



# EMPLOYEE SAFETY ORIENTATION

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Risk, Safety & Security  
3333 University Way  
Prince George, BC

# Introduction

If you are new to UNBC, or an existing employee who has yet to be acquainted with the safety program, welcome!

Risk, Safety & Security at UNBC is dynamic. With more than 3,000 University constituents at the Prince George Campus each day, we've got virtually all forms of work, residences, classes from early morning to late at night, athletic facilities, active teaching and research programs with diverse inventories of hazardous materials, and people working at remote locations.

This orientation is generic. Your supervisor is responsible for acquainting you with the specific hazards of your worksite and safe work procedures which pertain to your job.

The role of the Risk and Safety Office is to provide guidance and support to assist administrators, managers, supervisors, employees, students, faculties, departments, organizations and committees throughout the University to carry out Health and Safety responsibilities which are assigned through legislation and University policy.

The main purpose of the safety orientation is to:

- Increase your awareness of Risk, Safety & Security at UNBC and what is relevant to your work situation.
- Communicate basic guidelines, procedures and how to access safety resources including training.
- Bring employees to a common level of understanding about safety at UNBC.
- Help fulfill basic regulatory requirements.
- Help share the mission to create a safe working environment to prevent accidents and injury.



Questions

If you have any questions, comments or need assistance, you may also contact the Risk & Safety Office by email [safety@unbc.ca](mailto:safety@unbc.ca).

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# Commitment to Safety

## UNBC's Commitment to Health & Safety

Fundamental to the success of UNBC, is the strength of its people. To this end, the mission statement of the University identifies the following:

*"The University will strive to offer all of its people - students, staff, and faculty - a healthy, safe, open, friendly, supportive, consultative and stimulating environment conducive to individual intellectual growth, personal fulfillment and career progress."*

The senior administration of the University of Northern British Columbia is dedicated to promoting safe and healthy working conditions and attitudes for employees, clientele, and visitors. It is therefore the policy of the University to:

- Protect the safety of employees, students and visitors against accidents and occupational hazards;
- Comply with all relevant statutes, regulations and standards of government agencies and other regulatory authorities relevant to occupational health and safety (which will be considered minimum requirements);
- Give priority to safe working conditions and job safety practices in the planning, budgeting, direction and implementation of the University activities; and, formulate and carry out continuing effective safety programs appropriate to University operations.

## The Commitment of Your Employee Group

There are four employee groups at UNBC. Safety management has been considered by all four groups. The way in which safety commitment has been expressed is as follows:

- CUPE 3799 Collective Agreement - Article 31 "share an obligation for the promotion of a safe and healthy work" environment, "cooperate in every reasonable manner". "Employees shall comply with all applicable....safety legislation and regulations".
- Faculty Association Agreement - Article 27 "committed to creating a healthy safe and productive environment", "must be within guidelines of the Industrial Health & Safety Regulations".
- Exempt Group Agreement - Memorandum of Understanding - "Issues not addressed covered under current University policies and procedures" (defaults to UNBC's [Occupational Health & Safety Policy](#))
- Director's Group Agreement - Conditions of Employment, Preamble - "Issues not addressed covered under current University policies and procedures" (defaults to UNBC's [Occupational Health & Safety Policy](#)).

## Your Personal Commitment to Health & Safety

At some point we probably ask ourselves, why should we care about safety, isn't it just common sense anyway? The fact is that, it is not. Unfortunately for many, "learning" and "applying" safe practices is not considered unless something sudden happens to increase awareness. Often, this may only be an aberration in a person's behavior unless it has had some significant impact on their

life. This is a very human way of looking at safety - but not the most constructive.

Safety knowledge is not inherited or acquired by simple demonstration. We can appreciate that children "learn" their behaviors from their parents and peers. In fact, we all learn by doing and practicing. We can't assume that we've already come "packaged" with sufficient safety knowledge (our common sense) to prevent injury - we have to learn it to apply it. Perhaps you have been faced with a situation where someone you know was injured.

Later, you may have determined that a little more information, training, or supervision was all that was needed to perform the task safely (and to prevent the injury from happening).

Your safety requires your commitment. Understanding hazards and their controls to prevent accidents is only part of the solution. In the end, no one is likely to change the way you feel about applying safe work practices but you! As an example, persons who participate in first aid training generally have fewer accidents than those who do not participate. The reason for this is that an awareness and interest in safety is translated into safe actions during routine work. Of course, we don't all need to take a first aid course to take an interest in (or be committed to) our own safety.

