



ROLE OF THE OH&S COMMITTEE

The Joint Occupational Health and Safety Committee is made up of worker and employer representatives working together to identify and resolve safety and health problems in the workplace. The committee shall assist in creating a safe place to work, shall recommend actions which will improve the effectiveness of the Health and Safety program and shall promote compliance with the regulations, as laid out by WCB.

Any complaint concerning health and safety should be directed to your supervisor. However, if you are not satisfied with the outcome, please feel free to contact any of the committee members. But remember, the OH&S committee is not a grievance committee; its main concern is employee safety.

HEALTH SAFETY & WELLNESS

The Health, Safety & Wellness Office is responsible for the coordination and administration of health, safety & wellness programs at UFV.

The Health, Safety & Wellness Office advises and assists departments in implementing these programs and supports in all health, safety & wellness inquiries.

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HEALTH, SAFETY & WELLNESS

REVISED: DECEMBER 18, 2013

www.ufv.ca/ohs

HEALTH & SAFETY AT UFV

Health, Safety & Wellness is a part of the Human Resources Department at the University of the Fraser Valley (UFV) and is committed to providing a safe & healthy workplace and learning environment for its employees and students.

ADMINISTRATION RESPONSIBILITIES

- Provide a safe workplace
- Report serious accidents to WCB
- Ensure adequate direction & instruction of workers in the safe performance of their duties
- Establish goals for safety, including safety policy
- Provide first aid facilities
- Ensure personal protective equipment is available
- Support supervisors and Associate Director, Health, Safety & Wellness in the administration of safety activities
- Evaluate safety performance of supervisors
- Set a good example
- Hold management meetings to make periodic reviews of health and safety activities and accident trends
- Assist in the investigation of all serious accidents/incidents

ASSOCIATE DIRECTOR, HEALTH SAFETY & WELLNESS

- Advise all levels of management and supervisors on safety program
- Co-ordinate interdepartmental safety activities
- Maintain safety reference library
- Collect, analyze and disseminate accident statistics and reports
- Update Safety Manual as required
- Set a good example
- Initiate, maintain, and publicize a comprehensive Health & Safety Program
- Take action as required to improve unsafe conditions
- Conduct research on special safety problems
- Keep current on developments in occupational health & safety
- Conduct periodic plant-wide inspections as required in regulations

EMPLOYEES/STUDENTS

- Know and comply with regulations
- Follow safe work procedures
- Report unsafe acts and conditions
- Report any injury immediately
- Must not remain on work site while their ability to work is impaired
- Make safety suggestions
- Correct unsafe conditions
- Set a good example

DEANS/DIRECTORS/MANAGERS

- Know UFV safety policy and responsibilities
- Proper instruction of new employees/students on safety procedures
- Ensure only authorized, adequately-trained workers and students operate machinery or equipment
- Enforce safety regulations
- Report and investigate in consultation with Manager, Safety and Security all accidents/incidents
- Correct unsafe conditions and/or acts
- Ensure inspection of equipment and facilities for proper maintenance are completed
- Detect, interview, and if necessary, refer troubled employees
- Formulate safety procedures for own areas
- Instill safety awareness in workers and students
- Follow up on safety recommendations of OH&S committee, Management and Manager, Safety and Security
- Set a good example