

<b>POLICY NUMBER</b>	<b>ADM 05-0</b>
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<b>AUTHORITY</b>	<b>PRESIDENT'S COUNCIL</b>
<b>PRIMARY CONTACT</b>	<b>MANAGER, HEALTH, SAFETY &amp; ENVIRONMENT</b>

## **POLICY**

Thompson Rivers University is committed to providing a safe and healthy workplace and learning environment for all members of the TRU community. TRU will ensure that its Occupational Health & Safety programs comply with the *Workers Compensation Act*, the Occupational Health and Safety Regulations and all other applicable legislation relating to the promotion of safety and health and the prevention of injuries, accidents and occupational diseases.

It is therefore the policy of TRU to:

1. Protect the safety of all faculty, staff, students, and visitors against unsafe conditions and occupational hazards having regard to the resources available to TRU;
2. Comply with the *Workers Compensation Act*, the Occupational Health and Safety Regulations and all other applicable occupational health and safety laws;
3. Ensure that adequate resources are available to implement appropriate safety procedures and practices.
4. Ensure priority is given to a safe working and learning environment in the planning, budgeting, direction and implementation of TRU's activities;
5. Provide, having regard to the resources available, information, instruction, training, and supervision necessary to ensure the health and safety of (a) employees in carrying out their work and (b) students during their studies on TRU's campuses;
6. Ensure that core Health and Safety responsibilities are clearly outlined and communicated to TRU's employees through the completion of the Health and Safety Orientation Program and training; and,
7. Formulate and carry out continuing Health and Safety programs appropriate to TRU's operations which also include threat assessment and emergency management programs.

## REGULATIONS

### Responsibilities and Expectations

Safety is the responsibility of every member of the University community. Specific responsibilities are as follows:

#### Faculty and Staff shall:

1. Comply with the University's safety policies and procedures, *Workers Compensation Act*, Occupational Health and Safety Regulations and any applicable policies or guidelines of WorkSafe BC;
2. Immediately report to their supervisor, any work-related injury, near-miss incident, accident, or death.
3. Immediately report to their supervisor, any hazardous work practice or work condition and, where appropriate, respond to or assist in, the response to that condition as specified by appropriate protocols under the direction of the Office of Safety and Emergency Management (OSEM);
4. Not engage in bullying or harassment, report bullying or harassment if observed and to comply with TRU's Respectful Workplace and Harassment Prevention Policy.
5. Seek guidance from their immediate supervisor concerning safety-related knowledge and skills required to ensure safe performance on the job;
6. Attend safety training programs and meetings as assigned;
7. Comply with instructions given under this policy by representatives of the OSEM and cooperate with the Joint Occupational Health & Safety Committee (JOHSC);
8. Comply with the health and safety policies and procedures of other institutions when they are engaged in University-related activities in these other institutions;
9. Ensure that students are supervised and instructed in the safety aspects of classes or laboratories for which the faculty or staff member has responsibility; and
10. Comply with the directions of TRU security staff.

#### Students shall:

1. Comply with the University's safety policies and procedures and, if applicable, *Workers Compensation Act*, Occupational Health and Safety Regulations and policies or guidelines of WorkSafeBC associated with the student's University related activities including WorkSafe BC's policy requiring students, when they are workers under the Workers Compensation Act (e.g., practicum placements) to not bully or harass, to report any bullying or harassment observed by the student and for the student to comply with the employer's policies and procedures on

bullying and harassment;

2. Immediately report to their instructor or supervisor any injury, near-miss incident, accident, hazardous practice or condition with respect to their University-related activities;
3. Seek guidance from their instructors or supervisors concerning safety-related knowledge and skills required to ensure safe performance in their University-related activities;
4. Attend safety training programs and meetings as required by TRU or the student's instructor or supervisor;
5. Review and comply with the health and safety policies and procedures of other institutions when engaged in University-related activities in these other institutions; and
6. Comply with the directions of TRU security staff.

Visitors shall:

1. Comply with the University's safety policies and procedures and other pertinent departmental regulations; and,
2. Comply with the directions of TRU security staff.

