



MEMORANDUM

To: Airini, President

From: Steve Pottle, Director, Risk and Safety Services; Noah Arney, Policy Specialist

Date: August 5, 2025

Subject: Revisions to Health and Safety Policy ADM 5-0

Purpose of this document:

To propose changes to the Health and Safety policy ADM 5-0 (the Policy), and rename it Health, Safety, and Environment.

These changes were recommended by Risk and Safety Services and the Joint Occupational Health and Safety Committee to enhance the effectiveness and relevance of the policy.

Background:

The Policy was last approved on March 31, 2016. The Policy guides the institution in occupational health, safety and environmental compliance. The policy is intended to protect workers by providing institutional commitment to occupational health and safety, assist in legal compliance and support a safety culture at TRU.

The policy as written, includes the procedural components related to the policy, making it one large document. For the policy to be appropriate and the procedure to be functional, certain procedures should be removed from the policy. Ensuring that the policy and procedure are separate documents allows both to be reviewed and updated as needed to ensure that they accurately reflect changing legislation and institutional focus.

Since the Policy was adopted, much of it no longer aligns with current industry standards, with the updates requested the policy would more accurately reflect a Health, Safety, and Environment policy.

Summary of Proposed Amendments:

1. Moving some procedures to a separate procedures document, with responsibility for development of procedures given to Risk and Safety Services;
2. Aligning the policy with current OHS regulations;
3. Inclusion of definitions into the policy;
4. Updating of responsibilities and scope;
5. Inclusion of additional related regulations and;
6. Inclusion of additional related policies.



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Summary of Engagement:

Risk and Safety Services worked with the Joint Occupational Health and Safety Committee and the VP, Administration and Finance to capture needed changes to the Policy. Changes were then reviewed by Policy Specialist and Associate General Council and additional suggestions were made.

Recommended Steps:

1. Review by Executive & PLG
2. Notice of Motion
3. Approval of the policy proposal

Attachments:

- Health and Safety policy (original)
- Health, Safety, and Environment policy (redlined)
- Health, Safety, and Environment policy (clean)
- Draft Health, Safety, and Environment procedures

POLICY NUMBER	ADM 05-0
APPROVAL DATE	March 31, 2016
AUTHORITY	President
CATEGORY	Administration
PRIMARY CONTACT	<u>Director, Risk and Safety Services</u> Manager, Health, Safety & Environment
ADMINISTRATIVE CONTACT	<u>Manager, Health, Safety and Environment; Manager, Community Safety and Emergency Management</u>

POLICY

Thompson Rivers University (TRU) is committed to ~~providing a safe and healthy environment for work, study, and research through a comprehensive university-wide environmental, health, and safety management system.~~ workplace and learning environment for all members of the TRU community. TRU will ensure that its Occupational Health & Safety programs comply with the Workers Compensation Act, the Occupational Health and Safety Regulations and all other applicable legislation relating to the promotion of safety and health and the prevention of injuries, accidents and occupational diseases.

It is therefore the policy of TRU to:

- ~~1. Protect the safety of all faculty, staff, students, and visitors against unsafe conditions and occupational hazards having regard to the resources available to TRU;~~
- ~~2. Comply with the Workers Compensation Act, the Occupational Health and Safety Regulations 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;~~
 - ~~— 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;~~
- ~~5. Ensure that core Health and Safety responsibilities are clearly outlined and communicated to TRU's employees through the completion of the Health and Safety Orientation Program and training; and,~~
- ~~5. Formulate and carry out continuing Health and Safety programs appropriate to TRU's operations which also include threat assessment and emergency management programs.~~

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.

4.3 RESPONSIBILITIES AND EXPECTATIONS

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: Safety is the responsibility of every member of the University community. Specific responsibilities are as follows:

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

3.1 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.

3.2 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.

3.3 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;

3.4 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.

3.5 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.

3.6 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.

3.7 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.

