Local/Departmental Safety Program - Health Safety & Environment – UBC
Summary Sheet

University departments are responsible for the provision of healthy and safe working conditions under the University Safety Policy #7 and Workers Compensation Act and Regulations. This requires that each department develops, documents and institutes a Health and Safety Program that is adapted to the circumstances and operational needs of that department.

What is a Local / Departmental Safety Program?
A Local / Departmental Safety Program is a series of planned activities and procedures, involving all levels of workers, designed to prevent or minimize hazardous workplace occurrences and to provide workers with a safe working environment. Local / Departmental Safety Program Elements

Local safety programs at UBC are required to have, as a minimum, eight basic elements (that reflect the WCB Regulation, part 3.4).

1. Safety Policy
   - Ensure workers are made aware of the policy and its requirements
   - Ensure policy is posted in work areas See WCB regulation 3.4 (a)
2. Management Meetings
   - Hold regular management meetings with safety being an agenda item.
   - Ensure that these meetings are documented in minutes. See WCB regulation 3.4 (d)
3. Local Safety Committee
   - Committees are required by regulation to meet every month.
   - Ensure that these meetings are well attended and documented.
   - See WCB regulation 3.5 – 3.6
4. Orientation, Training and Supervision of Workers
   - Ensure workers and students receive proper instruction and supervision to ensure that their work is performed without undue risk.
   - Training and supervision must be conducted to address specific hazards existing or potential to the workplace.
   - Any training conducted or disciplinary action taken must be documented.
   - See WCB regulation 3.23
5. Hazard Assessments and Work Site Inspections
   - Inspections of work areas must be done regularly.
   - These inspections must be documented.
   - Unsafe conditions should be corrected immediately or effectively controlled.
   - Prior to any new projects, conduct a hazard assessment and take appropriate steps to control/eliminate the hazards identified.
   - Document these assessments.
   - See WCB regulation 3.15 – 3.18, 3.19 – 3.21, 4.1, 4.3
6. Accident Investigations
   - All incidents / accidents should be reported and documented.
   - Serious accidents should be investigated and documented.
7. Written Safe Work Rules and Procedures
   - Written safety rules and work procedures should be developed or revised.
   - See WCB regulation 3.4(c)
8. Records and Statistics
   • Document all training, meetings, disciplinary actions, inspections, accident investigations, worker or student concerns, etc.
   • Other elements are to be added to meet the specific needs of the workplace.
   • Other elements are to be added, where applicable, to meet the specific hazards and/or needs of the workplace, including;

9. First Aid and Emergency Services
   • Ensure workers and students are familiar with the location of first aid kits, fire pull stations, fire exits and designated meeting areas.
   • Ensure the Department has a Fire Safety Plan
   • See WCB regulation 4.13 – 4.18, 33, BC Fire Code

10. Personal Security and Public Safety
    • Be responsive to concerns expressed about personal security and investigate any accidents, incidents or personal security concerns which have occurred in their area of responsibility
    • Report any accidents or incidents involving personal security to the appropriate University authority
    • See WCB regulation 4.27 – 4.31 See UBC Policy #14 response
to threatening behaviour
    • See UBC Policy #3, discrimination and harassment

11. Contractor Safety
    • Ensure contractors meet and comply with WCB and UBC requirements.
    • WCB Regulation, Parts 20.2, 20.3

12. Health Promotion and Return to Work
    • Cooperate where possible with the Health Promotions Group in the rehabilitation process of injured workers.

13. Program Review
    • Regularly review program components and update as necessary.
    • Document this process.

14. Environmental Protection
    • Comply with environmental requirements.