

THE UNIVERSITY OF BRITISH COLUMBIA

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OFFICE OF THE PRESIDENT

January 17, 1985

Mr. F. W. Greer, General Manager
Industrial Health and Safety Division
Workers' Compensation Board
6951 Westminster Highway
Richmond, B.C.
V7C 1C6

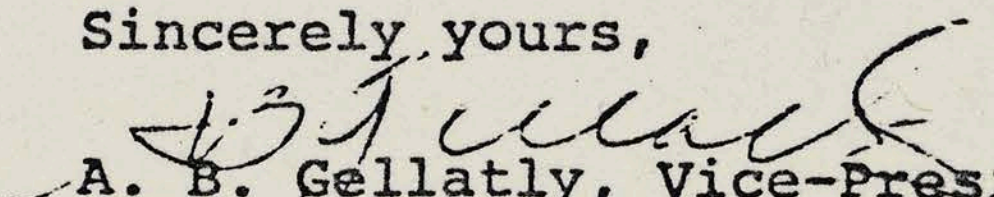
Dear Sirs:

Re: Inspection Report, I.R. #84-671-334

The University proposes the following compliance plan in response to the subject Inspection Report to ensure the implementation and realization of our progress report of December 17, 1984:

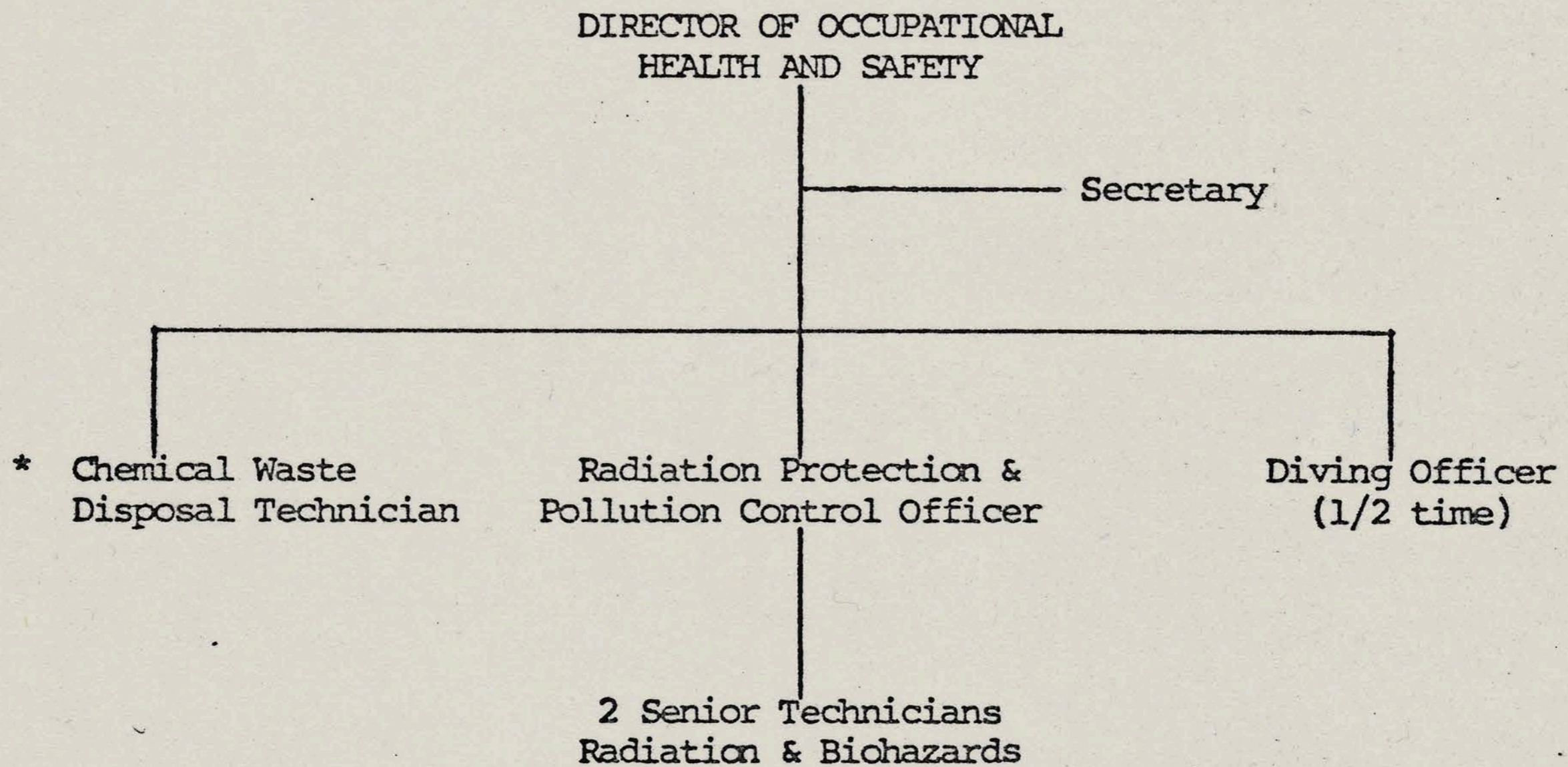
1. A Department of Occupational Health and Safety will be established effective upon the appointment of a full-time Director planned for April 1, 1985. See Exhibit 1 for details of the organization plan and functional responsibilities.
2. A University Health and Safety Committee established in accordance with Section 4 of the Industrial Health and Safety Regulations will replace the existing President's Advisory Committee. This committee will come into effect as soon as members can be elected or appointed as appropriate, but no later than April 23, 1985 (the normal date of the monthly meeting of the present overall committee). See Exhibit 2 for the committee structure and organizational relationships.
3. The University Safety Policy and statements of responsibilities as detailed in Exhibit 3 will be issued immediately as University Policy to give formal support and legitimacy to Section 4 of the Guidelines for Personnel Administration.
4. A budget will be established April 1, 1985 to ensure that staff and resources are available to realize the changes required by the Inspection Report. See Exhibit 4.
5. With the establishment of TRIUMF as a separate independently-managed organization, TRIUMF will deal directly with W.C.B. and be responsible for its administration of the W.C.B. safety regulations. A separate accounting for W.C.B. insurance payments will be set up. Note the Health Sciences Centre Hospital has already been set up as an independent operation.

