

<b>Title</b>	<b>Occupational Health and Safety</b>
<b>Number</b>	<b>H1005</b>
<b>Category</b>	<b>Health, Safety and Environment</b>

## 1. PURPOSE

Langara College is committed to providing a healthy and secure environment for its employees, students, visitors, volunteers and contractors. The College will establish and maintain an Occupational Health and Safety program, and will strive to maintain the safety of all its occupants. The College provides safety systems, policies, training and services that meet related safety, violence prevention and loss prevention regulatory requirements, duties and obligations.

## 2. DEFINITIONS

**Administrative Lead of Area** – a Director; a Head of an academic department or unit; a Dean; an Associate Director; a Registrar; a Provost; a Vice-President or equivalent; a President.

**Employee** – an individual employed and paid by the College to provide services on its behalf; also referred to as “Worker”.

**Employer** – Langara College.

**Personal protective equipment** – items designed to be a protective barrier between the worker and potential environmental hazards.

**Supervisor/Manager** – any person who instructs, directs and controls workers in the performance of their duties.

## 3. POLICY

### Employer Responsibilities

3.1 Through providing leadership and management support, the College, acting through the Administrative Lead of Area, aims to achieve the highest standard in safety prevention.

The Employer is responsible to:

- establish, maintain and review annually the health and safety program
- provide a healthy and safe work environment for all occupants of the College
- provide personal protective equipment to employees, and enforce its use by employees and contractors, and
- provide leadership support and resources to maintain the safety standards of the College.

**Supervisor/Manager Responsibilities**

- 3.2 Through leading, instructing, correcting and reporting, Supervisors/Managers provide direction that promotes and ensures a healthy and safe work environment.

Supervisors/Managers are responsible to:

- know and follow the College's emergency procedures
  - know their specific work area's health and safety requirements, procedures and guidelines
  - ensure that workers are provided with orientation and training, and personal protective equipment when required,
  - inspect personal protective equipment and ensure its proper use and maintenance, and
  - ensure that they are knowledgeable in safe work procedures, regulatory requirements and collective agreement provisions.
- 3.3 Supervisors/Managers will report any unsafe act or condition, and will take action to eliminate them. They will conduct incident investigations in collaboration with, where feasible, the Joint Occupational Health and Safety Committee. They will ensure that workers, contractors, volunteers and students working in their area comply with safe work practices.

**Employee Responsibilities**

- 3.4 Employees are responsible to:

- work safely and ensure their own safety as well as the safety of their colleagues
- know, follow and participate in the College's emergency procedures and drills
- know the health and safety requirements, procedures and guidelines for their specific work area
- report injuries, incidents, and unsafe acts or conditions to their immediate Supervisor/Manager, without delay
- make recommendations for ways to improve health and safety, and
- use and maintain personal protective equipment when required.

**Safety Infractions**

- 3.5 Failure to comply with regulations or procedures associated with this policy may be grounds for disciplinary action, up to and including termination.

**Joint Occupational Health and Safety Committee Responsibilities**

- 3.6 The Joint Occupational Health and Safety Committee consists of both worker and employer representatives who consult in a cooperative manner to identify and resolve health and safety issues in the workplace.

3.7 The Joint Occupational Health and Safety Committee is responsible to:

- participate in site safety inspections and safety investigations
- meet monthly to discuss and follow up on workplace health and safety matters according to its Rules of Procedure
- advise, assist and make recommendations to improve occupational health and safety, and
- make meeting minutes readily accessible to the employer, Joint Health and Safety Committee members, workers, union representatives and WorkSafeBC.

#### 4. RESPONSIBILITY

For inquiries relating to this policy, contact Safety, Security and Emergency Management.

#### 5. REGULATIONS/PROCEDURES

Occupational Health and Safety Program

[Personal Protective Equipment Procedures](#)

Joint Occupational Health and Safety Committee Rules of Procedure

<b>History/Revision</b>	
Origination Date	April 28, 2020
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