

**VANCOUVER COASTAL HEALTH  
RESEARCH INSTITUTE  
(VCHRI)**

**SAFETY PROGRAM MANUAL**

February 2012

**DIVISION OF INFECTIOUS DISEASES**  
(452D Heather Pavilion East, 2733 Heather Street)

**JACK BELL RESEARCH CENTRE**  
(2660 Oak Street)

**VANCOUVER GENERAL HOSPITAL  
RESEARCH PAVILION**  
(828 West 10<sup>th</sup> Avenue)

**WILLOW CHEST CENTRE**  
(2647 Willow Street)

**ROBERT H. N. HO RESEARCH CENTRE**  
(2635 Laurel Street)

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## EMERGENCY TELEPHONE NUMBERS

**Security .....Dial 4777**

For **routine** request, such as, access requests, escorts etc.

**Security.....Dial 5800**

For **urgent** requests, such as, suspicious behaviour, first aid etc.

**First Aid .....Dial 5800**

Only call if you are not able to go to VGH Emergency Department.

**Life threatening emergency or ambulance required .....Dial 9-911**

Also call Security at **5800** as they can assist in directing emergency crews.

**Major Hazardous Spill Response .....Dial 9-911**

Cleanup **IS** time sensitive. Also dial **88** and inform them 911 have been called.

**Intermediate Hazardous Spill Response .....Dial 5800**

Cleanup is **NOT** time sensitive.

**Fire – pull fire “pull”, then call .....Dial 88**

**Waste Disposal - VGH Site .....Dial 62729**

Battery & Ethidium Bromide waste collection

**Poison Control .....Dial 9-604-682-5050**

**Facility Maintenance .....Dial 54171**

**Compass (housekeeping) .....Dial 9-604-418-1369**

### Other:

Aramark (outside grounds & equipment removal) ..... 9-604-694-6300

Vancouver Fire Department (non-emergency) ..... 9-604-665-6010

### UBC Risk Management Services – Occupational & Research Safety

Manager (Bruce Anderson)..... 9-604-822-7596

Biosafety Associate (Stephanie Thomson) ..... 9-604-822-9527

Environment & Chemical Safety (Noga Levit) ..... 9-604-822-9280

Emergency & Continuity Planner (Calvin Cheung) ..... 9-604-822-1237

Occupational Hygiene Associate (Sonny Dhasi)..... 9-604-822-6098

Radiation Safety (Ted Sedgwick) ..... 9-604-822-7052

Environmental Services (Bang Dang) ..... 9-604-822-1285

## **VCHRI SAFETY POLICY**

### **VANCOUVER COASTAL HEALTH RESEARCH INSTITUTE SAFETY POLICY**

#### **Purpose**

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

#### **Vancouver Coastal Health Research Institute Requirements**

The Vancouver Coastal Health Research Institute has adopted the UBC Safety Policy which describes management's commitment and goals to create a workplace free from disease, illness and injury. Compliance with the Workers' 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 Safety Program Administrator and the Safety Committee. This policy is posted throughout the department and is communicated to all workers.

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

#### **Actions**

##### Deans, Directors or Administrative Heads of Units

- ▶ Establish and maintain a departmental safety policy.
- ▶ Fulfill responsibilities as outlined in the safety policy.
- ▶ Sign the departmental safety policy.
- ▶ Ensure supervisors and managers are trained and knowledgeable of their safety responsibilities in safe working practices.
- ▶ Review the safety-related policies to ensure compliance with Worksafe BC and internal requirements.

##### Safety Program Administrator

- ▶ Monitor the safety program for compliance with Worksafe BC and internal requirements.
- ▶ Review the safety-related policies to ensure compliance with Worksafe BC and internal requirements.

### Supervisors

(Faculty, Managers, Principle Investigators, Technicians, Supervisors, etc.):

- Ensure that employees are instructed and trained in safe working practices to secure compliance with Worksafe BC and internal requirements.
- Communicate the safety policy to employees.
- Fulfill responsibilities as outlined in the safety policy.

### Local Safety Committee members

- Promote safe work practices and conditions.
- Review safety policy.
- Assist in creating a safe workplace by recommending actions, which will improve the effectiveness of the health and safety program.

### Workers

- Observe the established Worksafe BC and internal policies and procedures.
- Work in a careful and safe manner.
- Report any real or potential safety or health hazard to the supervisor.
- Fulfill responsibilities as outlined in the safety policy.

### **Authorities**

Worksafe BC OHS Regulation, Part 3.3  
Workers Compensation Act, Part 3 Division 3  
UBC Policy #7 University Safety

## **UBC SAFETY POLICY**

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

Compliance with the Workers' 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 and to eliminate unnecessary risks.

### **The University**

It is the responsibility of the University acting through administrative heads of unit 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 Worksafe BC 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 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;
- ▶ correct promptly 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 committees.

## **Authorities**

UBC Policy #7 University Safety

## **VCHRI ENVIRONMENTAL PROTECTION COMPLIANCE POLICY**

VCHRI will act responsibly and demonstrate accountable management of the properties and affairs of VCHRI in protecting the environment. All individuals in the VCHRI 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

### **Purpose**

- ▶ provide a formal statement of commitment in response to global and local concerns regarding environmental protection;
- ▶ provide a framework for establishing procedures that will ensure consistent response to environmental issues, and demonstrate responsibility and due diligence on the part of VCHRI;
- ▶ develop auditing and monitoring procedures which are effective for the VCHRI setting;
- ▶ ensure compliance with all applicable environmental regulations at all sites of VCHRI activity;
- ▶ meet all legislated requirements as a minimum standard;
- ▶ provide communication and education about environmental issues;
- ▶ provide a platform for sustainable development efforts at VCHRI.

### **Responsibility**

- ▶ ensure communication about the goal of compliance with environmental legislation with all persons working or studying at the university
- ▶ provide appropriate training of all persons working or studying at VCHRI in relevant environmental issues and procedures for recognizing, dealing with and reporting accidents that affect the environment
- ▶ notify individuals, when potentially harmful conditions arise or are discovered, who might be affected and keeping them aware of efforts to correct the situation
- ▶ develop plans to deal with all identified deficiencies into compliance with regulations in consultation with the Manger of Environmental Programs
- ▶ ensure that monitoring is carried out in accordance with established systems.
- ▶ ensure compliance with legislation and UBC procedures both on and off campus.



