

# Health and Safety Program Manual

School of Architecture and Landscape Architecture (SALA)

February 2019



SCHOOL OF ARCHITECTURE AND LANDSCAPE ARCHITECTURE

# Health & Safety Program Manual

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## Disclaimer

The information contained in the UBC School of Architecture & Landscape Architecture Safety Manual does not take precedence over WorkSafeBC's [Occupational Health and Safety Regulation](#).

Where conflict between the manual and WorkSafeBC Regulations occurs, the WorkSafeBC Regulations will be the standard used, except where the standard of our Safety Plan is greater than a specific WorkSafeBC regulation.

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## Emergency and Safety Contacts

### EMERGENCY:

# 911

**Police | Fire | Ambulance | Hazardous Spill**

### NON-EMERGENCY

RCMP	604-224-1322
Vancouver Fire and Rescue	604-665-6010
BC Ambulance Service	604-872-5151

### SECURITY & PERSONAL SAFETY RESOURCES

Campus Security (Vancouver)	604-822-2222
AMS SafeWalk	604-822-5355

### FIRST AID RESOURCES

Closest Defibrillator	<a href="http://www.rms.ubc.ca">www.rms.ubc.ca</a>
UBC Faculty, Staff, and Student Workers	604-822-4444
UBC Students	911 or Student Health at UBC Hospital 604 822-7011
Visitors	911 or Urgent Care at UBC Hospital 604-822-7222

### SAFETY RESOURCES & RISK MANAGEMENT SERVICES CONTACTS

AMS Sexual Assault Support Centre	604-827-5180
Report an Accident or Incident	<a href="http://www.cairs.ubc.ca">www.cairs.ubc.ca</a>
Asbestos Safety	604-822-8772
Biological and Radiation Safety	604-822-4353
Chemical Safety	604 827-3409
Emergency Management & Business Continuity	604-822-1237
Health and Safety Resources - Faculty of Medicine	604-827-1982
Health and Safety- Student Housing and Hospitality Services	604 827-2671
Health and Safety- Building Operations	604 822-1885
Risk Management Services	604-822-2029
Safety Programs	604-822-6513
Student Health	604-822-7011
Equity and Inclusion	604-822-6353
Counseling Services	604-822-3811
Ergonomics	604-822-9040
Occupational Hygiene	604-822-6098



# Introduction and Policy

## Vision Statement

The UBC School of Architecture & Landscape Architecture strives to maintain a safe, healthy and secure working environment for all employees. An effective Health and Safety Program will enable us to achieve an optimal working environment while strengthening our commitment to the University community to provide a safe work setting. All faculty and staff, including myself, are responsible for ensuring that health and safety is an integral part of our daily activities.

Dated as of February 1, 2019.



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Ron Kellett  
Director of the School of Architecture and Landscape Architecture (SALA)



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Nicholas Scott  
SALA Safety Program Administrator

## Safety at Work Policy Statement

To meet the expectations of the UBC School of Architecture & Landscape Architecture, (SALA) safety policies have been developed to ensure that all personnel on site are aware of workplace hazards and provided with proper training / orientation to minimize their personal exposure.

Employees at every level are responsible and accountable for the company's overall safety initiatives. Active participation by personnel every day, in all aspects of the project is necessary to achieve the safety excellence the company expects.

UBC School of Architecture & Landscape Architecture (SALA) has incorporated its company Health and Protection Policies with Provincial Occupational Health and Safety Legislations, placing the highest priority on the health and safety of the company's employees and the public. SALA will adopt and implement a zero Incident policy. SALA demonstrates its commitment to protecting its staff, clients, and communities, and leadership in health and safety performance by:

- Providing a safe, healthy and productive work and study environment;
- Creating an atmosphere where protection of employees, students and public safety is held in the highest regard;
- Working to prevent work-related injuries or occupational diseases;



- Establishing a safe and secure workplace for its employees, students and contractor's employees; and
- Implementing health and safety educational and training programs.
- To these ends, SALA will:
- Establish and support Health and Safety Committees and Health and Safety Representatives that operate in accordance with the requirements of local health and safety legislation, applicable regulations, and SALA policies.
- Foster a co-operative effort between management, students and employees through an internal responsibility system, to address health and safety matters, policies, and procedures.
- Ensure that all employees entering the jobsite are provided with a suitable level of health and safety information, orientation, and training.
- Clearly communicate that employees are expected to report health and safety concerns and unsafe conditions to their supervisor or administrator.
- Establish and maintain a systematic process for evaluating workplace hazards to verify safe work conditions and work practices.
- Establish and maintain a process for providing health and safety training requirements, safety equipment, and safe work procedures.
- Provide general and activity-based health and safety training to equip employees with the knowledge and tools necessary to safely perform their jobs.

It is in the best interest of all to consider health and safety in every activity. Commitment to health and safety forms an integral part of all SALA's operations.

As part of our commitment to safety, SALA will carry out Internal Safety Reviews.

## **Additional Information and References**

### **Unit Legal Requirements**

- Each administrative Unit shall have a Health and Safety Program Manual that specifies all the elements of its local Health and Safety Program.
- The Unit's safety rules and safe work procedures shall be itemized in the document or in a separate document.
- The completed manual must be available to all Unit personnel, ensuring that they are aware of their responsibilities and safe work procedures.
- Fire plans and evacuation routes that are specific to the area(s) are to be included in the document or in a separate document.
- The manual should be reviewed and updated annually.

# Health and Safety Program Core Elements

## Legal Requirements

The UBC School of Architecture & Landscape Architecture (SALA) is required to ensure the health and safety of all of its employees, contractors and other persons at the SALA site.

SALA is required to comply with the Workers Compensation Act, WorkSafeBC Occupational Health and Safety Regulations and other applicable provincial and federal legal requirements.

### Workers Compensation Act

Every employer has a legal responsibility to provide and maintain a safe and healthy working environment for its employees. In British Columbia, occupational health and safety is governed by the [Workers Compensation Act](#). The Act establishes the Workers Compensation Board, now referred to as WorkSafeBC, and is accompanied by the [Occupational Health and Safety Regulation](#). The Workers Compensation Act applies to all employers and workers in British Columbia except employers or workers exempted by the Board.

The [Workers Compensation Act](#) Part 3 requires the employer to implement an occupational health and safety program in accordance with the following criteria:

- A statement of the employer's aims and the responsibilities of the employer, supervisors and workers,
- Provision for the regular inspection of premises, equipment, work methods and work practices, at appropriate intervals, to ensure that prompt action is undertaken to correct any hazardous conditions found,
- Appropriate written instructions, available for reference by all workers, to supplement this,
- Provision for holding periodic management meetings for the purpose of reviewing health and safety activities and incident trends, and for the determination of necessary courses of action,
- Provision for the prompt investigation of incidents to determine the action necessary to prevent their recurrence,
- The maintenance of records and statistics, including reports of inspections and incident investigations, with provision for making this information available to the joint committee or worker health and safety representative, as applicable and, upon request, to an officer, the union representing the workers at the workplace or, if there is no union, the workers at the workplace, and
- Provision by the employer for the instruction and supervision of workers in the safe performance of their work.

