

POLICY NUMBER	ADM 05-0
APPROVAL DATE	October 20, 2025
AUTHORITY	President
CATEGORY	Administrative
PRIMARY CONTACT	Director, Risk and Safety Services
ADMINISTRATIVE CONTACT	Manager, Health, Safety and Environment; Manager, Community Safety and Emergency Management

POLICY

Thompson Rivers University (TRU) is committed to a safe and healthy environment for work, study, and research through a comprehensive university-wide environmental, health, and safety management system.

REGULATIONS

1 DEFINITIONS

1. **Administrative Authority** means individuals with administrative and/or academic responsibility for Units, including but not limited to the president, vice-presidents, deans, chairs, executive directors, directors, and other senior positions at TRU.
2. **Activity** means any activity that is directly related to or arising out of the operations of TRU at any location.
3. **Contractor** means a person who is currently party to a contract for the provision of goods and services to TRU (other than an employment or collective agreement)
4. **EHS Management System** means an integrated system of programs and procedures that outline responsibilities, activities, and assessment of performance with respect to health, safety, and environmental objectives.
5. **Employee** means a University Community member who Thompson Rivers University (TRU) is responsible for as a worker under the *Workers Compensation Act*.
6. **Risk and Safety** means the Risk and Safety department.
7. **Student** means a person who is registered, enrolled, or participating in any credit or non-credit course or program offered by TRU.
8. **Unit** means academic, administrative, and research functions at TRU.
9. **University Community** means:
 - a. Students

- b. Employees
 - c. Persons holding a university appointment
 - d. Contractors
 - e. Persons volunteering with a university program or Activity;
 - f. Members of the Board of Governors, Senate, and the Planning Council for Open Learning
10. **Visitor** means anyone on campus (or university-controlled property or premises) or at university owned residences, who is not a member of the University Community as defined above.

2 SCOPE

This policy applies to members of the University Community, Visitors, and others who participate in Activities. This policy also applies to separately incorporated organizations who participate in Activities.

3 RESPONSIBILITIES

TRU is committed to excellence in environmental health and safety stewardship to ensure a safe and healthy environment for work and study and research. As such, it is the responsibility of the university to:

1. Protect the safety of the University Community and Visitors against unsafe conditions and occupational hazards having regard to the resources available to TRU.
2. Comply with the Workers Compensation Act, Occupational Health and Safety Regulation, and all other applicable occupational health and safety laws;
3. Ensure that adequate resources are available to implement appropriate safety procedures and practices;
4. Ensure priority is given to a safe working and learning environment in the planning, budgeting, direction, and implementation of TRU's activities;
5. Provide, having regard to the resources available, information, instruction, training, and supervision necessary to ensure the health and safety of:
 - a. Employees in carrying out their work, and
 - b. Students during their studies on TRU's campuses;
6. Ensure that core health and safety responsibilities are clearly outlined and communicated to TRU's Employees, Students, and, Contractors (where appropriate), through the completion of the applicable health and safety orientation and training;
7. Formulate and carry out continuing health and safety programs appropriate to TRU's operations; and
8. Provide a stewardship report to the Board of Governors on the status of the university's commitment to health and safety not less than three times per year following the conclusion of the prior academic term

RISK AND SAFETY SERVICES

The Role of Risk and Safety Services is to:

1. Develop, make available, and implement core health, safety, and environmental programs and procedures to ensure compliance with university

- policy and regulatory requirements;
2. In consultation with General Counsel or designate, interpret health, safety, and environmental legislation and regulations;
 3. Provide collaborative and consultative advice and training to Units on health, safety and environmental programs and procedures to ensure regulatory compliance and best practices;
 4. Ensure incidents, near misses, injuries and occupational illnesses are investigated and advise the appropriate regulatory agency(ies) as required;
 5. Act as the university's representative with regulatory agencies (i.e., WorksafeBC, BC Centre for Disease Control, Public Health Agency of Canada, etc.);
 6. Oversee separately incorporated entities' compliance with this policy when they are required to do so; and
 7. Audit university activities, equipment, and facilities with respect to regulatory compliance and best practices.
 8. The Director, Risk and Safety Services, at the direction of the Vice-President, Administration and Finance, is responsible for the development and maintenance of the university-wide health, safety, and environment program, including auditing measures to ensure compliance with this policy, procedures, and applicable federal, provincial, and local laws and standards; and guidelines to ensure compliance.

VISITORS

Visitors shall:

1. Comply with all TRU policies, procedures, and pertinent regulations; and
2. Comply with the directions of TRU security staff given in the performance of their duties.
3. Promptly leave TRU property when directed to by security staff or the Director, Risk and Safety Services.