### **Responsibility of Every Faculty, Staff and Student**

- ▶ follow established departmental procedures for the protection of the environment
- ▶ comply with all established environmental legislation
- ▶ report to their supervisor or administrative head of unit all accidents which may harm the environment
- ▶ participate, if elected or appointed, on departmental or university environmental committees
- ▶ apply for a certificate of environmental protection for any off campus activities that may impact the environment
- ▶ minimize environmental impact by participating in Reduce, Reuse Recycle program

## ENVIRONMENTAL PROTECTION

### Purpose

- ▶ To establish procedures that will ensure consistent response 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

### Vancouver Coastal Health Research Institute Requirements

VCHRI 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  
UBC 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.”*

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 VCHRI that all administrative heads of unit, or their designates, attend the session on “Environmental Responsibilities at UBC”. For information on upcoming sessions contact the Environmental Programs Advisor (604-822-9280).

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 Environmental Programs immediately of any serious issues.

## 2) Planning

The administrative head of unit, or their designate, must contact a legal review on 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, the Environmental Programs Advisor (604-822-9280).

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 wastes will be conducted in accordance with all applicable legislation and UBC procedures (contact the Environmental Programs Advisor, 604-822-9280 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:

- ▶ Solvent recovery (contact 604-822-1285)
- ▶ Photochemical Treatment and Recovery (contact 604-822-1285)
- ▶ Chemical Exchange (contact 604-822-1285)
- ▶ Waste Reduction (contact 604-822-3827)

Individuals are directed to the following resources to remain aware of environmental issues

- ▶ Waste Watchers newsletter (contact 604-822-9280)
- ▶ Environmental Programs web page (<http://www.hse.ubc.ca/environment>)
- ▶ Environmental Programs Annual Reports (contact 604-822-9280)

4) Monitoring and 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 OH&S meetings. Serious issues are to be reported immediately to the Manager Environmental Programs and the unit's applicable Vice President.

**Authorities**

UBC Policy #6 Environmental Protection Compliance

## **SAFETY PROGRAM ADMINISTRATOR**

### **Role and Responsibility**

Deans, Directors or Heads of Units have the primary responsibility for the safe and compliant operation of their units. This management function may be delegated by the Dean, Director or Head to a faculty member or Management and Professional (M&P) staff member who will act as the Safety Program Administrator (SPA). The Dean, Director or Head retains responsibility for the performance of the safety programs and the activities of the SPA. The role of the SPA is:

1. Act with the authority of the Dean, Director or Head in the day to day safety management of the department and act as the department liaison with the HSE Department.
2. Develop, maintain and oversee the distribution of the departmental safety Program Manual with the assistance of HSE staff.
3. Ensure that safe work procedures are developed and enforced.
4. Develop the safety inspection protocol for the department. Defining the inspection areas, preparing the inspection check sheets and developing reporting procedures.
5. Review all accident investigation reports and take preventative measures to prevent reoccurrence.
6. Facilitate the formation of the departmental safety committee by assigning management staff, facilitating the selection of worker representatives. Support the activities of the committee, monitor their effectiveness and on behalf of the Dean, Director or Head respond to committee recommendations.
7. Monitor the overall safety program performance, including inspection frequency, quality and corrective actions. Meet regularly with the Director or Head to report activities and the status of the program.

The SPA acting for the Vancouver Coastal Health Research Institute is *Karen Donaldson*, 604-875-5470. *Karen Donaldson* has agreed to fulfill the role and responsibilities of a SPA.

## **DUE DILIGENCE**

Due diligence means taking all reasonable care to protect the well being of all employees. To meet the standard of due diligence, the Department must take all reasonable precautions in the circumstances to carry out departmental work and safety and health responsibilities. This is the standard of care required to comply with the safety and health regulations and orders made under the *BC Workers Compensation Act* and enforced by Worksafe BC.

The courts will recognize a formal defense of due diligence in prosecutions. In practice, Worksafe BC will also recognize a defense of due diligence and may relieve employers of monetary penalties for violations of the regulations-if employers can establish that they were duly diligent.

The following key steps are the basis for practicing due diligence:

### **Training and Supervision**

Evidence that a worker attended a training session doesn't necessarily prove that the worker understood the training, nor does it prove that the worker intended to apply the training. The Department must take reasonable steps to ensure that the worker understood the training and is able to apply it successfully on the job. Supervisors should routinely monitor workers and correct unsafe work methods with instruction or refresher training as needed.

Never assume that a worker will be aware of a hazard because "it's common sense". Supervisors must bring every risk - even if it seems obvious - to the attention of the workers that are being supervised. An effective system of supervision is a key part of the due diligence standard.

### **Health and Safety Program**

An ongoing OHS Program that controls specific hazards in the workplace may form the basis of a defense of due diligence.

If the Department can show that the OHS Program elements required by Worksafe BC regulations are in effect and working well, the Department will generally be able to establish due diligence.

The Department will also have to establish that special steps were taken in controlling a specific hazard to show that due diligence was exercised in the particular circumstances. Generally, the greater the risk, the greater the need for specific policies, practices, and other measures to control the hazard.

## **Documentation**

Documentation can show that the Department took steps to control or eliminate specific hazards. It can also show that the Department provided workers with adequate instruction, training, supervision, and discipline to work safely.

Examples of the types of records that the Department should keep include:

- ▶ Worker orientation records
- ▶ Records of worker and supervisor training with the date, attendance, and general content of the program
- ▶ Records of meetings and crew talks where safety issues were discussed
- ▶ Inspection reports and records of actions taken to solve problems
- ▶ Accident investigations reports
- ▶ Supervisors' notes and logs of safety contacts with workers
- ▶ Records showing the use of progressive discipline to enforce safety rules
- ▶ Subcontractor prequalification documents
- ▶ OHS committee minutes showing what steps have been taken to address safety and health issues
- ▶ Equipment log books and maintenance records
- ▶ Safety forms and checklists
- ▶ Medical certificates, hearing tests, and first aid records
- ▶ Sampling and monitoring records of exposures to harmful substances
- ▶ Statistics on the frequency and severity of accidents.

## RIGHT TO REFUSE

No member of the faculty, staff or student should be doing any activity if they believe that the activity would create an undue hazard to themselves or to others. Current regulations make it clear that all employees must be *trained* and have *relevant hazard information* on the materials they are working or exposed to.

When a faculty, staff or student member has reasonable cause to believe that the activity they are about to do would create undue hazard to the health or safety of any person, including themselves, they have the right and responsibility to:

1. Report the circumstances of the unsafe condition to his/her supervisor (or principle investigator).
2. The supervisor will investigate the matter and
  - (a) ensure that any unsafe condition is remedied without delay or
  - (b) if in his/her opinion the report is not valid he/she shall inform the person who made the report.