To conclude, safety has to be learned, demonstrated, modeled, exemplified and evaluated. When we take steps to incorporate safe practices into our everyday actions, we can prevent accidents and their negative consequences on our lives. Often, it is our personal commitment to safety that makes the difference.

## Rights & Responsibilities

### **The Regulatory Climate in British Columbia**

There is considerable detail in [British Columbia's Occupational Health & Safety Regulation](#) which is composed of more than 4000 individual regulations. In BC, the Workers' Compensation Board (WorkSafe) in BC is responsible for creating and enforcing these regulations.

To comply with the requirements, managers, administrators and supervisors must determine which regulations apply to their operations and implement them. The UNBC Risk and Safety Office is available for advice and assistance in this area.

Many of the regulations are "process" based or prescriptive. This means that a specific process, such as a risk assessment, or other process must be undertaken according the regulations despite a possibly low risk for injury or disease (or perceived benefit derived from the cost to comply).

Regulations are enforced to a higher degree in BC than most provinces. It is well known that Ontario and British Columbia have the most progressive OH&S (Occupational Health & Safety) legislation in Canada.

WorkSafe BC has a quasi-judicial system in place to penalize organizations to enforce regulations outside of the courts though it has successfully prosecuted under the provincial judiciary. These efforts have been increasing in recent years.

Bill 14 – The Workers Compensation (Occupational Health and Safety) Amendment Act, 1998, was introduced in the legislature to increase the power of Board Officers for punitive actions through the provincial judiciary against individuals, managers, corporate executives or Boards of Directors.

Bill C-45 is federal legislation that amends the Canadian Criminal Code. Bill C-45 became law on March 31, 2004 and is now the new Section 217.1 in the Criminal Code which reads:

"**217.1** Every one who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task."

The bill established new legal duties for workplace health and safety, and imposes serious penalties for violations that result in injuries or death. It also establishes rules for attributing criminal liability to organizations, including corporations, for the acts of their representatives and also creates a legal duty for all persons directing work to take "reasonable steps" to ensure the safety of workers and the public.

### **Similarities in OH&S Legislation across Canada**

Many basic elements (e.g., rights and responsibilities of workers, responsibilities of employers, supervisors, etc.) are similar in all the jurisdictions across Canada.

Details of the OH&S legislation and how the laws are enforced vary from one jurisdiction to another.

Provisions in the regulations across Canada may be "mandatory", "discretionary" or "as directed by the Minister". In BC's Occupational Health & Safety Regulation, there can be provisions in a regulation to deviate from an identified standard with the approval of WorkSafe BC.

### **General Responsibilities of Governments**

The General responsibilities of governments for occupational health and safety include:

- Enforcement of occupational health and safety legislation.
- Workplace inspections.
- Dissemination of information.
- Promotion of training, education and research resolution of OH&S disputes.

### **Employer's Responsibilities**

An employer must:

- Establish and maintain a joint health and safety committee, or cause workers to select at least one health and safety representative.
- Take every reasonable precaution to ensure the workplace is safe.
- Train employees about any potential hazards and in how to safely use, handle, store and dispose of hazardous substances and how to handle emergencies.
- Supply personal protective equipment and ensure workers know how to use the equipment safely and properly.
- Immediately report all critical injuries to the government department responsible for OH&S.
- Appoint a competent supervisor who sets the standards for performance, and who ensures safe working conditions are always observed.

## **Supervisor's Responsibilities**

A supervisor must:

- Ensure that workers use prescribed protective equipment devices.
- Advise workers of potential and actual hazards.
- Take every reasonable precaution in the circumstances for the protection of workers (practice due diligence).

The defense of due diligence is a supervisor's or employer's only defense against charges or penalties brought against them by the WorkSafe BC.

## **Employee's or Worker's Responsibilities**

Employee's responsibilities include the following:

- Responsibility to work in compliance with OH&S acts and regulations.
- Responsibility to use personal protective equipment and clothing as directed by the employer.
- Responsibility to report workplace hazards and dangers (according to UNBC's "[Reporting Hazardous Conditions or Acts Policy](#)" you must first report these to your supervisor to attempt to resolve the problem).
- Responsible to work in a manner as required by the employer and use the prescribed safety equipment.

