



Safety Program Manual

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Vancouver, BC
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September 2016
University of British Columbia
Risk Management Services

To be updated every 3 years, or as needed, to include and/or facility changes

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Emergency Phone Numbers

FIRE

AMBULANCE 9-1-1

POLICE

Campus First Aid.....2-4444

Stacy Campbell.....	HA 447.....	2-8681
Hilary Geise.....	HA 137.....	7-1732
Theresa Glanville.....	HA 247.....	2-5070
Linda Gully.....	HA 168.....	2-8448
Erica Hill.....	HA 451B.....	2-6800
Bryan Keizer.....	HA 038.....	7-1445
Celine Li.....	HA 247.....	2-1646
Leah Penrose.....	HA 767.....	2-8559
Rita Quill.....	HA 466.....	2-8505
Sauder Security Desk.....	HA 108.....	7-4766
Shirley Sia.....	HA 771.....	2-9881
Altan Uludag.....	DL 003.....	7-1571
Florence Yen.....	HA 566.....	2-8314
Ewan MacLean.....	Robson.....	7-5428
Holly Patterson.....	Robson.....	2-8658
Jennifer Orme.....	DL 211.....	2-9391
Kalenne Thors.....	DL 210.....	7-4749

Hazardous Materials Response.....	9-1-1
UBC Hospital Urgent Care (8:00am – 10:00pm).....	2-7662
Poison Control Center.....	9-604-682-5050
Campus Security.....	2-2222

Non-Emergency Numbers

Ambulance.....	9-604-872-5151
Biosafety.....	2-7596
Chemistry Safety.....	2-9280
Counseling Services.....	2-3811
Environmental Programs.....	2-9280
Fire Prevention.....	9-604-665-6069
Equity Office.....	2-6353
Risk Management Services.....	2-2029
Occupational Hygiene.....	2-2643
Radiation Safety.....	2-7052
RCMP – University Detachment.....	9-604-224-1322
Safewalk.....	2-5355
Student Health Services.....	2-7011
Trouble Calls – Plant Operations.....	2-2173
Sexual Assault Support Centre (SASC).....	7-5180
Vancouver Fire Department.....	9-604-665-6000
Vancouver Police Department.....	9-604-717-3321

Introduction

The Sauder School of Business is committed to providing its employees a safe and healthy workplace. To ensure that this objective is accomplished, the Department has developed and will maintain a department specific Occupational Health and Safety (OCHS) Program. An OCHS Program is defined as “a *scheme of action or a plan of future procedures for enlisting and maintaining support of all the personnel of an organization for the prevention of accidents*”.

The Sauder School of Business OCHS Program contains fifteen (15) elements which meet the requirements of the University of British Columbia and Workers’ Compensation Board of British Columbia (WCB). These elements include:

1. Safety Policy
2. Local Safety Committee
3. Terms of Reference
4. Duties of Committee Members
5. Hazard Assessments and Work Site Inspections
6. Accident Investigations
7. Safe Work Rules and Procedures
8. First Aid and Emergency Services
9. Personal Security and Public Safety
10. Contractor Safety
11. Health Promotion and Return to Work
12. Records and Statistics
13. Program Review
14. Environmental Protection
15. Risk Management Services

The OCHS Program is documented in this Safety manual which:

- describes the requirements of each element
- lists the names of individuals designated as being responsible for various program elements
- outlines the roles and responsibilities of all levels of employment

All department employees will be familiarized with this Manual to ensure that they are aware of their responsibilities and safe work procedures.

If there are any questions regarding the Safety Program Manual of the Sauder School of Business OCHS Program, please contact your Safety Committee Representative or the Department Safety Program Administrator (DSPA).

UBC Safety Policy

The University aims to provide a safe, healthy and secure environment in which to carry on the University affairs. All possible preventive measures are taken to eliminate accidental injuries, occupational diseases and risks to personal security.

Compliance with the Worker's Compensation Act, WHMIS (Workplace Hazardous Materials Information System) and related legislation is the minimum standard acceptable. All students and members of faculty and staff are encouraged to strive to exceed these minimum legal standards.

The University

It is the responsibility of the University acting through administrative heads of units to:

- provide a safe, healthy and secure working environment
- ensure regular inspections are made and take action as required to improve unsafe conditions
- ensure that health, safety, and personal security considerations form an integral part of the design, construction, purchase and maintenance of all buildings, equipment and work processes
- provide first aid facilities where appropriate
- support supervisors and Safety Committees in the implementation of an effective health, safety and security program
- ensure compliance with WCB and other applicable legislation
- establish department or building Safety Committees
- communicate with the university community or affected groups about events or situations when potentially harmful conditions arise or are discovered
- ensure adequate resources are available to implement appropriate procedures

The Supervisor

It is the responsibility of the supervisory staff to:

- formulate specific safety rules and safe work procedures for their area of supervision
- ensure that all employees under their supervision are aware of safety practices and follow safety procedures
- provide training in the safe operation of equipment
- inspect regularly their areas for hazardous conditions
- promptly correct unsafe work practices or hazardous conditions
- be responsive to concerns expressed about personal security and investigate any accidents, incidents or personal security concerns which have occurred in their area of responsibility
- report any accidents or incidents involving personal security to the appropriate University authority
- participate, if requested, on department or building Safety Committees