Sincerely yours,


A. B. Gellatly, Vice-President
Administration and Finance

ABG:b
Enclosures

January 15, 1985



* Note: This position is currently located in the Physical Plant organization. We intend to give future consideration to the requirements of this position and to its appropriate reporting relationship.

The positions of the supporting technical-professional staff remain unchanged but their roles in support of the occupational health and safety program are reflected in the position description of the Director.

Position Description

Director of Occupational Health and Safety

Primary Function:

Responsible for the overall direction of the University's occupational health and safety program (O.H.S.P.), with the appropriate authority to ensure compliance with occupational health and safety standards across campus in conformity with both University policy and government legislation.

As Director, provides the necessary focal point for ensuring the success of the O.H.S.P. and that all necessary precautions are taken and practices followed to provide a safe and healthy University environment.

Organizational Relationships:

Direction Given - To achieve the foregoing mandate the Director will supervise and coordinate the activities of a staff of technicians and professionals who will also assist in serving as a resource to the following committees:

University Health and Safety Committee
Radiation Committee
Biohazards Committee
Chemical Safety Committee

The position also provides the coordinating link between area/department safety committees and the overall University Health and Safety Committee.

Direction Received - The activities of the Occupational Health and Safety group are incorporated administratively into the Personnel Services function, but they are provided with a high degree of autonomy to implement the O.H.S.P. The Director will review with his superior those areas of concern which may have university-wide implications for personnel management and receive the appropriate direction. Normally, on day-to-day matters or matters clearly within the O.H.S.P. framework little supervisory direction will be sought. In essence the incumbent is granted a broad spectrum of latitude to exercise functional discretion with ready access to all levels of the University administrative hierarchy.

Major Responsibilities:

1. Responsible for the development and implementation of a comprehensive occupational health and safety program for the University.
2. Oversees and coordinates all aspects of safety management within the University.

