

<b>SUBJECT:</b> Workplace Safety	<b>POLICY NO:</b> INT-13	<b>LAST REVIEWED:</b> April 2018
<b>APPROVED BY:</b> Executive Board	<b>MANAGED BY:</b> Human Resources Manager	<b>NEXT REVIEW:</b> April 2020

**SUMMARY**

**Policy Statement**

BCITSA aims to create a safe working environment for all employees and patrons; therefore, it is essential that all employees follow guidelines and procedures to ensure everyone’s safety.

**Purpose of This Policy**

The purpose of this Policy is to:

- Maintain a working environment that is safe for all employees
- Educate all employees of the Association on how to report a Work-Related Injury or Work-Related Illness

**Application of This Policy**

This Policy applies to all full-time and part-time employees.

This Policy also applies to Executives and Councillors that receive the equivalent of a minimum wage as compensation for the hours they serve in their respective capacities. In these cases, Executives and Councillors shall be considered as employees for the purposes of this Policy.

This Policy is in addition to, and not in substitution for rights an individual may have under existing legislation, such as the *BC Human Rights Code* and the *BC Employment Standards Act*.

**Related Documents and Legislation**

Legislation

- *BC Human Rights Code*
- *BC Employment Standards Act*
- *BC Worker’s Compensation Act*

**Forms Associated With This Policy**

- WorkSafeBC Form 6 – Application for Compensation and Report of Injury or Occupational Disease

**Amendment History**

- Created 2018-04-16
- Amended [DATE]

**DEFINITIONS**

**Work-Related Injury**

A Work-Related Injury is defined as an injury that arises out of and during the course of employment.

**Work-Related Illness**

A Work-Related Illness is defined as a recognized industrial illness arising out of and due to the nature of employment.

**DUTIES AND RESPONSIBILITIES**

**Human Resources Manager**

The Human Resources Manager is responsible for the interpretation and enforcement of this Policy.

**POLICY**

**1. Workplace Safety**

**1.1. Workplace Standards**

- a. BCITSA commits to maintain all work environments to WorkSafeBC standards.

**1.2. WorkSafeBC Eligibility**

- a. To be covered by WorkSafeBC benefits for an injury, employees must have been working when hurt and the injury must have been caused or exacerbated by something related to the job.

- b. In the case of a Work-Related Illness, the contracted illness must be recognized by WorkSafeBC as one that is caused by the work or work environment.

**1.3. Responsibility to Report Work-Related Injuries or Illness**

- a. BCITSA is required by legislation to report any Work-Related Injury or Illness, regardless of severity.
  - i. BCITSA’s failure to report an accident or incident in due time or any attempt to coerce an employee to not file a report of work-related injury or illness is an offense under the *BC Worker’s Compensation Act*.
- b. Employees shall report any potential or immediate safety hazard to their respective manager, supervisor or the Human Resources Manager immediately to prevent possible injuries.
- c. Employees who have been or are being coerced to not file a WorkSafeBC report or have any concerns about WorkSafeBC procedures, are encouraged to meet with the Executive Director or Human Resources Manager.

**1.4. Lost Time from Work**

- a. In the event that time from work is lost as a result of a Work-Related Injury or Work-Related Illness, the employee shall be responsible for filing a benefits claim through WorkSafeBC.
- b. Once the claim of an employee is accepted by WorkSafeBC, the employee shall be paid by BCITSA for time loss in accordance with the current worker’s compensation guidelines.

**PROCEDURE**

**1. Reporting Procedures**

**1.1. Reporting Work-Related Injuries or Illness**

- a. If an employee becomes ill or is injured at work, they shall contact the closest employee to them. If emergency medical attention is necessary, either employee shall call 911.

- b.** Any Work-Related Injury or Work-Related Illness shall be reported to the respective manager immediately or as soon as practical.
  - i.** In the event that the respective manager of the employee is not available, a supervisor of the employee may act as a respective manager as per this Policy.
- c.** All Work-Related Injuries and Illnesses shall be recorded in a timely manner by the respective manager or a Human Resources employee.
- d.** If a Work-Related Injury or Illness requires medical attention, the respective manager of the injured or ill employee shall ensure that the employee is transported to the nearest appropriate medical facility, such as a designated medical centre at BCIT, or a general hospital.
  - i.** BCITSA shall cover all transportation charges to an appropriate medical facility.
- e.** The respective manager of the injured or ill employee, in conjunction with the Human Resources Manager, shall complete and submit a report to WorkSafeBC within three working days of the incident.
- f.** All Work-Related Injuries and Illnesses shall be reported to the Human Resources department, whether or not the respective manager of the injured or ill employee is aware of any resulting sustained injury or illness.