Individual Students and Members of Staff and Faculty

It is the responsibility of individual students and members of faculty and staff to:

- observe safety rules and procedures established by supervisory staff, administrative heads of unit and the University
- be safety-conscious in all activities, be they work, study or recreation
- report as soon as possible any accident, injury, unsafe condition, insecure condition or threats to personal security to a supervisor or administrative head of unit
- use properly and care for adequately personal protective equipment provided by the University
- participate, if elected or appointed, on departmental or building Safety Committee

Element 1 – Safety Policy

Purpose

The Safety Policy defines commitment and responsibility. It formally expresses an employer's objective of providing safe, healthy and secure environment for all UBC faculty, staff, students and visitors.

The Sauder School of Business Department Requirements

The Sauder School of Business has developed and maintains a policy that describes management's commitment and goals to create a workplace free from disease, illness and injury. Compliance with the Worker's Compensation Act and related legislation is the minimum standard acceptable.

This policy is endorsed and signed by the Department Head and is reviewed annually by management, the Department Safety Program Administrator and the Safety Committee. This policy is posted throughout the department and is communicated to all workers.

Element 2 – Local Safety Committee

Purpose

A Local Safety Committee is a joint committee made up of worker and employer representatives working together to identify and resolve safety and health problems at the place of employment. It is an organizational unit that can coordinate health and safety activities and monitor the status of the Health and Safety Program.

Employees at all levels must be involved in the structure and operation of the Health and Safety Program and in the decisions that affect employee health and safety. Local Safety Committees:

- assist in creating a safe and healthy workplace
- recommend actions that will improve the effectiveness of the Health and Safety Program
- promote compliance with WCB and internal regulations

The Sauder School of Business Department Requirements

The Sauder School of Business promotes the Health and Safety Program and encourages active employee participation by fully supporting local Safety Committee activities. The Sauder School of Business's Local Safety Committee consists of bargaining unit and management representatives working cooperatively to improve health and safety performance. Their responsibility is to recommend changes to senior management who in turn consider and make decisions on these recommendations.

Management will provide all necessary resources to ensure that the Local Safety Committee is able to function effectively. These include:

- training for Safety Committee members
- administrative support
- adequate time for committee members to carry out responsibility
- open two-way communication channels

All meeting discussions and decisions are to be recorded and the minutes are to be distributed to senior management, the Departmental Safety Program Administrator and the Risk Management Services (RMS).

Element 3 – Terms of Reference for Local Safety Committee

Introduction

The UBC Policy #7 **University Safety** provides the following general statement of objectives:

“The University aims to provide a safe, healthy and secure environment in which to carry on the University affairs. All possible preventative measures are taken to eliminate accidental injuries, occupational diseases and risks to personal security.

Compliance with the Worker’s Compensation Act, WHMIS and related legislation is the minimum standard acceptable. All students, members of faculty and staff are encouraged to strive to exceed these minimum legal standards and eliminate unnecessary risks.

The University Health and Safety Committee works to achieve these objectives by providing education and reviewing policies and procedures.”

Local Safety Committee

The Local Safety Committees of the University have been mandated in the University Health and Safety policy to:

“Carry out the safety programs within their areas and make recommendations to ensure that the safety objectives of the University can be achieved.”

These Committees have been directed to consider issues of personal safety and security and the fire safety of their work areas.

Committee Membership

All work areas of the University are to be covered by a Local Safety Committee. Questions concerning appropriate areas of jurisdiction and organization of committees should be directed to the University’s Risk Management Services (RMS).

Each committee consists of not fewer than four members who work in the area covered and are familiar with local operations. Committee members are designated as representing the University or Faculty and Staff. As required by WCB Regulations, University representatives should not outnumber Faculty and Staff representatives on the committee. University representatives are appointed by the appropriate Department Head. Faculty or Staff representatives shall be elected or appointed by their peers. Efforts should be made to ensure all major work groups or areas are represented on each committee. Faculty members may be appointed as University representatives.

The members of the committee then elect two co-chairs and a secretary. One co-chair will represent the faculty and staff and will be elected by the faculty and staff members while the other co-chair will represent the University and will be elected by the university representatives. The secretary is elected by all committee members and can be either a university or faculty and staff member.

Role of Committee

In order to monitor safe programs, each Safety Committee should:

1. Participate in monthly work site inspections and report any hazardous conditions found

2. Review written safety instructions and make recommendations for their improvement, particularly when new equipment or processes are introduced
3. Review and make recommendations concerning all reported accidents or incidents which may have occurred in their area of coverage
4. Ensure that accidents have been reported to the University Risk Management Services office
5. Staff representatives should accompany WCB officers on inspection tours as required by WCB Regulations
6. Review and make recommendations concerning, inspection reports from WCB
7. Consider recommendations or suggestions from staff concerning health and safety issues and endorse them when warranted
8. Coordinate committee activities with the local Fire Safety Director and cooperate with him or her to promote fire safety
9. Include in all its activities consideration of conditions or circumstances that may affect the personal security of students, faculty or staff
10. Conduct audits of the health, safety and personal security and personal security programs in their area of responsibility

Committee Recommendations

Committee recommendations concerning the control of hazards or the improvement of prevention programs shall be directed to the administrative head of the unit who has operational responsibility for that work group. The administrative head's response to these recommendations shall be delivered to the committee chair in time for the next committee meeting. Issues that have not been resolved to the satisfaction of the committee may be referred to the Director, Risk Management Services or the University Health and Safety Committee for their assistance.