## **Employee's or Worker's Basic Rights**

Employees or workers have three basic rights for health and safety which follow:

- Right to refuse unsafe work.
- Right to participate in workplace health and safety activities through the Joint Occupational Health and Safety Committee or as a worker health and safety representative.
- Right to know, or the right to be informed about, the potential dangers in the workplace.

## **Right to Refuse Unsafe Work**

An employee can refuse work if they believe that the situation is unsafe to either themselves or their co-workers. When a worker believes that a work refusal should be initiated, then:

- The employee must report to their supervisor that they are refusing to work and state why they believe the situation is unsafe.
- The employee, supervisor, and a joint health and safety committee member or employee representative will investigate.
- The employee returns to work if the problem is resolved with mutual agreement.
- If the problem is not resolved, a government (WorkSafe BC) health and safety officer is called.
- The office investigates and gives decision in writing.

Consult the University's "[Reporting Hazardous Conditions or Acts Policy](#)" for this process at UNBC.

# First Aid & Medical Emergencies



## First Aid Services at the Prince George Campus

In British Columbia, first aid services at workplaces must be delivered by qualified first aid attendants. This includes first aid in field locations as well.

Primary first aid service at the Prince George campus is rendered by Security personnel who hold a minimum of a Level 2 Occupational First Aid Certificate.

The Prince George campus is equipped with a first aid room near the Security Office, located centrally in the main level of the Agora Building.

At the Prince George campus, a number of faculty, staff, and students are also appropriately qualified to render assistance when they are available.

Security must still be called as indicated in the procedure when another person provides assistance.

There are three (3) Automated External Defibrillator (AEDs) on the Prince George Campus, located in the Teaching and Learning Building, the Security Office and the Northern Sport Center.

## Emergency First Aid Procedures

Procedures include:

- Ensure that the accident scene is safe and that there is no further danger to injured person or yourself.
- Do not move injured person unless there is a high risk of further injury or death.
- Keep calm and do not leave the injured person unattended.
- Summon first aid by immediately calling Security on campus at local **3333** or if in proximity to campus pay telephones, press the yellow button labeled "S". From the Residences, or from a Cell phone, call 250-960-7000. From a Help Line Station, Press the button and speak. Report exact location of injured person and the nature of injuries. **Security will summon external emergency personnel if required.**
- Be prepared to assist when directed by the first aid attendant.

Emergency First Aid Procedures are posted on yellow plaques conspicuously located in hallways, washrooms and public phone locations within campus buildings.

## Incident/Accident Reporting and Investigation

The appropriate reporting of accidents and incidents is an essential element of the overall safety program at UNBC since it is used to identify hazards and put into place corrective measures to prevent re-occurrence of similar events.

Employees and workers are required under the Occupational Health and Safety Regulations and UNBC policy to immediately report accidents, incidents, injury or occupational disease. Similarly, it is also an important loss control function to ensure that accident reports are also received when students or the public are involved.



You are responsible for immediately reporting incidents or accidents arising out of your University-related work to your supervisor or first aid attendant during work or class time; and to Security at the Prince George Campus at local **3333** or 250-960-7058 outside regular work hours or class time.

Supervisors are responsible for immediately reporting accidents, injury or occupational disease to the UNBC Risk and Safety Office. Specific accidents or incidents must be reported immediately by the University to WorkSafe BC. The University has a short three (3) day reporting requirement to inform WorkSafe BC of the injury of a worker.

You are required to have injuries attended to by a first aid attendant but, you have the option of refusing treatment.

An accident investigation is undertaken to identify hazards and put into place corrective measures to prevent the re-occurrence of similar events.

# Emergency Procedures

## **Preparing for Emergencies**

READ EMERGENCY PROCEDURES INFORMATION several times and keep it handy. Refer to the BC Telephone white pages directory for more detailed information on earthquakes. Prepare yourself by participating in training (i.e. first aid).

BE FAMILIAR WITH THE FLOOR PLAN and routes of egress (routes of leaving the building) well enough that you could find them in darkness. Know where the stairs, fire extinguishers and other emergency equipment are located. These are clearly marked on emergency evacuation plaques located throughout the campus buildings.

KNOW the procedures for turning off equipment in an emergency.

KEEP ON HAND SUCH PERSONAL ITEMS AS:

- Medications (properly safeguarded)
- Comfortable shoes,
- Flashlight (and batteries),
- Some food items such as food bars

COOPERATE in all practice drills and participate in emergency training programs.

