

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.	Officer Responsible		
<b>OP.402</b>	<b>President</b>		
Policy Name			
<b>Health and Safety</b>			
Approved by	Replaces	Category	Next Review
<b>SLC</b>	<b>E.402</b>		<b>2020</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>Dec. 10, 2003</b>	<b>February 6, 2019</b>	<b>E.407 Violence in the Workplace</b> <b>B.511 Discrimination, Bullying and Harassment</b> <b>ARM1103 First Aid Equipment and Services</b> <i>Workers' Compensation Act, RSBC 1996, c 492</i> <i>Occupational Health and Safety Regulation, BC Reg, 143/2017</i>	

## 1 PURPOSE

- 1.1 Capilano University is committed to providing a safe and healthy workplace and learning environment for its employees and students. The University believes that no task or activity is so important that it cannot be done in a safe manner and in compliance with all applicable safety regulations, codes and standards.
- 1.2 The University resolves to pursue any reasonable course of action to ensure achievement of these standards, including the enforcement of all applicable health and safety regulations, prompt actions to correct unsafe conditions, and continued safety education for all concerned.

## 2 DEFINITIONS

**“Contractors and subcontractors”** are agents of the University who are hired to conduct specific projects. They are under contract and are not direct employees of the University.

**“Employee”** means any person employed by the University.

**“Executive”** for the purposes of this policy, refers to the President, Vice Presidents, and the Executive Director of the University.

**“Hazard”** means a thing or condition that may expose a person to a risk of injury or occupational disease.

“**Incident**” includes an accident or other occurrence which resulted in or had the potential for causing an injury or occupational disease.

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

“**Risk**” means a chance of injury or occupational disease.

“**Safety**” means the freedom from injury, harm, danger or loss to property whether deliberate or accidental, as required by the *Workers Compensation Act* and the *BC Occupational Health and Safety Regulation*.

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

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

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

“**WorkSafeBC**” means the British Columbia Workers’ Compensation Board, the responsible body for occupational health and safety in the Province of British Columbia, and for the enforcement of the Workers’ Compensation Act and the Occupational Health and Safety Regulation.

### **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 apply to visitors, contractors and subcontractors of the University.

### **4 REGULATORY REQUIREMENTS**

This policy is guided by the requirements of the BC Workers’ Compensation Act and the BC Occupational Health and Safety Regulation.

## 5 POLICY STATEMENT

### 5.1 The University will:

- a. protect the safety of employees, students and visitors against unsafe conditions and occupational hazards;
- b. formulate and carry out continuing effective safety programs appropriate to the University operations, including instructional activities in off-campus settings;
- c. give priority to a safe work environment in the planning, direction and implementation of University-related activities; and
- d. comply with all relevant statutes, regulations and standards of regulatory authorities representing health and safety.

## 6 RESPONSIBILITIES

### 6.1 The responsibilities of the **Executive** are as follows:

- a. The President is the Designated Executive Officer for the policy.
- b. The VP Finance and Administration is responsible for the development and maintenance of a University-wide health and safety program.
- c. The Executive is responsible for the implementation of this policy and associated procedures within their areas of responsibility.

### 6.2 **Deans, Directors** 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 safe working practices and conditions in operational policies and procedures and in programs, projects and off-campus instructional activities; and
- c. monitoring and evaluating safety performance within their areas of responsibility and recommending measures to bring about improvement.

### 6.3 **Managers and Supervisors** are responsible for:

- a. planning and conducting 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. ensuring that individuals in their areas of assignment, whether on or off campus, have been given adequate direction, training and instruction in the safe performance of their work and that it is performed without undue risk, including use of personal protective equipment;

- d. informing employees and students of the nature of potential risks involved if a course has an off-campus activity;
- e. ensuring that work areas are inspected at regular intervals to identify and prevent the development of unsafe conditions and practices, fix problems reported by employees and students, and forward inspection reports to the University Health & Safety office;
- f. authorizing the action necessary to correct substandard conditions or procedures;
- g. ensuring that all incidents and near incidents are reported and investigated, and that action is taken to prevent a recurrence; and
- h. ensuring that necessary medical treatment is received for all injuries.