3. In close cooperation with special hazards committees, is responsible for directing approved radiation, biohazard and chemical control safety programs.
4. Ensures compliance with applicable federal and provincial health, safety and fire regulations.
5. Working through area/department safety committees ensures that accident reporting, accident investigations, inspections and corrective actions are undertaken as may be required.
6. Administers the W.C.B. accident reporting and claim procedures.
7. Maintains a close liaison with various regulatory agencies, representing the University on safety matters (e.g., W.C.B., A.E.C., Ministry of Labour).
8. Responsible for the promotion of safety education for faculty, staff and students. Organizes, conducts or arranges for safety education and training programs, e.g., laboratory safety, radiation and biohazards safety, fire protection and first-aid.
9. Participates in the inspection of plans for new construction and alterations for safety considerations advising on safety deficiencies and hazards.
10. Has the authority to take any and all actions to ensure the safety of all members of the University community including ordering the cessation of any activity which the Director judges to be unsafe.

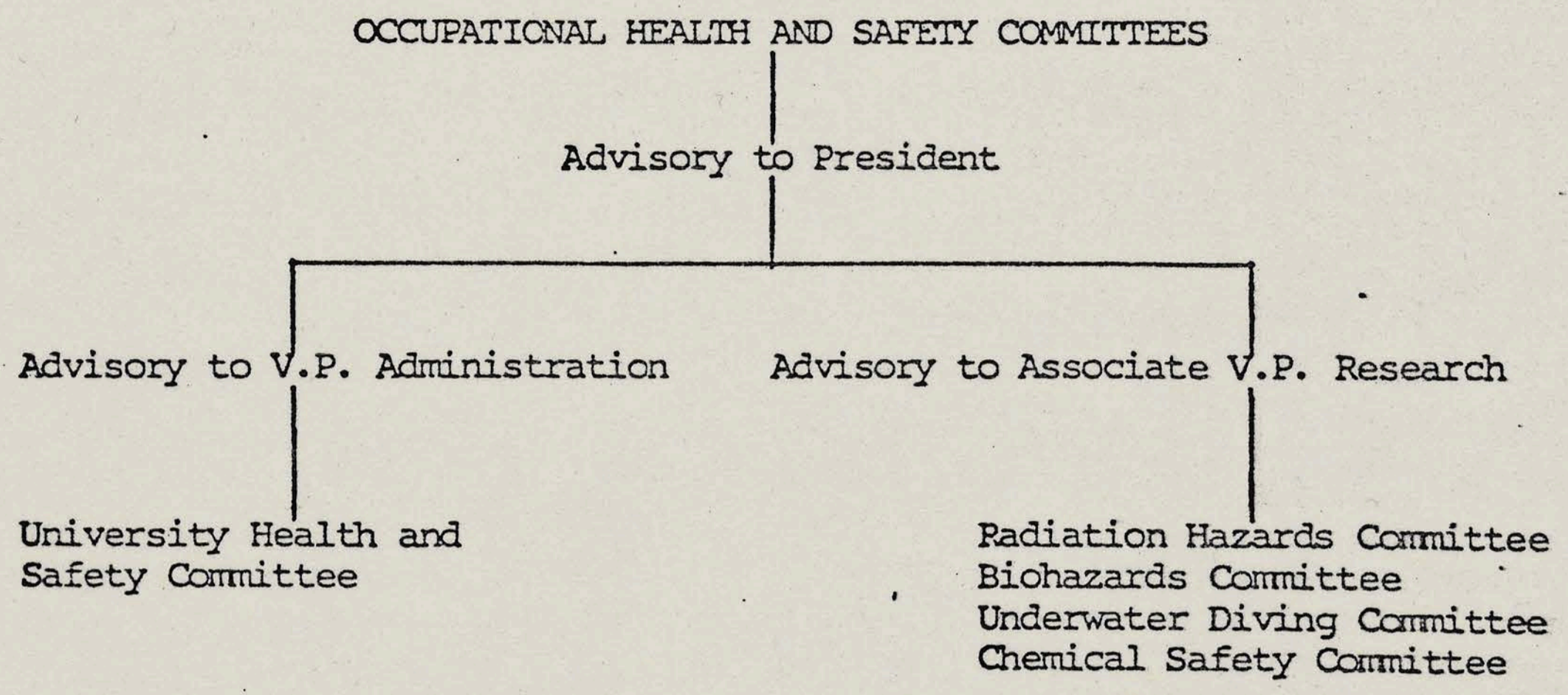
Personnel Specification:

The Director will be a University graduate in environmental health or related field at the Masters level. A thorough knowledge of chemical handling and laboratory practices will be essential. An appreciation of the hazards pertaining to Radiation Physics will also be required.