### WorkSafeBC Occupational Health and Safety Regulations

- The WorkSafeBC [Occupational Health and Safety Regulation](#) contains legal requirements that must be met by all workplaces under the jurisdiction of WorkSafeBC. The purpose of the OHS Regulation is to promote occupational health and safety and to protect workers and other persons present at workplaces from work-related risks to their health, safety and well-being.

## Workplace Hazardous Materials Information System (WHMIS)

The Workplace Hazardous Materials Information System (WHMIS) is a federal legislative requirement for all Canadian employers who import, transport, use, store or produce controlled products in the course of their organization's work activities. The program is composed of three sections; the Material Safety Data Sheets, labeling and worker education.

SALA's MSDS information can be accessed by request to the staff at the SALA workshop.

## Criminal Code of Canada

### Occupational health and safety requirements under the Criminal Code are as follows:

- Company representatives acting in any supervisory capacity whatsoever are subject to a strict duty of care; and
- Corporations and other organizations are exposed to broader liability, not only for the actions or omissions of their "directing minds" (i.e., typically senior executives and other highly-placed decision-makers), but also for the actions or omissions of lower level employees, as well as agents and contractors.

The Criminal Code is significant to employers and to individual supervisors who are subject to criminal sanctions in the sphere of occupational health and safety.

## Responsibilities

### UBC Executive

"UBC Executive" means: UBC's senior leadership team consisting of UBC's President, Deputy Vice Chancellor, Vice-Presidents, Provosts, and University Counsel.

The UBC Board of Governors has delegated to the UBC Executive the following occupational health and safety responsibilities of an employer under the Workers Compensation Act, to:

- ensure the health and safety of UBC Members engaging in UBC Activities in the workplace, research, and teaching environments at or of UBC;
- provide adequate orientation and training to Supervisors and other UBC Members, to ensure that they are made aware of:
- all known or reasonably foreseeable health or safety hazards related to Hazardous Materials and Wastes;
- compliance with Applicable Standards; and
- their individual rights and duties under this Policy or Procedures
- establish as appropriate the Occupational Health and Safety Program, the Biosafety Program, the Chemical Safety Program, the Radiation Safety Program, and the Emergency Procedures, to:
- support Supervisors in the implementation of effective health and safety programs;
- provide adequate information, instruction, training, and orientation to Supervisors and other UBC Members;
- regularly inspect its workplace, teaching, and research environments, and take action, as required, to improve or address unsafe conditions or conduct when reported;

- initiate an immediate investigation into incidents/accidents/conduct through the procedures established for the area in which the incident/accident/conduct has occurred;
- communicate with the UBC community or affected groups about events or situations when potentially harmful conditions or conduct arise or are discovered;
- ensure that workplace teaching, and research health and safety considerations and resources form an integral part of the design, construction, purchase, and maintenance of all buildings, equipment and work processes, including the physical planning for the future research, teaching, and operational needs of UBC, so that design elements are included to address health and safety issues (e.g., ergonomics), handling, storage, transportation, emissions, and disposal of Hazardous Materials and Wastes;
- ensure that the physical space or facilities being used in UBC's workplace, teaching, and research environments are appropriate for the nature of the UBC Activities being carried out in them;
- provide access to appropriate first aid and first aid facilities;
- comply with Applicable Standards; and
- Establish Local Safety Teams to support the Joint Occupational Health and Safety Committees.

### Administrative Heads Of Units

"Administrative Head of Unit" means: a Director of a service unit; a Head of an academic department or unit; a Director of a centre, institute or school; a Principal of a college; a Dean; an Associate Vice

President or the equivalent; the Registrar; the University Librarian; a Provost; a Vice Principal, a Vice President or the equivalent, not otherwise identified as a member of the Responsible Executive(s).

Each Administrative Head of Unit, acting under the authority of their respective Responsible Executive(s); and through their Supervisors, must:

- share in the accountability for addressing non-compliance with the Policy and the Occupational Health and Safety Program, as applicable, by UBC Members involved in UBC Activities under their Area of Responsibility; and
- Cooperate with both Risk Management Services and the Office of Research Services, as applicable, with any workplace, teaching, and research health and safety audit, and any inspection or investigation involving their Supervisor(s) conducted in accordance with the Occupational Health and Safety Program.

For the School of Architecture & Landscape Architecture, Nicholas Scott, Facilities Manager, has agreed to fulfill the role and responsibilities of SPA on behalf of the Director, Ron Kellett

### SALA Safety Program Administrator (SPA):

- Act with the authority of the Head in the day-to-day Health and Safety management of the Unit and act as the Unit's liaison with the HSE Unit.
- Develop, maintain and oversee the distribution of the Unit's Health and Safety Program Manual with the assistance of HSE staff.
- Ensure that safe work procedures are developed and enforced.
- Develop the health and safety inspection protocol for the Unit.

- Define the inspection areas, prepare the inspection checklists and develop reporting procedures.
- Review all Incident investigation reports and take preventative measures to prevent reoccurrence.
- Facilitate the formation of the local Health and Safety Committee by assigning management staff and facilitating the selection of worker representatives.
- Support the activities of the committee, monitor their effectiveness and respond to committee recommendations on behalf of the Head.
- Monitor the overall Health and Safety Program performance, including inspection frequency, quality and corrective actions.
- Meet regularly with the Head to report activities and the status of the program.

### **Risk Management Services:**

Risk Management Services is the department responsible for monitoring and implementing the requirements of the Workers Compensation Act and its applicable occupational health and safety regulations, the Occupational Health and Safety Program, the Emergency Procedures, and the Applicable Standards by:

- acting as a central resource and auditor of Policy 7 and Procedures, and Emergency Procedures;
- reporting any Research related issue of non-compliance with Policy 7 or procedures to the Office of Research Services;
- reporting any existing issue or concern identified starting with the Local Safety Team or the Joint Occupational Health and Safety Committees, Administrative Heads of Unit, through to the Responsible Executive(s), and, as necessary and required, ultimately up to the UBC Executive, as part of their duties under the Occupational Health and Safety Program and in accordance with the Workers Compensation Act; and
- attending meetings of and reporting to the Responsible Executive(s), as required by the UBC Executives.

Note: In some areas, Local Safety Experts assist administrative heads of units in meeting their safety obligations.

### **Supervisors:**

"Supervisor" means: a person who manages, instructs, directs, or controls other UBC Members in the performance of their duties at UBC (including studying), and may include Biosafety Permit Holders, Radiation Safety Permit Holders, and Principal Investigators.