Terms of Reference

The terms of reference of the Local Safety Committee shall be periodically reviewed and amended by the University as may be required.

Element 4 – Duties of Committee Members

The duties of Safety Committee members are to:

1. Report unsafe conditions and practices
2. Attend all Safety Committee meetings
3. Report all accidents or near accidents
4. Conduct inspections
5. Investigate all serious accidents
6. Contribute ideas and suggestions for improvement of health and safety
7. Work safely, and influence others to work safely
8. Immediately advise anyone who may be affected by any unsafe act or condition
9. Attend safety courses or seminars which are made available to committee members
10. Promote and support personal security within a safe learning and working environment

Duties of Co-Chairs

1. Arrange a time and place for meetings
2. Prepare and distribute agenda before the meetings
3. Review previous minutes and materials prior to each meeting
4. Report on the status of suggestions and recommendations
5. Guide committee discussions towards definite conclusions

Duties of the Secretary

1. Prepare minutes of the meetings
2. Distribute the minutes
3. Write reports and correspondence

Element 5 – Hazard Assessments & Safety Inspections

Purpose

Work site hazard assessments and inspections are key activities in the prevention of accidents. Their purposes are to:

- identify existing and potential hazards
- increase awareness leading to the prevention of workplace accidents and illnesses
- ensure compliance with standards and regulations

Requirements

The WCB requires the Sauder School of Business to ensure that hazards to the safety and health of workers are identified and brought to management's attention. It is the management's responsibility to ensure that the identified hazards are eliminated and to ensure the hazards are controlled and that workers are protected from the hazards. To meet this requirement, the department conducts:

- hazard assessments prior to all new projects, jobs or processes, or the introduction of new equipment or hazardous materials
- regular workplace inspections

The department will provide all necessary resources to ensure that hazard assessments and workplace inspections are effective. These include:

- hazard recognition and safety inspection training for inspectors
- time for inspectors to complete their duties
- established communication channels between inspectors, local Safety Committee and senior management
- quick action on recommended corrections

All assessments and inspections are documented to demonstrate due diligence.

Hazard Assessments/Job Analyses

A hazard assessment or job safety analysis is recommended prior to the start of any new project, task or job. Its purpose is to anticipate, as much as is reasonable, any hazards or hazardous conditions that are inherent or could arise out of a new project, task or job. Once the hazards have been identified, the controls for eliminating or minimizing these hazards can then be determined and implemented. Hazard assessments should also be undertaken when major modifications are made to a project, task or job.

The preliminary hazard analysis checklist that is included in Appendix 1 has been designated to anticipate any hazards that may be found in laboratory environments. A modified version of this form, or one designed to reflect the nature of the hazards found in other types of work, research and teaching environments might be used.

Workplace Inspections

The Sauder School of Business inspection Program comprises of four types of inspections that are structured as follows:

Informal Workplace Inspections

All employees are expected to maintain continual awareness of hazards in their work areas. This is accomplished by

supervisors conducting regular walk-throughs of their areas of authority and by workers checking their work areas prior to commencing work.

Formal Workplace Inspections

Work areas will be inspected monthly by the area supervisor or a designate. Each supervisor will develop a site inspection list. This list will be completed for each inspection and each supervisor must regularly review and update his/her checklist as required.

Safety Committee Inspections

Safety Committee Inspections are workplace inspections that are conducted by Local Safety Committee members at least annually. An Inspection Report is completed and copies sent to the supervisor of the inspected area, the DSPA and Safety Committee for review. The area supervisor must ensure that corrective action is taken so that the hazard is eliminated or controlled.

Special Inspections

These take place immediately after a malfunction, accident or after a new work procedure or machinery is introduced. The area supervisor and a worker representative conduct this type of inspection. An Inspection Report must be completed and distributed to the DSPA and Local Safety Committee for review.

Element 6 – Accident Investigations

Purpose

The purpose of incident/accident reporting and investigations is to prevent a recurrence of the hazardous condition causing the event.

Sauder School of Business Requirements

The WCB Regulation requires that the University notify the Board immediately of the occurrence of any accidents which:

- a. Resulted in death or critical condition with a serious risk of death
- b. Involved a major structural failure or collapse
- c. Involved the major release of a toxic or hazardous substance
- d. Was a blasting or diving accident
- e. These accidents must be reported to RMS by telephone 822-2029 or fax 822-6650 within 24 hours.