It may be helpful for the supervisor to discuss the matter with a member of the Department of Health, Safety and Environment.

3. The supervisor may not assign the work to another person without informing them that the work has been refused and the reasons why the work was refused and their right to refuse the work.
4. When procedure (2.) does not resolve the matter, the supervisor shall investigate the matter in the presence of the complainant and in the presence of:
  - (a.) a worker's representative of the Local Safety Committee, or
  - (b.) a member of the trade union representing the worker, or
  - (c.) when (a.) and (b.) aren't available any other reasonably available worker selected by the complainant.
5. If the matter is not resolved by this point, both the supervisor and the complainant must forthwith notify an officer of the Workers' Compensation Board who shall investigate the matter without undue delay and issue whatever orders he/she deems necessary.



6. The complainant will not be subjected to disciplinary action because he/she has acted in compliance with the Worksafe BC regulation.
7. A temporary assignment to alternative work (no loss in pay) can be made and this assignment shall not constitute disciplinary action.

It is expected that most matters will be resolved at the (1.) or (2.) level.

### **Authorities**

Worksafe BC OHS Regulation, Part 3.12 and 3.13  
Workers Compensation Act, Part 3 Division 6, Sections 150 to 153

## **VCHRI 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 safety and health 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 safety and health program
- promote compliance with Worksafe BC and internal regulations.

### **Vancouver Coastal Health Research Institute Requirements**

The Vancouver Coastal Health Research Institute promotes the Health and Safety Program and encourages active employee participation by fully supporting local safety committee activities. Vancouver Coastal Health Research Institute Local Safety Committee consists of bargaining unit and management representatives working cooperatively to improve safety and health performance. Their responsibility is to recommend changes to senior management. Senior management then, in turn, considers and makes 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 responsibilities
- open two-way communication channels.

All meeting discussions and decisions are to be recorded and the minutes are distributed to senior management, the Safety Program Administrator and the Health, Safety and Environment Department.

## **Actions**

### Deans, Directors or Administrative Heads of Units

- ▶ Develop, implement and maintain an effective functioning local safety committee.
- ▶ Select management representatives for the committee, as per the established Terms of Reference.
- ▶ Assign authority to management representatives.
- ▶ Monitor Committee activities for compliance with Worksafe BC and internal requirements.
- ▶ Consider and follow up on committee recommendations.
- ▶ Provide the Committee with the tools and resources to function effectively.

### Safety Program Administrator

- ▶ Ensure that the Committee meets and functions within the Terms of Reference.
- ▶ Provide senior management with committee recommendations.
- ▶ Review safety committee meeting minutes and recommendations.
- ▶ Communicate information and management decisions throughout their respective organizations.

### Supervisors

(Faculty, Managers, Principle Investigators, Technicians, Supervisors, etc.)

- ▶ Participate in Committee activities, when appointed to the Committee.
- ▶ Recommend safety and health topics for consideration by safety and health committees.
- ▶ Consider committee recommendations.
- ▶ Carry out corrective action.
- ▶ Provide worker representatives with time to attend committee meetings and to complete committee activities.
- ▶ Communicate information and management decisions through their respective organizations.
- ▶ Implement corrective action plans.

### Local Safety Committee Members

- ▶ Review and monitor the effectiveness of the departmental safety and health program.
- ▶ Make recommendations directly to appropriate supervisor/manager and SPA.
- ▶ Assist management in local safety and health program development.
- ▶ Function within the set terms of reference.
- ▶ Hold regular meetings at least once a month for the review of:
  - ▷ reports of current accidents, incidents or industrial diseases
  - ▷ remedial action taken or required by the reports of investigations and inspections
  - ▷ other safety and health matters.
- ▶ Post and distribute meeting minutes.
- ▶ Conduct formal workplace inspections.
- ▶ Assist as required in incident and or accident investigations.

### Workers

- ▶ Support committee member activities.
- ▶ Direct safety and health concerns and suggestions to their supervisor.

### **Authorities**

Worksafe BC OHS Regulation, Part 3.3  
Workers Compensation Act Part 3 Division 4  
UBC Policy #7 Safety

## MANAGEMENT MEETINGS

### Purpose

The role of management (VCHRI User's Group) on the development and delivery of the Occupational Health and Safety Program is of extreme importance. Managers are not only to provide guidance but also serve as an example of safe behavior and regulation compliance. Management participation influences the participation of all other employees.

### VCHRI Requirements

The management of the VCHRI strives to take all reasonable care in the provision of a safe and healthy workplace. To do so requires management to be aware of all issues and activities that impact on that requirement. One step to accomplish this goal is to schedule regular management meetings. The purposes of these meetings are to ensure:

- ▶ two way communication between management and workers is established,
- ▶ management receives and considers recommendations from the Safety Program Administrator (SPA) and Safety Committee,
- ▶ important aspects of the Health and Safety Program such as inspections, accident investigations, and safety committee activities are monitored and evaluated.

All senior management and supervisors are required to participate in management meetings. The common requirements include:

- ▶ meeting at least monthly
- ▶ having a prepared agenda
- ▶ discussing and making decisions on recommendations from the SPA and Safety Committee
- ▶ assigning responsibilities for required action and communicating management decisions
- ▶ documenting each meeting to meet due diligence requirements
- ▶ distributing minutes as required.

The effectiveness of these meetings depends on attendance and participation. It is the responsibility of those key persons and those who attend two levels of meetings to ensure that they communicate all important information and decisions at these meetings. It is this link that will complete the communication chain.

## **Actions**

### Deans, Directors or Administrative Heads of Units

- Act as or appoint a SPA.
- Attend and participate in all required meetings.
- Communicate and consider concerns brought forth by the SPA, supervisors, Safety Committee and workers in their respective areas.
- Communicate information and decisions through their respective organizations.
- Monitor activities in their areas of responsibilities for compliance with Worksafe BC and internal requirements.
- Provide all managers with the tools and resources to ensure meetings function effectively.

### Safety Program Administrator

- Attend and participate in all required meetings.
- Communicate and consider concerns brought forth by the safety committee and supervisors.
- Communicate information and decisions through the respective areas.
- Monitor safety activities for compliance with Worksafe BC and internal requirements.

### Supervisors

(Faculty, Managers, Principle Investigators, Technicians, Supervisors, etc.)

- Attend and participate in all required meetings.
- Communicate all safety-related information and management decisions to the workers in their area.
- Communicate employee concerns to management.
- Monitor work activities and safety issues for compliance with Worksafe BC and internal requirements.

### Local Safety Committee members

- Communicate recommendations to the SPA for consideration by management.
- Follow up on recommendations made.

