
Employee Reorientation

On behalf of the Occupational
Health and Safety Team welcome
back to Okanagan College!



Health and Safety at Okanagan College: Introduction

- At Okanagan College we value health and safety and take responsibility for the health and safety of ourselves and others
- Health and Safety is a shared responsibility of all employees
- A safe workplace is achieved through the collaborative efforts of our faculty, support, administration, joint occupational health and safety committees, and leadership groups

Health and Safety at Okanagan College: Policy Framework

- Okanagan College's Health and Safety Program provides the framework for OHS management system elements including Health and Safety policies; employee qualifications, orientation, and training; hazard identification and control; worksite inspections; incident investigations and corrective actions; and emergency preparedness and response.
- Okanagan College provides the OC Safe App to help deliver many of the critical elements of our Health and Safety Program.
- [Download for iOS Devices](#)
- [Download for Android Devices](#)

Health and Safety at Okanagan College: Rights and Responsibilities

- At Okanagan College, we all have rights and responsibilities to health and safety in our workplace.
- All employees have the right to know of hazards in our workplace; the right to refuse unsafe work; and the right to participate in health and safety programs, orientations, and training.
- Different roles have different responsibilities

Employers Responsibilities

- Establish OH&S policies and programs
- Ensure the health and safety of their workers and others on the worksite
- Ensure workers are made aware of hazards, and of their rights and responsibilities
- Provide and maintain PPE and equipment and ensure they are used when required
- Remedy unsafe acts and conditions

Supervisors Responsibilities

- Ensure the health & safety of their workers
- Be knowledgeable about and comply with the Workers Compensation Act and OHS Regulations
- Know the hazards in their area
- Ensure their workers are made aware of all known or reasonably foreseeable hazards
- Ensure workers comply with Workers Compensation Act, OHS Regulations, and orders

Workers Responsibilities

- Take care to protect their own health and safety and that of others
- Comply with Workers Compensation Act, OHS Regulations, and orders
- Follow established safe work procedures
- Ensure their ability to work safely is not impaired by drugs, alcohol, or other causes
- Report any unsafe acts or conditions

Joint Occupational Health & Safety (JOHS) Committee

- There is a JOHS Committee on each of the four main campuses
- The Committees meet monthly
- The website address for JOHS Committees is:
www.okanagan.bc.ca/ohscommittees
- For committee minutes or inspections contact your local JOHS committee member.
- Please feel free to contact any Committee member if you have any safety concerns

Job Specific Hazards and Safe Work Procedures

- Returning employees will be provided a New Employee Orientation Checklist to complete with their supervisor
- This is important to ensure returning employees are orientated to hazards, safe work procedures, and emergency procedures that are specific to their tasks and location on campus

What To Do In An Emergency

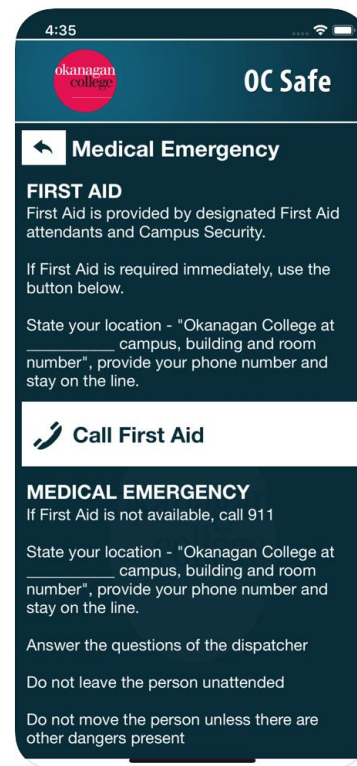
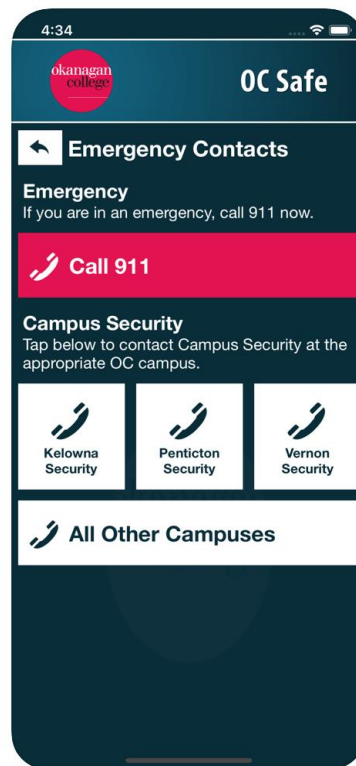
- 911 for external emergency response
- Dial (250) 862-5401 from your cell phone, or
- Call 6699 from any campus phone
- Use the OC Safe App
 - There you have immediate access to Security, First Aid and 911 emergency services
- Look for Safety Wardens and follow their direction

OC Safe App:

All staff are encouraged to download the app and familiarize themselves with its features

[Download for iOS Devices](#)

[Download for Android Devices](#)



Emergency Procedures

EMERGENCY PROCEDURES – OKANAGAN COLLEGE

DIAL 250-862-5401



or **DIAL 6699** from any campus phone



FIRST AID

- Report to your Supervisor or Instructor to Initiate First Aid Response or
- Call 6699 from any Campus phone
- If 911 has already been called, please contact 6699 to assist with emergency response



LETHAL THREAT

- Trust your instincts. If it sounds like a gunshot, call 911
- Alert Security at 6699
- You can decide to GET OUT or HIDE OUT and prepare to defend yourself against the threat



FIRE

- Pull the closest fire alarm and call 911 if safe to do so
- Report your observations (smoke, sparks) to an emergency warden once you are safely outside



HAZARDOUS MATERIALS EXPOSURE

- Call 6699
- Secure the area and warn others
- Evacuate the area



EVACUATION

- Secure hazardous materials and processes before leaving
- Leave the building by the nearest exit and do not use the elevator
- If you cannot evacuate, use a stairwell as a refuge area
- Go to the closest Assembly Area
- Follow instructions of the Emergency Warden
- Wait for the all-clear signal before re-entering the building



BUILDING FLOOD

- Call 6699
- Do not walk through flood water as it could be electrically charged or contaminated
- Evacuate the area



POWER OUTAGE

- Call 6699 to report the outage location
- If safety is a concern, move to an illuminated area or leave the building



EARTHQUAKE

- Drop, cover & hold under a table, desk or against an inside wall until the shaking stops
- Prepare for aftershocks. If there is building damage, evacuate
- Do not pull the fire alarm unless there is a fire

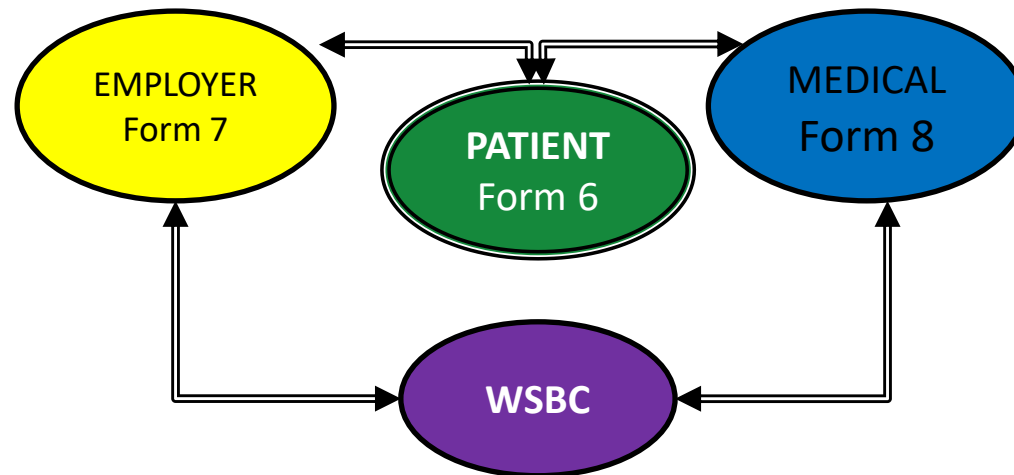
- Emergency Procedure posters are located in every classroom throughout the institution
- It is every employee's responsibility to familiarize yourself with these procedures

Incident Reporting

- If you are involved in an incident, are injured, or experience a “near miss”, you are required to complete a Health and Safety Incident Report
- The Health and Safety Incident Report is located on the *Employee* Tab in myOkanagan in the forms section under Health and Safety
- [Health and Safety Incident Report](#)

If You Are Injured At Work:

- If you are injured at work, it is your responsibility to report the incident and injury. **Tell your supervisor immediately when you've been injured!**
- The WSBC claims process requires Incident Reports to be submitted within 48 hours of the incident