## **Emergency Phone Numbers / Summoning Assistance - Prince George Campus**

- From Business Phone on Campus - **Dial 3333**
- From Residence or Cell Phone - Dial 250-960-7000
- Help Line Station - Press Button & Speak (Help Line stations are located in exterior areas and parking lots at the campus).
- Public Telephones (Campus Buildings) - Press Yellow Button Labeled "S" and Speak (Public phones are located in corridors of Prince George campus buildings).

Telephone decals identifying the emergency numbers are available from the Risk and Safety Office.

## How to Report Emergencies at the Prince George Campus

- Identify the type of emergency (e.g. medical, visible smoke, smell, fire, Security, electrical, flood, etc).
- If it is a medical emergency, state whether the victim is conscious, has chest pain or a head injury, and if an ambulance is needed. (Evacuate and/or take care of victim(s) as necessary or advised).
- Identify whether hazardous laboratory chemicals or other hazardous material or equipment is involved. (If chemical, radiological or bio-hazardous materials are involved, be prepared to identify them and the amounts involved, if known).
- Know the location of the first aid room (located across from the Security office, in the Agora building) at the Prince George Campus.
- Report the location of the emergency, your name, telephone number and whether other people are involved.

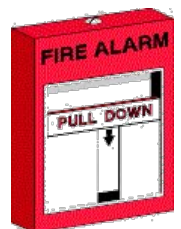


All other campus buildings are equipped with a single stage alarm system. This means the alarm bells will ring steadily upon the initiation of any alarm activating device (i.e. smoke detector, heat detector, pull station, etc).

## Fire and Evacuation Procedures

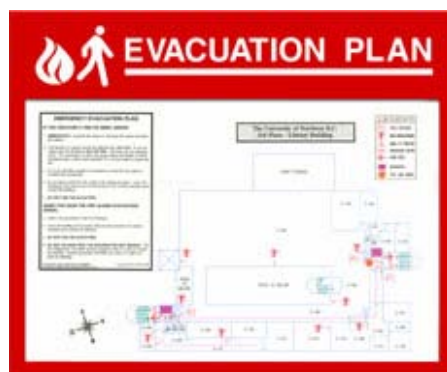
### IF YOU DISCOVER A FIRE OR SMELL SMOKE:

- IMMEDIATELY, sound the fire alarm by activating the nearest red alarm pull station.
- Call Security at **3333** from a phone outside the affected area. If you are calling from the Residence Building, or from a private cellular phone, Dial 250-960-7000. Tell them you are reporting a fire. If in proximity to a Help Line (press button and speak) or Public Telephone (press yellow button labeled "S" and speak).
- If you are qualified, attempt to extinguish or control the fire using an available fire extinguisher.
- If you cannot control the fire, isolate it by closing the doors. Leave the building by the nearest safe exit and proceed to the nearest assembly point outside the building.
- **DO NOT USE THE ELEVATORS**



## Building Evacuation Routes / Plaques

Evacuation routes within all campus buildings are identified on red Evacuation Plan plaques which are conspicuously located in the hallways at each level.



## Emergency Evacuation Occupants

The Primary Building on campus is the Fire Alarm.

## Instructions for all Building

Evacuation Alarm for every building

UNBC personnel will quickly determine if the alarm is false. If alarm is false, the alarm will be silenced and building occupants can continue activities.

During an ALARM terminate work experiments and shut off or secure all equipment that requires constant attention for safe operation or that may create additional hazards for evacuees and emergency personnel responding to the scene (e.g. turn off electrical equipment, gas or any heat or ignition source).

Whenever the fire alarm sounds evacuate the building in an orderly fashion observing the following general instructions for evacuation:

- Collect your valuables and any outer garments.
- The last person to leave the room should turn off the lights and close but NOT lock the doors.
- Exit the Building and walk (do not run) and proceed to vacate the building or enter adjacent building(s) NOT IN ALARM.
- An Evacuation Assembly Point is a location at least 200 ft from the evacuated building where evacuees will assemble and wait for further instructions from Security.
- Do not block the flow of traffic in exit corridors.
- Avoid moving against the flow of traffic.
- Allow persons from adjoining corridors and classrooms to file quickly into the exit corridor.
- Keep conversation to a minimum in the exit corridors.

**DO NOT** block roadways, fire hydrants, or access to building entrances! Evacuate at least 200 ft from the building!

If the Building Evacuation Alarm (i.e., the Fire Alarm) fails, Building occupants will be evacuated by Building Emergency Coordinators and Security Officers using AIR HORNS. Building occupants should respond to the sound of the air horn as they would the sound of the Building Evacuation Alarm.