The Sauder School of Business is required to immediately initiate an investigation into the cause of every accident which:

- involved the situations stated above (a,b,c,d)
- resulted in injury requiring treatment by a medical practitioner
- did not result in an injury but had the potential for causing serious injury (near miss)

The Board also requires a written report submitted for every:

- work-related injury. The report must be made within 3 days of the occurrence
- disabling occupational disease or allegations of an occupational disease. The report must be made within 3 days of receiving the worker's report of the disease
- work-related death. The report must be made immediately

Examples of the checklists and reports that should be submitted are found in Appendices 1 and 2.

Procedures

As a measure of preparedness, always have a ready-to-use investigation kit prepared and available in advance. The kit is located at the Chair of the Health and Safety Committees (Linda Tommasini) Office in Henry Angus 447C. The kit should contain the following items:

- clipboard
- notepad (use smartphone or tablet)
- pens/pencils (use smartphone or tablet)
- measuring tape
- camera, film, flash (use smartphone or tablet)
- accident investigation forms (use smartphone or tablet) Online at:
https://www.hse2.ubc.ca/consdata/incident_accident/public_page.php?type=employee
- flashlight (use smartphone or tablet)
- do-not-enter tape

Gathering Information

1. Enter the accident scene cautiously
2. Ensure the injured are cared for properly before starting investigation
3. Secure the scene to minimize the risk of further injury
4. Keep the accident scene as undisturbed as possible
5. If possible, take pictures of the scene and provide a diagram to aid in better describing the accident
6. Gather and record all evidence
7. Interview all persons involved (injured, witnesses, first aid attendant, supervisors, etc.)

Post-Investigation

1. Complete the Accident Investigation Report (Appendix 2)
2. Submit a copy of the completed report to the Department of Safety Program Administrator for review and distribution
3. Correct any unsafe conditions or act if possible. Make sure temporary safety measures are taken whenever permanent or complete correction will require additional time. For items that require a major expenditure, write an explanation of the hazard and include a description of the impact of further accidents
4. Post a copy of the report form in an area accessible by all departmental staff

Element 7 – Safe Work Rules and Procedures

Purpose

Safe work rules and procedures are intended to provide employees with guidance and direction to perform their work safely. The elimination or control of hazards inherent to certain tasks is achieved through the analysis and the detailed description of how the task is to be done.

The Sauder School of Business Requirements

The WCB requires the Faculty to provide appropriate written instructions for all tasks to workers. Written safe work rules and procedures should be developed to either eliminate or effectively control the hazards in the department. To meet this requirement, senior management and supervisors have formulated site-specific safety rules and safe work procedures.

Safe work procedures, as a minimum, are formulated to meet WCB, UBC and if applicable, the manufacturer's requirements. In addition, the Department Safety Program Administrator, supervisors and Safety Committee review accident and injury statistics on a regular basis to ensure that established rules and procedures are providing the department with the safest work practices. Safety rules are posted in the work areas and specific work procedures are made accessible to all employees in the areas where they apply.

Supervisors ensure that safety rules and safe work procedures are:

- communicated initially to workers during orientation and on-the-job training
- reviewed regularly at staff safety meetings

Supervisors also ensure that workers are aware of the hazards associated with their work and that they understand how safe work procedures will prevent or minimize injury. All employees are expected to follow established rules and procedures. Supervisors enforce the rules and procedures by immediately correcting any observed unsafe act or condition.

Management will continually provide the necessary resources to ensure that safety rules and safe work procedures are effective. These include:

- orientation and on-the-job training programs
- time made available for workers to develop a review of safety rules and procedures

Element 8 – First Aid

Purpose

First aid and emergency services are an important part of the Health and Safety Program. The purpose of these services is to:

- ensure prompt and effective emergency response
- promote speedy recovery and to minimize the effects of injuries or exposures
- provide workers with assistance when required

Sauder School of Business Requirements

The WCB requires the Faculty to provide employees with quick and effective response in the event of injuries or emergencies. The management of the Faculty is committed to meeting this requirement by providing first aid and emergency services.

The success of First Aid and Emergency Services Program depends on employees knowing what to do in minor and major emergency situations. Supervisors are required to communicate emergency numbers and procedures to workers during orientation training and to relay this information during staff meetings. In addition, risks associated with the department's work process and their control measures must also be communicated and understood. Annual emergency and evacuation drills are practiced to ensure awareness and effectiveness of emergency routes and procedures. All training, meetings and drills are documented to meet due diligence requirements.

Management will provide all tools and resources required for these programs to be effective. These include:

- appropriate emergency response plans and equipment
- training and annual retraining of department emergency responders
- time made available to allow key players to complete their duties
- established chain of command for emergency situations

First Aid

The Campus Central Response Team

The Vancouver Fire and Rescue Service provides first aid coverage for all employees on the UBC Main Campus 24 hours a day. Dialing 2-4444 will summon the Emergency Transport Vehicle and trained first aid attendants. The first aid attendant will:

- provide treatment
- transport a worker to the hospital upon request
- record each injury in the treatment books
- complete all necessary WCB forms that can be used to initiate a WCB claim

Local First Aid Attendant System

To comply with WCB first aid regulations, the Sauder School of Business has established first aid stations as well as assigned first aid attendants throughout the department. All first aid stations have a basic first aid kit and treatment book. All first aid treatments, however minor, are to be administered by a first aid attendant and recorded in the treatment book.