Each Supervisors is responsible under the Applicable Standards for their Area of Responsibility and must:

- be accountable for the health and safety of UBC Members under their direct supervision and acting in their UBC capacity when engaged in UBC Activities;
- be aware of Applicable Standards and all known or reasonably foreseeable health and safety hazards pertinent to the Areas of Responsibility where such UBC Members conduct UBC Activities;

- formulate and document specific safety rules, guidelines, and procedures for all Areas of Responsibility under their supervision;
- ensure that the Emergency Procedures are in place to mitigate any hazards specific to their Areas of Responsibility, and understand, follow, and communicate to UBC Members under their supervision about Emergency Procedures;
- remove or mitigate unique hazards associated with UBC Activities under their supervision with consultation from the applicable Local Safety Team and/or Joint Occupational Health and Safety Committee;
- provide workplace orientation and training in the safe operation of equipment, handling of Hazardous Materials and Wastes, and performance of day-to-day tasks;
- conduct regular inspections to identify hazardous conditions or conduct and ensure that equipment and materials are properly handled, stored, and maintained;
- promptly mitigate or correct unsafe work practices, conduct, or hazardous conditions;
- ensure all accidents, incidents, or personal security concerns are investigated within two (2) work days;
- promptly report any accidents, incidents, or conduct to the appropriate UBC authority and Risk Management Services; and
- consult and cooperate with the appropriate Local Safety Team, Joint Occupational Health and Safety Committee, and/or safety representative(s) for the workplace

#### **Faculty and Staff:**

“Faculty and Staff” includes: any full-time or part-time staff, faculty, adjunct or clinical faculty, post-doctoral fellow, paid student, visiting academic or researcher, any person holding an appointment at UBC, or any other person having a contractual obligation to adhere to UBC’s Board of Governors’ policies and procedures.

Roles and responsibilities include:

- comply with Applicable Standards and any rules, restrictions, guidelines, or directives established by their Supervisor, Risk Management Services, or the Office of Research Services;
- be safety-conscious in all UBC Activities;
- take all reasonable and necessary precautions to ensure their own safety and the safety of others around them;
- be familiar with the procedure to refuse unsafe work provided for under such Act, if a UBC Member applies as a “worker” under the Workers Compensation Act;
- request training when unfamiliar with a task;
- correct unsafe conduct and conditions;

#### **Joint Occupational Health and Safety Committee (JOHSC) Members:**

"Joint Occupational Health and Safety Committees" means: the committees established by UBC in accordance with the Workers Compensation Act set out in the Occupational Health and Safety Procedures.

Roles and responsibilities include:

- Attend all monthly Committee meetings, or appoint an eligible alternate to attend.

- Participate in all activities of the Committee, and chair Sub-Committees when requested.
- Review inspections and investigations reported to the Committee, by the LSTs. Participate in inspections and investigations as requested or required.
- Recommend and advise in the development of policies and procedures for improvement of health and safety.
- Attend safety courses or seminars, which are made available to Committee members. Each Committee member is entitled to a total of 8 hours of additional training each year.
- Promote the University Safety Policy, and safety procedures of the University, in carrying out their work.
  - Be familiar with WorkSafeBC Occupational Health and Safety Regulations, the University Safety Policy, and the Committee's Terms of Reference.

### Local Safety Team (LST) Members:

"Local Safety Teams" means: site or department specific occupational health and safety teams, established by UBC, to provide area-specific safety information to the relevant Joint Occupational Health and Safety Committee set out in the Occupational Health and Safety Procedures.

Roles and responsibilities include:

- Hold and /or attend regularly scheduled LST meetings, or appoint an eligible alternate to attend.
- Participate in the review of:
  - Reports of current accidents, incidents or illnesses/diseases
  - Remedial action taken or required by the reports of investigations and inspections
  - Other safety and health matters
- Review and monitor the effectiveness of the unit's Health and Safety Program
- Make recommendations directly to the Joint Occupational Health and Safety Committee
- Assist management in the health and safety program development
- Function within the set Terms of Reference
- Post and distribute meeting minutes
- Conduct formal workplace inspections
- Assist as required in incident and or accident investigations
- Escalate safety related issues to the JOHSC where necessary
- report as soon as possible any accident, injury, conduct, unsafe condition, or insecure condition to a Supervisor;
- Participate in inspections and investigations at the request of UBC; and
- Participate in such committee, if elected or appointed to a Joint Occupational Health and Safety Committee, or a Local Safety Team, or other such health and safety committee.

### Management Meetings

Units must strive to take all reasonable care in the provision of a safe and healthy workplace. This requires management to be aware of all issues and activities that have an impact on regulatory requirements. As a result:

- 1) All senior management are required to participate in regularly scheduled management meetings which, at minimum, includes a health and safety component.**

The purposes of these meetings are to ensure:

- Two-way communication between management and workers is established
- Management receives and considers recommendations from the Joint Occupational Health and Safety Committee (JOHSC)
- Important aspects of the Health and Safety Program such as inspections, accident investigations, and JOHSC / LST activities are monitored and evaluated

- 2) To meet these obligations, management meetings are to:**

- Designate a person to be responsible for carrying out the Health and Safety portion of the meetings
- Meet at regular intervals throughout the year
- Have a prepared agenda which must include a section on Health and Safety
- Discuss and make decisions on recommendations from the JOHSC and / or LSTs
- Assigning responsibilities for required action and communicating management decisions
- Documenting each meeting to meet due diligence requirements
- Distributing minutes as required

The effectiveness of these meetings depends on attendance and participation. It is the responsibility of those key persons and those who attend two levels of meetings to ensure that they communicate all important information and decisions at these meetings. It is this link that will complete the communication chain.



## Hazard Identification, Risk Assessment, Work Procedures

WorkSafeBC requires all units at UBC have written procedures describing how to safely carry out tasks. Units are to post the procedures in applicable work areas and use them to train employees.

- Requirements of the Occupational Health and Safety Regulation
- Hazard level
- Number of workers doing the work
- Experience level of the workers
- Frequency of work
- Severity of injuries if safe work procedures aren't followed
- Recommendations as a result of an inspection or investigation
- How to assess risk and identify hazards:

How to develop Safe Work Procedures (SWP):

The process of developing a written Safe Work Procedure for a hazardous task includes the following steps that are to be completed by the supervisor:

- 1) Identify all personnel carrying out the task.
- 2) Conduct a “Hazard Identification” to identify the hazard(s) associated with each element of the task.
- 3) Conduct a “Risk Assessment” for the identified hazards.
- 4) Establish controls to minimize the risk.
- 5) Document the findings.
- 6) Develop a “Safe Work Procedure (SWP)” to carry out the task(s). This procedure will incorporate findings from the “Risk Assessment” and identified controls.
- 7) Submit the completed SWP for review to the Joint Occupational Health and Safety Committee (JOHSC). The SWP will undergo review as per Figure 1.
- 8) Train all applicable workers on the approved “Safe Work Procedure” and document the training.
- 9) Ensure documented training records are readily available to indicate that the worker has been trained in the task/procedure that will be carried out

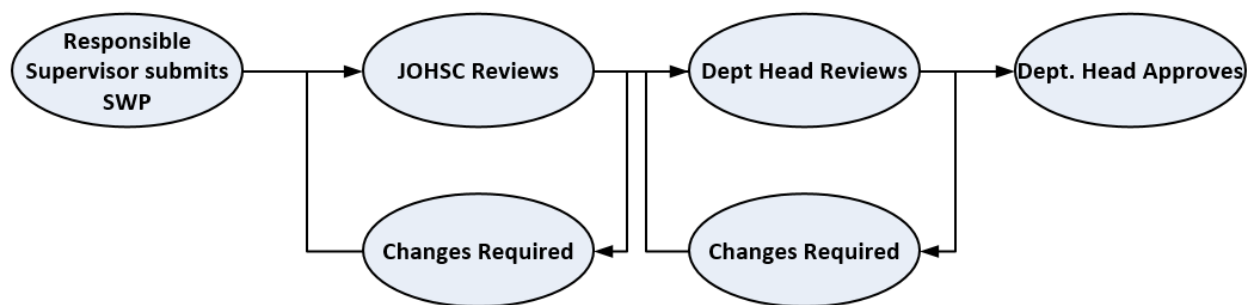


Figure 1: Safe Work Procedure Approval Process

When developing Safe Work Procedures, consult your Joint Occupational Health and Safety Committee (JOHSC) or your Local Safety Team (LST) or UBC Risk Management Services (RMS) and engage workers who actually do the job.

