

6951 Westminster Highway, Richmond, BC  
Mailing Address: PO Box 5350, Vancouver BC, V6B 5L5  
Telephone 604 276-3100 Toll Free 1-888-621-7233 Fax 604 276-3247

The *Workers Compensation Act* requires that the employer must post a copy of this report in a conspicuous place at or near the workplace inspected for at least seven days, or until compliance has been achieved, whichever is the longer period. A copy of this report must also be given to the joint committee or worker health and safety representative, as applicable.

**Inspection Report #201716973087A**

Employer Name	Jobsite Inspected	Scope of Inspection
THE UNIVERSITY OF BRITISH COLUMBIA	UBC Student Housing and Hospitality Services 2075 West Mall Vancouver BC	JHSC meeting

Date of Initiating Inspection	Date of This Inspection	Delivery Date of This Report	Delivery Method
Aug 16, 2017	Aug 16, 2017	Aug 16, 2017	Email

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**THERE ARE ZERO (0) ORDERS OR OTHER ITEMS OUTSTANDING**

<p><b>ACTION MAY STILL BE NECESSARY TO ENSURE COMPLIANCE PLEASE READ FULL REPORT</b></p>
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## INSPECTION NOTES

On August 16, 2017, Prevention Officer L. Gibbins ('the Officer') visited the work site listed above to attend the Joint Health and Safety Committee (JHSC) for Student Housing and Hospitality Services (SHHS).

The Workers Compensation Act (WCA) and the Occupational Health and Safety Regulation (OHSR) were used as a bases for compliance.

The following information was discussed (but not limited to):

### **I. DUTIES AND FUNCTIONS OF JHSC**

It was noted that even though the JHSC is newly formed, the employer and worker representatives worked collaboratively in discussing health and safety issues, developing recommendations and assigning the recommendations to the responsible persons.

Additionally, in reviewing Section 130 of the WCA, the members are aware of their duties and functions and have an understanding that they are a recommending body and not responsible for implementing the recommendations as members of the JHSC.

It was noted by this Officer that the JHSC is meeting the intent of the regulatory requirements found in the WCA.

Refer to Regulation Referenced section for additional information.

### **II. UNSAFE ACT OR CONDITION**

The employer and workers are reminded that there is a regulatory process for reporting an unsafe act or condition.

A worker is required to report the unsafe act or condition to a person (for example, a supervisor) and the supervisor must investigate the issue and correct it without delay when necessary.

If the worker does not believe the unsafe act or condition is remedied, they may inform their JHSC worker representative. The representative may address the issue with the supervisor or bring it to the JHSC's attention.

Refer to Regulation Referenced section for additional information.

### **III. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

A workers is required to provide the following PPE:

- (a) clothing needed for protection against the natural elements,
- (b) general purpose work gloves and appropriate footwear including safety footwear, and
- (c) safety headgear.

An employer must provide all other PPE.

It is important to note that a worker's footwear (safety protective footwear or footwear that is not required to meet Section 8.22(3) of the OHSR) must be appropriate to protect a worker from injury. To determine the appropriate footwear, a risk assessment is performed.

Refer to Regulation Referenced section for additional information.

#### **IV. GENERAL DUTIES - EMPLOYER, WORKERS and SUPERVISORS**

An employer is required to ensure workers are informed, instructed, trained and supervised so that the workers remain safe while performing their job tasks.

Workers are required to follow established safe work procedures implemented by the employer.

Supervisors are required to ensure through supervision, that workers are following safe work procedures.

#### **V. NEW REGULATORY REQUIREMENTS FOR JHSC**

WorkSafeBC's new requirements for the Joint Health and Safety Committees strengthen and expand the role of the joint committees. The new requirements went into effect on April 3, 2017.

The OHS changes are about giving joint committees what they need to be effective — proper training, regular evaluations and a higher level of participation in incident investigations.

The amendments include the following new provisions to the Occupational Health and Safety Regulation:

a) Section 3.26 requires that annual written evaluations are completed to measure the effectiveness of health and safety committees. The evaluation is completed by the co-chairs, the co-chairs designates or a third party identified by the employer.

One way that the JHSC can demonstrate their due diligence is ensuring the meeting minutes reflect the safety issues brought to the JHSC and the decisions made by JHSC on how to address the safety issues. Meeting minutes should document the issue, the discussion, the recommendation(s) or resolution of the issue, the person(s) responsible for implementing the recommendation(s), the expected date of implementing the recommendation(s) and the date when the issue is resolved.

b) Section 3.27 establishes mandatory eight hours minimum training for health and safety committee members and four hours for a worker health and safety representative, in addition to the annual eight hours of educational leave to which they're already entitled.

c) Section 3.28 clarifies the meaning of "participation" by worker and employer representatives in employer incident investigations. Participation by a committee worker representative (or the health and safety representative), along with the employer representative, will now include helping the investigator gather and analyze information, as well as identifying corrective measures.

Resources for the new regulatory requirements are found on WorkSafeBC's website.

#### **VI. PLAN**

The employer will continue to send the JHSC meeting minutes to this Officer for the period of July through December 2017.

At the time of this inspection no violations of the Workers Compensation Act or the Occupational Health and Safety Regulation were cited. This decision relates only to this inspection date and location noted on this inspection report. A follow-up inspection may occur and/or a Notice of Compliance document may be required if order(s) are noted in a future inspection.

Additional information may be found on the WorkSafeBC website:  
<http://www.worksafefbc.com>

Please contact this Officer if you have any questions.