## **References**

Due Diligence, page 15

## **Authorities**

Worksafe BC OHS Regulation, Part 3

## **ORIENTATION, TRAINING & SUPERVISION OF WORKERS**

### **Purpose**

Employee orientation and training are key elements to prevent accidents. Hazardous situations can be avoided or made less hazardous, if employees receive appropriate training and instruction. It is imperative that new employees and all employees, who are being assigned potentially hazardous tasks for the first time, be given adequate training.

Supervisors are the key personnel in both production and occupational safety and health. They are responsible for actions taken within their area of influence and are held accountable by UBC for the results within their area. Supervisors are responsible to ensure that work procedures are followed in a manner compatible with the safety and health of employees.

### **Vancouver Coastal Health Research Institute Requirements**

Worksafe BC requires the Vancouver Coastal Health Research Institute to provide proper direction and instruction to workers in the safe performance of their duties. Through training and supervision, employees are made aware of hazards and safe work procedures to follow in order to protect themselves.

The Vancouver Coastal Health Research Institute meets this requirement by providing workers with:

- ▶ complete orientation and on the job training
- ▶ consistent and fair work supervision.

Records of orientation and training (See Appendix) are maintained to verify that employees have received adequate instruction to work safely. The area supervisor signs each record upon completion of an employee's training and will regularly follow up on that training to ensure consistency and competency.

## **Orientation**

The University Human Resource Department holds a general orientation session for new or transferred University employees. The following general topics are covered during the orientation:

- ▶ UBC objectives
- ▶ job description (including limitations and authority)
- ▶ performance expectations
- ▶ wages, hours, benefits and pay period etc.

The Vancouver Coastal Health Research Institute also holds a departmental orientation session for all new or transferred employees. Supervisors conduct departmental orientation sessions for their areas in accordance with Departmental Orientation and Training Guidelines. An employee must receive orientation training within 10 working days of his/her start date. Adequate time is allocated for this training to ensure that employees fully understand the instructions provided.

## **On the Job Training**

On the job training is provided to new staff or when new procedures are introduced. On-the-job training is conducted by supervisors and will include:

- ▶ using written job procedures and job safety instructions to demonstrate the job
- ▶ explaining safety aspects of conducting the particular task
- ▶ explaining who to contact for help
- ▶ gradually letting the employee perform the job, under supervision, until the employee demonstrates the knowledge and skills necessary for the job
- ▶ verifying that the employee has learned the correct job procedure.

## **Training of Supervisors**

Supervisors are key personnel in the implementation and overall success of the Health and Safety Program. They are largely responsible and accountable for the day-to-day activities of the program. Supervisors are required establish and maintain safe and healthful working conditions.

In order for supervisors to effectively meet their responsibilities, they are trained in the following areas:

- ▶ techniques of effective supervision and instruction, including motivation and communication,
- ▶ how to investigate accidents and to take corrective and preventive action,
- ▶ how to conduct inspections of their area.



## **Supervision**

Department Supervisors ensure that work is carried out as expected by maintaining positive supervision over the work activities in his/her unit. Workers are kept up to date of management decisions and action plans through periodic staff meetings, department memos and internal e-mail. All employees are expected to work according to established safe work procedures. Supervisors will immediately rectify any unsafe actions in accordance with proper corrective procedures.

## **Actions**

### Deans, Directors and Administrative Heads of Units

- ▶ Assign responsibilities for establishing and maintaining the departmental orientation and training program.
- ▶ Ensure all departmental training is in compliance with Worksafe BC and internal requirements.
- ▶ Provide supervisors with the tools and resources to ensure the success of training programs.
- ▶ Establish and support the training and orientation programs.
- ▶ Review SPA, safety committee and supervisor recommendations on training.
- ▶ Provide supervisors with the tools and resources to ensure the success of training programs.

### Safety Program Administrator

- ▶ Monitor and evaluate training programs.
- ▶ Provide supervisors with the tools and resources to ensure the success of training programs.
- ▶ Establish and maintain the departmental orientation and training program.
- ▶ Communicate recommendations from supervisors to senior management.

### Supervisors

(Faculty, Managers, Principle Investigators, Technicians, Supervisors, etc.):

- ▶ Understand the hazards associated with a job and their potential effects on employees.
- ▶ Orientate new and transferred employees before assigning them to their respective work.
- ▶ Conduct a follow up on training and orientation of employees.
- ▶ Ensure that all employees understand what to do in emergencies.
- ▶ Maintain training records on each employee.
- ▶ Maintain continual awareness for hazards in their area of supervision.
- ▶ Hold regular staff meetings.
- ▶ Implement corrective action plans.
- ▶ Communicate recommendations to SPA.
- ▶ Communicate information and management decisions to the down through their respective organizations.

### Local Safety Committee Members

- ▶ Monitor and evaluate training programs.
- ▶ Communicate recommendations to the SPA and management.

### Workers and Students

- ▶ Follow safety rules, procedures and safe work practices.
- ▶ Understand the polices, rules and procedures established to prevent exposure to hazards.
- ▶ Actively participate in orientation and training programs, and report to their supervisors any lack of qualifications to perform duties.
- ▶ Report hazardous conditions to supervisor.

### **Authorities**

Worksafe BC OHS Regulation, Part 3.23 and 3.24

UBC Policy #7 Safety

### **Reference**

VCHRI Orientation Guide

## **EMPLOYEE ORIENTATION TRAINING**

New employees suffer significantly higher accident rates than their work group average. As work forces expand, accident rates increase. This vulnerable group must receive appropriate levels of supervision training to minimize the risks of accidents.

Employees, when they first arrive at a job site, are eager to please, and may pretend to understand material or instructions in order to create a good impression. A planned orientation process is essential to ensure that the employee becomes knowledgeable and competent as soon as possible. An orientation program must respond to the workers need to know basic information about the job. The following general topics must be addressed.

- ▶ departmental objectives
- ▶ job description (including limitations and authority)
- ▶ performance expectations
- ▶ wages, hours, benefits & pay period etc.
- ▶ training plan
- ▶ safety

The orientation program must recognize that workers new to the job suffer from information overload. Verbal communication and instruction must be supported by written material, demonstrations and hands on practice. The safety elements of an orientation program should include the following elements:

**UBC POLICIES - Safety Policy (#7) & Environmental Protection Compliance Policy (#6)** – All new personnel must read and become familiar with their own personal responsibilities under these policies. Supervisory staff must also be familiar with their responsibilities under these policies.

**DEPARTMENTAL POLICY**-Staff should be able to explain, in general terms, what the departmental safety and health policy is.

