

Selkirk College Policies and Procedures		Title and number	6420 Occupational Health and Safety		
		Replaces	B6002.4		
		Effective	2002-09-30	Next review :	2007-10-01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2002-09-30		
Director, Human Resources	Director, Human Resources	Recommended/Approved by Education Council	2002-11-03		
		Approved by President	2002-11-03		

1 POLICY

Selkirk College will maintain an Occupational Health and Safety Program with the participation of all major College constituents. The program will operate in an atmosphere of co-operation and be effective in the prevention of injuries and industrial disease as required by the Workers' Compensation Board of British Columbia Occupational Health and Safety Regulation: BC Regulation 296/97, its amendments or any other pertinent legislation/regulation.

The details of the Occupational Health and Safety Program will be published in the College's Occupational Health and Safety Manual as revised from time to time and will include:

1. Inspection of Premises

Provision will be made for the regular inspection of all workplaces, including buildings, structures, grounds excavations, tools, equipment, machinery, (3.15) work methods and work practices, at appropriate intervals, to ensure that action is undertaken to correct hazardous conditions found without delay. (3.19)

A special inspection will be made when required by malfunction or accident. (3.17)

2. Supplementary Instructions

The College will ensure the adequate direction and instruction of its workers and students covered by the Workers' Compensation Board of BC in the safe performance of their duties. (3.22)

Annually, at the beginning of each program the College will:

- identify all situations wherein students are deemed Workers or otherwise covered by the Workers' Compensation Board Regulations.
- identify all situations wherein instructors are deemed Supervisors or otherwise responsible for the occupational health and safety of others as defined under the Workers' Compensation Board Regulations.
- advise instructors identified as being Supervisors of their supervisory responsibilities under the Workers' Compensation Board Regulations and provide supervisory training with respect to WCB regulations as needed for those instructors.
- provide a copy of the list of instructors identified as supervisors to the instructors' unions.

Every supervisor and instructor is responsible for the proper instruction of workers and students covered by the Workers' Compensation Board of BC under the supervisor's or instructor's direction and control, and for ensuring their work is performed without undue risk. (3.23)

3. **Management Meetings**

Provision will be made for holding annual management meetings, with the Occupational Health and Safety Committee(s), for the purpose of reviewing health and safety activities and accident trends, and for the determination of necessary courses of action.

4. **Investigation of Accidents/Incidents**

Provision will be made for the prompt investigation of accidents/incidents (where injury could have occurred) by the appropriate Supervisor/ Department Head and representatives of the Occupational Health and Safety Committee(s) to determine the cause(s), to identify the unsafe conditions, acts or procedures, and to develop corrective action(s) (3.10(a)(b)(c)) to prevent recurrence of accidents/incidents.

5. **Records and Statistics**

The maintenance of records and statistics, including reports of inspections and accident investigations, will be maintained with provision for making this information available to the Occupational Health and Safety Committee(s) and to the nearest Workers' Compensation Board Office. (3.11 (2))

Request for responses to an inspection report shall follow this procedure:

- a. An inspection report shall be addressed to the appropriate Supervisor or Department Head or Campus Manager with expectation that a written response will be made within a month.
- b. Follow-up to an inspection report shall be addressed to the appropriate Dean or Vice President with the expectation that a written response will be made within 21 days.
- c. The final resolution to an inspection report shall be addressed to the President of Selkirk College.

6. **Occupational Health and Safety Committee(s)**

The Occupational Health and Safety Committee(s) will be constituted and will function as required by the Occupational Health and Safety Regulation BC Regulation 296/97. The Terms of Reference for the Committee(s) will be approved by the Selkirk College Education Council.

Terms of reference for these committees shall be consistent with the intent of the Occupational Health and Safety Policy and shall be approved by the Director of Human Resources.

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Other relevant policies:

6430 Emergency Wardens, 6410 Working Alone, 6400 Violence in the Workplace

Key words:

Health, Safety Regulations, Committee, Occupational