Familiarity with Occupational Health and Safety Regulations, Industrial Hygiene and Atomic Energy Control Regulations will be a pre-requisite.

The Director will possess a proven record of developing O.H.S.P. and will have a minimum 7 years experience ideally in an educational setting, the ability to coordinate activities and communicate effectively in order to foster a positive attitude towards safety will be paramount.

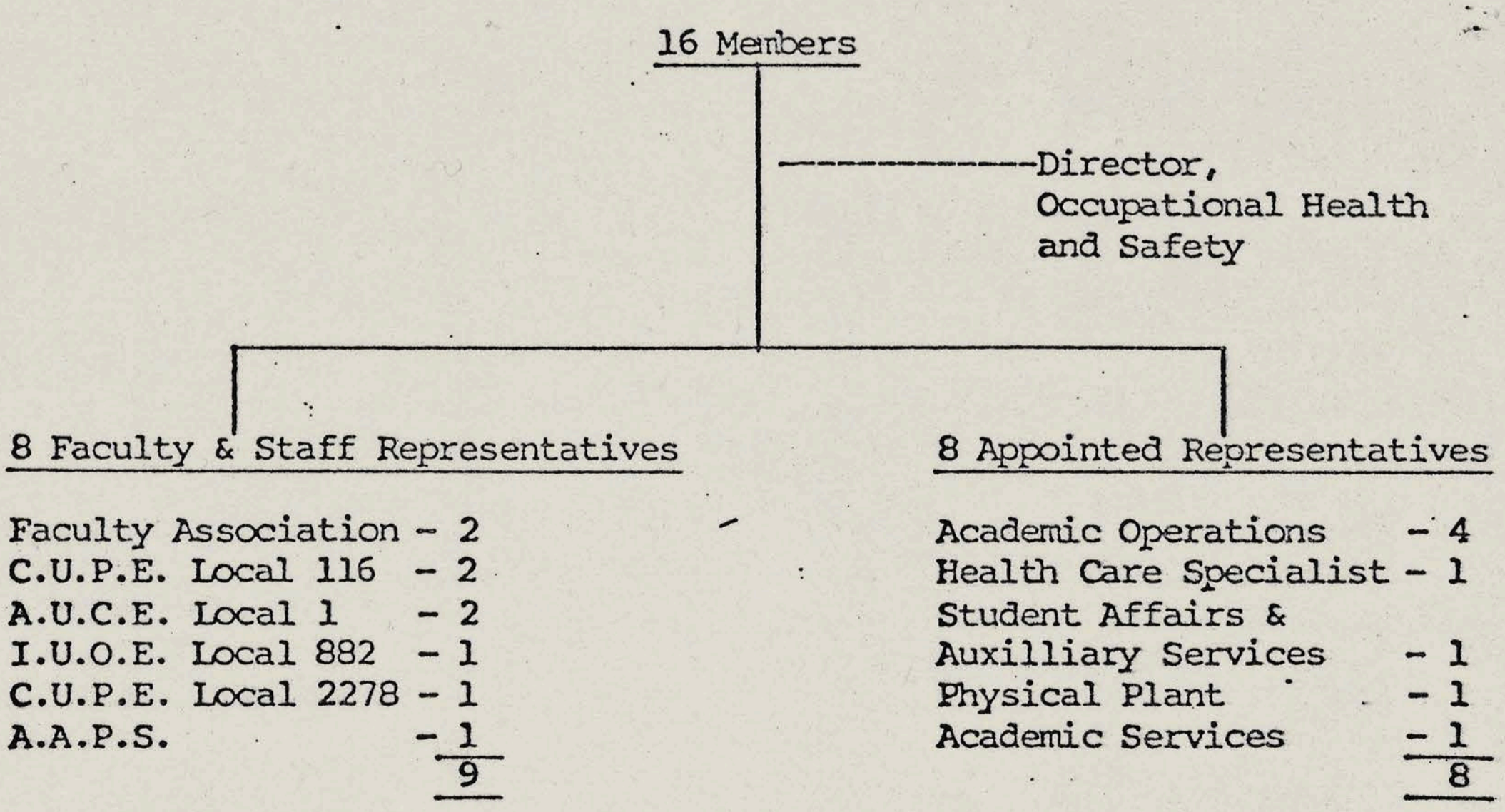
January 15, 1985



The University Health and Safety Committee will replace the present President's Advisory Committee; its sub-committee, the present Technical Advisory Committee under Dr. Farmer should be restructured as the Chemical Safety Committee as advisory to the Associate V.P. Research.

Neither the Director of Personnel Services nor the Director of Occupational Health and Safety may chair any of the Occupational Health and Safety Committees. Department staff will be resource people to the appropriate occupational health and safety committees. Whilst, they should not hold office on any committees, they may use the department to provide clerical-administrative support re the scheduling of meetings, typing, etc., if requested by the committees.

UNIVERSITY HEALTH AND SAFETY COMMITTEE



Faculty and Staff representatives are to be chosen by the organizations they represent, whilst appointed representatives are appointed through the President or his delegate. The chairman and secretary will be elected by and from the committee in accordance with Industrial Health and Safety Regulation 4.04.

January 15, 1985

POLICY STATEMENT

The safety of all faculty, staff, students and visitors to the campus is a major concern of the University.

It is an objective of the University to provide a safe environment in which to carry on the University's affairs. All possible preventative measures must be taken to eliminate accidental injuries.

The University shall be administered so as to ensure that health, safety and accident prevention form an integral part of the design, construction, purchase and maintenance of all buildings, equipment and work processes.

The University Health and Safety Committee shall monitor the achievement of these objectives.

Department/Area/Building Safety Committees shall monitor the safety programs within their areas and make recommendations to improve the effectiveness with which the safety objectives of the University can be achieved.