**LOCAL SAFETY COMMITTEE PROGRAM MANUAL** –.All new personnel should read through the Department's Safety Program Manual and know where it is located.

**SAFE WORK PROCEDURES** - Ensure that all personnel know where the safe work procedures for their jobs are located.

**FIRE SAFETY / EVACUATION ORIENTATION** – show all personnel the locations of the fire alarms, extinguishers, emergency exits, the fire evacuation plan, and department meeting place.

**EMERGENCY & FIRST AID CONTACTS** –inform all new personnel of the site-specific contact numbers for fire, first aid treatment, security issues, and hazardous materials spills response. The front inside cover of the UBC Phone Book provides this information for UBC campus. Hospitals and other off-campus sites may have different contact numbers.

**INCIDENT/ACCIDENT REPORTING PROCEDURES** – Tell personnel how to report unsafe conditions and activities that have resulted in injuries, release of hazardous materials, or damaged property.

**EMERGENCY / EARTHQUAKE PREPAREDNESS** – Walk new employees through appropriate emergency evacuation rout for their work area. All new personnel should read pages 2 and 3 of the UBC Phone Book for UBC specific procedures for bomb threats, earthquakes, and other emergencies. Supervisors can also distribute the pamphlet “Are you ready for an earthquake on campus?” available through Health, Safety And Environment. Earthquake preparedness courses are also offered through the MOST program.

**WHMIS TRAINING** – Personnel who work with or in proximity to a controlled product must be instructed in the WHMIS (Workplace Hazardous Materials Information System) method of identifying hazardous materials.

WHMIS training is mandatory for all VCHRI laboratory personnel.

**HAZARDOUS WASTE HANDLING / DISPOSING** – New personnel who work with hazardous materials should be trained in the site-specific procedures for handling and disposing of hazardous waste. In addition, the successful completion of Health, Safety and Environment courses are a requirement for using biohazardous and radioactive materials.

**SPILL RESPONSE / REPORTING** – Personnel who work with hazardous materials should read the spill response and reporting procedures in the Department Safety Program Manual and should be trained in site-specific procedures.

**EQUIPMENT USAGE** – New personnel should be trained in the use of any equipment they will be using, especially those with inherent hazards or used to control hazards, e.g. autoclaves, fume hoods.

## HEALTH, SAFETY AND ENVIRONMENT COURSES

The following courses are taught or coordinated by the Department of Health, Safety & Environment. Invite personnel to take these beneficial courses where applicable.

- ◆ **Diving Safety Seminars** – intended for University faculty, staff and students who carry out diving as part of their working responsibilities, addresses advanced diving techniques, rescue and first aid procedures, underwater research methodology.
- ◆ **Environmental Responsibilities at UBC** – intended to inform administrative heads about individual and institutional environmental responsibilities at UBC.
- ◆ **Introduction to Chemical Safety Course** – intended for anyone who handles chemicals as part of their working responsibilities, covers safe chemical use, handling, storage, emergency response and waste disposal procedures.
- ◆ **Laboratory Chemical Safety Course** – intended for people who handle chemicals in a laboratory, especially lab technicians, storekeepers and safety committee representatives.
- ◆ **Laboratory Biological Safety Course** – mandatory course for all faculty, staff and students prior to working with bio-hazardous materials in Risk Group Level II and higher. Recommended course for individuals who work with biohazards of all types at the university.
- ◆ **Occupational First Aid Level I** – intended for department first aid attendants or for personal interest. Certification issued by Workers' Compensation Board.
- ◆ **Personal Security Workshop** – intended to raise awareness of personal security in the UBC environment for members of the University community.
- ◆ **Radionuclide Safety and Methodology** – mandatory course for all faculty, staff and students prior to commencing work with radioactive materials. Recommended course for individuals who work in a lab where others use radioisotopes.

- ◆ **Safety Committee Training** – intended for Safety Committee members and supervisors; topics include accident prevention, effective committee operations, safety inspections, accident investigation, safety training and the role of Worksafe BC.
  
- ◆ **Transportation of Dangerous Goods (Air & Road)** – mandatory course for all receivers and shippers of dangerous goods. Certification issued.

## **SAFE WORK RULES**

### **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.

### **Vancouver Coastal Health Research Institute Requirements**

Worksafe BC requires the Vancouver Coastal Health Research Institute 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 Worksafe BC, UBC and if applicable, the manufacturer's requirements. In addition, the 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 and review safety rules and procedures.

## **Actions**

### Deans, Directors or Administrative Heads of Units

- ▶ Assign responsibility for the establishment of safety rules and safe work procedures.
- ▶ Consider recommendations from the SPA, supervisors and safety committee.
- ▶ Communicate action plans and management decisions through their respective organization.
- ▶ Monitor the work activities for compliance with Worksafe BC and internal requirements.
- ▶ Provide the tools and resources for developing, implementing and reviewing rules and procedures.

### Safety Program Administrator

- ▶ Ensure safety rules and safe work procedures are established and practicable.
- ▶ Monitor the work activities for compliance with Worksafe BC and internal requirements.
- ▶ Review accident and injury reports.
- ▶ Implement corrective action plans.
- ▶ Communicate suggestions for improving rules and procedures to management.
- ▶ Communicate action plans and management decisions through their respective organization.

### Supervisors

(Faculty, Managers, Principle Investigators, Technicians, Supervisors, etc.):

- ▶ Develop and implement safety rules and safe work procedures.
- ▶ Provide orientation and on the job training to workers.
- ▶ Review accident and injury reports.
- ▶ Communicate suggestions for improving rules and procedures to the SPA.
- ▶ Enforce written safety rules and safe work procedures.
- ▶ Consider recommendations from the SPA, supervisors and safety committee.
- ▶ Implement corrective action plans.
- ▶ Communicate information and management decisions through their respective organizations.

### Local Safety Committee Members

- ▶ Review accident and injury reports.
- ▶ Communicate suggestions for improving rules and procedures to SPA.
- ▶ Follow up on recommendations.



### Workers and Students

- ▶ Follow established safety rules and safe work procedures.
- ▶ Report unsafe acts or conditions to the immediate supervisor.

### **References**

Due Diligence, page 15

Orientation, Training and Supervision of Workers, page 24

### **Authorities**

Worksafe BC OHS Regulation, Part 3.3

UBC Policy #7 Safety

## HAZARDOUS MATERIALS

### Purpose

Workplace information includes knowledge of the hazards of the workplace and of the materials used in the workplace. The Workplace Hazardous Materials Information System (WHMIS) is a major response to the worker's right-to-know about safety and health hazards of materials used in the workplace.

