

 CAPILANO UNIVERSITY		POLICY	
Policy No.		Officer Responsible	
OP.420		Vice President, Finance and Administration	
Policy Name			
Safety and Emergency Services			
Approved by	Replaces		Category
SLC	OP.402 Health and Safety Policy E.404 Crisis and Emergency Management		Safety
Date Issued	Date Revised	Date in effect	Related Policies
February 2023	April 2, 2025	April 2, 2025	

1. PURPOSE

- 1.1 Capilano University (the “University”) is committed to providing a safe, secure and healthy workplace and learning environment for Members of the University Community. The University believes that no activity is so important that it must be completed in a manner that places at risk the safety or security of its people, the environment, property, and/or equipment.
- 1.2 The University is further committed to taking appropriate measures to prepare for operational disruptions and to swiftly and effectively mitigate and respond to incidents and emergencies, with the foremost goals of providing for the safety and health of all responders and the University Community while reducing suffering; and protecting public health, infrastructures, property, the environment while reducing economic and social loss.
- 1.3 The University resolves to pursue any reasonable course of action to support achievement of this commitment, including the adherence to applicable legislation and regulations, through assessment, mitigation, planning, response, and education for the University community.

2. DEFINITIONS

“Business/Operational Continuity Planning” planned measures to be taken to ensure the continued delivery of academic and operational activities during an emergency, incident, or disruption of leadership and services necessary for the effective functioning of the University, including consideration for any University-owned or run critical infrastructure, or in any prescribed matter.

“Competent” qualified because of such factors as knowledge, training and experience to do assigned work in a manner that will ensure the health and safety of persons doing or impacted by the work

“Compliance obligations” legal requirements that the University must comply with and other requirements that an organization must, or chooses to comply with to increase safety and security.

“Disruption” any disturbance or problems which interrupt any University event, activity, or process, be it academic or operational.

“Emergency” a present or imminent event or circumstance that is caused by accident, fire, explosion, technical failure or the forces of nature and requires prompt coordination of action to protect the health, safety or welfare of a person, and/or to limit damage to property

“Environment” the components of the earth and includes air, land, and water, all layers of the atmosphere, all organic and inorganic matter and living organisms, and the interacting natural system

“Employee” any person employed by the University

“Executive” the President and Vice Presidents of the University

“Fit for duty” a physical, mental and emotional state which enables individuals to perform their job tasks competently and continuously in a manner which does not compromise the integrity of the University or create a safety hazard to themselves or others

“Hazard” a thing or condition that may expose a person to the risk of injury, illness, and/or disease, and/or lead to environmental harm, and/or cause equipment/property damage or loss.

“Incident” includes a planned or unplanned event, an accident, harmful act, or other disruptive occurrence which results in harm, injury, damage or loss.

“Member of the University community” Employees, Students, board members and volunteers.

“Near miss” an event that, while not causing harm or loss had the potential to cause harm injury, damage or loss

“Student” an individual enrolled in any course (credit or non-credit) at the University

“Supervisory authority” a person who instructs, directs and controls workers in the performance of their duties; this person does not necessarily have the word “supervisor” in their job title

“University Premises or Property” any University owned or rented/leased lands, facilities, or conveyance, including on-line forum.

“University-related Activity” includes an activity or event conducted under the authority of the University at any location, on or off-campus.

3. SCOPE

- 3.1 This policy and its associated procedures, and the regulations, codes and statutes of the regulatory authorities apply to all Members of the University Community.
- 3.2 This policy and its associated procedures also apply to visitors, contractors and subcontractors of the University.

4. REGULATORY REQUIREMENTS

This policy is guided by the requirements of the following Acts and Regulations:

- a) BC Workers' Compensation Act and the BC Occupational Health and Safety Regulation;
- b) Emergency and Disaster Management Act;
- c) Local Authority Emergency Management Regulation;
- d) Environmental Assessment Act;
- e) BC Environmental Act and Regulation; and
- f) BC Security Services Act

g) BC Emergency Management System (BCEMS)

BC Fire Code

5. POLICY STATEMENT

5.1 The University will:

- a) endeavour to protect the health, safety and security of Members of the University Community, and visitors to the University, or participants in University organized events, against unsafe acts and conditions while protecting the campus environment through:
 - i) development and implementation of effective safety and emergency services management programs appropriate to University's operations, including activities in off-campus settings;
 - ii) giving priority to safe and secure work environments in the planning, direction and implementation of University-related Activities; and
- b) prepare for and respond to emergent and planned disruptions, incidents and emergencies through:
 - i) assessment, mitigation, planning, response, and educational activities that support the University community
 - ii) mitigate long-term effects of an incident on its operations
 - iii) establish appropriate response structures and teams

- c) comply with all relevant statutes, regulations and standards established by regulatory authorities responsible for health and safety, security, environment, conservation and emergency management and business/operational continuity

6. RESPONSIBILITIES

6.1 The University Executive are responsible for:

- a) supporting the development and maintenance of University-wide health, safety, security, environment and emergency management programs and business/operational continuity;
- b) implementing this policy and associated programs and procedures within their areas of responsibility; and
- c) establishing the Office of Safety & Emergency Services (SES).

