

Policy 6420: Occupational Health and Safety

A. PURPOSE

Selkirk College is committed to conducting all activities in a manner that protects the health and safety of employees, students, and visitors. The College endeavors to provide safe tools, materials, equipment and processes for work and study by meeting or exceeding the regulatory requirements for occupational health and safety

B. SCOPE / LIMITS

Employees at every level are responsible for the College's Occupational Health and Safety performance and will be familiar with the requirements of the Workers Compensation Act as relates to their work routine. All employees will perform their jobs according to established procedure, following safe work practices, and reporting foreseeable hazards. Safety is the direct responsibility of everyone.

C. PRINCIPLES

Selkirk College will maintain an Occupational Health and Safety (OHS) Program with the participation of all major College constituents. The program will operate in accordance with WorkSafeBC's Occupational Health and Safety Regulation: Workers Compensation Act (B.C.): Part 3, and/or any other pertinent legislation/regulation, with an atmosphere of cooperation.

The details of the Occupational Health and Safety Program will be published in the College's Occupational Health and Safety Manual as revised from time to time and will include:

D. PRINCIPLES

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The details of the Occupational Health and Safety Program will be published in the College's Occupational Health and Safety Manual as revised from time to time and will include:

1. Maintain/ensure that the 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.

1. **Inspection of Premises**

The Health and Safety department will coordinate the regular inspection of all workplaces – including buildings, structures, grounds, excavations, tools, equipment, machinery, work methods and work practices – at appropriate intervals. The purpose is to ensure that action is undertaken to correct hazardous conditions without delay. (OHS Regulation: Parts 3.3, 3.9)

Inspections of the Trail, Castlegar and Nelson campuses will be conducted by inspection teams comprised of at least two people, one of which will be an OHS Committee member. Senior managers will participate on inspection teams. Other College facilities, e.g. Kaslo Learning Centre, will be inspected annually by the Health and Safety Coordinator and the Director of Facilities.

In accordance with the [OHS regulation 3.7](#), a special inspection will be coordinated by the Health and

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Safety department when required by malfunction or accident.

2. **Supplementary Instructions**

The College will ensure the adequate supervision and instruction of workers and students covered by WorkSafeBC in the safe performance of their duties.

Annually, Selkirk College will:

- a) Identify all situations wherein students are deemed workers and covered by the Ministry <https://universitycounsel.ubc.ca/files/2013/08/Worksafe-BC-coverage-for-student-placements.pdf> or otherwise covered by WorkSafeBC regulations
- b) Identify all situations wherein instructors are deemed supervisors or otherwise responsible for the occupational health and safety of others as defined under WorkSafeBC regulations <https://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities>
- c) Advise instructors identified as being supervisors of their supervisory responsibilities under WorkSafeBC regulations and provide supervisory training with respect to WorkSafeBC regulations as needed for those instructors can we refer back to <https://committee.selkirk.ca/course/index.php?categoryid=10>
- d) All employees identified as supervisors under WorkSafeBC are responsible for the proper instruction of those workers and students who are under their direction and control and covered by WorkSafeBC. The Supervisors must ensure that work is performed without undue risk (3.23)

3. **Investigation of Accidents/Incidents/Near Misses**

In addition, with [OHS regulation 3.10](#) the Health and Safety Department may need to coordinate the prompt investigation of accidents/incidents and near misses by the appropriate Supervisor/Department Head/School Chair and representatives of the Occupational Health and Safety Committee. They will determine the cause(s), identify the unsafe conditions, acts or procedures, and develop corrective action(s) to prevent recurrence of accidents/incidents. (3.10)

4. **Records and Statistics**

Records and statistics, including reports of inspections and accident investigations, will be maintained with provision for making this information available to the Occupational Health and Safety Committee and WorkSafeBC.

Requests for responses to an inspection report shall follow this procedure:

- a. An inspection report shall be addressed to the appropriate Supervisor or Department Head or Campus Manager with expectation that a written response will be made within a month.
- b. The Follow-up to an inspection report shall be addressed to the appropriate Dean, Director or Vice President with the expectation that a written response will be made within 21 days.
- c. The final resolution to an inspection report shall be addressed to the President of Selkirk College.

5. **Occupational Health and Safety Committees**

The Occupational Health and Safety Committees will be constituted and will function as required by WorkSafeBC's Occupational Health and Safety Regulation.

The College will establish two OHS Committees. One will be responsible for the Trail and Castlegar campuses and Grand Forks Learning Centre and the other for the Nelson campuses and Kaslo and Nakusp Learning Centres.

The two committees will develop a common Terms of Reference. It will be reviewed by the Health and Safety Coordinator to ensure that they comply with WorkSafeBC requirements and that they are consistent with the intent of this Occupational Health and Safety Policy.

- 6. Faculty/Staff, Students, Visitors, Supervisors and Managers, Deans or Directors, Office of Safety and Emergency Management are expected to understand their responsibilities as outlined in College documentation and posted on my.selkirk.ca

E. RELATED POLICIES

6430 Emergency Wardens, 6410 Working Alone, 6400 Violence in the Workplace, 6330 No Smoking and Vaping

Responsibility, Recommendation and Approval Dates

Executive Responsibility: Vice President, College Services, CFO

Administrative Responsibility: Health and Safety Advisor

Recommended by Policy Review Committee or Administrative Policy Review Committee: 2022-09-14

Recommended/Approved by Education Council: n/a

Approved by President:

Maggie Matear
Signature

September 27, 2022
Date

Linkage to Board Policy: