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May 22, 2013

Department of Chemical and Biological Engineering

Safety Roles and Responsibilities

For the purpose of this policy the following definitions apply:

“Heads of Units” means Department Head

“Unit’s Health and Safety Program” means Chemical and Biological Engineering Safety (CHBE) Program

“Local Health and Safety Committee (LHSC)” means Chemical and Biological Engineering Safety/Clean Energy Research Centre (CHBE/CERC) Safety Committee

“Supervisors” means a person who instructs, directs and controls workers in the performance of their duties; may include, but not limited to Administrator, Emeritus Professor, Faculty, Graduate Student, Post Doctorate, Primary Investigator, Professor, Researcher, Research Assistant, Research Associate

“Manager” means a person responsible for controlling or administering all or part of a company or similar organization

“Safety Program Administrator (SPA) means Safety Program Officer (SPO)

“Worker” means one who works at a particular occupation or activity

“Student” includes but is not limited to Undergraduates, Graduates, Visitors

ROLES AND RESPONSIBILITIES

Heads of Units:

- Assign responsibility for the development, implementation and maintenance of all elements of the Unit’s Health and Safety Program that includes an effective functioning local Health and Safety Committee.

- Act as or appoint a Safety Program Administrator (SPA) for the unit.
- Select management representatives for the local Health and Safety Committee, as per established Terms of Reference and assign authority to management representatives.
- Provide the Local Health and Safety Committee with the tools and resources to function effectively.
- Ensure that accident and incident investigations are conducted and review the reports.
- Ensure that supervisors and managers are trained and know their responsibilities for preventing or minimizing safety and security risks.
- Monitor the Health and Safety Program for compliance with WorkSafeBC and internal requirements.
- Communicate health and safety action plans, concerns and decisions to respective organizations.
- Review health and safety-related records and statistics at management meetings.
- Ensure that Health and Safety Program reviews are conducted as required.

Safety Program Administrators (SPA):

- Ensure the development, implementation and maintenance of all elements of the Health and Safety Program, including an effectively functioning local Health and Safety Committee.
- Monitor the Health and Safety Program for compliance with WorkSafeBC and internal requirements.
- Attend and participate in all required safety committee and management meetings.
- Review and provide senior management with safety committee meeting minutes and recommendations.
- Provide supervisors with the tools and resources to ensure the success of all elements of this program.
- Communicate safety action plans and recommendations to management and staff.
- Ensure accidents and incidents are investigated and reported. Review these reports.
- Ensure corrective action plans are implemented.
- Develop and monitor procedures for responding to and reporting personal security incidents (workplace violence program) following WorkSafeBC guidelines.
- Ensure that Health and Safety Program Reviews are conducted as required.

Supervisors (Faculty, Managers, Principle Investigators, Technicians, Supervisors, etc.):

- Implement and monitor the Unit's Health and Safety Program in accordance with WorkSafeBC requirements and UBC's Safety Program Policy.
- Instruct, train and monitor employees in safe work practices and workplace violence procedures.
- Develop and implement safe work procedures.
- Communicate health and safety-related information to employees and help implement corrective actions and recommendations.
- Recommend safety and health topics for committee meetings.
- Orient new and transferred employees.
- Hold regular staff meetings.
- Develop, implement and maintain hazard assessment and inspection programs.
- Conduct required regular workplace inspections, special inspections and accident investigations.
- Correct unsafe conditions or practices and ensure hazards are controlled until corrective action is taken.
- Complete proper injury/illness forms and forward copies of reports to the appropriate departments.
- Forward copies of accident/incident investigation reports to the local safety committee and the SPA for review.
- Develop, implement and maintain the Contractor Safety Program.
- Review health and safety records and statistics regularly.

Local Health and Safety Committee Members:


- Hold regular meetings at least once a month for the review of:
 - Reports of current accidents, incidents or illnesses/diseases
 - Remedial action taken or required by the reports of investigations and inspections
 - Other safety and health matters.
- Review and monitor the effectiveness of the unit's Health and Safety Program.
- Make recommendations directly to appropriate supervisor/manager and SPA.
- Assist management in the health and safety program development.
- Function within the set Terms of Reference.
- Post and distribute meeting minutes.
- Conduct formal workplace inspections.
- Assist as required in incident and or accident investigations.

Workers and Students:

- Work in a careful and safe manner.
- Follow departmental safe work procedures and practices, as well as WorkSafeBC requirements.
- Report any real or potential safety/health hazards to the supervisor.
- Actively participate in orientation and training programs, reporting to the supervisors any lack of knowledge needed to perform duties.
- Conduct informal daily inspections of the work area.
- Participate, when required, in scheduled workplace inspections and accident investigations.
- Report all accidents, incidents or near misses to the supervisor.
- Report any real or potential risks of personal security or public safety to the supervisor.
- Cooperate with the Local Health and Safety Committee in the Safety Program Review process.

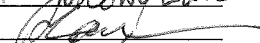
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CHBE Department Head:

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Safety Committee Chair:

Name: Anthony Lau
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Date: 2013/05/22

Revised by Safety Program Officer:

Safety Program Officer:

Name: Ivan Leversage
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Date: May 22, 2013