



A02.06.03 Health and Safety

Effective Date: November 21, 2012	New:
Replaced: March 5, 1996	Revision: X

Purpose

This policy states the College's commitment to providing an environment that is healthy, safe and secure for the College community and outlines the responsibilities for achieving this.

Policy Statement

Douglas College is committed to the protection and promotion of the health and safety of each student, employee and user of the College. In compliance with the Workers' Compensation Act, the College strives to promote a culture of health and safety that facilitates the awareness and mitigation of risk and the prevention of injury and illness. To achieve this, the College has established and maintains Occupational Health and Safety Committees and an Occupational Health and Safety Program, adheres to all applicable Health and Safety legislation and provides quality training and education in an environment that supports and reinforces proper safety practices and procedures.

Other Related Policies, regulation and Legislation

Related Douglas College policies provide details related to occupational health and safety in specific contexts ([Administration Policies](#) homepage).

- A02.09.01 Sexual Harassment and Personal Discrimination
- A10.01.01 College Facilities Use
- A10.01.05 Violence Prevention Involving College Employees
- A10.01.06 Violence Prevention Involving Students/Users
- A10.02.01 Standards of Conduct Involving College Employees
- A10.02.02 Standards of Student/User Conduct
- A02.01.02 Respectful and Inclusive Environment

Occupational Health and Safety (OHS) Regulation contains legal requirements that must be met by all workplaces under the inspection jurisdiction of WorkSafeBC.

[WorkSafeBC OHS Regulation](#)

WorkSafeBC administers the Workers' Compensation Act for the B.C. Ministry of Labour. The Act gives WorkSafeBC legal authority to: set and enforce occupational health and safety standards; assist injured or disabled workers and their dependants; assess employers and collect funds to operate WorkSafeBC.

[Workers' Compensation Act.](#)

Definitions

- **College**
Douglas College, the legal entity as prescribed by the College and Institute Act.
- **Administrative Head of Unit**
President, Vice President, Associate Vice President, Dean, Associate Dean, Director, or Associate Director.
- **Supervisor**
A person, not necessarily an Administrative head of unit and/or not necessarily with Supervisor as his/her job title, who has been assigned or delegated supervisory responsibility for others working or studying at Douglas College.

Procedures

Responsibility and Accountability for Health and Safety

1. **College**

It is the responsibility of the College, acting through the Administrative Head of Unit to:

- provide a safe, healthy and secure working environment;
- establish, maintain and regularly review the Occupational Health and Safety program;
- support Supervisors and Safety Committees in the implementation of an effective Health, Safety and Security Program;
- ensure that inspections are made regularly and action taken as required to improve unsafe conditions;
- ensure adequate resources are available to implement appropriate procedures;
- provide adequate first aid facilities and services;
- establish and maintain adequate standards of maintenance of the site and equipment to ensure that hazards are guarded against or eliminated;
- ensure compliance with WorkSafeBC and other applicable legislation;
- ensure an effective system for conducting investigations;
- ensure the Occupational Health & Safety Committees are provided with information, as appropriate, regarding the commencement and outcomes of workplace incident investigations and reports;
- communicate, as appropriate, with the College community regarding events or situations when potentially harmful conditions arise or are discovered.

2. **Supervisor**

It is the responsibility of a Supervisor to:

- develop, implement and enforce safe work procedures for his/her area and enforce safety regulations;
- provide a job specific health and safety orientation to new workers;
- ensure that all persons under his/her supervision receive appropriate training and are aware of safety practices and follow safety procedures;
- ensure that only authorized, adequately trained workers operate tools and equipment or use hazardous chemicals;
- ensure that equipment and materials are properly handled, stored, and maintained;

- take part in Occupational Health and Safety Committee inspections and investigations;
- regularly inspect his/her area for and promptly correct any health or safety hazards, unsafe acts and/or conditions and document these activities;
- address health, safety and personal security concerns expressed by his/her staff;
- report accidents, incidents, injuries and/or near misses to the Administrative Head of Unit.

3. **Employee**

It is the responsibility of each employee to:

- learn and follow safe work procedures;
- ask for training before commencing work if safe work procedures are not known;
- correct any unsafe conditions or hazards and/or immediately report them to Supervisors;
- participate in inspections and investigations where appropriate;
- use personal protective equipment as and when required;
- work safely and encourage co-workers to work safely;
- report accidents, incidents, injuries and/or near misses to the Supervisor;
- maintain a safe workplace by recommending ways to improve the Health and Safety Program;
- be aware of the Health and Safety policy and related College policies as noted above.

4. **Office of Safety, Security and Risk Management**

It is the responsibility of the Office of Safety, Security and Risk Management to:

- provide a leadership role to assist Administrators, Faculties, Departments, Supervisors and staff in implementing an effective health and safety management system;
- liaise with regulatory authorities on behalf of the College;
- support the establishment and activities of the Occupational Health and Safety Committees;
- take the lead role in implementing new occupational health and safety regulatory requirements;
- provide guidance and assistance to Supervisors and Administrators in identifying, evaluating and correcting health and safety hazards;
- provide materials and resources relating to safe and healthy work practices;
- ensure that regular monitoring, inspections and audits are performed;
- maintain incident statistical data and communicate relevant information to regulators and members of the College community.

5. **Occupational Health and Safety Committees**

It is the responsibility of the Occupational Health and Safety Committees to:

- participate in the development and implementation of health and safety programs for employees;
- respond to concerns and suggestions regarding workplace health and safety;
- ensure the maintenance and monitoring of workplace accident/injury/incident/hazard reports;
- participate in workplace health and safety inquiries and investigations and provide recommendations;
- conduct regular workplace health and safety inspections;
- coordinate and promote employee health and safety training and awareness activities;

- make recommendations to the College for accident prevention and safety program activities for employees;
- monitor the effectiveness of safety programs and procedures.

6. **Students and Users**

It is the responsibility of each individual student and user to:

- work safely and conduct themselves in a safe manner;
- follow rules and regulations pertaining to safe work and/or learning procedures and/or activities;
- immediately report unsafe conditions, injuries, accidents, incidents and/or near misses to an instructor, and Administrative Head of Unit and/or Security;
- be aware of the Health and Safety policy and related College policies as noted above.