In your procedures, be sure to list any necessary [personal protective equipment \(PPE\)](#), when it must be used, and where that equipment can be found.

Be sure to review these procedures whenever a job changes, new equipment is introduced, or workers return after being away for a long period of time.

### Resources

<http://rms.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/>

## Workplace Inspections

Effective health and safety inspections in the workplace are one of the most important incident/accident prevention tools in a safety program. Through critical examination of the workplace, inspections identify and record hazards and corrective actions.

According to WorkSafeBC regulations: “Every employer must ensure that regular inspections are made of all workplaces, including buildings, structures, grounds, excavations, tools, equipment, machinery and work methods and practices, at intervals that will prevent the development of unsafe working conditions.

There are a number of different types of inspections:

### JOHSC or LST General Inspections

#### What are they?

JOHSC/LST inspections are mandatory inspections of entire work areas and practices. Documented workplace inspections are a regulatory requirement under the Workers Compensation Act and the Occupational Health and Safety Regulation.

#### Who participates?

Trained faculty and staff of Joint Occupational Health and Safety Committees (JOHSC), Local Safety Teams (LST), or designated faculty/departmental representatives conduct JOHSC/LST General Inspections.

#### When are they conducted?

The frequency of these inspections can vary depending on the location and risks associated with each specific location or area. All workspaces must be inspected at least once per year.

#### How are they conducted?

The JOHSC or LST General Inspection Checklist and Report is to be used. The personnel completing the inspection are required to complete an inspection report and highlight any items that need to be discussed further at the next JOHSC meeting.

Resources:

- [JOHSC or LST General Inspection Checklist and Report](#)
- [JOHSC & LST Terms of Reference](#)

## Local Area Self Inspections

### What are they?

Local Area Inspections are conducted in areas where the frequency of the JOHSC or LST General Inspections does not sufficiently prevent the development of unsafe working conditions.

### Who participates?

They are conducted by the area supervisors or delegated staff.

### When are they conducted?

The exact frequency of local area inspections can vary depending on the situation, risk and what is being inspected. The inspections are carried out more than once a year.

### How are they conducted?

It is strongly recommended that a checklist specific to the area is used. The personnel completing the inspection are required to complete a corrective action plan and submit it to their immediate supervisor. The supervisor must ensure that corrective action is taken so that the hazard is eliminated or controlled. Technical items are included on the local area inspection checklist because those who understand the work carry out the inspections.

Resources:

- [General Inspection Checklist and Report Template](#) (JOHSC/LST)
- [Monthly Self Inspection Checklist for Lab Users](#)

## Risk Management Services' Inspections

### What are they?

Risk Management Services are responsible for conducting inspections and audits required under federal (CNSC, PHAC and CFIA) regulations. Upon request, RMS staff also conducts specialized audits and inspections upon request by laboratories, departments or faculties. These inspections augment but do not replace local area self-inspections or JOHSC/LST inspections.

### When are they conducted?

RMS may perform specialized audits at any time based on the risk determined in a department or area. Departments may also request RMS to perform a general compliance audit.

Federal Inspections of research spaces are performed:

- Prior to the start of a new project, to assess suitability of the space for the planned work;
- Prior to decommissioning of laboratory space due to a lab move, faculty retirement or impending renovation; and
- As a part of the ongoing monitoring required by regulatory agencies to maintain facility certifications and institution licensing. The frequency of these inspections varies from 1-5 years depending on: the risk rating of the work done, applicable regulatory requirements and compliance history.

**How are they conducted?**

Specialized audits is a combination of observational inspections and interviews that performed by RMS safety specialists.

Research spaces the nature of research done are used. In some cases, the exact checklist required is provided by the regulatory agency. During the inspection, deficiencies are identified and documented in a report provided to the principal investigator along with recommendations for improving compliance. The Principal Investigator is required to complete a corrective action log and return it to RMS with timelines for completion.

## **Regulatory Inspections**

**What are they?**

These can include formal inspections conducted by WorkSafeBC, Public Health Agency of Canada (PHAC), Canadian Food Inspection Agency (CFIA) or the Canadian Nuclear Safety Commission (CNSC). These regulatory inspections are conducted in specific areas of the university by the various regulatory agencies that UBC is required to be in compliance with.

**How are they conducted?**

Various regulatory requirements are used as criteria for the inspection. Compliance gaps are documented in a legally binding report or letter provided by the inspecting agency. Gaps must be addressed according to the terms stipulated in the report or letter.

## **Equipment Inspections**

**What are they?**

Equipment inspections are independent of General Inspections and Local Area Inspections.

Equipment inspections include inspections of tools, vehicles, machinery or equipment.

They can be a:

- Pre-use inspection (e.g. inspecting a vehicle or equipment prior to using it)
- Scheduled preventative maintenance inspection as per the manufacturer's manual
- A Special Inspection of equipment, machinery or work process in response to a reported condition or after a malfunction, accident or incident.

**Who participates?**

They are conducted by workers familiar with the tool, vehicle, machinery or equipment.

**When are they conducted?**

The frequency depends on the manufacturer's recommendation or industry standards for preventative maintenance. Pre-use inspections are conducted before every use.

**How are they conducted?**

A pre-use and/or preventative maintenance inspection checklist specific to the tool, vehicle, machine, or equipment is used. Items of deficiency are identified and documented in the corrective action report

following the inspection checklist. This type of inspection aids in the development and revision of Safe Work Procedures (SWPs). Specialized equipment may require consultation from trained professionals.

## Safe Work Rules and Procedures

The purpose of Safe Work Rules is to provide all persons on SALA worksites with guidance and direction to perform their tasks safely.

### General Rules

#### General rules for all SALA employees:

- In general SALA Workshop policies apply to running the Digital Output Machines.
- Make sure the area is kept clean and free of unnecessary materials. Thoroughly clean up at the end of your shift. Replace all tools.
- The workplaces must be kept clean and tidy. Objects that impede movement or access must be removed.
- No running, pushing or horseplay.
- Worker must ensure that student/faculty users are behaving appropriately. Worker will ask anyone not behaving appropriately to leave and report the incident to the supervisor.
- Any employee working alone is required to follow periodic reporting criteria to ensure safety. SALA will ensure that when an employee is working alone in a secluded area, a form of communication (i.e. cell phone / buzzer / radio) is provided in case of emergency.
- Worker should refrain from working when impaired by fatigue or illness. Under no circumstances should work be done if the worker is impaired by drugs or alcohol.
- The use or possessing of firearms or other weapons while conducting SALA's business is forbidden.
- Work in a careful and safe manner
- Report any real or potential safety/health hazard to the supervisor
- Report to the supervisor any lack of knowledge needed to perform duties
- Report all incidents, and near-misses to the supervisor.
- Observe WCB regulations:  
<http://www2.worksafebc.com/Publications/OHSRegulation/Regulation.asp>

### Visitors

All appropriate precautions will be taken to protect persons visiting the school.