Compliance with the Workers' Compensation Act and related legislation is the minimum standard which is acceptable to the University. The intention is to encourage all faculty, staff and students to strive to exceed these minimum legal standards.

APPLICATION

The successful application of this policy will be achieved by everyone exercising their personal responsibility for safety as follows:

The University

It is the responsibility of University acting through Deans, Directors and Department Heads to:

- provide a safe and healthy working environment.
- take action as required to improve unsafe conditions.
- provide first aid facilities where appropriate.
- support supervisors and safety committees in the implementation of an effective accident prevention program.
- ensure compliance with WCB regulations.

The Supervisor

It is the responsibility of supervisory staff to:

- formulate specific safety rules and safe work procedures for your specific area of supervision.
- ensure that all employees under your supervision are aware of safety practices and follow safety procedures.
- provide training in the safe operation of equipment.
- regularly inspect for hazardous conditions.
- promptly correct unsafe work practices or hazardous conditions.
- investigate any accidents that occur in your area of responsibility.
- report any accidents using the appropriate form.
- establish a departmental safety committee or building safety committee.

The Employee

It is each employee's responsibility to:

- observe safety rules and procedures established by the supervisor, Department Head, the University and the Workers' Compensation Board.
- take an active part in practising safe work habits.
- immediately report any accident, injury or unsafe conditions to a supervisor.
- properly use and adequately care for personal protective equipment provided by the University.

K.G. Pedersen,
President

OCCUPATIONAL HEALTH AND SAFETY OPERATING BUDGET -- 1985-86

Ref. I.R. 84-671.334EXHIBIT 4

	<u>Proposed</u>	<u>Current</u>	<u>Change</u>
	\$ 000	\$ 000	\$ 000
<u>Salaries</u>			
Director of Occupational Health and Safety	42	0	+42
Secretary	18	0	+28
Radiation and Pollution Control Officer	35	38	-3
Diving Officer - ½ time	17	17	-
Senior Technician	31	31	-
Senior Technician (provided by Faculty of Medicine)	-	-	-
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Salaries Sub Total	158	97	+61
Less estimated recovery for services to outside organizations	(29)	(29)	-
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TOTAL	129	68	+61
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A. B. Gellatly
Vice-President
Administration and Finance

ABG:b