

 <b>CAPILANO UNIVERSITY</b>		<b>POLICY</b>	
Policy No.		Officer Responsible	
<b>OP.420</b>		<b>Vice President, Finance and Administration</b>	
Policy Name			
<b>Safety and Emergency Services</b>			
Approved by	Replaces	Category	Next Review
<b>SLC</b>	<b>OP.402</b>		<b>2024</b>
Date Issued	Date Revised	Related Policies	
<b>February 2023</b>	<b>NEW</b>	<b>B.506 Standards of Conduct</b> <b>B.701 Student Code of Conduct</b> <b>OP.418 At-Risk Behaviour and Violence Response and Prevention</b>	
<b>Last Annual Review Completed: February 2023</b>			

**1 PURPOSE**

- 1.1 Capilano University (the University) is committed to providing a safe, secure and healthy workplace and learning environment for its employees and students. The University believes that no activity is so important that it must be completed in a manner that places at risk the safety or security of its people, the environment, property or equipment.
- 1.2 The University resolves to pursue any reasonable course of action to support achievement of these standards, including the enforcement of applicable legislation and regulations, prompt actions to correct unsafe conditions, and continued health, safety, security, environment and emergency management education for all concerned.

**2 DEFINITIONS**

**"Competent"** means qualified because of such factors as knowledge, training and experience to do assigned work in a manner that will ensure the health and safety of persons doing or impacted by the work

**"Compliance obligations"** are legal requirements that the University must comply with and other requirements that an organization must, or chooses to comply with

**“Emergency”** means a present or imminent event or circumstance that is caused by accident, fire, explosion, technical failure or the forces of nature and requires prompt coordination of action to protect the health, safety or welfare of a person or to limit damage to property

**“Environment”** includes flora and fauna and, for certainty animal, fish and plant habitat including water

**“Employee”** means any person employed by the University.

**“Fit for duty”** is a physical, mental and emotional state which enables employees to perform their job tasks competently and continuously in a manner which does not compromise the integrity of the University or create a safety hazard to themselves or others

**“Hazard”** means a thing or condition that may expose a person to a risk of injury or disease, lead to environmental harm, or cause equipment/property damage or loss.

**“Incident”** includes an accident, harmful act, or other disruptive occurrence which resulted in harm, injury, damage or loss.

**“Member of the University community”** means employees, students, agents, board members and volunteers.

**“Near miss”** means an event that, while not causing harm or loss had the potential to cause harm injury, damage or loss

**“Student”** means an individual enrolled in any course (credit or non-credit) at the University.

**“Supervisory authority”** means a person who instructs, directs and controls workers in the performance of their duties; this person does not necessarily have the word “supervisor” in their job title.

**“University-related activity”** includes an activity or event conducted under the authority of the University at any location, on- or off-campus

### **3 SCOPE**

3.1 This policy and its associated procedures, and the regulations, codes and statutes of the regulatory authorities apply to all members of the University community.

3.2 This policy and its associated procedures apply to visitors, contractors and subcontractors of the University.

### **4 REGULATORY REQUIREMENTS**

This policy is guided by the requirements of the following Acts and Regulations:

- a) *BC Workers' Compensation Act and the BC Occupational Health and Safety Regulation;*
- b) *Emergency Program Act;*
- c) *Local Authority Emergency Management Regulation;*
- d) *Environmental Assessment Act;*
- e) *BC Environmental Act and Regulation;* and
- f) *BC Security Services Act*

## 5 POLICY STATEMENT

5.1 The University will:

- a) protect the health, safety and security of employees, students and visitors against unsafe acts and conditions while protecting the campus environment and other areas at which we work and learn
- b) formulate and carry out effective management programs appropriate to university operations, including instructional activities in off-campus settings;
- c) give priority to a safe and secure work environment in the planning, direction and implementation of University activities; and
- d) comply with all relevant statutes, regulations and standards established by regulatory authorities responsible for health and safety, security, environment, conservation and emergency management.

## 6 RESPONSIBILITIES

6.1 The responsibilities of the **Executive** are as follows:

- a) the Vice President, Finance and Administration is responsible for the development and maintenance of University-wide health, safety, security, environment and emergency management programs; and
- b) the Executive is responsible for the implementation of this policy and associated safety and emergency services (SES) procedures within their areas of responsibility.

6.2 **Deans, Directors and Chairs** are responsible for:

- a) providing the management support and leadership necessary for the overall implementation and execution of this policy within their areas of responsibility;
- b) incorporating adequate provisions for SES practices and conditions in operational policies and procedures and in programs, projects and off-campus instructional

activities; and

- c) monitoring and evaluating SES performance within their areas of responsibility and recommending measures to bring about improvement.