Adequate and safe means of access to and egress from all areas will be provided, indicated where appropriate and maintained in a safe condition.

### Rules for Alcohol and Drugs

The SALA is committed to the health and safety of its employees, workers, its customers, contractors, and the public. The abuse of alcohol or drugs can create safety hazards for everyone. To combat the negative effects of alcohol and drug abuse, SALA has implemented a substance abuse policy. SALA's policy is "ZERO" tolerance for any drugs or alcohol.

Any employee caught on site under the influence of alcohol or non-prescriptive drugs will be instantly dismissed.

Any person caught bringing alcohol or non-prescriptive drugs on to site will be instantly dismissed.

The following situations pertaining to drugs and alcohol are prohibited:

- Use or possession of intoxicating beverages while performing work.
- Abuse of prescription or nonprescription drugs.
- Use or possession of illegal drugs or drugs obtained illegally.
- Sale, purchase, or transfer of illegal or illegally obtained drugs.
- Arrival at work under the influence of legal or illegal drugs or alcohol.

**Procedure for Impairment**

- The immediate supervisor shall have the employee remain in an isolated location. DO NOT let the employee operate any equipment.
- Contact your Safety Program Administrator. Have them make an assessment of the employee. If the Safety Program Administrator agrees about the employee possibly being under the influence of alcohol or drugs, the employee will be suspended.

**Rules for Working Alone**

Employees performing these jobs should always be accompanied by, at least, the client for whom the work is being performed. If an employee finds themselves in a position in which they will have to work alone they should contact their supervisor beforehand to arrange for safety provisions. These would include the ability to call for assistance and for periodic checkups on the worker.

The Workers' Compensation Act (4.21) outlines the following procedures for working alone:

- The employer must develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation under conditions which present a risk of disabling injury, if the worker might not be able to secure assistance in the event of injury or other misfortune.
- The procedure for checking a worker's wellbeing must include the time interval between checks and the procedure to follow in case the worker cannot be contacted, including provisions for emergency rescue.
- A person must be designated to establish contact with the worker at predetermined intervals and the person must record the results.
- In addition to checks at regular intervals, a check at the end of the work shift must be done.
- The procedure for checking a worker's well-being, including time intervals between the checks, must be developed in consultation with the joint committee or the worker health and safety representative, as applicable.
- Time intervals for checking a worker's wellbeing must be developed in consultation with the worker assigned to work alone or in isolation.

Note: High risk activities require shorter time intervals between checks. The preferred method for checking is visual or two-way voice contact, but where such a system is not practicable, a one-way system which allows the worker to call or signal for help and which will send a call for help if the worker does not reset the device after a predetermined interval is acceptable.

## Violence in the Workplace

“Violence” is the attempted or actual exercise by a person, or any physical force so as to cause injury to a worker, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at risk of injury.

### Procedures to Avoid Violence in the Workplace

Employees are required to report all incidents of workplace violence.

The employee’s supervisor and department manager will document the incident and follow UBC disciplinary action process.

If the violation is of a serious nature the employee in violation may be suspended without pay or have their employment terminated without prior warning.

Workers Compensation Board regulations regarding workplace violence, can be found in Part 4 of the regulations. Also, a threat against a worker's family that is a result of the worker's employment is considered a threat against the worker for the purpose of WCB section 4.27.

Where a threat is made against a worker's family, any person who becomes aware of the threat must report it to the person's supervisor or manager.

These regulations and policies are enforced so all employees can work in a workplace that respects all employees rights and maintains a work environment free of workplace violence.

- Violence, which includes threatening statements, gestures to the individual or others as well as physical assault from clients or the public is not judged a high risk in these jobs. If such an event does occur, the worker should immediately contact the supervisor and, if necessary, the police at **911** or campus patrol at **604-822-2222**.
- The University has services available to reduce risks of violence such as evening Safewalk services, shuttle buses to remote parking areas and blue light phones. See **Campus Security** website at <http://www.security.ubc.ca> for details.



## Orientation and Training

Employees must be informed about potential hazards in the workplace and safe work practices that they should follow to minimize risks.

Training and education should begin with orientation. Following orientation, training should continue through the entire period of employment. The objective of training is to raise the skill level of the worker to an acceptable standard and to ease the implementation of health and safety policies into specific job practices.

### Safety Orientations for New and Young Workers

The BC Occupational Health and Safety Regulation defines a "young worker" as any worker under the age of 25. A "new worker" can be any age and includes those who are new to the workplace or location, or facing new hazards.

According to WorkSafeBC, units need to provide a workplace [orientation](#) for workers when they:

- Begin a new job
- Go to a new worksite or department
- Face new hazards, such as working with new equipment
- Perform new tasks

The following topics must be included in the young or new worker's orientation and training:

- 1) the name and contact information for the young or new worker's supervisor;
- 2) the employer's and young or new worker's rights and responsibilities including:
- 3) the reporting of unsafe conditions, and
- 4) the right to refuse to perform unsafe work;
- 5) workplace health and safety rules;
- 6) hazards to which the young or new worker may be exposed, including risks from robbery, assault or confrontation;
- 7) working alone or in isolation;
- 8) violence in the workplace;
- 9) personal protective equipment;
- 10) location of first aid facilities and means of summoning first aid and reporting illnesses and injuries; emergency procedures;
- 11) instruction and demonstration of the young or new worker's work task or work process
- 12) the employer's health and safety program, if required under section 3.1 of this Regulation;

13) WHMIS information requirements set out in Part 5, as applicable to the young or new worker's workplace.

### To Adequately Orient and Train Workers, Supervisors Must Ensure That:

- Workplace and job-specific orientation and training is provided (by the supervisor or trainer with subject matter expertise).
- Mandatory Training Courses are completed.
- Program Specific Safety courses are completed.
- Orientation and Training is fully documented.

### Workplace safety training

In order to help ensure workers can do their jobs safely, Units need to provide education and/or training.

Generally, education refers to formal classroom instruction that may include lectures, discussions, and videos. Training refers to hands-on, job-specific instruction to individuals or small groups. Typically, training involves demonstrations and active participation by workers so you or a supervisor can confirm that workers fully understand safe work procedures.

### Mandatory training courses

As a new employee, a number of courses are mandatory to meet WorkSafeBC and UBC requirements. At UBC, a worker includes, Senior Executives, Faculty, Staff, and Student workers.

