

**CORPORATE POLICY, STANDARDS and PROCEDURE**

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<b><u>POLICY TITLE</u></b> <b>WORKPLACE HEALTH AND SAFETY</b>		<b><u>NUMBER</u></b> 02-802
<b><u>AUTHORIZATION</u></b> Vice President, Employee Experience	<b><u>DATE APPROVED</u></b> May 2003	<b><u>CURRENT VERSION DATE</u></b> February 2018

**DATE(S) REVISED / REVIEWED SUMMARY**

<b>Version</b>	<b>Date</b>	<b>Comments / Changes</b>
1.0	May 2003	Initial Policy Released
2.0	July 2013	
3.0	February 2018	Policy Refresh to reflect changes in organizational structure, updated position titles and terminology

**INTENT / PURPOSE**

Fraser Health is committed to providing a safe and healthy workplace for all employees, including and accounting for psychological health and safety. Fraser Health will enhance the health of our people and workplaces through health promotion, injury/disease prevention and positive workplace strategies.

**POLICY**

All employees will actively participate in the elements of the Workplace Health Program to ensure that all work is performed in a safe manner.

Consistent with Fraser Health's Strategic Imperatives, we are committed to promoting and protecting the physical and mental health of all employees, physicians and volunteers.

Fraser Health Executive, Directors, Managers and Supervisors are accountable for the health, safety and wellness of employees under their supervision. They must ensure that all workplace hazards are identified, controlled and monitored, and that employees work in compliance with applicable laws, established work practices and procedures. They will ensure all employees are provided with appropriate support, training, resources, tools and exposure prevention methods (e.g. appropriate ventilation, personal protective equipment, etc).

Employees must protect their own and each other's health, safety and wellness by reporting hazards, participating in training, working in compliance with regulations and policies, work practices and procedures established by Fraser Health.

The Workers Compensation Act of B.C. clearly outlines the duties of owners, employers, workers, contractors, suppliers, and Joint Occupational Health and Safety Committees.

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### **STANDARDS**

#### **Responsibilities:**

The following responsibilities apply under this policy and the Workers Compensation Act:

#### **Executive Team, Executive Directors and Directors:**

- Establish and maintain effective policies and procedures to ensure a safe workplace.
- Ensure that all levels of management are accountable for workplace health and safety performance in their area of responsibility.
- Initiate the development of health and safety goals and objectives and review annually.
- Ensure that health and safety objectives are addressed in the strategic planning processes.

#### **Managers and Supervisors:**

- Understand and comply with their role and responsibility to provide a healthy and safe workplace as outlined in legislation, regulation, collective agreements, and Fraser Health policies, standards, and procedures.
- Regularly review health and safety reports and metrics to identify areas of non-compliance and to potentially adverse trends.
- Implement and maintain measures to effectively eliminate or control the risk of workplace hazards.
- Incorporate health and safety in their planning and decision making processes.

#### **Employees and Physicians:**

- Report injuries, accidents, near misses or illnesses immediately to direct supervisor and the Provincial Workplace Health Call Centre.
- Understand and comply with roles and responsibilities as outlined in legislation, regulation, collective agreements, and Fraser Health policies, standards, and procedures.
- Follow work procedures as directed.
- Use all safety equipment, devices and personal protective equipment as directed.
- Report all unsafe acts and/or conditions.
- Attend required health and safety orientation, training, in-services and courses pertaining to their duties.

#### **Volunteers:**

- Attend orientation as required.
- Act safely at all times while on Fraser Health premises and follow direction of all safety policies and procedures as they relate to their service.
- Report any incidents or injuries that occur to their local Manager.

#### **Lower Mainland Integrated Services (Other Health Employers)**

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Health Authorities on Fraser Health sites providing clinical and clinical support services have primary responsibility to ensure that their work is carried out in a safe manner and in compliance with the WorkSafeBC legislation and regulation and site-specific Fraser Health policies and procedures. They are responsible for the conduct and work practices of their workers and any contractors they may bring onsite and to coordinate the work activities of workers and contractors. Fraser Health is responsible and is designated as the owner for the purposes of the Workers Compensation Act and Regulations.

**Contractors/Consultants and Service Providers**

Contractors have primary responsibility to ensure that their work is carried out in a safe manner and in compliance with the WorkSafeBC legislation and regulation. They are responsible for the conduct and work practices of their workers and any sub-contractors they may bring onsite and to coordinate the work activities of workers and contractors. Issues of non-compliance will be dealt with directly with the principal contractor or service provider as they are noted.

Fraser Health is regarded as both owner and prime contractor at Fraser Health owned facilities unless it is stated otherwise in writing.

Contractors have primary responsibility to ensure that their work is carried out in a safe manner.

- Establish, implement and maintain a safety program for their employees.
- Be responsible for the conduct and work practices of their workers and any sub-contractors they may bring onsite and to coordinate the work activities of their workers and sub-contractors
- Ensure all work carried out is in compliance with the Workers' Compensation Act, WorkSafeBC Occupational Health & Safety Regulation, Fraser Health requirements and all other governing codes, regulations bylaws. Dependent upon the nature of the work, facility-specific requirements will be provided prior to the commencement of work.

Comply with specific safety requirements and procedures based on information provided by Fraser Health of any known hazards inherent to the work site.

Issues of non-compliance will be dealt with directly with the principal contractor or service provider as they are noted.

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**Workplace Health:**

Though not a legislated responsibility, Workplace Health:

- Provides consultation, education and subject matter expertise to guide compliance with legislation, regulation, collective agreements, policies, procedures, standards, and guidelines in workplace health and safety.
- Coordinates, develops and implements Fraser Health's Workplace Health and Safety Program according to identified priorities and applicable legislation.

**Joint Occupational Health and Safety Committees:**

- Promote safe work practices and working conditions by raising awareness through various activities.
- Assist in creating a safe place of work by recommending corrective measures to management.
- Participate in the identification and control of safety hazards.
- Receive, consider and resolve matters respecting health and safety of workers.
- Recommend means of education and delivery of information on health and safety issues.

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**REFERENCE**

OSH Regulation, Workers' Compensation Board of B.C., October 1, 1999