WHMIS legislation provides employees, employers and suppliers nationwide with specific vital information about hazardous materials through the key elements of:

- ▶ Controlled product labeling
- ▶ Material safety data sheets
- ▶ Worker education and training programs

### VCHRI Requirements

On the basis of WHMIS and other workplace information, the VCHRI has developed work procedures that ensure worker health and safety. Workers must be educated in hazards and trained in work procedures.

### Chemical Inventory

An annual inventory of hazardous materials must be maintained which identifies all hazardous substances and their quantities at the workplace. A chemical inventory includes the chemical name (formula) of the material, the size of its container, and the primary WHMIS hazard class.

Annual inventories allow for the following:

1. To check ethers and other chemicals with limited shelf life.
2. To remove surplus hazardous chemicals
3. To remove chemicals that you would not or have not used in the past 1-3 years.
4. To correct incompatible storage.
5. To identify which chemicals are present.

## WHMIS Program

The Department implements the WHMIS program using information provided through WHMIS as well as other information from the workplace. WHMIS information is in the form of labeling and material safety data sheets. Other workplace information includes a knowledge of the hazards of the workplace use of the hazardous material which depends upon factors such as quantities used, work processes and work location.

In order to implement a WHMIS program, the Department will:

1. Assign responsibility for program implementation. The WHMIS Coordinator for this department is the Secretary, VCHRI OH&S Committee.
2. Establish an inventory of controlled products
  - ▶ Contact suppliers for assistance with products supplied to the workplace.
  - ▶ Collect data on products produced in the workplace and determine if they are controlled or not
3. Ensure that WHMIS labeling and data sheets are in place
  - ▶ Have the purchasing department or agent request material safety data sheets from suppliers.
  - ▶ Have the shipper/receiver or other appropriate person check incoming labels and data sheets for compliance with WHMIS standards.
  - ▶ Provide workplace labeling where required.
  - ▶ Prepare material safety data sheets and appropriate labels for controlled products produced in the workplace.
  - ▶ Make data sheets available to workers
4. Determine the hazards of controlled products in the workplace
  - ▶ Review the specific hazard of the storage, handling and use of controlled products in the workplace. Take into account the physical and health hazards of the product, quantities, work processes, location of use etc.
5. Establish workplace controls, based on hazard evaluations, which could include:
  - ▶ Engineering controls: ex/ ventilation, process modification and isolation of the source.
  - ▶ Administrative controls: ex/ work procedures, storage arrangements, maintenance and time scheduling.
  - ▶ Personal protective equipment used only in situations where other controls are not practicable.

6. Establish emergency procedures
  - ▶ First aid measures
  - ▶ Fire-fighting/evacuation measures (notify fire departments of hazardous materials).
  - ▶ Procedures to handle spills or accidental release.
7. Provide worker education and training
  - ▶ Educate workers in how WHMIS works and the hazards of controlled products
  - ▶ Train them in the necessary work procedures, emergency procedures and procedures to follow when using the product
  - ▶ The Department of Health, Safety & Environment offers a Chemical Safety course which fulfills the worker education and training requirement.
8. Review and upgrade the program
  - ▶ Review the program of instruction at least once a year, or more often if necessary.
  - ▶ Re-instruct workers when necessary.
  - ▶ Make sure no MSDS is no more than three years old.
  - ▶ Make sure labels are legible.
  - ▶ Make sure all workplace controls are effective.

## **Responsibilities**

### Supplier

- ▶ Prepares proper supplier labels for products distributed and sold in Canada
- ▶ Develops or obtains current Material Safety Data Sheets (MSDS) for each controlled product they sell or import
- ▶ Sends a copy of the current MSDS to the purchaser on or before the date of sale at the time of the first purchase

### Deans, Directors or Administrative Heads of Units

- ▶ Assign responsibility for the establishment of safety rules and safe work procedures.
- ▶ Consider recommendations from the SPA, supervisors and safety committee.
- ▶ Monitor the work activities for compliance with Worksafe BC and internal requirements.
- ▶ Provide the tools and resources for developing, implementing and reviewing rules and procedures.
- ▶ establishes education and training programs for workers

### Safety Program Administrator

- ▶ Ensure safety rules and safe work procedures are established and practicable.
- ▶ Monitor the work activities for compliance with WHMIS and internal requirements.
- ▶ Communicate suggestions for improving rules and procedures to management.
- ▶ Communicate action plans and management decisions through their respective organization.
- ▶ Review the WHMIS program at least once a year or more often if conditions at the workplace or information on the product changes the risk to workers.

### Supervisors

(Faculty, Managers, Principle Investigators, Technicians, Supervisors, etc.)

- ▶ ensures that supplier labels have been provided and applied to controlled products received at the workplace
- ▶ ensures that improperly labeled products are not handled or used except to be held in storage
- ▶ ensures proper workplace labels are used where required
- ▶ ensures that Material Safety Data Sheets are received for all controlled products supplied to the workplace
- ▶ develops an MSDS for controlled products produced in the workplace
- ▶ Develop and implement safety rules and safe work procedures.
- ▶ Provide orientation and on the job training to workers.
- ▶ Enforce WHMIS legislation and safe work procedures.

### Local Safety Committee Members

- ▶ Aid in the development of a WHMIS program of instruction
- ▶ Review the WHMIS program at least once a year or more often if conditions at the workplace or information on the product changes the risk to workers.
- ▶ contact the supplier when the data sheet at the workplace is three years old.
- ▶ Communicate suggestions for improving rules and procedures to SPA
- ▶ Follow up on recommendations.

### Workers and Students

- ▶ Participate in WHMIS training if at risk of encountering controlled products in the workplace
- ▶ Attend UBC Chemical Safety Training if using, handling, or disposing of controlled products
- ▶ Follow established safety rules and safe work procedures.
- ▶ Report unsafe acts or conditions to the immediate supervisor.