Mandatory Training for all workers includes:

- [New Worker Safety Orientation](#) – this assists in meeting the requirements outlined above.
- [Preventing and Addressing of Workplace Bullying and Harassment Training](#)
- [Workplace Violence Prevention Training](#)
- [Safety Supervision at UBC \(for supervisors only\)](#)

Note: In addition to a general workplace safety orientation, a site- and task-specific safety orientation must also be completed for each new or transferred employee. The site specific safety orientation document can be found in Part 2 of UBC's on-line *New Worker Safety Orientation* - once the online module (Part 1) has been successfully completed.

Note: Some employees at UBC do not have access to a computer and as a result, the New Worker Safety Orientation may be carried out in person within your department/building. The mandatory orientation topic list, provided above, can assist in providing a comprehensive in-person orientation.

## **Job Specific Training**

Each role in the workplace has assigned tasks that require training specific to that worksite. Supervisors are responsible for task assignment and assessment of the training needed to complete those tasks safely and effectively.

While this job-specific training may be delivered by the supervisor or a trainer with demonstrated subject matter expertise, the supervisor retains responsibility for oversight of training and confirmation that an adequate level of proficiency has been attained.

Signing off on an employee's training completion testifies to demonstration of trainee competency and is a legally necessary demonstration of supervisory due diligence. If a supervisor finds that an employee has not reached an adequate level of competency, further training must be done prior to sign off of the training record for that assessed requirement.

## **Conducting job specific training**

The supervisor or trainer with subject matter expertise must:

- Instruct the worker to read the relevant protocol/procedure for individual tasks/techniques
- Ensure safety measures (hierarchy of controls) are integrated into the protocol/procedure
- Demonstrate how to do the task as per the protocol/procedure and have the worker observe
- Instruct the worker to perform the task while you observe them and verify that the workers' performance meets expectations for safety
- Document the training

The supervisor is responsible for making their workers aware of all foreseeable hazards they may be reasonably expected to be exposed to in the course of their work.

Where a hazard is identified:

- A risk assessment may be necessary to assess the risk posed by the hazard
- Determine how to best control that risk using the hierarchy of controls
- Establish a documented procedure for working with or in proximity to the hazard
- Written procedures and training should always be provided together because:
  - Written procedures facilitate consistent training delivery
  - Training is most effective when key messages can be heard and read

Note: Where tasks involve the same hazards, use the same risk mitigation procedures and are performed in the same environment, training may be generalized across the tasks

## **Orientation and training records**

The supervisor is primarily responsible for maintaining training records. The department can keep training records if there is an established system for maintaining these records.

It's a good idea to maintain an education and training record for each worker, listing dates and topics covered. Reviewing the records from time to time helps ensure training requirements have been met.

# Reporting and Investigating Incidents/Accidents

## Investigating an incident

It is the responsibility of the supervisor to investigate an incident that has occurred in their area. Others are available to assist. The [Accident/Incident Investigation Training Course](#) provides information on how to conduct an investigation.

The purpose of incident reporting and investigating is to identify factors that contributed to the incident and to implement corrective actions. This will help create a safe working environment and prevent reoccurrence of similar incidents.

An incident investigation is an analysis of an incident based on the information gathered of all the factors involved to determine the root causes.

### The Types of Incidents to Be Investigated (WorkSafeBC requirements)



### What Is Cair's?

CAIRS is UBC's [Centralized Accident/Incident Reporting System \(CAIRS\)](#). It is used to:

- Report incidents
- Obtain required information to initiate a WorkSafeBC claim for work-related injuries/illnesses

- Document incident investigations

### The Following Incidents are Required to be Immediately Reported to Risk Management Services (RMS):

- A serious injury to or the death of a worker
- A major structural failure
- A major release of a hazardous substance
- A fire or explosion that had potential for serious injury
- A blasting incident causing personal injury
- A dangerous incident involving explosives
- A diving incident that causes death, injury or decompression sickness requiring treatment

During work hours, RMS can be contacted at 604-822-2029. After work hours, call Campus Security at 604-8222-2222 and ask them to contact RMS.

When an incident occurs that requires investigation, there are two types of investigations:

Preliminary Investigation (within 48 hours)	Full Investigation (within 30 days)
Upon notification of the incident, ensure that anyone injured has received first aid	RMS stipulates that a full investigation needs to be completed within 25 days of the incident occurring to meet the 30 day legal requirement
Within 48 hours of the incident occurring, go to the area where the incident happened and ensure the area is safe	Preliminary Investigation = Full Investigation if:  You do not need to add more incident details  Root causes and corrective actions addressing them have been documented and a timeline for completion stated
Gather information by speaking with your worker. The <a href="#">UBC Incident Site Investigation Guide</a> details the type of information you need to gather	Full Investigation required when:  You need to add more details to the report  Root causes and corrective actions addressing them need to be documented and a timeline for completion stated
Input information into <a href="#">CAIRS</a> within 48 hour of the incident occurrence (if the incident occurs on Friday, it is acceptable to submit the report on Monday)	
Document immediate corrective actions that address the direct (obvious) causes of the incident	

### Requirements of the Supervisor of a Faculty, Staff, or Paid Student Who Was Involved In an Incident

- Notify RMS of immediately reportable incidents
- Complete an incident report using CAIRS
- Conduct a preliminary and full investigation
- Follow up to ensure corrective actions have been completed or a documented plan for completion has been developed (even if they were assigned to others)
- Follow up to ensure corrective actions implemented are effective and have not created new hazards

### Who Can Help The Supervisor Conduct An Incident Investigation?

- Worker Safety Representative (someone familiar with the job or process, member of Local Safety Team (LST) or Joint Occupational Health and Safety Committee (JOSHC))
- They would provide assistance gathering and analyzing information, identifying corrective actions and be a regulatory required witness for the investigation

Risk Management Services' Safety Resources will assist as required

### Supervisors Must Be Instructed To:

- Ensure workers know to immediately report all incidents
- In the event of an injury, seek first aid by contacting 2-4444 for the Point Grey Campus.
- Complete an incident report in [CAIRS](#)
- Begin a WorkSafeBC claim by calling 1-888-967-5377 if they have seen a doctor or missed time from work the day after the incident
- Ensure corrective actions are completed and implemented in the workplace

**IMPORTANT:** Both the Worker and Supervisor are required to submit an incident report on CAIRS

## Documentation, Records and Statistics

Record keeping and statistics are important components of occupational health and safety programs for the prevention of injuries and illnesses. They help employers, managers, supervisors, and JOHSC members:

- Identify the nature, extent, and cause of health and safety hazards
- Set prevention activities
- Determine if control measures are working

Good record keeping is essential. In order for occupational health and safety information to be useful, it must be reliable and accurate.

### Unit Requirements

Units are required to keep the following safety records:

Safety Orientation and Training Records, including:

- **Mandatory and Program-Specific Training**
  - Maintain RMS Course certificates for mandatory and program specific courses
  - Maintain completed safety orientation documents – such as online New Worker Orientation

Note: Training certificates do not always have to be printed out but they should be readily accessible when needed
- **Site Specific Orientation Records** – ideally, Part 2 of the New Worker Orientation
- **Job Specific Training when hazards are present**

Training delivery and verification of competency must always be documented where there is a potential for worker exposure. Job Specific training records provide a legal record that workers have been trained to competently recognize and deal with hazards as outlined in the procedures.
- Note: [A Job Specific Training Documentation Template](#) is available to guide you in the documentation of staff training assessments and completion.
- **Third Party Training**

Some procedural training is best provided by a specialist (3rd party) for that topic. If the training is provided by a 3rd party:

The training must be adequately specific for the job tasks performed

Attendance must be documented and a course syllabus kept as proof of training

Create a log indicating the name of the trainer, trainee, date of training, and name of third party course/training session.

