

 Policies and Procedures		6420	Occupational Health and Safety		
		Replaces:	B6002.4		
		Effective:	2015-07-01	Next Review:	2020-06-01
Executive Responsibility:	Administrative Responsibility:	Recommended by Policy Review Committee		2015-06-17	
Director, Human Resources	Health and Safety Coordinator	Recommended/Approved by Education Council		N/A	
		Approved by President		2015-09-01	

A. PURPOSE

This policy outlines the College’s responsibilities toward occupational health and safety.

B. SCOPE / LIMITS

This policies applies to all members of the College community deemed to be supervisors or workers according to WorkSafeBC. In some situations, students may be considered to be workers under legislation.

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:

1. Inspection of Premises

Provision will be made for the regular inspection of all workplaces, including buildings, structures, grounds, excavations, tools, equipment, machinery, work methods and work practices, at appropriate intervals, to ensure that action is undertaken to correct hazardous conditions found without delay. (OHS Regulation: Parts 3.3, 3.9)

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

A special inspection will be made when required by malfunction or accident. (3.7)

2. Supplementary Instructions

The College will ensure the adequate supervision and instruction of its 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 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
- 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

- d) provide a copy of the list of instructors identified as supervisors to the instructors' unions

All supervisors and instructors identified as supervisors under WorkSafeBC are responsible for the proper instruction of workers and students covered by WorkSafeBC under the supervisor's or instructor's direction and control, and for ensuring their work is performed without undue risk. (3.23)

3. Senior Management Meetings

Provision will be made for holding annual management meetings with the Occupational Health and Safety Committees representative for the purpose of reviewing health and safety activities and accident trends, and for the determination of necessary courses of action.

4. Investigation of Accidents/Incidents/Near Misses

Provision will be made for the prompt investigation of accidents/incidents and near misses (where injury could have occurred) by the appropriate Supervisor/Department Head/School Chair and representatives of the Occupational Health and Safety Committee to determine the cause(s), to identify the unsafe conditions, acts or procedures, and to develop corrective action(s) to prevent recurrence of accidents/incidents. (3.10)

5. Records and Statistics

The maintenance of 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 to the nearest WorkSafeBC office.

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

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.

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.

The final resolution to an inspection report shall be addressed to the President of Selkirk College.

6. 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 the other for the Nelson campuses and all other College facilities. e.g. Kaslo Learning Centre.

One Terms of Reference will be developed that will apply to both committees. The Terms of Reference will be developed by the committees and will be reviewed by the OHS Coordinator to ensure that they comply with WorkSafeBC requirements and that they are consistent with the intent of this Occupational Health and Safety Policy.

D. Other relevant policies:

6430 Emergency Wardens, 6410 Working Alone, 6400 Violence in the Workplace

<http://www2.worksafebc.com/publications/OHSRegulation/Part3.asp>

E. Key words:

Health, Safety Regulations, Committee, Occupation