6.2 Associate Vice Presidents, Deans, Directors and Chairs are responsible for:

- a) providing the management support and leadership necessary for the overall implementation and execution of this policy within their areas of responsibility
- b) incorporating adequate provisions for SES practices and conditions in operational policies and procedures as well as in programs, projects and off-campus activities; and
- c) monitoring and evaluating SES performance within their areas of responsibility and recommending measures to bring about improvement.

6.3 Managers and Supervisors are responsible for:

- a) planning and executing all activities in a manner that promotes compliance with this policy;
- b) understanding the regulatory requirements that apply to the work under their supervision;
- c) verifying individuals in their areas of assignment, whether on or off-campus, have been informed of the risks and given adequate direction, training and instruction in the performance of their work; and, that it is performed without undue risk to themselves, others and the environment as well as how to respond in the event of an incident;
- d) verifying that areas, vehicles, and equipment are inspected at regular intervals to identify and prevent the development of unsafe conditions and practices, fixing problems reported by employees and students, and forwarding inspection reports to the University's Office of Safety & Emergency Services;
- e) authorizing the action necessary to correct unsafe acts or conditions within their control and notifying the Office of Safety & Emergency Services if corrective action is required outside of an individual department's scope;

- f) ensuring that all SES events, including: hazards, near misses, safety or security incidents, environmental incidents, injuries, and occupational illnesses are reported and investigated, and action is taken to prevent a recurrence; and
- g) ensuring that medical treatment and/or first aid is received for injuries when required

6.4 **All members of the University Community**, consultants, contractors and subcontractors, and visitors are responsible for:

- a) not endangering themselves, or any other person, through their actions and/or intent to act;
- b) complying with all SES rules and procedures established by the regulatory authorities, the University or any individuals with supervisory authority;
- c) using protective clothing, devices and equipment provided and ensuring they're worn properly;
- d) seeking guidance from their supervisors and/or instructors concerning SES related knowledge and skills required to ensure safe performance of their university-related activities;
- e) attending SES related training programs and meetings as instructed;
- f) cooperating with applicable University committees, safety representatives, WorkSafeBC prevention officers, and officers of other applicable regulatory agencies; immediately reporting to a supervisor or instructor any threats, incidents or injuries, hazardous or unsafe equipment, conditions, acts, procedures or behaviour, including near misses, ; and, making suggestions for their correction or taking corrective action where authorized;
- g) if injured on University Property or Premises or during a University-related Activity obtaining medical treatment and/or first aid without delay, and then following the treatment advice of a health care provider; arriving to the University fit for duty and not carrying out tasks when the ability to do so safely is impaired by fatigue, alcohol or drugs, including over-the-counter and prescription medication;
- h) providing guidance to employees and/or students concerning SES-related knowledge and skills required to ensure safe performance of their practical academic activities.
- i) complying with the applicable policies and procedures of other institutions when they are engaged in university-related activities in these other institutions; and,
- j) where applicable, visitors may be required to attend a health and safety orientation; use safety devices or equipment provided and ensure that protective clothing is worn properly.

Consultants, contractors and subcontractors are further responsible for:

- a) complying with the applicable Capilano University policies and procedures, including contractor guidelines, access permits, other pertinent departmental regulations, and any instructions provided;
- b) ensuring that they have a complete and regulatory compliant safety program where required;

- c) providing the University with a copy of relevant Safe Work Procedures and safety documents on request and prior to the commencement of work;
- d) coordinating the safety and emergency services activities of all their employees, subcontractors and, when designated as Prime Contractor, anyone else at their work site; and
- e) ensuring that their employees complete a University safety orientation before work commences and annually thereafter.

6.5 Office of Safety & Emergency Services is responsible for:

- a) developing, instituting, training on, and maintaining management systems, programs, policies, and procedures to ensure compliance with applicable standards in conformity with both University policy and statutory requirements for security, safety, environment, emergency management and business/operational continuity;
- b) supporting the Joint Occupational Health and Safety and other committees with functions related to safety and emergency services;
- c) reviewing and providing assistance to departments and administrative areas to ensure that effective SES programs and practices are established and maintained;
- d) considering suggestions from Members of the University Community and recommending implementation where warranted;
- e) confirming that inspections and audits of University Premises and Property and University-related activities are conducted at appropriate intervals to identify potential hazards and determining that procedures, equipment, and facilities meet regulatory requirements and applicable standards;
- f) verifying that incidents, near misses, injuries and occupational illnesses are investigated and advising applicable authorities of all reportable incidents;
- g) coordinating initial incident response and first aid (through security) on University Premises and Property; and
- h) providing protection and integrity for University Premises and Property.

7. DESIGNATED OFFICER

- 7.1 The Vice President, Finance and Administration is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to, and operationalization of any associated procedures is the responsibility of the Director, Safety and Emergency Services.

8. POLICY REVIEW

- 8.1 This policy may be reviewed and modified in specific instances, as reasonably necessary. Notwithstanding that, the policy will be operationally reviewed annually, in accordance with Legislation, and formally reviewed every three years.

9. RELATED POLICIES AND GUIDANCE

B.401 Sexual Violence Policy

B.506 Standards of Conduct

B.511 Discrimination, Bullying and Harassment Policy

B.701 Student Code of Conduct

OP.415 Smoking and Vaping

OP.418 At-Risk Behaviour and Violence Response and Prevention

OP.419 Weapons on Campus Policy

OP.421 Security Technology – Surveillance Systems Policy

OP.422 Facilities Access Policy