

Title	Health and Safety		
Classification	Administrative	Oversight Responsibility	Office of the President; Vice-President, Finance and Operations
Category	Health, Safety and Environment	Responsible Offices	Human Resources; Operations and Resilience
Approval	Board	Effective Date	June 20, 2024
		Document No.	1030

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

The most up-to-date versions of the University's policies are posted on the policy and procedure website. If you have printed this policy, check the website to ensure you have the current version.

NOTE: The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.

1.0 POLICY STATEMENT

Royal Roads University (the University) is committed to providing a healthy and safe environment for work and study through a university-wide health and safety program.

The University recognises that **risks** and/or **hazards** can compromise the health and safety of **members of the University Community** (University Community). Therefore, the University has an obligation to ensure the health and safety program complies with the legislative and regulatory requirements, including the *Workers Compensation Act*, the *Occupational Health and Safety Regulation*, and CSA Group Standards.

2.0 SCOPE AND COMPLIANCE

- 2.1 This policy extends to the University Community and all academic, administrative, and research activities and operations undertaken by the University. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment, contract, or other relationship with the University. Allegation of a breach and any disciplinary action are managed according to the University's established policies and procedures, applicable laws, legislation, collective agreement, or contract.
- 2.2 Legislation imposes restrictions and constraints on the University that impact this policy. Further, administrative penalties (fines) may be imposed on the University for non-compliance as set out by the *Workers Compensation Act*, the *Occupational Health and Safety Regulation*, and other applicable regulations and directives.

3.0 POLICY TERMS

- 3.1 As part of the health and safety program, the University commits to:
 - a. protecting the health and safety of the University Community against unsafe conditions, behaviours and occupational hazards by identifying and mitigating the risks of accidents and injury;
 - b. developing and implementing effective health and safety programs appropriate to university operations, including university activities on campus and in off-campus settings; and

- c. integrating health and safety planning, implementation, auditing and reporting into core university activities including academic and operations planning.
- 3.2 The University will monitor best practices and government legislation and revise this policy as required. In any event, this policy will be reviewed at least once every three years.

4.0 AUTHORITIES, ROLES AND RESPONSIBILITIES

4.1 Board of Governors

The Board is responsible for ensuring the University:

- a. has a health and safety program;
- b. is compliant with this policy and relevant legislation; and
- c. submits an annual health and safety report.

4.2 Executive

- a. The President, as delegated by the Board, is responsible for the implementation and management of strategies that foster a healthy and safe environment.
- b. The President and Vice-Presidents are responsible for promoting a risk- and hazard-aware culture and supporting the integration of health and safety planning into all university decision-making activities.
- c. The Vice-President, Finance and Operations, as delegated by the President, leads the coordination of activities aimed at mitigating health and safety risk and/or hazards.

4.3 Vice-President, Finance and Operations

Administration of the health and safety program, policy and processes are delegated to the Vice-President, Finance and Operations, who will:

- a. coordinate health and safety activities required to implement this policy and associated processes;
- b. monitor and report on health and safety risks and controls through periodic review of program activities and trends to determine necessary mitigation;
- c. report annually to the Board of Governors on policy compliance; and
- d. provide guidance and advice to those involved in the operational management of health and safety.

4.4 Responsible Offices

- a. The Responsible Offices will jointly develop and manage the health and safety program.
- b. Leadership for the Joint Occupational Health and Safety Committee and compliance resides with Human Resources.
- c. Leadership for emergency preparedness and response planning for the University resides with Operations and Resilience.

4.5 Managers and Supervisors

Managers and supervisors are responsible for implementing health and safety activities and maintaining appropriate internal controls that support effective health and safety practices for the workers under their direct supervision. Specifically, managers and supervisors will:

- a. Know the WorkSafeBC requirements that apply to the work under their supervision and make sure those requirements are met.
- b. Ensure workers under their supervision are aware of all known hazards.
- c. Ensure workers under their supervision have the appropriate personal protective equipment, which is being used properly, regularly inspected, and maintained.

4.6 Joint Occupational Health and Safety Committee

- a. In compliance with WorkSafe BC requirements and the *Workers Compensation Act*, support the health and safety program through participation in the consultation, identification, investigation, and resolution of risks and/or hazards.
- b. Promote the implementation of health and safety programs and make recommendations on enhancements to improve effectiveness.

4.7 Safety and Environment Officer

To achieve compliance with occupational health and safety regulations, the Safety and Environment Officer will:

- a. Develop, implement and administer health and safety policies and procedures in conformity with this policy and the health and safety program.
- b. Provide advice and support to assist others at the University with their duties under this policy and the health and safety program.
- c. Ensure contractor safety procedures are in compliance with applicable code and standards.

4.8 University Community

- a. Health and safety is the responsibility of the University Community and others who participate in university activities.
- b. In accordance with the Health and Safety Procedures, University Community members are responsible for reporting any university-related accident, injury, **near miss**, hazardous working condition or practice within 24 hours of the incident occurring or being recognized.

5.0 DEFINITIONS

For the purposes of this policy:

Hazard means an existing situation, condition, or object that is, or may be, dangerous or compromise the health and/or safety of the University Community.

Members of the University Community means members of the Board of Governors, employees, students, contractors, volunteers, guests, visitors and others who access and/or participate in University academic, administrative, and research activities and operations undertaken on behalf of the University on or off-campus.

Near miss means an unplanned incident that did not result in injury, illness, or damage, but had the potential to do so.

Risk means the chance or reasonable possibility of injury, damage, or loss to individuals.

6.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to the Vice-President Finance and Operations.

7.0 RELATED DOCUMENTS

Royal Roads University Documents and Information

- Health and Safety (procedure)
- Privacy and Protection of Information (policy)
- Safe Disclosure (policy)
- Standards of Conduct and Service for Employees and Contractors (policy and guidelines)

Applicable Legislation and Information

- [Workers Compensation Act, RSBC 1996, c.492](#)
- [Occupational Health and Safety Regulation](#), 14/2009
- [Work Safe BC](#)

Review, Revision and Approval History

Date	Action
2005-Nov-15	Approved by the Board
2021-Oct-12	Transfer to new template – no content change
2024-Jun-20	Approved by the Board
2027-Jun-20	Next Review