Additional Safety-Related Records, including:

- Risk Assessments
- Meeting minutes and crew talks where health and safety issues were discussed
- Local Safety Team and JOHSC meeting minutes
- Inspection reports and records of actions taken to solve problems
- Equipment log books and maintenance records

- Accident Investigations - automatically stored in CAIRS  
For detailed information about the types of records that must be kept, please refer to Reporting and Investigating Incidents/Accidents
- Statistics on the frequency, severity of accidents, type of injuries, total time loss for each injury
- Supervisors' notes and logs of health and safety contacts with workers
- Records showing the use of progressive discipline to enforce health and safety rules
- Subcontractor pre-qualification documents
- Building Emergency Response Plan (should be updated annually or as necessary)
- Medical certificates, hearing tests, and first aid records
- Sampling and monitoring records of exposures to harmful substances

Units should strive to generate statistics in order to develop and implement safety initiatives in their workplace. RMS generates statistics for Incident/Accidents and JOHSC effectiveness.

Incident/Accident records are a good source for identifying trends in the workplace. The UBC Centralized Accident/Incident Reporting System (CAIRS) database allows administrators access to retrieve relevant statistics. To learn how to obtain access, [click here](#).

### **Location of SALA Health and Safety Records**

SALA's Health and Safety Records, templates and forms are located on the Staff "M" network drive, at M:\\_SALA Health and Safety. This should be accessible by all staff. Faculty and student employees can request files from the SALA Safety Team Administrator.



## Joint Occupational Health and Safety Committee

A JOHSC is made up of worker and employer representatives working together to identify and resolve health and safety problems in the workplace. They are mandated to advise, assist, and make recommendations to improve occupational health, safety, and personal security within UBC's workplace environments. To be successful, the committee must meet at least once per month, operate in an atmosphere of cooperation and be effective in promoting and monitoring a sound occupational health and safety program.

The committee's role (through various activities) in the workplace includes:

- Promoting safe work practices
- Assisting in creating a safe and healthy workplace
- Recommending actions which will improve the effectiveness of the occupational health and safety program, and
- Promoting compliance with the WCA and the Occupational Health and Safety Regulation (OHSR).

For more information about the JOHSC, refer to the [JOHSC Reference Manual](#)

### RESOURCES

The following Resources can be found on the [Safety Committees Website](#)

- Information pertaining to each JOHSC
- JOHSC Terms of Reference Template
- JOHSC Meeting Agenda Template
- JOHSC Minutes Template

Our JOHSC is Faculty of Applied Science Joint Occupational Health & Safety Committee.

## Local Safety Team

A Local Safety Team (LST) is a dedicated advisory group working on behalf of the JOHSC to improve occupational health and safety in workplaces across the university. The LST has a mandate to advise, assist and make recommendations on local procedures, which will improve health, safety and personal security of all workers.

Each Faculty/Department has a variety of work groups and workplaces within its portfolio which have a diverse set of functions and related hazard potential. It is felt that one JOHSC within the Department would be overwhelmed in this diverse workplace, so the decision has been taken to organize and implement LSTs to provide site specific safety information to JOHSCs.

The role of the LST is to:

- Identify hazards in the workplace
- Participate in inspections
- Participate in incident investigations
- Assist in creating a safe and healthy workplace,
- Recommend actions that will improve the effectiveness of the Health and Safety Program
- Promote compliance with WorkSafeBC and internal requirements
- Escalate outstanding items outside their scope to the JOHSC

### RESOURCES

The following Resources can be found on the [Safety Committees Website](#)

- [LST Terms of Reference](#)
- [LST Meeting Agenda Template](#)
- [LST Meeting Minutes Template](#)
- [LST General Inspection and Report Template](#)

## Emergency Procedures, First Aid and AEDs

The purpose of first aid and emergency services are to:

- Ensure prompt and effective emergency response
- Minimize the effects of injuries/exposures and promote speedy recovery
- Provide workers with assistance when required

### Unit Requirements

- Units are to provide employees with a quick and effective response in the event of injuries or emergencies.
- Supervisors are required to communicate emergency numbers and procedures to workers during orientation and to regularly review this information during staff meetings. Annual emergency and evacuation drills shall be practiced to ensure awareness and effectiveness of emergency routes and procedures. The success of the First Aid and Emergency Service Programs depends on employees knowing what to do in emergency situations, both major and minor.
- The risks associated with the Unit's work process and related control measures must be communicated with employees and understood.
- All training, meetings and drills shall be documented to meet due diligence requirements.
- Management will provide all tools and resources required for these programs to be effective. These include:
  - Appropriate emergency response plans and equipment
  - Education and training of Unit
  - Time made available to allow key personnel to complete their duties
  - Established chain of command for emergency situations.

### Building Emergency Response Plans and Procedures

The Unit has a current completed Building Emergency Response Plan that details plans and procedures for situations where emergencies could arise. These plans and procedures deal with fire prevention, emergency evacuation, personal security, earthquake and bomb threats.

Depending on the nature of the emergency, response will be provided by Vancouver Fire and Rescue Services, the local detachment of the RCMP, Campus Security and/or RMS.

### First Aid and UBC Point Grey Campus

#### University "2-4444" Central First Aid System

The Vancouver Fire and Rescue Service (VFRS) provides first aid coverage for the UBC Point Grey Campus 24 hours a day.

Faculty, Staff and Paid Students can call 604-822-4444 (or 2-4444 on a campus phone) which will summon the VFRS, staffed by trained first aid attendants, to the location of the injured person.

The VFRS First Aid attendants will:

- Provide treatment
- Arrange for transport a worker to the hospital upon request
- Record each injury in the treatment books
- Complete necessary forms to initiate a WorkSafeBC claim if required.

In any emergency situation, or in situations where serious illness or injury is suspected, **calling 911** is always appropriate. Workers will not be reprimanded for using 911.

### Local First Aid Stations and Attendants

The Faculty of Applied Science is pleased to announce the formation of an Occupational First Aid Level 2 (OFA2) program to augment the existing 2-4444 first aid service available for all UBC employees.

If you are in need of non-life threatening first aid, APSC has two OFA2 certified voluntary attendants available to attend. Coverage is as follows:

#### **APSC Attendant for APSC Facilities & Personnel**

**8:30 am to 4:30 pm, Monday - Friday**

**778-918-6970**

**All other times and weekends/holidays**

**via 911 (public) and 2-4444 (UBC campus dialing)**

Any APSC workers — or their supervisors or co-workers — requiring first aid can call the designated number (778-918-6970) to inform the attendant if the employee is waiting outside the First Aid room (located in the Chemical and Biological Engineering Building Room 175, 2360 East Mall), or if the attendant needs to go to the injured person's location.