The first aid attendant must submit a monthly summary of the treatment sheets to the Department Safety Program

Administrator (DSPA) and the Safety Committee for review.

Supervisors ensure that signs clearly indicating the location of, and how to call for, first aid are:

- posted conspicuously throughout the workplace
- communicated to the workers in the department

Department Emergency Plan and Procedures

The department has established and implemented plans and procedures for situations that have been identified where emergencies could arise. These plans and procedures deal with workplace accidents/injuries, fire prevention, emergency evacuation, personal security, earthquake and bomb threats. (See the Department Fire Plan and UBC Emergency Procedures and Information pamphlet.) Depending on the nature of the emergency, response will be provided by the Vancouver Fire and Rescue Service, the local detachment of the RCMP, Campus Security and Risk Management Services.

Management has assigned a Fire Director and Fire Wardens throughout the department and the DSPA coordinates the Fire Director and Wardens, first aid attendants, Safety Committee and supervisors to implement and regularly review these plans and procedures.

Supervisors are required to:

- develop, implement and maintain emergency plans and procedures
- co-ordinate training on departmental emergency plans and procedures
- review accident/injury reports
- conduct annual emergency and evacuation drills in conjunction with the fire department
- document all training, meetings and drills
- communicate information and management decisions down through their respective organizations

Fire Director and Wardens are required to:

- maintain continual awareness for fire hazards in their areas of authority
- report fire hazards to the area supervisor
- provide recommendations to the DSPA and Safety Committee for review
- follow up on recommendations
- organize and conduct regular fire and evacuation drills in conjunction with the fire department

First Aid Supply Kit

Quantity	Contents
24	Antiseptic Towelettes (Antiseptic Benzalkonium Wipes)
100	Hand Cleansing Towelettes
100	Assorted Adhesive Dressings (Band-aids)
12	Sterile Gauze Pads (4" x 4")
4	Pressure Bandages/Crept Ties (4.5" x 6") or Pressure Dressing (4"x6")
4	Abdominal Dressings (8" x 10")
6	Triangular Bandages with 8 safety pins
1	Bandage Scissors (5½")
1	Splinter Forceps (4½") Tweezers
12	Cotton Tipped Applicators (6")
2	Adhesive Tape (1" x 5yds)
2	Roller Bandage (3" x 5yds) – Elastic Bandage Roll
6	Pair Latex Gloves (all sizes)
1	Universal Pocket Ventilator
1	Safety Program Manual or St. John Pocket First Aid Guide
1	Emergency / Fire Safety Plan
1	Instant Cold Pack
1	Pencil
1	Accident Record Book
40	Non-Sterile Gauze (3"x3")
2	Conforming Gauze (3")
3	Mylar Blankets
1	Metal Splint

Element 9 – Personal Security

Purpose

To provide all members of the University Community including faculty, staff and students with an environment safe from violence or the threat of violence.

Sauder School of Business Requirements

The University is committed to take appropriate action(s) whenever possible to eliminate or minimize the risk or threat of violence to faculty, staff, students and visitors. Where the risk or threat of violence exists, the WCB requires the University/Departments to develop Violence in Workplace Prevention Program.

To meet this requirement a risk assessment should be developed. This includes:

➤ Risk Assessment

Supervisors must conduct a risk assessment in any workplace in which a risk of injury to workers from violence arising out of their employment may be present.

Supervisors should consider:

- * The nature of interactions between workers and the public
- * The nature of the work environment
- * The attributes of workers/clients
- * Past history of incidents of violence in your workplace and in similar operations

- Members of the Safety Committee should review the risk assessment to ensure that it is properly conducted. The Director/Dean/Department Head or delegate is responsible for the implementation of recommendations.

➤ Instruction of Workers

Supervisors inform workers of the nature and extent of the risk of violence that they may be exposed to. Supervisors provide appropriate training to enable workers to recognize the risk, to take preventative measures and to report incidents. This information is communicated during orientation and on-the-job training.

Workers who are faced with the imminent threat of violence should call 911 and then Campus Security at 2-2222 when it is safe to do so. This could include such situations as personal threats of violence, threatening letters and/or bomb threats.

➤ Response to Incidents

Workers are instructed to report all incidents of violence to the area supervisor. The area supervisor will then:

- * ensure that injured workers are attended to and are advised to consult a physician as well as being informed that counseling is available, if needed
- * inform the Personal Security Coordinator and Campus Security of the situation
- * investigate and document situation
- * take steps, if able, to prevent or minimize repeat occurrences; otherwise, report the situation to senior management for correction

Element 10 – Contractor Safety

Purpose

At certain times, UBC projects may require contractors to be brought onsite to perform work. It is UBC's responsibility to ensure that contractors complete projects safely and in accordance with WCB and internal requirements.

Sauder School of Business Requirements

All work carried out at UBC must be in compliance with WCB regulations and UBC requirements. A program has been developed to ensure that these regulations are followed.