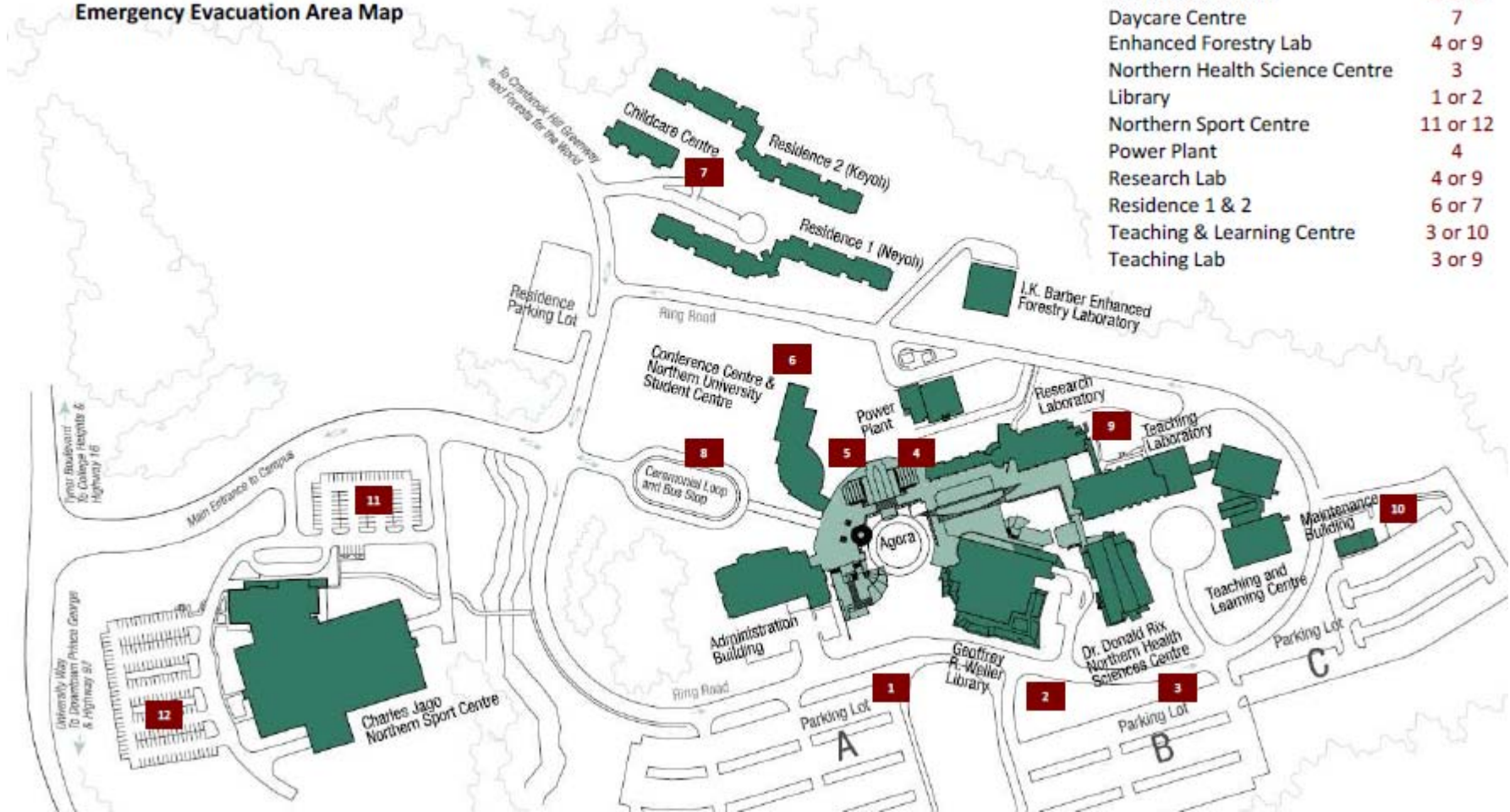
For a Partial Evacuation (i.e., the evacuation of several rooms, a hall or a floor), The effected building occupants will be evacuated by Building Emergency Coordinators and Security Officers using verbal communication (air horns will not be used). The Building Emergency Coordinators and Security will provide the evacuees with specific instructions on evacuation procedures, evacuation route(s). The instructions of the Security Officer(s) should be followed explicitly.