UNIVERSITY COMMUNITY

All members of the University Community shall:

1. Comply with this policy, its associated procedures, and any applicable regulations associated with their university related activities;
2. Comply with the reasonable directions of TRU security staff on health, safety, and environmental matters given in the performance of their duties;
3. Seek guidance from supervisors or instructors concerning safety related knowledge and skills required to ensure safe performance of their university-related activities (including but not limited to the proper use of protective clothing, devices, and equipment provided);
4. Attend safety related training programs and meetings as required; and
5. Immediately report to the appropriate Employee or supervisor any incident, near miss, hazardous act or condition with respect to their university-related activities;

ADMINISTRATIVE AUTHORITY

All Administrative Authorities shall:

1. Within their areas of responsibility ensure the implementation of this policy and procedures – they may delegate responsibilities to the

appropriate Administrative Authority who reports to them but remain responsible for ensuring that those responsibilities were fulfilled;

2. Require Units to undertake action consistent with the requirements of the EHS Management System;
3. Incorporate adequate provisions for safe working practices and conditions in operational policies and procedures, programs and projects; and off-campus activities as required;
4. Participate in safety meetings as appropriate to review safety programs and performance and to determine any necessary corrective courses of action; and
5. Assist as required in the investigation of incidents, injuries, near misses, and occupational illnesses.

SUPERVISORS, CHAIRS, MANAGERS, AND RESEARCHERS:

Those with supervisory duties shall:

1. Provide safe working conditions and practices;
2. Comply with the university's health, safety, and environment policies and procedures, and with applicable federal, provincial, and local laws and regulations;
3. Orient Employees and Students and others under their supervision to the health and safety, risk requirements and resources related to the work;
4. Arrange training sessions and conduct meetings as required with those under their supervision in order to communicate safety information, concerns, work habits, policies, and procedures, and to promote safety consciousness at the university or other areas of work (i.e., off campus activities);
5. Report immediately any work-related accidents, injuries, near-misses, or hazards (physical, environmental, biological, occupational diseases) to Risk and Safety Services through the appropriate administrative channels;
6. Ensure inspections are conducted at appropriate intervals to confirm the existence of safe working conditions, methods, practices, procedures, equipment, and tools;
7. Take immediate action to correct any unsafe working condition, method, practice, procedure, equipment, or tool contrary to the university's safety policies and procedures, and federal, provincial, and local regulations; and
8. Cooperate with Risk and Safety Services and the appropriate safety committees as needed.

EMPLOYEES:

Employees shall:

1. Cooperate with applicable university safety committees, Units (i.e., Risk and Safety Services, People and Culture), local and provincial safety officials and other regulatory agencies (i.e., WorksafeBC officials, PHAC, etc.);
2. Not attend work, or discontinue work, if unable to perform assigned duties or tasks safely in accordance with sections 4.19 or 4.20 of the BC Occupational Health and Safety Regulation, due to the use or after-effects of alcohol, cannabis, illegal drugs, prescription drugs, over the counter medication, or any other issue that may impair judgment or performance;
3. Comply with the health and safety policies and procedures of other institutions

- when engaged in university-related activities in these other institutions; and
4. Arrange for the instruction and supervision of Students in safety aspects of classes or laboratories for which the Employee has responsibility.

SEPARATELY INCORPORATED ENTITIES AND CONTRACTORS:

When operating within the scope of this policy, separately incorporated entities and Contractors shall:

1. Comply with applicable health, safety, and environmental laws and regulations, university safety policies and procedures, and pertinent Unit instructions and regulations;
2. Ensure they have a regulatory compliant safety policy and program where required;
3. Provide the university with a copy of relevant Safe Work Procedures and documentation prior to the commencement of work;
4. Attend a university health and safety orientation before work commences; and Coordinate health and safety activities of all their employees, subcontractors, and, when designated as Prime Contractor, all those under their legal care and control on the work site.

4 RELATED POLICIES, LEGISLATION, AND REGULATIONS

1. Respectful Workplace and Harassment Prevention (BRD 17-0)
2. Emergency Management Policy (ADM 23-0)
3. Biosafety & Biosecurity (ADM 25-0)
4. Risk Management (BRD 24-0)
5. Sexualized Violence (BRD 25-0)
6. Student Off-Campus Safety and Travel (ADM 22-1)
7. Workers Compensation Act [RSBC 2019], c.1
8. Occupational Health and Safety Regulation
9. All other applicable federal, provincial, and local municipal regulations

Health, Safety, and Environment PROCEDURES



805 TRU Way
Kamloops, BC V2C 0C8
tru.ca

PARENT POLICY Health, Safety, and Environment (ADM 05-0)
APPROVAL Vice-President Administration and Finance
PRIMARY CONTACT Director, Risk and Safety Services

PROCEDURES

1 PURPOSE

To outline the objectives of Thompson Rivers University's commitment to a safe and healthy environment for work, study, and research through a comprehensive a university-wide environmental, health, and safety management system.

These procedures support the administration and application of the Environmental Health and Safety policy ADM 05-0.

2 INTERNAL RESPONSIBILITY SYSTEM

An internal responsibility system is part of the EHS Management System and is a joint partnership amongst all members of the university community. It is based on the principle that every individual has a direct responsibility for health and safety as an essential part of their work, taking initiative on health and safety issues and working to solve problems and make improvements on a continuous basis. There is also a contributive responsibility by health and safety committees and Risk and Safety Services.

3 SAFETY COMMITTEES

The university will have the following safety committees:

1. Joint Occupational Health and Safety Committee as required by WorksafeBC
2. Research safety committees, which provide regulatory oversight for specific research activities