Contractors, at a minimum, are required to:

- be experienced in all phases of work to be done
- ensure their workers on the project are adequately trained in the work procedures to be used
- exercise good site safety management
- maintain acceptable housekeeping and material organization around the site
- submit a written report which will describe how safety is managed throughout the site and who the contact person is

Hazard Identification and Assessment

Each contractor will complete a hazard identification and assessment of the project and work requirements prior to the start of work. The results of this survey must be communicated to all project workers and posted for reference.

Project Work

Contractors must ensure that work is planned and carried out in a manner that does not expose other workers, UBC staff, students or the public to any undue risk and the work must be carried out so that it has minimum impact on UBC activities.

No work may begin until proper authorization and/or work permits have been obtained. Management will monitor work activities on a periodic basis to determine and ensure compliance with WCB and internal requirements. Issues of non-compliance and consequences will be dealt directly with the contractor or principal contractor.

Element 11 – Health Promotion and Return to Work

Purpose

The intent of the Return to Work (RTW) Program is to facilitate reintegration of employees to the workplace in a fair and consistent manner. It is a confidential and voluntary program. A joint union/management approach will be taken to ensure employees of the University have an equal opportunity to return to work after an illness or injury.

Objectives are:

- maintain the employability of all UBC employees who become either temporarily or permanently disabled, whether the cause is job related or not
- minimize employees' financial hardship and emotional stress
- provide meaningful productive employment within their capacity to employees who wish and are able to return to work
- re-integrate employees to the workforce in a respectful manner, thereby minimizing the loss of expertise and resources and maintaining employee potential and self-worth

More information about the RTW Program can be found at <http://www.hr.ubc.ca/health/return-to-work-program/>

Sauder School of Business Requirements

The Faculty will follow the return to work procedures as outlined in the University Return to Work Program document.

Element 12 – Records and Statistics

Purpose

Records and statistics provide a history of the activities of, and improvements to, the Occupational Health and Safety Program. They provide evidence that steps were taken to control and eliminate specific hazards. Proper documentation is one step in demonstrating the due diligence standard of care.

Sauder School of Business Requirements

To help verify and track the Occupational Health and Safety Program, the types of records that the Faculty maintains are:

- first aid records
 - WCB inspection reports
- incident / accident reports
- accident investigation reports
- formal inspection and hazard reports
- local Safety Committee minutes
- training and orientation records

Department records are then used in developing statistics to identify:

- types of injuries
- total claims loss for each injury
- total time loss for each injury

University Reports

All accident and WCB claims must be reported to RMS on a standard accident report and investigation form, within 24 hours. From this information, and data from the WCB, the Risk Management Services forwards relevant information to the WCB and compiles a monthly report that lists the number of accidents and classifies them by cause, injury, job classification and department. A brief narrative description of each accident is also produced and past year and year to date summaries are provided which are compared with previous year's data. The associated WCB costs of medical, wage loss, and pension amounts are also reported.

This report is circulated by Risk Management Services to the University Health and Safety Committee, VP Admin & Finance, and AVP Human Resources.

Element 13 – Program Review

Purpose

A system for evaluating the operation of the Health and Safety Program must be initiated. The purpose of a program review is to determine and implement changes needed to improve worker safety and health protection. The program review assesses the effectiveness of each element.

Sauder School of Business Requirements

The Faculty conducts a review of its Health and Safety Program on an annual basis. The purpose of these reviews is to:

- inform the strengths of the Department's Occupational Health and Safety Program
- identify where the OCHS Program is not in compliance with the WCB Regulation
- identify where the OCHS Program could be further improved so as to achieve higher levels of health, safety as well as compliance
- assist the Department's in reducing accidents and claim costs

The Departmental Safety Program Administrator and members of the Safety Committee are responsible for conducting these reviews in accordance with established program review procedures. All of the elements stated in the Safety Program Manual are reviewed. The process considers the potential for future injury or loss and is a useful indicator of the department's current safety effort.

A written report is presented to the Department Head and all levels of management upon completion of the review. Management then authorizes and implements measures to improve the Departmental Safety Program. The report is posted and available to all employees.

Management takes action on the evaluation report by:

- developing an action plan
- prioritizing recommendations
- assigning accountability
- conducting a follow up

All program review activities are documented to meet due diligence requirements.

Element 14 – Environmental Protection

Purpose

- to establish procedures that will ensure consistent responses to environmental issues and demonstrate responsibility and due diligence
- to ensure compliance with all applicable environmental regulations, at all sites, as a minimum standard
- to provide communication and education about environmental issues

Sauder School of Business Requirements

The University is committed to developing an environmental management system that will ensure compliance with legislation, demonstrate due diligence, and establish a process of continuous improvement resulting in environmental stewardship. There are five components of this system which are outlined below along with the department responsibilities.

1) Policy

Policy #6 (Environmental Protection Compliance) states that:

“UBC will act responsibly and demonstrate accountable management of the property and affairs of UBC in protecting the environment. All individuals in the University community share the responsibility for protecting the environment. Administrative heads of unit are responsible for ensuring compliance with legislation and UBC procedures both on and off campus.”