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**INSPECTION REPORT**  
**Worker and Employer Services Division**  
**201716973087A**

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**REFERENCES**

**In addition to any orders, or other items, and the information provided in the Inspection Notes section in this Inspection Report, the officer may discuss other health and safety issues with the employer arising out of the inspection. The information below sets out the health and safety requirements discussed with the employer, and unless otherwise noted, violations of these requirements were not observed.**

Reference	Details Discussed
<p><b>WCA130</b></p> <p>A joint committee has the following duties and functions in relation to its workplace:</p> <ul style="list-style-type: none"> <li>(a) to identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;</li> <li>(b) to consider and expeditiously deal with complaints relating to the health and safety of workers;</li> <li>(c) to consult with workers and the employer on issues related to occupational health and safety and occupational environment;</li> <li>(d) to make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers;</li> <li>(e) to make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with this Part and the regulations and to monitor their effectiveness;</li> <li>(f) to advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;</li> <li>(g) to advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers;</li> <li>(h) to ensure that accident investigations and regular inspections are carried out as required by this Part and the regulations;</li> <li>(i) to participate in inspections, investigations and inquiries as provided in this Part and the regulations;</li> <li>(j) to carry out any other duties and functions prescribed by regulation.</li> </ul>	<p>The JHSC is responsible for identifying, consulting, considering, recommending, participating in inspections and investigations, and advising the employer of health and safety issues.</p>
<p><b>OHS3.10</b></p> <p>Whenever a person observes what appears to be an unsafe or harmful condition or act the person must report it as soon as possible to a supervisor or to the employer, and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay.</p>	<p>A person observing and reporting an unsafe or harmful condition or act is most commonly a worker and, the person who receives the report is responsible for investigating the condition or act.</p>

Reference	Details Discussed
<p><b>OHS8.2(1)(a)</b></p> <p>A worker is responsible for providing clothing needed for protection against the natural elements.</p>	<p>Such clothing includes an outer jacket.</p>
<p><b>OHS8.2(1)(b)</b></p> <p>A worker is responsible for providing general purpose work gloves and appropriate footwear including safety footwear.</p>	<p>Work gloves are normally leather gloves and footwear includes safety footwear as defined Section 8.22(3) of the OHSR. Appropriate footwear may include footwear that covers the worker's toes and heels and is slip resistant.</p>
<p><b>OHS8.2(1)(c)</b></p> <p>A worker is responsible for providing safety headgear.</p>	<p>Safety head gear includes a hard hat</p>
<p><b>OHS8.2(2)</b></p> <p>An employer is responsible for providing, at no cost to the worker, all other items of personal protective equipment required by this Regulation.</p>	<p>Other PPE includes hearing protection, eye protection, facial protection, respiratory protection and high visibility clothing</p>
<p><b>OHS8.2(3)</b></p> <p>If the personal protective equipment provided by the employer causes allergenic or other adverse health effects, the employer must provide appropriate alternate equipment or safe measures.</p>	<p>Alternate equipment may include a different type of glove.</p>
<p><b>OHS8.2(4)</b></p> <p>Nothing in this section precludes or alters an existing or future agreement between a worker or workers and an employer to the effect that the employer will be responsible for the provision, either at no cost or some cost to the worker, of any or all of the items described in Subsection 8.2(1).</p>	<p>An employer may pay part or all of the PPE cost in Section 8.2(1).</p>
<p><b>OHS8.22(2)</b></p> <p>To determine appropriate footwear under subsection (1), the following factors must be considered:</p> <ul style="list-style-type: none"> <li>(a) slipping;</li> <li>(b) tripping;</li> <li>(c) uneven terrain;</li> <li>(d) abrasion;</li> <li>(e) ankle protection and foot support;</li> <li>(f) potential for musculoskeletal injury;</li> <li>(g) crushing potential;</li> <li>(h) temperature extremes;</li> <li>(i) corrosive substances;</li> <li>(j) puncture hazards;</li> <li>(k) electrical shock;</li> <li>(l) any other recognizable hazard.</li> </ul>	<p>A risk assessment may be needed to determine the type of appropriate footwear.</p>

Employer #	Mailing Address	Classification Unit #	Operating Location
11284	C/O WCB CLAIMS ADMINISTRATOR HUMAN RESOURCES 6TH FLOOR 6190 AGRONOMY RD VANCOUVER BC V6T 1Z3	765010	001

Lab Samples Taken	Direct Readings	Results Presented	Sampling Inspection(s)
N	N	N	

Workers onsite during Inspection	Notice of Project Number
1000	

Inspection Report Delivered To	Employer Representative Present During Inspection	Worker Representative Present During Inspection	Labour Organization & Local
Bruce Anderson	JHSC members	JHSC members	CUPE Locals 116, 2278, 2950

WorkSafeBC Officer Conducting Inspection
Laura Gibbins

*Inspection Time	*Travel Time
3.25 hrs	0.75 hrs

\*The time recorded above reflects the inspection time and travel time associated with this inspection report and includes time spent on pre and post-inspection activities. Additional time may be added for subsequent activity.

### Right to Review

**Any employer, worker, owner, supplier, union, or a member of a deceased worker's family directly affected may, within 45 calendar days of the delivery date of this report, in writing, request the Review Division of WorkSafeBC to conduct a review of an order, or the non-issuance of an order, by contacting the Review Division. Employers requiring assistance may contact the Employers' Advisers at 1-800-925-2233.**

WorkSafeBC values your feedback. To obtain that feedback, an external market research provider may be contacting you to complete a survey.