In addition to the 2-4444 System, Units are strongly encouraged to establish first aid stations as well as assign qualified first aid attendants throughout the Unit.

The following requirements must be adhered to:

- All first aid stations must have a basic, well stocked, first aid kit and a treatment record book.
- All treatments are recorded in the treatment record book by the First Aid attendant.
- The first aid attendants must submit a monthly summary of the treatment record sheets to their Unit's Local Safety Team for review.

Supervisors must ensure that signs clearly indicating the location of, and how to call for, first aid are posted conspicuously throughout the workplace, and communicated to the workers in the Unit.

### First Aid and Off Campus Locations

UBC Personnel who work at off campus locations are advised to determine the number to summon first aid at their location.

#### AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

AEDs have been installed in a variety of UBC buildings to provide quick response in the event of a cardiac arrest. The defibrillator provides quick access to help and can increase the chance of saving someone's life. You can download a list of [UBC Vancouver Buildings with AEDs](#).

Level 1 first aid training incorporates training on the use of an AED. Using a defibrillator is safe and straightforward, and its light weight means it can be carried to where it is needed. Once activated, the device provides easy-to-follow voice instructions and automatically determines if someone requires a life-saving shock. Defibrillators cannot do harm, and will only deliver a live-saving shock if it is required in the case of cardiac arrest. It will not shock someone accidentally. When an AED is used, a CAIRS report must be completed and you must contact Campus Security who will retrieve the used AED and replace it with a temporary unit.

The [UBC Building] Emergency Response Plan is located [identify location here]

#### RESOURCES

- First Aid Reporting ([First Aid Record Sheet](#))
- First Aid Poster ([UBC Vancouver Occupational First Aid Poster](#))
- [AED Locations at UBC Vancouver](#) ([General AED Information](#))
- Building Emergency Response Plan ([Sample Template](#))

# Occupational Hygiene

## Definition and purpose

Occupational Hygiene is the anticipation, recognition, evaluation, control and prevention of hazards in the workplace. Occupational Hygiene promotes a safe and healthy environment by providing information and advice on prevention of ill health from work activities.

## Occupational Hazards

A hazard is anything in the workplace that poses a risk to buildings, machinery/equipment, or individuals. The following items are occupational hazards that can be found in many workplaces.

### Eye Protection

Many of the machines and tools in the SALA workshop can throw particles that can potentially damage users' eyes. For that reason anyone working in the workshop or using tools outside the workshop must wear safety glasses. They must be certified as safety glasses. Regular eye glasses or sun glasses do not offer sufficient protection.

### Noise Hazards

Noise levels greater than 85 decibels, averaged over eight hours, can damage hearing. If anyone is exposed to this level of noise, controls must be implemented to mitigate the risk of hearing damage.

Nuisance noise is noise that does not cause hearing loss, but may have a psychological effect and impact employee performance. Due to its effect on employees, it should be minimized where possible and should be managed at a local level.

As with any exposure, the hierarchy of controls should be used when controlling for noise exposure. See Noise Hazards for further information.

### Indoor Air Quality (IAQ) Hazards

IAQ deals with the content of interior air that could affect the health and comfort of building occupants. The IAQ may be compromised by microbial contaminants (mold, bacteria), chemicals (such as carbon monoxide, radon), allergens, or any particulate or environmental stressor that can induce health effects.

If you are concerned about poor Indoor Air Quality at your workstation please see the RMS Website for more details on how to proceed.

### Scents in the Workplace

Exposure to scented products can adversely affect a person's health. In high concentrations, scented products may trigger a negative responses for those with allergies or chemical sensitivities. Dealing with a scent situation can be a sensitive undertaking. There is a delicate balance between expressing your concern to the individual and appearing to be confrontational.

Scent situations can be brought to the attention of your supervisor, Joint Occupational Health and Safety Committee (JOHSC) representative and/or Local Safety Team (if available). See the RMS Website for more information.

### Hygiene Hazards

A hygiene hazard is anything that could cause adverse health effects. Most hygiene hazards can be categorized as physical, biological, or chemical hazards.

Hazard Type	Source
Physical	noise, light, temperature, and radiation
Biological	mold, viruses, and animal allergens
Chemical	acidic, basic, and organic vapors in the interior air

To determine if a hygiene hazard can result in adverse health effects, monitoring needs to be carried out through either personal sampling or area sampling using specialized equipment. The results from all monitoring are compared to WorkSafeBC regulations or other applicable standards to ensure compliance. If compliance is not achieved then the necessary controls need to be implemented. See the [RMS website](#) for further information.

### WHMIS

WHMIS is a short form for Workplace Hazardous Materials Information System. It is a comprehensive plan for providing information on the safe use of hazardous materials used in Canadian workplaces. Information is provided by means of product labels, material safety data sheets (MSDS) and worker education programs.

**The Material Safety Data Sheets, (MSDS), for the substances and materials used in the SALA Workshop can be accessed with the help of the Workshop staff.**

### Personal Protective Equipment: Respirator Safety

The lowest level on the hierarchy of controls, that should only be used once all other options are exhausted, is personal protective equipment (PPE). A common form of PPE is respirators. Respirators should be used for protection against airborne contaminants if there are no other hazard control methods available. Respirators should never be the primary choice for hazard control.

Individuals can be exposed to an array of airborne hazards in their workplace that can lead to occupational respiratory diseases. Examples of airborne hazards include:

Hazard	Source
Dust and fibres	sanding, grinding, cutting, and drilling
Mists	shaking, spraying, and stirring
Fumes	welding, soldering, brazing, and smelting
Biologicals	bacteria, fungi, and animal allergens

Gases and vapors

process gases and volatile organic compounds

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Respirators must be fitted to the individual, which ensures the respirator fits properly on the face. Respirator fit is affected by scarring, dental work, surgery, weight loss, facial hair. A respirator fit testing session will ensure individuals are competent at putting on their respirator.

Respirator fit testing is required prior to the first use of your respirator and annually thereafter, as required by WorkSafeBC regulations. For more information on respirators and fit testing, see the [RMS Website](#)



## Program Review

A system for evaluating the operation of the Health and Safety Program must be in place. The purpose of a program review is to determine and implement changes needed to improve workplace health and safety. The program review assesses the effectiveness of the elements of the Health and Safety Program.

### Unit Requirements

The Unit is to conduct a review of its Health and Safety Program on an annual basis.

The purposes of these reviews are to:

- Identify the strengths of the Unit's Health and Safety Program
- Identify areas of non-compliance (with WorkSafeBC and UBC requirements)
- Identify where the program could be further improved so as to achieve higher levels of health, safety and compliance
- Assist the Unit in reducing accidents and claims costs.

The unit's Safety Program Advisor/Administrator (SPA) and members of the Joint Occupational Health and Safety Committee are responsible for conducting these reviews in accordance with established program review procedures

A written report is presented to the Unit Head and all levels of management upon completion of the review. Management then authorizes and implements measures to improve the Unit Health and Safety Program. The report is posted and available to all employees.

Management takes action on the evaluation report by:

- Developing an action plan
- Prioritizing recommendations
- Assigning accountability
- Conducting a follow up

All program review activities are documented to meet due diligence requirements.