

## OCCUPATIONAL HEALTH AND SAFETY POLICY

<b>Policy Name:</b> Occupational Health and Safety	<b>Responsible Owner:</b> Vice President, Administrative Services and CFO	<b>Created:</b> 1993 Apr
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#### A. PURPOSE

This policy articulates Douglas College’s commitment to promoting and maintaining a healthy and safe working and learning environment for all members of the College Community through measures to prevent accidents, injuries and/or occupational diseases.

#### B. SCOPE

This policy applies to all members of the College Community and at all Campuses and Properties, sites and locations.

#### C. DEFINITIONS

**College Campuses and Properties:** All buildings, structures, parking lots, vehicles, space or land (including vacant space or land) controlled, owned, leased and/or occupied by the College; for the purposes of this policy, includes any grounds or facilities used in partnership with other parties as well as online learning and working environments.

**College Community:** All College employees, Students, Board members, and any other person who is contractually obligated to comply with College policy.

**Occupational Health and Safety Program:** Douglas College’s plan of action designed to prevent accidents, injuries and/or occupational diseases.

**Responsible Administrator:** An executive of Douglas College or an administrator responsible for the operations of a College department, Faculty or service area (e.g., Dean, Director, Chief Information Officer, Registrar).

**Student:** A person enrolled in studies at the College in credit or non-credit courses.

**Supervisor:** A person, not necessarily a Responsible Administrator and/or not necessarily with Supervisor in their title, who instructs, directs or controls workers and/or Students in the performance of their duties while working or studying at Douglas College; for the purposes of this policy, supervision of Students refers only to Students while completing work-related placements (e.g., in clinical, practicum or co-op settings).

#### **D. POLICY STATEMENTS**

1. Douglas College (the College) is committed to providing an innovative and engaging working and learning environment that is healthy and safe, and compliant with organizational policies as well as with provincial and federal regulations. All members of the College Community share responsibility for health and safety in the College environment.

#### **ROLES AND RESPONSIBILITIES**

2. Senior Management Team (SMT) supports the College's Occupational Health and Safety Program and ensures accountability of all levels of administration for carrying out health and safety responsibilities.
3. Responsible Administrators are responsible for raising safety awareness, implementing the College's Occupational Health and Safety Program within their departments and ensuring that all safety procedures are practiced at all times.
4. Responsible Administrators, instructors, managers and Supervisors are responsible for knowing, following and promoting all safety activities addressed in the Occupational Health and Safety Program and for preventing and/or correcting any unsafe working and learning conditions/practices when evident. They must ensure that members of the College Community under their supervision receive the proper instruction and resources to do their jobs safely, and that working and learning is conducted in full compliance with applicable rules, legislation and established safety practices.
5. Members of the College Community are responsible for adhering to all safety rules and legislation outlined in the College's Occupational Health and Safety Program; for conducting themselves in a manner that does not endanger the well-being of themselves or others; and for reporting any actual or potential safety or health hazard.
6. The department of Safety, Security and Risk Management (SSRM) provides a leadership role to all levels of the College in planning and implementing an effective health and safety management system, liaising with other post-secondary institutions, companies, WorkSafeBC

and other government agencies to stay current on best practices. SSRM advises on the application and interpretation of statutory requirements, the College's safety policies and procedures and the requirements of regulatory agencies.

Working collaboratively with Faculties, departments, Joint Occupational Health and Safety Committees (JOHSC) and regulatory bodies, SSRM monitors and evaluates safety performance in an effort to maintain a high standard of performance and continuous improvement.

7. Members of the JOHSC work together to promote safe work practices and conditions to improve the effectiveness of the College's Occupational Health and Safety Program. Each JOHSC monitors its respective site's performance, develops goals and objectives in collaboration with SSRM, and provides recommendations for improvement to SMT.

#### **E. PROCEDURES**

[Safety, Security and Risk Management – Services \(OHS\)](#) for internal users only)

[Standard Operating Procedures](#) (for internal users only)

- *Administrative Oversight of Research Involving Biohazardous Materials*
- *Douglas College Community Members' General Health & Safety Responsibilities*
- *First Aid Assistance*
- *Hazardous Waste – Storage, Handling and Disposal*
- *Investigating a Workplace Accident, Injury, Incident or Occupational Disease*
- *New Employees – Mandatory Health & Safety Training*
- *Refusing Unsafe Work*
- *Reporting a Workplace Accident, Injury, Incident or Occupational Disease*
- *Storage and Handling of Compressed Gas*

#### **F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**

[Administration Policies Page](#)

- *Bullying and Harassment Prevention and Response*
- *Impairment Policy for Employees*
- *Impairment Policy for Students*
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- *Sexual Violence and Misconduct Prevention and Response Policy*
- *Tobacco and Smoke-free Campuses and Properties Policy*
- *Use of College Facilities Policy*
- *Violence Prevention and Response Policy*
- *Weapons on Campus Policy*

[Safety, Security and Risk Management \(external website\)](#)

**G. RELATED ACTS AND REGULATIONS**

[WorkSafeBC OHS Regulation](#)  
[Workers' Compensation Act](#)

**H. RELATED COLLECTIVE AGREEMENTS**

- [\*Collective Agreement between Douglas College and the B.C. General Employees' Union \(BCGEU\)\*](#)
- [\*Collective Agreement between Douglas College and Douglas College Faculty Association \(DCFA\)\*](#)