

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 September edition of the Safety Newsletter. This month, we're focusing on the critical topic of accident investigation and reporting.

At UNBC, the incident and accident investigation process is not only a structured protocol—it's a legally mandated framework designed to uphold safety, accountability, and continuous improvement across all campus operations. This process ensures that every incident is thoroughly examined to identify root causes, implement corrective actions, and prevent recurrence.

By fostering a culture of transparency and proactive risk management, UNBC's approach supports a safer environment for students, staff, faculty, and visitors alike.

Here's an overview of how the process works and why it matters.

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

UNBC Incident & Accident Investigation Process

Incidents / Accidents | UNBC

What qualifies as a UNBC Incident?

Incidents include:

- Injuries to UNBC personnel or those involved in UNBC activities and damage to equipment, vehicles, or infrastructure
- Chemical spills or hazardous material releases
- Near misses (where injury or damage was narrowly avoided)
- Unsafe conditions or unauthorized modifications
- Theft or damage to safety-related infrastructure (e.g., signage)

Investigation Requirements & Timeline - Under the Workers Compensation Act, UNBC must:

- Conduct a preliminary investigation within 48 hours of the incident
- Submit a final report to WorkSafeBC within 30 days
- Take corrective action to address root causes

Investigation Focus - UNBC uses recognized incident causation models that emphasize the employer's role in preventing unsafe conditions and behaviors. The goal is not to assign blame, but to:

- Identify **root causes** (not just symptoms)
- Recommend **short- and long-term corrective actions**
- Preventing recurrence through **systematic improvements**

Who Is Involved?

- **Supervisors:** Lead the investigation process
- **Risk & Safety Office:** Supports investigations, reviews reports, and ensures compliance & fill out a WSBC Form 7
- **Joint Occupational Health & Safety Committee (JOHSC):** Participates in investigations and reviews findings
- **Security:** Handles incidents involving visitors or students outside class time
- **First Aid Attendants:** Maintain records and complete required First Aid Treatment forms

Investigation Best Practices:

- Secure the scene and ensure safety
- Take photos and draw diagrams of the incident area
- Interview witnesses and document statements
- Develop a timeline of events
- Submit reports promptly and follow up on corrective actions

Documentation & Reporting - Key forms and reports include:

- Incident Report – [UNBC Incident Report \(2025\)](#)
- Form 7 (Employer's Report of Injury)
- Form 7A (First Aid Report)
- [WCB Form 6A](#) - Employee's Report of Injury

The Risk & Safety Office maintains all records, prepares monthly summaries, and submits reports to WorkSafeBC and the Colleges Protection Program if liability is possible.

Why It Matters - This process ensures compliance with provincial legislation, supports a culture of transparency and learning and Helps UNBC continuously improve its safety systems. Here is UNBC's [incident-accident-reporting-and-investigation.pdf](#) policy for you to review.

Fun Fact!

UNBC Labs just conducted its first Lab Clean-Up! To free up some valuable space in the labs. This resulted in 3 pallets of broken equipment, one bin of plastics, and two bins of cardboard for recycling, as well as 2 bins of garbage. IT also collected some computer towers and quite a few old monitors! What a great way to get ready for the new semester.

What's New

The new Shared Services is a strategic initiative designed to streamline administrative processes, enhance service quality, and ensure more consistent and user-focused experience for the UNBC community. With that said we would like to introduce the new Enterprise Risk Strategy and Transformation team. This team has several members.

- Our Director is **Anne Adeniyi-Faleye**
- **Scott McMillan** is the Manager of Safety and Security.
- **Thya Warren** - OHS Officer
- **Jordan Wilbey** – Dispensing Chemist, Chemical and Radiation Safety Officer
- **Harpreet Johnson** - Enterprise Risk, Safety & Security Administrative Assistant
- **Claudia Vicente Gaspar Barreira** – Manager of Business Development Ancillary Services
- **Liz Taylor** – Manager, Strategy & Transformation Ancillary Services
- **Maryam Salmasi** – Senior Risk & Insurance Specialist

Parking Services administration is now under the leadership of Dan Kutz, Associate Director, Ancillary Services. Parking enforcement will continue to be done by the Security team. Together, we lead with intention, build with collaboration, and inspire through collective action.

Last month's Safety newsletter winner – Alexander Ippel from IT/AV Support – NW Reg Northwest Operations found the locking pliers that were embedded into the pavement located on the roadway between the maintenance shed and the contractors parking area. Congratulations Alex!

Positive Observations

Promoting a Safety Conscious Culture for our UNBC Community

The painting task conducted within the bookstore demonstrated exemplary planning, execution, and attention to detail. The work zone was effectively isolated using poly sheeting, which was securely taped to the floor to prevent any movement or gaps. A clearly defined safety perimeter was established using delineators and danger tape, accompanied by a visible “Construction – Do Not Enter” sign to ensure unauthorized access was prevented and safety protocols were upheld.

To protect the integrity of the wooden beam, the fan was mounted with care—secured in place and wrapped with an additional protective layer to avoid any adhesive residue or surface damage. Inside the hoarded area, the floor was covered with a drop cloth to capture paint and debris, while a walk-off mat was strategically placed at the access/egress point to prevent the transfer of contaminants outside the controlled environment.

The scaffolding was properly assembled, meeting all safety and structural standards, and appeared to be in excellent condition. Additionally, all tools and materials were organized with precision, both within and adjacent to the work area, minimizing clutter and enhancing operational efficiency.

This level of craftsmanship reflects a deep commitment to safety, quality, and professionalism. Truly outstanding work!



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

App Store



Google Play



Working together for safety

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