If you have important information about the building emergency report it to a Security Officer.

# Diagram of Pre-Designated Assembly Areas



Emergency Evacuation Area Map



Administration Building	1 or 8
Agora	1,4 or 5
Conference Centre	6 or 8
Daycare Centre	7
Enhanced Forestry Lab	4 or 9
Northern Health Science Centre	3
Library	1 or 2
Northern Sport Centre	11 or 12
Power Plant	4
Research Lab	4 or 9
Residence 1 & 2	6 or 7
Teaching & Learning Centre	3 or 10
Teaching Lab	3 or 9

## Refusing to Evacuate

Refusing to evacuate a building in an alarm condition is a serious act which has the potential to endanger the life of the occupant and fire services personnel. Personnel or students refusing to evacuate a building may be subject to disciplinary action.

## Fire Safety Equipment

Fire safety equipment including fire extinguishers, sprinklers, heat and smoke detectors, alarm bells, pull stations, strobe lights, fire doors, emergency evacuation plaques, and emergency lighting exists for life safety. Tampering with life safety equipment is strictly forbidden and is subject to disciplinary action. If witnessed, please notify Security immediately.

# Wildlife on Campus

We share our environment with wildlife. Be aware of your surroundings and if you sight a bear or moose, call UNBC Security at local 7058 or 250-960-7058.

## Bear Encounters

Encounters with aggressive bears are extremely rare and attacks are even rarer. If you encounter a bear:

- Remain calm and assess the situation.
- Respect the bear's need for space.
- Never approach a bear for any reason.
- Be predictable and try not to surprise a bear.
- If the bear is in the distance, try to make a wide detour or leave the area.
- If you suddenly come face to face with a bear...back away slowly while facing the bear, preferably moving in the direction you came from. **DO NOT RUN.**
- Talk in a normal, non-threatening tone of voice so the bear can identify you as a human.
- If a bear approaches, don't panic! Speak firmly and wave arms or a stick above your head to make your presence bigger. Continue to leave the area.



## [Bear Aware Video](#)

## Moose Encounters

The most dangerous time of the year to meet up with cow moose (female moose) is in the spring and early summer when they may very well have young calves. Bull moose are generally most aggressive during the fall mating season. If you encounter a moose:

- Exercise caution and common sense.
- Never walk between a moose and its calf.
- Back off slowly and detour around it or leave the area.
- Keep a nearby tree in mind if a quick escape is necessary.



# Safety Resources

## Risk and Safety Team

The University, managers, supervisors, directors, deans, and employees have a "direct" role to practice and promote safety at UNBC.

The Risk and Safety Office, designated safety personnel, and safety committees have an "indirect" role to advise, recommend and promote safety. These roles are identified below:

## The UNBC Risk and Safety Office

The UNBC Risk and Safety Office is currently staffed with a Risk and Safety Coordinator and full time clerical support.

Location: Administration Building, Room 1085

Telephone: 250-960-5530 or 250-960-5020

Fax: 250-960-5507

Email: [safety@unbc.ca](mailto:safety@unbc.ca)

Web Site: [www.unbc.ca/safety](http://www.unbc.ca/safety)

## Our Mission

To strive to provide state-of-the-art centralized Risk, Safety & Security Services in support of the University's mandate. It is also to promote a high level of recognition of and support of these services within and outside the University.

## Services of the Risk and Safety Office

These include:

- Advise administration on risk, safety, security and environmental issues.
- Conduct risk and safety audits of University facilities.
- Develop and communicate the policies and procedures concerning risk, safety and security in consultation with various groups at the University's campuses.
- Coordinate the development and implementation of Risk, Safety & Security Programs (e.g. First Aid, WHMIS, Lab Safety, etc.).
- Participate in the development of emergency response plans.
- Coordinate hazardous wastes programs.
- Maintain resource material on risk, safety & security topics.
- Investigate, test, and interpret the significance of test results on issues such as airborne contamination, noise, lighting, etc.
- Ensure that incident/accident reporting, investigations, and inspections are undertaken and recommends corrective action to eliminate or control hazards.
- Assist in identifying risks and hazards.
- Provide fire safety services - fire Safety Plans, prevention plans, education, and training.
- Liaise with University contractors to ensure that minimum requirements for risk, safety and security are maintained.
- Administer Workers' Compensation on behalf of the University.



