



BMSC Occupational Health and Safety in the Workplace Policy

Purpose

The Western Canadian Universities Marine Sciences Society (WCUMSS) is committed to prioritizing the health and safety of all individuals associated with our operation of the Bamfield Marine Science Centre (BMSC). WCUMSS recognizes the importance of promoting a positive, healthy, and safe working and learning environment for our employees, researchers, students, contractors, visitors and community.

Policy Statement

The Bamfield Marine Science Centre is committed to complying with all applicable local, provincial and federal health and safety regulations, consistent and in alignment with legal requirements and the support and protection of workers' rights.

Procedure

Hazard Identification and Risk Management

We will proactively identify and assess potential hazards associated with our worksite and activities and implement effective controls to mitigate risks and prevent injuries.

Employee Training and Awareness

WCUMSS will invest in training programs to equip our employees with the knowledge and skills necessary to perform their tasks safely and maintain their health. We are committed to continuously improving and reinforcing a health and safety conscious mindset throughout our organization.

Emergency Preparedness and Response

We will develop and maintain robust emergency preparedness plans to ensure a swift and effective response to any unforeseen health and safety incidents. Regular drills and simulations will be conducted to test and improve our emergency response capabilities.

Health and Safety Communication

Open and transparent communication is essential for maintaining a healthy and safe working environment. We will encourage the reporting of health and safety concerns and incidents, ensuring that information flows freely throughout the organization.

Health and Safety Performance and Improvement

Regular audits and reviews will be conducted to identify areas for improvement, and corrective actions will be implemented promptly.

Health and Safety Leadership

Our leadership is committed to providing visible and active support for our health and safety initiatives. Through leading by example, they will inspire a health and safety-first culture at all levels of the organization



These policies will result in an action plan, including the identification of training needs that will be reviewed by the appropriate stakeholders including the Joint Health and Safety Committee (JHSC) and approved by the Leadership Team.

Responsibilities

The internal responsibility system is the underlying philosophy of the occupational health and safety legislation in all Canadian jurisdictions. Its foundation is that everyone in the workplace - both workers and employers - is responsible for his or her own safety and for the safety of co-workers. Employees, researchers, visitors, and contractors are responsible for working in a manner which will not put themselves or others at risk of harm.

Employer

Develop the necessary procedures and guidelines to effectively implement this policy to ensure all reasonably practicable measures are taken to mitigate risks and prevent worksite injuries.

Ensure adequate resources and support are available to implement the appropriate policies, procedures and guidelines.

Ensure an effective quality assurance process is in place to monitor its on-going effectiveness.

Leadership Team

Leaders have a duty to develop and maintain a healthy and safe workplace that promotes transparency, continuous improvement and demonstrates a duty of care to our employees, researchers, students, visitors and community by:

- Leading in a positive way.
- Making health and safety part of decision making.
- Engaging workers.

Leaders will lead by example by incorporating health and safety best practices into the way work is carried out and the context in which work occurs.

Manager/ Supervisors

Managers/Supervisors are responsible for ensuring the health and safety of their workers.

All reports of unsafe conditions, near miss incidents, or injury incidents will be investigated and where appropriate, corrective actions implemented to reduce the likelihood of recurrence.

Where an injury is identified and confirmed by a qualified practitioner, managers/supervisors and employees are to ensure accommodation options are fully explored.

Workers

All workers employed in Canada have the right to a safe work environment. The WorkSafe BC Occupational Health and Safety Regulations entitles all workers to three rights:

1. The right to know about hazards in the workplace. As a worker, you have the right to be informed by the employer of known or likely hazards in the workplace, and to be provided with the information, instructions, education, training, and supervision necessary to protect your health and safety.



2. The right to participate in health and safety activities in the workplace. Workers can provide input on what would make the workplace safe by: participating as a member of the health and safety committee; being a health and safety representative for the workplace when given the opportunity; reporting any concerns whenever you encounter a health and safety matter that could cause harm to your health and safety or the health and safety of your co-workers; making suggestions to the committee or employer on how to make your workplace safe

3. The right to refuse unsafe work. By law, employers are prohibited from penalizing workers for raising a health and safety issue. The right to refuse is normally used when the first two rights fail to ensure your health and safety. Exercising this right is serious and should not be done lightly or as a routine method of solving workplace problems. However, workers should not be afraid to exercise their right to refuse when they believe that the work will endanger their health or safety, or that of others.

All workers are accountable for protecting the health and safety of themselves and their co-workers through adherence to Bamfield Marine Science Centre’s policies and procedures including:

- Actively engaging with and or participating on Joint Health and Safety Committee.
- Completion of all required OHS training elements.
- Reporting of unsafe work or conditions, near miss incidents, injury incidents and accidents in a timely fashion.

Human Resources and Occupational Health and Safety

Take a leadership role to assist the Executive Team, Directors, Managers and Staff in implementing and maintaining an effective health and safety management system.

Ensure regular monitoring, inspections and audits are performed and assist departments as required to eliminate or control health and safety hazards.

Ensure training programs are developed and provided to workers.

References & Resources

- WorkSafe BC
- Canadian Centre for Occupational Health and Safety
- Safetymint.com

EHS Program Document	Approval Authority	Effective Date	Annual Review and Revision Date
OHS 1002	BMSC Director Sean Rogers	September 2024	