UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Occupational Health and Safety – Risk & Safety

Newsletter
May, 2025

The purpose of this newsletter is to unite all the UNBC campus's (Prince George, Prince Rupert, Terrace, Gitwinksihlkw, Quesnel, Likely, Ft St John) and grow our UNBC Community's Safety Culture together by regularly communicating important Safety information. UNBC's mission is to Ignite, Inspire, and Lead change.

Welcome to the May edition of our Safety Newsletter!

May is a very exciting month for our UNBC Community as it marks the beginning of convocation ceremonies, a time when our community comes together to celebrate the academic achievements and dedication of our 2025 graduating students. In this edition, we will discuss convocation ceremony safety tips. Additionally, we will also focus on Hazard Identification, Risk Assessment, and the implementation of Control measures for daily tasks.

Convocation ceremonies bring many people together to celebrate the graduating students and their achievements. While safety is a year-round priority for our UNBC community, special events like convocation precipitate the need for enhanced precautionary and safety efforts. Here are some essential Safety measures considered when attending a UNBC convocation:

- **Upon Arrival and When Leaving:** Pay extreme attention to the other traffic and pedestrians. Expect delays when arriving and leaving due to the high volume on the Campus. In PG, Traffic Control will help guide you to the parking spots offered in parking lots A, B & C.
- **Bus and Shuttle Services:** Consider taking advantage of bus or shuttle services if available in your area to alleviate congestion. ***Special Note:*** *The city bus route has changed and will be coming from Ring Road. The pick-up & drop-off will be at the student residence parking main vehicle entrance.*
- **During the Convocation:** Should you see any suspicious activities or safety concerns, please speak with security at the main campus, or a person in charge. In the event of an emergency, please follow the directions of the event Speaker and event personnel. These individuals at the PG campus will be wearing high-vis vests.
- **Exiting the Ceremony:** Leave out the exit doors or the doors that you entered in. At the Northern Sports Center Emergency exits are available on both sides from the ground level. From other floors, proceed to marked staircases during an evacuation.

Roles & Responsibilities	*Occupational Health & Safety Fundamentals*	*Policies & Procedures*	*Legitimation: Acts & Regulations*
Hazard Identification, Risk Assessment & Control	*Ergonomics for injury prevention & accommodation*	*Hazardous Materials & Occupational Hygiene*	*Fire Safety Planning, Systems & Inspections*
Accident Investigation & Reporting	*Worksite Inspections*	*Emergency Preparedness & Response*	*Joint Occupational Health and Safety Committee*

Hazard Identification, Risk Assessment, and Control are integral components of a robust safety management system, aimed at proactively identifying, evaluating, and mitigating risks in the workplace.

The following are tips for conducting Hazard Analysis, Risk Assessments and applying the applicable Controls

Fun Fact!
There have been 808 individuals who have applied to graduate for the 2025 Convocation this year.

Hazard Identification, Risk Assessment and Control

- **Hazard Identification** involves workers or supervisors assessing potential hazards before starting a new job to recognize and address risks, preventing harm.
- **Risk Assessment** then quantifies the likelihood and severity of these hazards, prioritizing them based on their potential impact, as seen in assessments by Field Researchers and Facilities and Maintenance teams.
- **Control Measures** are subsequently implemented to eliminate or reduce identified risks, ensuring a safer work environment.

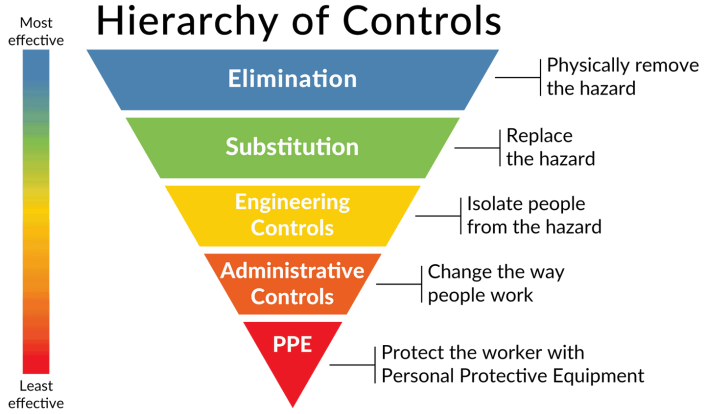
These processes form a continuous cycle of improvement, fostering a culture of safety and vigilance that protects workers and enhances operational efficiency.

Hazard Identification steps are:

- **Identify the Job or Task:** Select the specific job or task to analyze. Prioritize tasks that have a history of incidents or near misses, or those that could result in severe injuries. Hazards can be physical, chemical, biological, ergonomic, or psychosocial.
- **Break Down the Job into Steps:** Divide the job into its individual steps. This detailed breakdown helps in identifying hazards at each stage.
- **Identify Hazards:** Examine each step to identify potential hazards. Consider various types of hazards such as physical, chemical, biological, ergonomic, and machine related.
- **Describe the Hazards:** Document the identified hazards, detailing who might be affected, what causes the hazard, contributing factors, and the circumstances under which the hazard might occur.

Risk Assessment steps are:

- **Risk Identification:** Consider a specific job or process to identify hazards. Prioritize novel tasks, those that have a history of incidents or near misses, or could result in severe injuries, damage, or other types of hazards. Hazards can be physical, chemical, biological, ergonomic, psychosocial, environmental or reputational. First, break the task into steps, then identify and describe risks for each step.
- **Risk Analysis:** Quantify the likelihood and severity of these hazards, prioritizing them based on their potential impact, as seen in assessments by Field Researchers and Facilities and Maintenance teams. One way to analyze risk in the absence of regulatory direction is to use a Risk Matrix to compare the likelihood of incident against the severity of the negative outcome.
- **Risk Evaluation:** Evaluate them to prioritize which risks need to be addressed first. This step often involves comparing the level of risk against predetermined criteria such as regulatory provisions or industry standards to decide whether the risk is acceptable or requires further action.



Control Measures steps are:

- **Elimination:** Completely remove the hazard from the workplace. For example, if a task involves working at height, redesigning the process to be performed at ground level eliminates the risk of falls.
- **Substitution:** Replacing a hazardous substance or process with a less hazardous one. For instance, using a less toxic chemical in place of a more dangerous one.
- **Engineering Controls:** Isolating people from the hazard through physical means. Examples include installing guards on machinery, using ventilation systems to remove harmful fumes.
- **Administrative Controls:** Changing the way people work to reduce exposure to hazards. This can include implementing safety training programs or establishing safe work procedures.
- **Personal Protective Equipment (PPE):** Providing workers with equipment to protect them from hazards. Examples include gloves, safety goggles, hard hats, and respirators.

Positive Observations

Promoting a Safety Conscious Culture for our UNBC Community

Caution tape placed along the road edge to prevent traffic from driving on the campus lawn by the Teaching and Learning Centre Building #10.

Terrace Campus First Aid (FA) station's supplies are fully stocked. The FA attendant's certification is posted along with Emergency Procedures, an SDS book and a disinfectant station. Great Job Terrace teams!

If you see any positive safety initiatives, please photograph them, and send the pictures to **safety@unbc.ca**

App Store

UNBC SAFE

Google Play

Working together for safety

We would like to thank everyone for participating in our growing Safety Community at UNBC!