## Designated Safety Personnel at UNBC

Risk and Safety Coordinator	<a href="mailto:safety@unbc.ca">safety@unbc.ca</a>	ext 5530	250-960-5530
Risk and Safety Assistant	<a href="mailto:safety@unbc.ca">safety@unbc.ca</a>	ext 5020	250-960-5020

## Committees with an Impact on Health & Safety

There are currently seven University committees which have an impact on safety and health efforts within their mandate.

- University Joint Health & Safety Committee
- Emergency Response Planning Committee
- Laboratory and Field Safety Advisory Committee
- UNBC Environment Committee (Green Committee)

## UNBC's Joint Health & Safety Committee - Your Voice on Health & Safety Issues

[UNBC's Joint Health and Safety Committee](#) has been in existence since the inception of the University and is referred to as the University Joint Health and Safety Committee. The committee has to follow regulatory responsibilities which are enforced by WorkSafe BC.

The committee must...

- Be composed of one-half management and one-half employee representatives.
- Meet regularly on a monthly basis.
- Be chaired by one Management Chairperson and one Employee Chairperson.
- Employee representatives are elected or selected by the workers or their union / group.

At UNBC, the committee consists of 5 Management Representatives, 5 Employee Representatives, 2 CUPE Representatives, 2 Faculty Association representatives, 1 Student Workers' Representative and two ex-officio members.

## Organization of the Risk, Safety & Security Program

The UNBC Risk, Safety & Security Office strives to lead and coordinate the development and implementation of risk, safety and security programs for the University community.

The Risk, Safety & Security Program is a cooperative effort amongst departments, personnel assigned specific safety responsibilities, safety committees and university constituents. Significant efforts are made to create awareness and recognition of regulatory safety issues and standards which lead to compliance.

The delivery of Risk, Safety & Security Programs at the departmental unit is the responsibility of the administrative head of each unit. The University Joint Health and Safety Committee monitors the safety program by participating in inspections, investigating accidents and providing recommendations to the Vice President, Administration & Finance to resolve issues of concern.

The elements of UNBC's Risk, Safety & Security Program are the following. Each element has facets that are also listed:

- Occupational Health & Safety Policy
- Inspections & Monitoring
  - Supervisor Responsibilities for Inspections
  - Fire Safety Inspections
  - Inspections by the Joint Health and Safety Committee
  - Inspections by Regulatory Agencies
  - Contractor Safety Coordination
- Written Safe Work Procedures
  - Field Safety
  - Fieldwork Informed Consent and Waivers
  - Laboratory Safety
  - Lock Out
  - Prevention of Violence
- Orientation, Education and Training of Employees, Workers and Supervisors
  - Employee Safety Orientation
  - Resident Assistant Safety Orientation
  - Risk and Safety Education & Training Programs
- Hazardous Materials & Substances
  - Hazard Communication (WHMIS)
  - Biological Safety
  - Chemical Safety
  - Radiation Protection
  - Hazardous Waste Management
- Emergency Services & Equipment
  - Emergency Planning & Preparedness
  - Fire Safety
  - First Aid
  - Hazardous Materials Emergency Response
- Monitoring of Workplace Exposures
  - Ergonomic Risk Assessment
  - Noise Monitoring
  - Indoor Air Quality
- Occupational Health Programs
  - Health & Wellness Promotion
- Reporting and Investigation of Incidents, Accidents and Occupational Disease
- Records & Statistics
  - Basic Incident Facts
  - WorkSafe BC Claims Administration
- Review of the Risk, Safety & Security Program
  - Joint Health & Safety Committee
  - Health & Safety Program Audit



## **Safety Policies at UNBC**

University policy on safety provides specific direction. The following policy has been developed at UNBC in a consultative approach with the University Joint Health & Safety Committee and approved by the President's Council:

[Emergency Response](#)

[Field Work Safety](#)

[Fire Safety](#)

[First Aid](#)

[Hazardous Waste Identification & Reporting](#)

[Incident / Accident Reporting and Investigation](#)

[Occupational Health and Safety](#)

[Protective Clothing and Equipment](#)

[Reporting Hazardous Conditions or Acts](#)

[WCB Administration and Claims Management](#)

## **How to Obtain Safety Policy Information**

A policy manual is normally available in hard copy within each departmental unit. Information can also be found on the internet at [www.unbc.ca/policy](http://www.unbc.ca/policy) or at the UNBC safety web site [www.unbc.ca/safety](http://www.unbc.ca/safety).