## References

Due Diligence, page 15

Orientation, Training and Supervision of Workers, page 24

Workplace Hazardous Materials Information System

University of British Columbia Laboratory Chemical Safety Manual

*General Safety Rules - Section 2*

*Hazards of Chemicals - Section 3*

*Hazardous Materials Information - Section 4*

*Experimental Design and Procedures - Section 5*

*Safety Controls - Section 6*

*Chemical Storage - Section 7*

*Emergency Procedures - Section 10*

University of British Columbia Hazardous Waste Disposal

*Biohazardous Waste Disposal - 1.1*

*Radioactive Waste Disposal - 2.1*

*Disposal of Laboratory Chemicals - 3.1*

*Ethidium Bromide Waste Disposal - 4.1*

*Organic Solvent Recovery and Disposal - 5.1*

*Disposal of Photochemical Wastes - 6.1*

***Waste Battery Disposal - 7.1 All departments will required this procedure***

*Waste Oil Disposal - 8.1*

*Disposal of Unknown Chemicals - 9.1*

*Disposal of Explosive Chemicals - 10.1*

*Polychlorinated Biphenyl Disposal - 11.1*

*Biomedical Waste Disposal - 12.1*

*Spill Reporting Procedures - 13.1*

## Authorities

Worksafe BC OHS Regulation, Part 5

UBC Policy #7 Safety

UBC Policy #9 Hazardous Materials Management

## WORK SITE 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

Worksafe BC requires the Vancouver Coastal Health Research Institute to ensure that hazards to the safety and health of workers are identified and brought to management's attention. It is management's responsibility to ensure that the identified hazards are eliminated and, where this is not practicable, 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 the VCHRI Orientation Guide (Appendix I) has been designed 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 may be used.

For assistance in developing a hazard assessment form or completing such an assessment, call Health, Safety and Environment at 822-2029.

Ongoing supervisory and safety committee inspections are expected to identify hazards that develop during the new project, task or job.

## **Workplace Inspections**

The Vancouver Coastal Health Research Institute Department 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. No formal inspection report is required; however, any detected hazards must be corrected immediately if the task is within the employee's capabilities. If not, the hazard should be reported to the area supervisor or management for correction.



### Formal Workplace Inspections

Work areas will be inspected monthly (preferably on the same day each month) by the area supervisor or a designate. Each supervisor in conjunction with the SPA will develop a site specific inspection checklist. The inspection checklists will be completed for each inspection and each supervisor must regularly review and update his/her checklist as required. The completed reports shall be forwarded to the SPA on a quarterly basis for review. The SPA will provide summaries for the head and the Local Safety Committee to review. The area supervisor must ensure that corrective action is taken so that the hazard is eliminated or controlled.

### Safety Committee Inspections

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

### Special Inspections

Special inspections take place immediately after a malfunction, accident or after a new work procedure or machinery is introduced. The area supervisor and a worker representative (preferably a safety committee member) conduct this type of inspection. An Inspection Report must be completed and distributed to the SPA and local safety committee for review. In addition, an Accident Investigation may be required for certain accidents (see Accident Investigation section of the manual). The area supervisor must ensure that any existing unsafe condition is effectively controlled before commencing an inspection or investigation.

## **Actions**

### Deans, Directors and Administrative Heads of Unit

- Assign responsibility for the development, implementation and maintenance of the Inspection Program.
- Communicate action plans and management decisions throughout their respective organization.
- Monitor the Inspection Program for compliance with Worksafe BC and internal requirements.
- Provide inspectors with the necessary tools and resources to function effectively.

### Safety Program Administrator

- Ensure the Inspection Program is functioning as required.
- Monitor the Inspection Program for compliance with Worksafe BC and internal requirements.
- Review inspection reports and provide summaries to management and Safety Committee.
- Communicate recommendations to management.
- Communicate action plans and management decisions throughout their respective organization.

### Supervisors

(Faculty, Managers, Principle Investigators, Technicians, Supervisors, etc.):

- Develop, implement and maintain the hazard assessment and inspection programs.
- Conduct required workplace inspections.
- Conduct special inspections and accident investigations when required.
- Complete and maintain proper inspection records.
- Forward copies of inspection reports to the SPA for review.
- Communicate recommendations to the SPA.
- Communicate information and management decisions throughout their respective organizations.
- Correct unsafe conditions or practices or ensure the hazard is controlled until corrective action can be taken.

### Local Safety Committee Members

- Conduct annual Safety Committee Inspections.
- Forward copies of Safety Committee Inspection Reports to area supervisors and the SPA for review.
- Review inspection reports.
- Communicate committee recommendations to the SPA.
- Follow up on suggestions or concerns made.
- Conduct special inspections and accident investigations when required.

### Workers and Students

- Conduct informal daily inspections of their own work area.
- Report all hazards to the immediate supervisor.
- Participate, when required, in scheduled workplace inspections and accident investigations.

## **References**

Due Diligence, page 15  
Local Safety Committee, page 19  
Hazard Assessment Procedure, page 41  
Preliminary Hazard Analysis Checklist, Appendix I  
Inspection Procedure, page 40  
Laboratory Inspection Checklists, Appendix III  
Accident Investigations, page 48

## **Authorities**

Worksafe BC OHS Regulation, Parts 3.5, 3.6, 3.7 and 3.8  
Workers Compensation Act, Part 3 Division 11, Sections 178 to 186  
UBC Policy #7 Safety

## RECORD KEEPING

### Purpose

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

### Vancouver Coastal Health Research Institute Requirements

To help verify and track the Occupational Safety and Health Program, the types of records that the Vancouver Coastal Health Research Institute maintains are:

- ▶ first aid records
- ▶ Worksafe BC 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

Trend analysis is produced from all data accumulated under the OSH program to identify patterns, which may lead to the identification of systematic problems not perceived when looking at isolated incidents.

Records and statistics are reviewed regularly at senior management and Safety Committee meetings. This process is crucial to identifying:

- ▶ trends and hazards not previously identified
- ▶ outdated or ineffective control measures.

## **University Reports**

All accidents and Worksafe BC claims must be reported to Health Safety and Environment on a standard accident report and investigation form, within 24 hours. From this information, and data from Worksafe BC, the Health Safety and Environment Department forwards relevant information to Worksafe BC 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 Worksafe BC costs of medical, wage loss, and pension amounts are also reported.

This report is circulated to the University Health and Safety Committee, VP Admin & Finance, and AVP Human Resources. The report is published on: [www.safety.ubc.ca](http://www.safety.ubc.ca)

## **VGH Reports**

See Appendix for VGH Accident/Incident Report

## **Actions**

### Deans, Directors or Administrative Heads of Units

- ▶ Review safety related records and statistics at management meetings.
- ▶ Ensure that records and statistics are maintained in accordance with Worksafe BC and internal requirements.
- ▶ Provide all employees with the tools and resources to ensure proper records are maintained.

### Safety Program Administrator

- ▶ Reviews safety program records.
- ▶ Generates safety-related statistics for review by senior management.
- ▶ Meets with the supervisor to discuss and review report items and incident trends.
- ▶ Communicate and consider concerns brought forth after records and statistics are reviewed.

