

ROLES AND RESPONSIBILITIES

WHY DO WE NEED A SAFETY ORIENTATION?

UFV is committed to providing a safe and healthy workplace and learning environment for all members of the UFV community. This includes ensuring that UFV operates in compliance with requirements of the BC Workers' Compensation Act, WorkSafe BC Occupational Health and Safety Regulations and all other applicable legislation relating to the promotion of safety and health and the prevention of injuries, accidents and occupational diseases. Thus in support of a strong commitment to compliance, UFV is supportive of the regulations pertaining to Young & New Worker Orientations as outlined by WorkSafe BC. These regulations dictate that all new workers MUST receive a comprehensive safety orientation when commencing work. For more information on these regulations refer to the WorkSafe BC website at: <http://www2.worksafebc.com/publications/OHSRegulation/Part3.asp#SectionNumber:3.22>

WHO IS RESPONSIBLE FOR HEALTH & SAFETY AT UFV?

There are many contributors to the Health & Safety at UFV. As part of the Human Resources team, the Occupational Health and Safety Office (OHSO) is a key player in providing a safe and healthy work environment for UFV employees and students to work and learn in. The OHSO is available to support the health and safety needs of UFV employees and students. Additionally there is a Joint Occupational Health & Safety Committee (JOHSC) present on all campuses that is composed of FSA and management representatives. For more information on the OHSO and the JOHSC, and programs, policies, procedures that they support visit the OHSO website at www.ufv.ca/ohs. Department contacts, committee members, and meeting minutes can also be found at this location. While the OHSO and the JOHSC are instrumental in health and safety at UFV there are many contributors to the health and safety at the university. UFV's Health & Safety policy applies to all UFV community members. That means that everybody at UFV is responsible for playing a vital role in the health and safety of themselves and those around them. Further, the UFV community members consist of individuals who are either students or employees of the university. Thus UFV administration, the Occupational Health & Safety Office (OHSO), supervisors, employees, and the Joint Occupational Health & Safety Committees all serve vital roles in the health and safety of the university and its campuses. Please see below for the roles and responsibilities of each group.

UNIVERSITY ADMINISTRATION

All UFV Senior Administrators, Deans, Directors, Managers, and Supervisors will:

1. Provide a safe and healthy working environment;
2. Provide supervisors and OH&S Committee with the support and leadership required for the implementation, execution, and administration of the university health & safety policy, programs, and activities;
3. Allow for adequate provisions for safe working practices and conditions in operational policies, procedures and programs. This includes having adequate first aid facilities and personal protective equipment;
4. Ensure compliance with WorkSafe BC and other applicable legislation;
5. Report serious incidents to WorkSafe BC and ensure assistance in the investigation of incidents.

OCCUPATIONAL HEALTH & SAFETY OFFICE (OHSO)

It is the responsibility of the OSHO to:

1. Coordinate and administer health and safety programs, policies, and procedures at UFV;
2. Advise and assist the university and supervisors with the implementation of health and safety program;
3. Ensure that health and safety programs, policies and procedures are in compliance with occupational health and safety standards in conformity with university policy and statutory requirements;
4. Identify potential hazards through regular inspections and either eliminate or control hazards;

5. Develop written safe work policy and procedures;
6. Hold OH&S Committee meetings and management meetings to make periodic review of health and safety activities and accident trends;
7. Consult and advise all levels of management and supervisors on Occupational Health & Safety policy and programs;
8. Act as a resource area for the university and area supervisors;
9. Maintain a safety reference library, manual, statistics, and reports;
10. Consider feedback from the UFV community and provide recommendations where warranted;
11. Conduct periodic plant-wide inspections of UFV facilities at appropriate intervals to identify potential hazards and determine that procedures, equipment, and facilities meet accepted occupational health and safety standards;
12. Investigate all incidents and near incidents and advise the Workers' Compensation Board of all reportable incidents and take corrective action to improve unsafe conditions;
13. Provide education and training on safe work procedures and the use of personal protection equipment.

JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEES

This joint committee of FSA and management representatives:

1. Ensure that the university safety program is maintained and reinforced;
2. Review concerns and suggestions in respect to health and safety and recommend corrective action where considered warranted;
3. Reviewing the reports of current accidents or industrial diseases, their causes and means of prevention; and
4. Assist in the dissemination of appropriate information, e.g. field trip guidelines, and fostering within the university community awareness and appreciation of accident prevention.
5. Assist in review of Workplace Safety Inspections and accompany WCB Officers during inspections.

SUPERVISORS

Supervisory staff will:

1. Know UFV Health & Safety policy and responsibilities and plan and execute all activities in a manner that promotes compliance with these;
2. Ensure that area specific safety rules and safe work procedures are in place for the proper instruction of new employees and students;
3. Ensure that all new employees complete UFVs' Health and Safety Orientation;
4. Inform students and staff of the nature of potential risks involved if there are off-campus activities;
5. Provide adequate direction, training and instruction in the safe performance of work;
6. Ensure that proper Personal Protective Equipment is available and worn by employees;
7. Regulate that only authorized adequately trained workers and students operate machinery or equipment;
8. Immediately notify OHSO of safety concerns that cannot be handled within the department;
9. Receive and treat all safety concerns with importance and respect;

10. Report, investigate, and mitigate in consultation with OHSO of all accidents and incidents;
11. Ensure the inspection of equipment and facilities for proper maintenance are completed;
12. Ensure that all accidents and near accidents are promptly reported and investigated, and action is taken to prevent a recurrence;
13. Ensure that medical treatment is received for all injuries.
14. Detect, interview, and if necessary refer troubled employees;
15. Follow up on safety recommendations from OHSO; and,
16. Provide support to OHSO and employee throughout the injury, WCB, and Return to Work (RTW) process.

EMPLOYEES

Employees will:

1. Observe safety rules and procedures established by the regulatory authorities, supervisory staff, administrative heads of unit and the university;
2. Follow safe work procedures in all activities, be they work, study or recreation;
3. Immediately report to your supervisor and the OHSO any accident, injury, unsafe condition, insecure condition or threats to the supervisory authority, this includes:
 1. Any accidents/incidents (trips, falls, burns, dangerous lifting, etc.)
 2. Any near misses (incidents without injury, almost being missed by machine, etc.)
 3. Any spills or chemical releases

NOTEeverything should be reported regardless of severity**

4. Use properly and care for adequately personal protective equipment provided by the university;
5. Must not remain on work site while ability to work is impaired;
6. Clean and disinfect (where needed) individual desk, office, lab bench, trades shops and instruments on a regular basis;
7. Participate in safety and information sessions; and,
8. Make safety suggestions, correct unsafe conditions, and make suggestions for corrective action where authorized.