**6.3 Managers and Supervisors** are responsible for:

- a) planning and executing all activities in a manner that promotes compliance with this policy;
- b) understanding the regulatory requirements that apply to the work under their supervision;
- c) verifying that individuals in their areas of assignment, whether on- or off-campus, have been given adequate direction, training and instruction in the performance of their work and that it is performed without undue risk to themselves, others and the environment;
- d) informing employees and students of the nature of potential risks involved if a job/task or course has an off-campus activity
- e) verifying that work areas are inspected at regular intervals to identify and prevent the development of unsafe conditions and practices, fix problems reported by employees and students, and forward inspection reports to the Capilano University Office of Safety and Emergency Services;
- f) authorizing the action necessary to correct unsafe acts or conditions
- g) ensuring that all SES events including: hazards; near misses; incidents; environmental incidents; injuries; and occupational illnesses are reported and investigated, and action is taken to prevent a recurrence; and
- h) ensuring that medical treatment is received for injuries when required

**6.4 Employees** are responsible for:

- a) observing all SES rules and procedures established by the regulatory authorities, the University or an individual with supervisory authority;
- b) using the protective clothing, devices and equipment provided and ensuring they're worn properly;
- c) cooperate with applicable University committees, safety representatives, WorkSafeBC prevention officers, and officers of other applicable regulatory agencies;
- d) promptly reporting hazardous or unsafe equipment, conditions, acts, procedures or behaviour to a supervisor, and making suggestions for their correction or taking corrective action where authorized;
- e) immediately reporting to a supervisor all University-related hazards, near misses, incidents or injuries, and obtaining medical treatment without delay, and following the treatment advice of a health care provide;

- f) arriving to work fit for duty and not carrying out tasks when the ability to do so safely is impaired by fatigue, alcohol or drugs, including over-the-counter and prescription medication; and
- g) providing guidance to their students concerning SES-related knowledge and skills required to ensure safe performance of their practical academic activities.

**6.5 Office of Safety and Emergency Services** is responsible for:

- a) developing, instituting, and maintaining SES programs, policies, and procedures to ensure compliance with applicable standards in conformity with both university policy and statutory requirements;
- b) supporting the Joint Occupational Health and Safety and other committees with functions related to safety and emergency services;
- c) reviewing and providing assistance to departments and areas to ensure that effective SES programs and practices are established and maintained;
- d) considering suggestions from the University community and recommending implementation where warranted;
- e) confirming that inspections and audits of university facilities and activities are conducted at appropriate intervals to identify potential hazards and determining that procedures, equipment, and facilities meet regulatory requirements and applicable standards;
- f) verifying that incidents, near misses, injuries and occupational illnesses are investigated and advising applicable authorities of all reportable incidents; and
- g) providing initial incident response and first aid (through security) on University properties
- h) providing protection and integrity for University facilities and assets

**6.6 Students** are responsible for:

- a) complying with this policy and its associated procedures, and departmental regulations associated with all of their university related activities;
- b) seeking guidance from their instructors or supervisors concerning SES related knowledge and skills required to ensure safe performance of their university-related activities;
- c) attending SES related training programs and meetings as instructed;
- d) immediately reporting to their instructor or supervisor any incident, near miss, hazardous act or condition with respect to their university-related activities; and
- e) complying with the applicable policies and procedures of other institutions when they are engaged in university-related activities in these other institutions.

**6.7 Visitors** to Capilano University (including vendors, lessees, etc.) are responsible for

- a) carrying out their duties in a way that doesn't put their or any member of the University communities health and safety at risk; and
- b) complying with this policy and its associated procedures, other pertinent departmental regulations, and any instructions provided.

Where applicable visitors may be required to attend a health and safety orientation

**6.8 Contractors and Subcontractors** hired by Capilano University are responsible for:

- a) ensuring that they have a complete and regulatory compliant safety program where required;
- b) providing CapU with a copy of relevant Safe Work Procedures and safety documents on request and prior to the commencement of work
- c) coordinating the SES activities of all their employees, subcontractors and, when designated as Prime Contractor, anyone else at their work site; and
- d) ensuring that their employees attend a University health and safety orientation before work commences and annually thereafter
- e) complying with the applicable Capilano University policy and procedures, including contractor guidelines, other pertinent departmental regulations, and any instructions provided.

## **6. DESIGNATED OFFICER**

The Vice President, Finance and Administration is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director, Safety and Emergency Services.

## **7. POLICY REVIEW**

This policy may be reviewed and modified in specific instances, as reasonably necessary. Notwithstanding that, the policy will be operationally reviewed annually, in accordance with Legislation, and formally reviewed every three years.