Supervisors and Managers shall be responsible for the following:

1. Providing safe working conditions and practices at their workplace;
2. Not engaging in bullying or harassment and applying and complying with TRU's Respectful Workplace and Harassment Prevention Policy;
3. Applying and complying with the University's safety policies and procedures, and *Workers Compensation Act* and Regulations;
4. Immediately reporting any injury, near-miss incident, or accident, to the Office of Safety and Emergency Management.
5. Participating in a timely fashion in investigations of work-related injuries, near-miss incidents and accidents;
6. Inspecting the worksite under their supervision at appropriate intervals to ensure the existence and use of safe work conditions, methods, practices and procedures, equipment and tools;
7. Taking immediate action to correct any unsafe working condition, method, practice, procedure, equipment or tool that exists or is being used contrary to the University's policies and procedures, or contrary to the *Workers Compensation Act* and Regulations;
8. Orienting employees to the safety, first aid and emergency management requirements and resources related to their job and workplace;
9. Arranging training sessions and conducting meetings as required with immediate personnel in order to communicate safety information, concerns, work habits, policies and procedures, and to promote safety consciousness on the job;

10. Consulting with employees to assess the safety related knowledge and skills required to ensure safe performance of the employee's job and arranging training as appropriate, and taking necessary corrective actions;
11. Assessing the safety performance of employees as part of their regular performance appraisal process;
12. Initiating or assisting with disciplinary procedures (as appropriate) when employees under their supervision, are not complying with this policy;
13. Cooperating with the Office of Safety and Emergency Management and the Joint Occupational Health and Safety Committee; and
14. Working with TRU Security staff to address security issues affecting their workplace.

Deans or Directors shall be responsible for:

1. Taking a leadership role in maintaining the overall safety of their department/school.
2. Appointing a representative with the authority to support department/school health & safety-related programming and to liaise with the Office of Safety and Emergency Management.
3. Ensuring that Supervisors and Managers fulfill their responsibilities as set out in the above section;
4. Supporting an environment free of bullying or harassment and applying TRU's Respectful Workplace and Harassment Prevention Policy;
5. Incorporating adequate provisions for safe working practices and conditions in operational policies and procedures, and in programs and projects in their faculty or department;
6. Establishing and supporting a regular department/school forum to discuss and address safety issues, including maintaining appropriate records;
7. Assisting the Office of Safety and Emergency Management and the Joint Occupational Health and Safety Committee and any external Health & Safety personnel as required in the investigation of accidents;
8. Cooperating with the Office of Safety and Emergency Management and the Joint Occupational Health and Safety Committee;
9. Supporting Supervisors and Managers in addressing issues arising should employees or students of the department/school be in non-compliance with any aspect of this policy including initiating or supporting disciplinary procedures when required; and
10. Working with TRU Security staff to maintain the security of their department/school.

Joint Health & Safety Committee shall be responsible for:

1. Promoting safe work practices and compliance with *Workers Compensation Act* and Regulations;
2. Assisting in creating a safe and healthy workplace and in doing so, creating a culture of safety;

3. Meeting regularly to address safety issues, review progress and recommend actions to improve the effectiveness of the Occupational Health and Safety program;
4. Ensuring regular inspections are being made of workplaces, work practices, procedures, tools and equipment and that prompt action is taken to correct any hazardous conditions found;
5. Ensuring timely and thorough investigations of work-related injuries, accidents, incidents and near-miss situations and;
6. Participating, when appropriate and feasible, in workplace inspections and investigations.

The Office of Safety & Emergency Management shall be responsible for:

1. Planning, organizing and developing core safety programs, policies and procedures to meet the University's goals;
2. Ensuring that all injuries, near-miss incidents, and accidents are investigated and reported as required by regulation and this policy;
3. Consulting with administrative heads of programs, and departments on safety needs assessment, program evaluation and safety plan development;
4. Collaboratively monitoring and evaluating safety performance with administrative heads, safety committees and regulatory agencies;
5. Providing information to administrative heads, safety committees and individual employees on safety issues, training opportunities and resources;
6. Advising on the application and interpretation of statutory requirements, the University's safety policies and procedures, and requirements of regulatory agencies;
7. Liaising with Occupational Health and Safety professionals at other universities, companies, WorkSafeBC, government agencies, etc.;
8. Participating in the inspection and discussion of plans for new construction and renovations from the point of view of safety considerations;
9. Taking any and all reasonable actions with available resources to ensure the safety of all members of the University community, including ordering the cessation of any activity which the Safety Officer(s) or Manager of Safety & Emergency Management judge to be unsafe;
10. Consulting with and assisting the Joint Occupational Health and Safety Committee; and
11. Establishing and maintaining a central records system for the University's safety program.

Related Policy –

1. Respectful Workplace and Harassment Prevention (BRD 17-0)
2. Emergency Management Policy (policy number not yet assigned)