) Providing the information, instruction, training, and supervision necessary to ensure the health and safety of Workers in carrying out their duties;
- d) Formulating and supporting health and safety programs appropriate to the College’s operations through identifying risks, and participating in threat assessment and emergency management programs;
- e) Assisting the Occupational Health and Safety Services Department, the Joint Occupational Health and Safety Committees and any external health and safety personnel in the investigations of incidents;

- f) Training and supporting managers and supervisors in addressing health and safety matters, including those arising from safety non-compliance conduct by Workers; and
- g) Ensuring the implementation and ongoing management of the College's HSMS.

6. Worker Responsibilities

6.1 The College's Workers are responsible for:

- a) Taking reasonable care for their own health, safety and wellbeing while working;
- b) Taking reasonable care to ensure their acts or omissions do not adversely impact and affect the health, safety and wellbeing of any other person;
- c) Learning and following safe work procedures;
- d) Using personal protective equipment where required;
- e) Applying and complying with the College's safety policies and procedures, *Workers Compensation Act*, *Occupational Health and Safety Regulations*, any applicable policies or guidelines of WorkSafeBC, and other regulations that may apply;
- f) Correcting hazards or reporting hazards to managers, supervisors or instructors;
- g) Immediately reporting any work-related injury, accident, death, near-miss incident, hazardous work practice, or unsafe condition to the Occupational Health and Safety Services Department;
- h) Seeking guidance from managers, supervisors, Occupational Health and Safety Services Department members and/or Joint Occupational Health and Safety Committee members regarding safety-related knowledge and skills required in the learning facilities (classrooms, labs, shops, etc.) and for safe performance of Workers' duties;
- i) Attending safety training programs and meetings as assigned; and
- j) Recognizing that the right to refuse unsafe work under the *Workers Compensation Act* is a right of Workers, and is an integral element in ensuring work is carried out safely. This right allows Workers who reasonably believe carrying out any work would create an Undue Hazard to the health and safety of any person, without fear of reprisal, to immediately report the circumstances of the unsafe condition to their manager/supervisor for investigation and, where necessary, correction of the hazard.

7. Manager and Supervisor Responsibilities

7.1 Managers and supervisors are committed to and responsible for:

- a) Ensuring Workers are familiar with applicable health and safety legislation and regulations, and receive proper instruction in safe work and learning practices and accident prevention;
- b) Orientating Workers to the safety, first aid, and emergency management requirements and resources related to their job, training or workplace;
- c) Assessing Workers' safety-related knowledge and skills required and arranging training as appropriate;

- d) Inspecting the workplace or training site under their supervision at appropriate intervals to ensure safe work conditions, methods, practices and procedures, and the safe use of equipment and tools;
- e) Arranging training sessions and conducting meetings as required and on an ongoing basis, in order to communicate safety information, concerns, work habits, policies and procedures, and to promote safety consciousness on the job and in training;
- f) Taking immediate action to correct any unsafe working condition, method, practice, procedure, or the inappropriate or unsafe usage of any tool or equipment;
- g) Reporting any safety or health hazards; and
- h) Participating in investigations of work-related injuries, near-miss incidents, and accidents as needed.

8. Joint Occupational Health and Safety Committee Responsibilities

- 8.1 Joint Occupational Health and Safety Committees are located on each of the College's four main campuses and have a general mandate to champion health and safety for the College Community. The committees help identify occupational health and safety issues, disseminate health and safety information, assist with investigations as requested, and foster awareness and understanding of incident prevention.
- 8.2 The composition of the Joint Occupational Health and Safety Committees is directed by the *Workers Compensation Act* and consists of both College and Worker representatives. The Joint Occupational Health and Safety Committees are governed by [Terms of Reference](#), which provide a comprehensive guideline to the committees' composition, duties and responsibilities, dispute resolution, documentation, evaluation, education requirements, internal responsibility systems, and recommendations to the College.

9. Occupational Health and Safety Services Department Responsibilities

- 9.1 The Occupational Health and Safety Services Department is responsible to organize, develop and continually review core safety programs, policies and procedures to meet the College's health and safety objectives. The Department's responsibilities include:
 - a) Ensuring that all injuries, accidents, deaths, near-miss incidents, hazardous work practices or conditions are investigated and reported as required by legislation;
 - b) Consulting with and providing information to senior managers of programs and departments on safety needs assessments, program evaluations, training opportunities and resources and safety plan development;
 - c) Advising on the application and interpretation of statutory requirements, the College's safety policies and procedures, and requirements of regulatory agencies;
 - d) Liaising with the occupational health and safety professionals at other institutions, companies, government agencies and regulatory bodies;
 - e) Participating in the discussion of plans for new construction and renovations of College facilities from the point of view of safety considerations;

- f) Taking all reasonable actions with available resources to ensure the safety of all members of the College Community, including ordering the cessation of any activity that the Manager, Occupational Health and Safety or the Director, Facilities and Business Services judges to be unsafe; and
- g) Consulting with and assisting the Joint Occupational Health and Safety Committees.

10. Prime Contractor Responsibilities

- 10.1 On many projects the College acts as the Prime Contractor when work is being carried out by Third Party Contractors. However, on larger projects (new construction, major renovation work, etc.) a Third Party Contractor will be hired by the College to act as the Prime Contractor for the project. Generally, the Prime Contractor is responsible to ensure the activities of all parties relating to occupational health and safety are coordinated at the workplace. Prime Contractor responsibilities are further detailed in the *Workers Compensation Act*.

11. Third Party Contractor Responsibilities

- 11.1 Third Party Contractors are responsible for:
 - a) Working and coordinating with the Prime Contractor;
 - b) Complying with the College's safety policies and procedures, *Workers Compensation Act*, *Occupational Health and Safety Regulation*, and any applicable policies or guidelines of WorkSafeBC;
 - c) Participating in and complying with the requirements as outlined in the College's Contractor Safety Program; and
 - d) Ensuring the health and safety of their employees, Workers, employees of the College and members of the public.

12. Visitor Responsibilities

- 12.1 Visitors are responsible for complying with the College's safety policies and procedures and other departmental regulations, *Workers Compensation Act*, *Occupational Health and Safety Regulation*, any applicable policies or guidelines of WorkSafeBC, and other regulations that may apply.

13. Records and Policy Review

- 13.1 All records required to be maintained pursuant to the *Workers Compensation Act* and *Occupational Health and Safety Regulation*, including non-compliant actions or circumstances noted, will be retained by the Occupational Health and Safety Services Department for the time period required under the *Workers Compensation Act* and *Occupational Health and Safety Regulation*.
- 13.2 This policy will be reviewed as part of the HSMS annual review and additionally, as required.