Approved June 2005. See <http://www.universitycounsel.ubc.ca/files/2010/08/policy6.pdf> for the policy document.

All individuals in the department are to be made aware of the policy on Environmental Protection Compliance and other relevant policies (e.g. policy #5 – Sustainability). It is a goal of the University that all administrative heads of unit, or their designates, attend the session on “Environmental Responsibilities at UBC”. For information on upcoming sessions contact the Manager for Environmental Programs (contact 822-9280).

All individuals within the department are responsible for reporting incidents, and serious issues immediately to the administrative head of unit. The administrative head of unit shall advise the Manager for Environmental Programs (contact 822-9280) immediately of any serious issues.

2) Planning

The administrative head of unit, or their designate, must conduct a legal review annually. The review will consist of:

- a review of the UBC Environmental Legislation Handbook and other resources to determine legislation, codes of practice, guidelines and UBC policies and procedures that are applicable to operations and activities within the department.
- notification and distribution of applicable legislation, codes of practice, guidelines and UBC policies and procedures, to all affected Faculty, Staff and Students in the department.

The environmental impact of all new projects or activities will be assessed by the principle investigator, where possible efforts will be taken to minimize any adverse impacts. For assistance or further information on conducting an assessment contact the Environmental Programs Advisory Committee, c/o the Manager for Environmental Programs (822-9280).

The department will complete a Unit Environmental Management Plan as required by the University (this process is currently being developed by Environmental Programs) to identify significant environmental impacts and to set targets for mitigation.

3) Implementation and Operation

Disposal of hazardous waste will be conducted in accordance with all applicable legislation and UBC procedures (contact the Environmental Programs Officer, 822-9280 for hazardous waste disposal procedures). All individuals handling hazardous materials are also referred to the UBC Spill Reporting Procedures.

All individuals must be trained prior to conducting activities that could impact the environment. Training records are to be documented and maintained up to date.

All individuals, where applicable, are encouraged to participate in the following programs:

- Biosafety (contact 604-822-4353)
- Chemistry Safety (contact 604-822-7596)
- Radiation Safety (contact 604-822-4353)

Additional information regarding environmental issues and initiatives will be posted or distributed by the administrative head of unit.

4) Monitoring Corrective Action

Plans will be developed by the administrative head of unit for bringing all identified deficiencies into compliance with legislation. The administrative head of unit is responsible for ensuring issues identified through the UBC environmental audit program are addressed.

5) Management Review and Reporting

Environmental issues will be reviewed at the meetings. Serious issues are to be reported immediately to the Manager for Environmental Programs and the unit's applicable Vice President.

Element 15 – Risk Management Services

The role and responsibility of the Risk Management Services (RMS) is to provide programs, services, assistance and guidance to the university community on all aspects of health, safety and environmental matters. The Department also works with standing University committees, which make recommendations on health and safety issues. RMS promotes the participation of all faculty, staff and students in Safety Committees and in addressing health and safety issues of concern. Several training courses are held throughout the year to assist employees in developing departmental programs. For information on any of the courses, call 822-2029.

Asbestos Management

The Asbestos Management Program's mandate is to control the hazards of exposure to airborne asbestos fibers by the identification and elimination or containment of asbestos containing materials (ACM).

Services include inspections, inventory and documentation of asbestos containing materials in UBC facilities.

The program also provides planning support for Plant Operations and Campus Planning and Development personnel during renovation and maintenance projects.

Bio-safety Program

The Bio-safety Office provides evaluations of the potential risks in research projects involving bio-hazardous materials, training in bio-safety, and certifications of laboratories and research protocols. All research projects must be reviewed and approved by the Bio-safety Officer and the University BioSafety Committee prior to release of funding. The office also acts as a resource on issues of biosafety, including laboratory design and equipment selection.

Services include:

- laboratory biological safety course and mandatory annual biological safety cabinets (BSC) certification
- laminar flow hood (LFH) tests and certification
- bio-safety Training Manual
- bio-safety seminars and presentations

Emergency Planning Program

The Emergency Planning Office oversees the development and review of emergency plans and preparedness strategies for individual departments and the University. Responsibilities include: management of the Emergency Operations Centre (EOC); coordination of the Emergency Planning Steering Committee (EPSC), an advisory committee for campus emergency planning measures; and implementation of the UBC Emergency Plan.

Services include:

- coordination and delivery of emergency preparedness training programs
- development of department emergency and fire safety plans
- coordination of emergency preparedness activities
- coordination of emergency response and recovery activities through the activities of the EOC
- response to emergencies and disasters on-campus
- liaison with external agencies and municipalities for matters regarding emergency planning and response

Environmental Programs

The Environmental Programs team assists members of the University community in ensuring environmental compliance.

Services include:

- reducing hazardous waste through training
- environmental audits
- waste minimization audits
- solvent and photochemical recovery
- chemical exchange programs

Environmental Services Facility

The facility team is responsible for the safe collection, storage, treatment and disposal of chemical (including lab chemicals, paints, thinners, photochemicals, oils, batteries) and bio-hazardous wastes on campus.