Workplace Hazardous Materials Information System (WHMIS) and Hazardous Materials

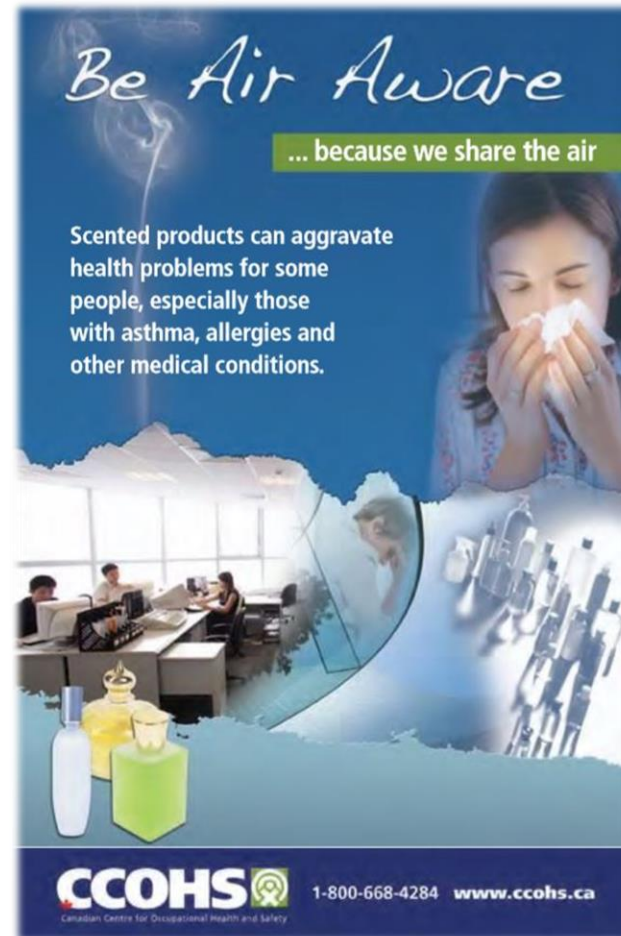
- Okanagan College operates in compliance with WHMIS 2015 standards
- The New Employee Orientation Checklist ensures employees are informed of hazardous materials in the workplace and know where to access Safety Data Sheets
- The New Employee Orientation Checklist also ensures employees are made aware of the Asbestos Exposure Control Plan where it relates to their work

Personal Protective Equipment (PPE)

- Please be aware there are various settings throughout our campuses that have mandatory Personal Protective Equipment (PPE) requirements
- Different settings have different PPE requirements indicated by signage as you enter an area
- Always follow the posted PPE signage

Scent Safety

- Many people have allergies or sensitivities to perfumes and other scented products
- Please refrain from wearing these types of products



Refusal of Unsafe Work

- Workers don't just have the right to refuse unsafe work, they have the responsibility to not perform unsafe work
- Any unsafe work conditions should be immediately reported to a supervisor

Refusal of Unsafe Work

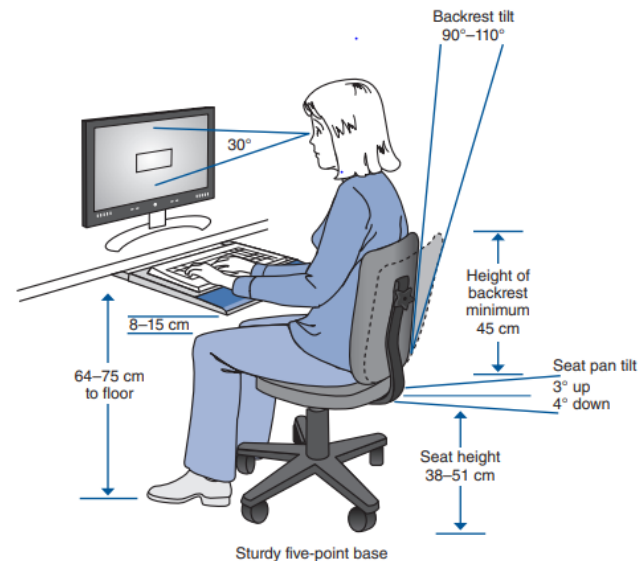
OH&S Regulation Section 3.12

1. Report unsafe condition to supervisor
2. Supervisor investigates
3. If not resolved, supervisor investigates with worker and worker representative
4. Still not resolved, employer and worker call WorkSafe BC
5. Prevention Officer investigates, makes decision

WORK SAFE BC
WORKSAFE BC
WORKSAFE BC

Ergonomics

Suggested workstation dimensions and adjustment ranges



These are the recommended angles and positions of joints for sitting at a computer workstation. A posture that changes within a comfortable range is an optimal posture.

- Ensure your workstation is properly adjusted
- Training and resources are available from the Health and Safety Department
- Health and Safety offers virtual and in-person assessments

Discrimination, Bullying, and Harassment

- Okanagan College is committed to ensuring a working and learning environment that is free of discrimination, bullying, and harassment
- Employees are required to report any discrimination, bullying, or harassment observed in the workplace
- Concerns can be reported to supervisors, human resource advisors, deans, or directors
- For more information see: [E.2.1 Discrimination, Bullying, and Harassment Policy](#)

Pandemic Response: Provincial and Regional Health Orders

- Provincial Mandatory Mask Order in effect
- Regional Restrictions for gatherings and events, restaurants, and gyms
- Proof of vaccination requirement coming in September

- Monitor the Return to Campus/COVID-19 webpage for updates
- <https://www.okanagan.bc.ca/covid>

Contact Information

Health and Safety Department

<https://www.okanagan.bc.ca/health-and-safety>

ohs@okanagan.bc.ca

250-862-5648

Visit our webpages for more information of Health and Safety training and resources