

Policy History
Policy No. SR7
Approving Jurisdiction: President
Administrative Responsibility: Vice President Finance & Administration/Associate Vice President, Human Resource Services
Effective Date: February 24, 2011

Safety and Health Policy

CONTEXT AND PURPOSE

Kwantlen Polytechnic University is committed to providing a safe and healthy working and learning environment and to promoting positive attitudes and behaviours towards health and safety within the institution. The University’s Safety and Health Program will be in compliance with the 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.

SCOPE AND LIMITS

This Policy applies to all employees, students and contractors.

STATEMENT OF POLICY PRINCIPLES

The following principles will guide the University in the development, implementation and management of the University’s Health and Safety Program:

1. The University will comply with WorkSafe BC Occupational Health and Safety Regulation and other applicable health and safety legislation and regulations.

2. The University will ensure the appropriate resources and support are available to provide and maintain an effective Health and Safety Program.
3. The University will provide the information, instruction, training and supervision necessary to ensure the health and safety of employees in carrying out their work.
4. The University will outline the core health and safety responsibilities of supervisors, employees, students and contractors.
5. Employees who are found to be in violation of this Policy may be subject to disciplinary action up to and including dismissal from the University.

RESPONSIBILITIES

SUPERVISORS

Responsibilities of supervisors include, but are not limited to, ensuring:

1. Each employee under their supervision is trained in the safe performance of his/her duties.
2. That appropriate documentation is maintained on safety and health related activities.
3. Appropriate personal protective equipment is available for use by employees.
4. University health and safety policies and procedures are implemented and followed.
5. Reports of unsafe conditions and practices are investigated in an expedient manner.
6. All equipment and facilities are in safe and proper working condition and that any defects are promptly reported and repaired.
7. All work related injuries and near misses are promptly reported, investigated and properly documented
8. Workers' Compensation Act, WorkSafe BC Occupational Health & Safety Regulations and other applicable legislation are complied with.
9. Established safe work procedures are followed as required.

10. Employees are made aware of all known or reasonably foreseeable hazards they may be exposed to.
11. The identification of employee related matters which could affect safety at the worksite and reporting any concerns immediately to their Administrative Supervisor.

EMPLOYEES

Responsibilities of employees include but are not limited to:

1. Complying with the University's safety policies and procedures, Workers Compensation Act, WorkSafe BC Occupational Health and Safety Regulations and other applicable legislation.
2. Complying with the health and safety policies and procedures of other institutions/organizations when they are engaged in University related activities in these other institutions/organizations.
3. Knowing and following established safe work procedures.
4. Immediately reporting all unsafe acts and conditions that they observe to their supervisor.
5. Wearing approved personal protective equipment as required.
6. Immediately reporting any work related injury, no matter how slight, to the designated first aid attendant and to their supervisor.
7. Cooperating and/or participating, as required in accident/near miss investigations.
8. Making health and safety suggestions/recommendations.
9. Performing work in a safe manner and not engaging in conduct that may endanger themselves or any other person.
10. Not attending the workplace if impaired by alcohol, drugs or other causes.

STUDENTS

Responsibilities of students include, but are not limited to:

1. Complying with the University's safety policies and procedures associated with their University related activities.
2. Seeking guidance from their instructor or supervisor concerning safety related knowledge and skills required to ensure safe performance in their University related activities.
3. Attending safety training programs and meetings, associated with their University related activities, as instructed.
4. Immediately reporting to their instructor or supervisor any incident/accident, unsafe act or condition with respect to their University related activities.
5. Complying with the health and safety policies and procedures of other institutions/organizations when they are engaged in University related activities, including work placements, in these other institutions/organizations.

CONTRACTORS

Responsibilities of contractors include, but are not limited to:

1. Complying with the University's safety policies and procedures, Workers Compensation Act, WorkSafe BC Occupational Health and Safety Regulations and other applicable legislation.

DEFINITIONS

Supervisor: an employee, not necessarily an administrative head of a unit, who has been delegated supervisory responsibility for others working or studying at the University.

RELATED POLICIES & LEGISLATION

SR4 Workplace Hazardous Material Information System

SR8 Emergency Response to Inappropriate, Disruptive or Threatening Behavior

SR9 Violence in the Workplace

ST7 Student Conduct (Non-Academic)