Services include:

- information on proper handling and disposal of hazardous materials
- pick-up of chemical, bio-hazardous and other special waste
- training
- procedures for the handling and disposal of all hazardous wastes
- solvent recovery
- chemical exchange

Occupational Hygiene

The Occupational Hygiene Program involves the recognition, evaluation and control of workplace environmental health hazards, such as chemical or noise exposures, which may cause illness, impaired health, or significant discomfort to UBC faculty, staff and students. The Occupational Hygienist also acts as a resource and provides training to campus Local Safety Committees.

Services include:

- developing work procedures (e.g. confined space entry, roof top entry)
- laboratory fume hood safety testing
- indoor air quality evaluation
- risk assessment
- respiratory protection
- safety Program Seminars and other training
- employer representative to WCB

The department has established a hearing conservation to monitor the hearing of noise exposed to UBC employees.

Personal Security Programs

This program is responsible for providing security awareness and training to the University community. The coordinator will investigate and address any security issues to minimize risk for all faculty, staff and students. The coordinator liaises with different campus groups regarding personal security issues and reports activities to the Personal Security Advisory Committee.

Radiation Safety Program

The Radiation Safety Program oversees the safe use of radiation sources in research, teaching and the workplace at UBC. The Radionuclide Safety and Methodology course provides an introduction to the safe handling of radioactive sources and is mandatory for all faculty, staff and students prior to commencing work with radioactive materials.

Services Include:

- licensing the use of radioactive materials
- personnel monitoring
- thermoluminescent dosimeters administration
- thyroid monitoring
- emergency response to radiation incidents
- facility compliance inspections

WCB Claims Administration

Work-related injuries or diseases must be reported to your supervisor and on-line through the [UBC Central Accident Incident Reporting System \(CAIRS\)](#) as soon as possible following the incident/accident for the following events:

- whenever an employee requires medical treatment or takes time off due to a work related injury or illness; or
- whenever UBC property was damaged; or
- where there was a potential for person to be injured or property to be damaged.

The RMS department administers the accident claims which it submits to the Workers' Compensation Board on behalf of UBC.

Incidents involving students and visitors to campus must be reported on the UBC Student & Visitor Incident/Accident Report.

Services include:

- Workers' Compensation Board claim coordination
- first Aid Program
- ergonomic assessment
- hearing testing

RMS TRAINING COURSES

[Risk Management Safety Training Courses](#)

Risk Management Services offers health and safety training for the UBC community.

Emergency Preparedness Training:

- Active Shooter Preparedness Online Training and In-Person Training
- Floor Warden Training Course
- Emergency Operations Centre (EOC) Essentials
- EOC Task Force Training
- Occupational First Aid
- Rapid Building Damage Assessment
- Light Urban Search and Rescue

Safety Programs Training:

- Accident/Incident Investigation Training
- Floor Warden Training Course
- Health and Safety Committee Training
- New Worker Safety Orientation Training
- Occupational First Aid Level 1 (OFA 1)
- Prevention and Addressing Workplace Bullying and Harassment Training
- WHMIS Training

Appendix 1 – Office Area Inspection Checklist

Office Monthly Safety Checklist

To ensure that our building is a safe workplace, it is required to check off the following items on the list each month.

Date of the Inspection:		Name of the Inspector:		
Room #:		Inspector's Supervisor's Name:		
ITEM	YES	NO	ACTION REQUIRED	CORRECTION DATE
1. Good housekeeping				
2. Aisles and doorways are clear				
3. Adequate lighting				
4. Adequate ventilation				
5. Drawers and filing cabinets are kept closed				
6. Areas free of tripping hazards				
7. Areas free of electrical hazards				
8. Fire equipment is easily accessible				
9. Heavy items are stored close to the ground				
10. Safety and emergency information is displayed in visible locations				

Once the inspection forms are completed, please post in a common work area for one month and forward an electronic copy to the Healthy and Safety Committee: Nicole Yeasting, Co-op Coordinator via email at nicole.yeasting@sauder.ubc.ca by the 15th of each month.

Thank you.

Appendix 2 – Accident/Incident Reporting

All incidents and accidents must be reported to a supervisor and on-line through the [UBC Central Accident Incident Reporting System \(CAIRS\)](#) as soon as possible following the incident/accident. Reporting serves as documented evidence in the event that the incident evolves into a claim and the individual involved (provided that they covered by WorkSafeBC) needs workers compensation. In addition, reporting is an important piece in maintaining a safe work environment for everyone.

[ACCIDENT/INCIDENT REPORTING \(FOR WORKERS\)](#)

All accidents/incidents involving UBC workers or practicum students must be immediately reported to the responsible supervisor and then on-line through UBC CAIRS.

[ACCIDENT/INCIDENT REPORTING \(FOR UNPAID STUDENTS, VISITORS AND CONTRACTORS\)](#)

All accidents/incidents at UBC must be reported on-line through the UBC CAIRS.

[ACCIDENT/INCIDENT REPORTING & INVESTIGATION \(FOR SUPERVISORS\)](#)

Supervisors are responsible to report and investigate all accidents/incidents involving UBC workers.