### Supervisors

(Faculty, Managers, Principle Investigators, Technicians, Supervisors, etc.):

- ▶ Review Safety and Health Program records and statistics regularly.
- ▶ Communicate information and decisions through their respective organizations.
- ▶ Take corrective action once hazardous trends are identified.

### VGH Occupational Health & Safety Committee members

- ▶ Review all safety-related reports, records and statistics.
- ▶ Make recommendations to the SPA and management.

### **References**

Due Diligence, page 15

Local Safety Committee, page 19

Orientation, Training and Supervision of Workers, page 24

Hazard Assessment and Work Site Inspections, page 41

Accident Investigations, page 48

Worksafe BC Accident and Cost Report

### **Authorities**

Worksafe BC OHS Regulation, Part 3.4

Workers Compensation Act, Part 3 Division 10, Sections 172 to 177

## INCIDENT/ACCIDENT REPORTING

### Purpose

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

### Vancouver Coastal Health Research Institute Requirements

The Worksafe BC 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.

*These accidents must be reported to HSE by telephone 822 2029 or fax 822 6650 from 8:30 to 16:30, Monday to Friday. Otherwise, contact the Board directly at 604-273-7711 after hours or on holidays and weekends.*

Vancouver Coastal Health Research Institute 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 to be 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. To meet these requirements, the Jack Bell research Centre has developed and implemented a program for the reporting and investigation of accidents. The Program's focus is on finding solutions and not on placing blame. The success of the program depends on: accidents being reported by workers (see page 6-4, accident/incident reporting instructions) investigations being conducted in accordance with established investigation procedures (see page 6-5) corrective action taken to prevent recurrence.

The Department is responsible for reporting all accidents in writing to the Health, Safety and Environment (HSE) department within 24 hours of occurrence with exception to situations a, b, c and d stated above, which must be reported immediately. The HSE Department is then responsible for ensuring that the Worksafe BC is notified and that all necessary documentation and information is forwarded to the Worksafe BC.

Investigation teams consisting of an area supervisor and an employee representative will perform investigations. Each investigator is required to be trained on investigation procedures as well as be knowledgeable of the work performed at the time of the accident.

Management will provide all tools and resources necessary for the Program to be effective. These include:

- ▶ accident investigation training for investigators
- ▶ time made available to allow investigators to complete their duties
- ▶ quick action on recommended changes to job procedures or physical conditions to prevent recurrence of similar situations.

## **Actions**

### Deans, Directors or Administrative Heads of Units

- ▶ Ensure that accidents are reported and investigated as required by Worksafe BC and internal requirements.
- ▶ Assign responsibility for the development, implementation and maintenance of the accident reporting and investigation program.
- ▶ Review investigation reports.
- ▶ Provide investigators with the necessary tools and resources to function effectively.
- ▶ Communicate action plans and management decisions down through their respective organization.

### Safety Program Administrator

- ▶ Ensure that accidents reported are conducted as required.
- ▶ Monitor the ARIP for compliance with Worksafe BC and internal requirements.
- ▶ Review investigation reports.
- ▶ Forward a copy of the investigation report to Health, Safety and Environment Department.
- ▶ Communicate recommendations to management.
- ▶ Communicate action plans and management decisions down through their respective organization.



### Supervisors

(Faculty, Managers, Principle Investigators, Technicians, Supervisors, etc.):

- ▶ Provide recommendations for the development and implementation of the program for reporting and investigating accidents.
- ▶ Promptly initiate an investigation occurring within the area of responsibility.
- ▶ Cooperate and participate in accident investigations as required.
- ▶ Complete proper Worksafe BC forms.
- ▶ Conduct special inspections when required.
- ▶ Forward copies of investigation reports to the local safety committee and the SPA for review.
- ▶ Communicate recommendations to the SPA.
- ▶ Inform affected employees of the occurrence.
- ▶ Implement corrective action.
- ▶ Communicate action plans and management decisions through their respective organization.

### Local Safety Committee Member

- ▶ Participate in investigations when required.
- ▶ Review investigation reports.
- ▶ Communicate committee recommendations to the SPA and senior management.
- ▶ Follow up on suggestions or concerns made.

### Workers and Students

- ▶ Report all occurrences to the immediate supervisor.
- ▶ Participate in investigations if required.
- ▶ Cooperate with investigators.

### **Authorities**

Worksafe BC Regulation, parts 3.4 (e), 3.6(2)(a), 3.7 to 3.14

Workers Compensation Act, Part 3 Division 11, Sections 178 to 186

UBC Policy #7 Safety

## **EVALUATION OF THE OH&S PROGRAM**

### **Purpose**

A system for evaluating the operation of the safety and health 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.

### **Vancouver Coastal Health Research Institute Requirements**

The Vancouver Coastal Health Research Institute conducts a review of its Health and Safety Program on an annual basis. The purposes of these reviews are to:

- ▶ inform the strengths of the Department's Occupational Safety and Health Program
- ▶ identify where the OSH Program is not in compliance with Worksafe BC Regulation
- ▶ identify where the OSH 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 claims costs.

The 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.

## **Actions**

### Deans, Directors or Administrative Heads of Units

- ▶ Ensure that reviews are conducted as required.
- ▶ Review safety program review reports.
- ▶ Communicate action plans and management decisions through their respective organization.
- ▶ Monitor the review process for compliance with Worksafe BC and internal requirements.
- ▶ Provide the safety committee with the necessary tools and resources to function effectively.

### Safety Program Administrator

- ▶ Ensure that Safety Program Reviews are conducted as required.
- ▶ Monitor the review process for compliance with Worksafe BC and internal requirements.
- ▶ Assist in the organization of the review process.
- ▶ Review Safety Program Review Reports.
- ▶ Communicate recommendations to management.
- ▶ Communicate action plans and management decisions through their respective organization.

### Supervisors

(Faculty, Managers, Principle Investigators, Technicians, Supervisors, etc.):

- ▶ Review Safety Program Review Reports.
- ▶ Communicate recommendations to the SPA.
- ▶ Inform employees of the result of Safety Program Reviews.
- ▶ Communicate information and management decisions through their respective organizations.
- ▶ Implement corrective action plans.

### Local Safety Committee Members

- ▶ Participate in Safety Program Review.
- ▶ Follow established guidelines for reviewing the safety program.
- ▶ Develop Safety Program Review Reports.
- ▶ Communicate committee recommendations to the SPA and senior management.
- ▶ Follow up on suggestions or concerns made.

### Workers

- ▶ Cooperate with the Safety Committee in the review process.

### **Reference**

Health and Safety Program Review document

### **Authorities**

Worksafe BC