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Faculty and Staff shall:

- ~~1. Comply with the University's safety policies and procedures, Workers Compensation Act, Occupational Health and Safety Regulations and any applicable policies or guidelines of WorkSafe BC;~~
- ~~1. Immediately report to their supervisor, any work-related injury, near miss incident, accident, or death;~~
- ~~1. Immediately report to their supervisor, any hazardous work practice or work condition and, where appropriate, respond to or assist in, the response to that condition as specified by appropriate protocols under the direction of the Office of Safety and Emergency Management (OSEM);~~

- ~~1. Not engage in bullying or harassment, report bullying or harassment if observed and to comply with TRU's Respectful Workplace and Harassment Prevention Policy.~~
- ~~1. Seek guidance from their immediate supervisor concerning safety-related knowledge and skills required to ensure safe performance on the job;~~
- ~~1. Attend safety training programs and meetings as assigned;~~
- ~~1. Comply with instructions given under this policy by representatives of the OSEM and cooperate with the Joint Occupational Health & Safety Committee (JOHSC);~~
- ~~1. Comply with the health and safety policies and procedures of other institutions when they are engaged in University-related activities in these other institutions;~~
- ~~1. Ensure that students are supervised and instructed in the safety aspects of classes or laboratories for which the faculty or staff member has responsibility; and~~
- ~~1. Comply with the directions of TRU security staff.~~

Students shall:

- ~~0. Comply with the University's safety policies and procedures and, if applicable, Workers Compensation Act, Occupational Health and Safety Regulations and policies or guidelines of WorkSafeBC associated with the student's University related activities including WorkSafe BC's policy requiring students, when they are workers under the Workers Compensation Act (e.g., practicum placements) to not bully or harass, to report any bullying or harassment observed by the student and for the student to comply with the employer's policies and procedures on bullying and harassment;~~
- ~~0. Immediately report to their instructor or supervisor any injury, near-miss incident, accident, hazardous practice or condition with respect to their University-related activities;~~
- ~~0. Seek guidance from their instructors or supervisors concerning safety-related knowledge and skills required to ensure safe performance in their University-related activities;~~
- ~~0. Attend safety training programs and meetings as required by TRU or the student's instructor or supervisor;~~
- ~~0. Review and comply with the health and safety policies and procedures of other institutions when engaged in University-related activities in these other institutions; and~~
- ~~0. Comply with the directions of TRU security staff.~~

Visitors shall:

- ~~0. Comply with the University's safety policies and procedures and other pertinent departmental regulations; and,~~
- ~~0. Comply with the directions of TRU security staff.~~

Supervisors and Managers shall be responsible for the following:

- ~~1. Providing safe working conditions and practices at their workplace;~~
- ~~1. Not engaging in bullying or harassment and applying and complying with TRU's Respectful Workplace and Harassment Prevention Policy;~~
- ~~1. Applying and complying with the University's safety policies and procedures, and Workers Compensation Act and Regulations;~~
- ~~1. Immediately reporting any injury, near-miss incident, or accident, to the Office of Safety and Emergency Management.~~
- ~~1. Participating in a timely fashion in investigations of work-related injuries, near-miss incidents and accidents;~~

- ~~1. Inspecting the worksite under their supervision at appropriate intervals to ensure the existence and use of safe work conditions, methods, practices and procedures, equipment and tools;~~
- ~~1. Taking immediate action to correct any unsafe working condition, method, practice, procedure, equipment or tool that exists or is being used contrary to the University's policies and procedures, or contrary to the Workers Compensation Act and Regulations;~~
- ~~1. Orienting employees to the safety, first aid and emergency management requirements and resources related to their job and workplace;~~
- ~~1. Arranging training sessions and conducting meetings as required with immediate personnel in order to communicate safety information, concerns, work habits, policies and procedures, and to promote safety consciousness on the job;~~
- ~~1. Consulting with employees to assess the safety related knowledge and skills required to ensure safe performance of the employee's job and arranging training as appropriate, and taking necessary corrective actions;~~
- ~~1. Assessing the safety performance of employees as part of their regular performance appraisal process;~~
- ~~1. Initiating or assisting with disciplinary procedures (as appropriate) when employees under their supervision, are not complying with this policy;~~
- ~~1. Cooperating with the Office of Safety and Emergency Management and the Joint Occupational Health and Safety Committee; and~~
- ~~1. Working with TRU Security staff to address security issues affecting their workplace.~~

Deans or Directors shall be responsible for:

- ~~0. Taking a leadership role in maintaining the overall safety of their department/school.~~
- ~~0. Appointing a representative with the authority to support department/school health & safety-related programming and to liaise with the Office of Safety and Emergency Management.~~
- ~~0. Ensuring that Supervisors and Managers fulfill their responsibilities as set out in the above section;~~
- ~~0. Supporting an environment free of bullying or harassment and applying TRU's Respectful Workplace and Harassment Prevention Policy;~~
- ~~0. Incorporating adequate provisions for safe working practices and conditions in operational policies and procedures, and in programs and projects in their faculty or department;~~
- ~~0. Establishing and supporting a regular department/school forum to discuss and address safety issues, including maintaining appropriate records;~~
- ~~0. Assisting the Office of Safety and Emergency Management and the Joint Occupational Health and Safety Committee and any external Health & Safety personnel as required in the investigation of accidents;~~
- ~~0. Cooperating with the Office of Safety and Emergency Management and the Joint Occupational Health and Safety Committee;~~
- ~~0. Supporting Supervisors and Managers in addressing issues arising should employees or students of the department/school be in non-compliance with any aspect of this policy including initiating or supporting disciplinary procedures when required; and~~
- ~~0. Working with TRU Security staff to maintain the security of their department/school.~~

Joint Occupational Health & Safety Committee shall be responsible for:

- ~~1. Promoting safe work practices and compliance with Workers Compensation Act and Regulations;~~
 - ~~— Assisting in creating a safe and healthy workplace and in doing so, creating a culture of safety;~~
- ~~2. Meeting regularly to address safety issues, review progress and recommend actions to improve the effectiveness of the Occupational Health and Safety program;~~
- ~~2. Ensuring regular inspections are being made of workplaces, work practices, procedures, tools and equipment and that prompt action is taken to correct any hazardous conditions found;~~
- ~~2. Ensuring timely and thorough investigations of work-related injuries, accidents, incidents and near-miss situations and~~
- ~~2. Participating, when appropriate and feasible, in workplace inspections and investigations.~~

The Office of Safety & Emergency Management shall be responsible for:

- ~~0. Planning, organizing and developing core safety programs, policies and procedures to meet the University's goals;~~
- ~~0. Ensuring that all injuries, near-miss incidents, and accidents are investigated and reported as required by regulation and this policy;~~
- ~~0. Consulting with administrative heads of programs, and departments on safety needs assessment, program evaluation and safety plan development;~~
- ~~0. Collaboratively monitoring and evaluating safety performance with administrative heads, safety committees and regulatory agencies;~~
- ~~0. Providing information to administrative heads, safety committees and individual employees on safety issues, training opportunities and resources;~~
- ~~0. Advising on the application and interpretation of statutory requirements, the University's safety policies and procedures, and requirements of regulatory agencies;~~
- ~~0. Liaising with Occupational Health and Safety professionals at other universities, companies, WorkSafeBC, government agencies, etc.;~~
- ~~0. Participating in the inspection and discussion of plans for new construction and renovations from the point of view of safety considerations;~~
- ~~0. Taking any and all reasonable actions with available resources to ensure the safety of all members of the University community, including ordering the cessation of any activity which the Safety Officer(s) or Manager of Safety & Emergency Management judge to be unsafe;~~
- ~~0. Consulting with and assisting the Joint Occupational Health and Safety Committee; and~~
- ~~0. Establishing and maintaining a central records system for the University's safety program.~~

24 RELATED POLICIES, LEGISLATION, AND REGULATIONS

POLICY—

1. Respectful Workplace and Harassment Prevention (BRD 17-0)
2. Emergency Management Policy (ADM 23-0 policy number not yet assigned)
3. Biosafety & Biosecurity (ADM 25-0)

Health, & Safety, and Environment



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805 TRU Way
Kamloops, BC V2C 0C8
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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

DRAFT - for consultation purposes

POLICY NUMBER	ADM 05-0
APPROVAL DATE	March 31, 2016
AUTHORITY	President
CATEGORY	Administration
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

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- 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

3.1 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.

3.2 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.

3.3 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;

3.4 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.

3.5 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.

3.6 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.

3.7 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

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