6.4 All **Employees** are responsible for:

- a. practicing safe work habits;
- b. observing all safety rules and procedures established by the regulatory authorities, the University, or an individual with supervisory authority;
- c. when planning, hosting, or leading activities, ensuring that all risks are reviewed and mitigations are employed, and that adequate information is provided to attendees of the nature of the potential risk involved.
- d. informing students of the nature of potential risks involved if a course has an off-campus or out-of-classroom activity;
- e. using the protective clothing, devices and equipment provided and be sure to wear them properly;
- f. cooperating with the Joint Occupational Health and Safety Committee, safety representatives, WorkSafeBC prevention officers, and anybody with health and safety duties;
- g. promptly reporting hazardous or unsafe equipment, conditions, procedures or behavior to a supervisor/administrator, and making suggestions for their correction or taking corrective action where authorized to prevent a recurrence; and
- h. immediately reporting to a supervisor/administrator all work related incidents, and near incidents, or injuries, obtaining medical treatment without delay, and following the treatment advice of health care provider.

6.5 The **Health & Safety Office** is responsible for:

- a. developing, instituting, and maintaining health and safety programs, policies, and procedures to ensure compliance with occupational health and safety standards in conformity with both University policy and statutory requirements;
- b. supporting the Joint Occupational Health and Safety Committee;
- c. reviewing and providing assistance to departments and areas to ensure that effective safety programs and safety practices are established and maintained;
- d. considering suggestions from the work force and recommending implementation where warranted;
- e. ensuring that health and safety inspections and audits of University facilities and activities are conducted at appropriate intervals to identify potential hazards and determining that procedures, equipment, and facilities meet accepted occupational health and safety standards;
- f. ensuring that investigations of all incidents and near incidents are conducted and advising WorkSafeBC of all reportable incidents; and
- g. ensuring that training in safe work procedures and the use of personal protective equipment is being offered to employees who require it.

6.6 The **Joint Occupational Health and Safety Committee** is responsible for:

- a. the duties and responsibilities as stated in the *Workers' Compensation Act*;
- b. providing support and resources to ensure that the University health and safety program is maintained and reinforced;
- c. reviewing concerns and suggestions with respect to occupational health and safety and recommending corrective action where considered warranted;
- d. participating in inspections, incident and near incident investigations and reviewing reports, causes and means of prevention; and
- e. assisting in the dissemination of appropriate information supporting a culture of safety at the University.

6.7 **Students** are responsible for:

- a. complying with this policy and its associated procedures, and departmental regulations associated with all of their University-related activities;
- b. seeking guidance from their instructors or supervisors concerning safety-related knowledge and skills required to ensure safe performance of their University-related activities;
- c. attending safety training programs and meetings as instructed;
- d. immediately reporting to their instructor or supervisor any incident, near incident, hazardous practice or condition with respect to their University-related activities; and

- e. complying with the health and safety policies and procedures of other institutions when they are engaged in University-related activities in these other institutions.

6.8 **Visitors** to the University are responsible for complying with this policy and its associated procedures, and all other pertinent departmental regulations.

6.9 **Contractors and Subcontractors** hired by the University are responsible for:

- a. ensuring that they have a complete and regulatory-compliant safety program;
- b. coordinating the occupational health and safety activities of all their employees, workers and anyone else at the work site; and
- c. complying with the University health and safety policy and procedures, including contractor guidelines, and all other pertinent departmental regulations.

## 7 **ANNUAL REVIEW**

This policy will be reviewed annually by the Joint Occupational Health and Safety Committee, approved by the Senior Leadership Council, and signed by the President.

## 8 **DESIGNATED OFFICER**

The Vice President, Finance and Administration is responsible for administering this policy.