## **Your Responsibilities under UNBC's OH&S Policy**

These include:

- Comply with the University's safety policies and procedures associated with University-related activities.
- Seek guidance from instructors or supervisors concerning safety-related knowledge and skills required to ensure safe performance in University-related activities.
- Attend safety education and safety programs or meetings as instructed.
- Immediately report to your supervisor any accident, incident, hazardous practice or condition with respect to your University-related activities; if a satisfactory resolution is not achieved, you should ensure the condition is reported to the Risk and Safety Office for investigation or advice.
- Comply with the health and safety policies and procedures of other institutions when engaged in University-related activities at other institutions.

## **Risk, Safety & Security Education & Training at UNBC**

[According to WorkSafe BC's Occupational Health & Safety Regulation](#), employee or worker risk, safety & security training is an employer and supervisor responsibility. Your supervisor should be taking an active role in identifying safety training requirements for your job.

There are a variety of opportunities to participate in risk, safety & security training programs offered throughout the academic year. The offering is extensive covering first aid, lab safety, hazardous materials, field safety, fire safety, office ergonomics, prevention of violence, supervisor safety management and more. The benefits of participation include preventing accidents, protecting yourself and others, creating awareness about risk, safety & security complying with provincial safety regulations relevant to your work.

Partnerships with the WorkSafe BC and recognized training school provide an opportunity for participants to obtain recognized certificates. Schedules for education and training programs are posted on the Continuing Studies webpage.

### **Prince George Campus Security**

UNBC Security provides services which are essential to maintaining a safe university environment. These include:

- Primary first aid response.
- 24 hour building alarm monitoring and response.
- Foot patrols of the campus.
- Initial response to campus emergencies.
- "Safe Walk" program to escort students, personnel or the public at the campus.
- Information and assistance on marking property to prevent theft.

The Campus Security office is located centrally in the main level of the Agora Building.

Campus Security Non-Emergency Phone Number: Local 7058 or 250-960-7058.

## **Summary**

UNBC is committed to your safety and health. These values have been communicated in the University's mission statement, policy and in its direction to its constituents. As part of its commitment, this orientation has been used to raise awareness of the safety program, basic guidelines and procedures, and how to access further information or advice.

As it has been identified, your safety and health requires your active commitment. Awareness of hazards and workplace controls is only part of the solution. Applying safe work practices requires deliberate effort. This effort includes taking personal responsibility to learn, model, demonstrate, and exemplify safe work behavior.

The regulatory climate in BC promotes safe work environments. Occupational health & safety is under provincial jurisdiction and is regulated by the Workers' Compensation Board of BC (WorkSafe BC). Governments, employers, supervisors and workers all have responsibilities for safety. Worker's also have basic rights which are common among all Canadian provinces and territories.

UNBC's Risk, Safety & Security team consists of all of its constituents which have a "direct" role to practice and promote safety. The UNBC Risk and Safety Office, designated safety personnel and health and safety committees have an "indirect" role to advise, recommend and promote a corporate safety program. The University Joint Health and Safety Committee monitors the safety program and provides recommendations on improvement. Both the structure and function of the joint committee is mandated by WorkSafe BC's Occupational Health & Safety Regulation. Employee representatives of the University's employee groups provide necessary input from their constituents to discuss in a forum any necessary changes to improve safety. Campus Security also provides support to risk and safety efforts.

Your understanding of your basic safety responsibility is critical to your role in our organization. Basic procedures for emergencies have also been communicated. Additional information is available on the University's safety web site at [www.unbc.ca/safety](http://www.unbc.ca/safety).

Finally, accidents and injury occur at UNBC. This is evident from statistical information which has been communicated. Though incidents appear to have been decreasing over time, WorkSafe BC claims costs and work-related injury has been increasing. Musculoskeletal injury, primarily sprains, strains of the back, wrists and arms lead as the main type of occupational injury at UNBC. Increased claims costs have a negative impact on UNBC's "Experience Rating Assessment (ERA)" which determines the amount of money UNBC must pay annually to WorkSafe BC for coverage.

Safety is a team effort. Working together to maintain a safe and healthy University environment is a target we can all strive for. It benefits each of us and our organization as a whole.

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Questions



If you have any questions, comments or need assistance, you may also contact the Risk & Safety Office by email at [safety@unbc.ca](mailto:safety@unbc.ca).