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 #201716973036E

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Jobsite Inspected</th>
<th>Scope of Inspection</th>
</tr>
</thead>
</table>
| THE UNIVERSITY OF BRITISH COLUMBIA | 1866 Main Mall  
Faculty of Arts -  
Greater Vancouver A BC V6T 1Z1 | follow up inspection |

<table>
<thead>
<tr>
<th>Date of Initiating Inspection</th>
<th>Date of This Inspection</th>
<th>Delivery Date of This Report</th>
<th>Delivery Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 11, 2017</td>
<td>Oct 03, 2017</td>
<td>Oct 03, 2017</td>
<td>Email</td>
</tr>
</tbody>
</table>

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

**ACTION MAY STILL BE NECESSARY TO ENSURE COMPLIANCE PLEASE READ FULL REPORT**

### Summary of Orders or other Items

See “Orders/Items – Full Details” section of this Inspection Report for orders/items cited

**Order/Item No.1 ✓**  
**Status:** Complied  
**Cited:** WCA115(2)(e)

### ORDER STATUS LEGEND

<table>
<thead>
<tr>
<th>Order Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>Order Outstanding - Action Required to Achieve Compliance</td>
</tr>
<tr>
<td>Complied</td>
<td>Compliance Achieved - No Further Action Required</td>
</tr>
<tr>
<td>Closed</td>
<td>Order is Closed</td>
</tr>
<tr>
<td>Rescinded</td>
<td>Order has been cancelled – No Further Action Required</td>
</tr>
</tbody>
</table>
INSPECTION NOTES

This was a follow-up inspection to authenticate appropriate compliance with the order noted in Inspection Report #201716973036A.

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

Prevention officers' role is to ensure employers have implemented policies and have an appropriate framework for dealing with bullying and harassment, and that supervisors and workers are meeting their obligations under the Policy. Prevention officers will also ensure that workers with individual complaints about bullying or harassment are referred to appropriate resources at WorkSafeBC for proper assistance guided by each individual’s circumstances.

I. ORDER #1 - Complied

The employer stated in a Notice of Compliance that:

As of Sept 30, 2017, all available employees in the department of Classical, Near Eastern and Religious Studies have received mandated Bullying and Harassment training.

On Sept 6, 2017, a training session was held in conjunction with a TA orientation session. 19 persons were trained at this session.

On Sept 14, 2017, a second session was held at the Department meeting. A majority of those trained were Faculty. 26 persons were trained at this session.

6 additional persons were provided with one on one training.

There are 2 Faculty employees currently on a leave of absence. These employees will be trained upon their return to the department.

The training should include:
- informing workers of the policy statement and the steps taken;
- training supervisors and workers on the employer's policy and procedures, and how to recognize, respond to, and report B&H; and
- apply and comply with the employer's policies and procedures on bullying and harassment.

The employer is reminded that all workers must be knowledgeable regarding the employer's policies and procedures on bullying and harassment.

Additional information may be found on the WorkSafeBC website:
http://www.worksafebc.com

Please contact this Officer if you have any questions.

Laura Gibbins, CRSP, BScN
Occupational Safety Officer
PO Box 5350 Stn Terminal
Vancouver, B.C. V6B 5L5
Phone: 604-244-6479
Fax: 604-231-8662
E-mail: laura.gibbins@worksafebc.com
### ORDERS/ITEMS

An employer who fails to comply with Part 3 of the *Workers Compensation Act*, the Occupational Health & Safety Regulation, or WorkSafeBC orders may be subject to monetary or other sanctions as prescribed by the *Workers Compensation Act*.

<table>
<thead>
<tr>
<th>Order/Item No.</th>
<th>Status</th>
<th>Cited</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Complied</strong></td>
<td>WCA115(2)(e)</td>
</tr>
</tbody>
</table>

#### Progress towards compliance:

**Oct 03, 2017** - The employer submitted a Notice of Compliance (date: October 2, 2017) that stated the following compliance action:

>'As of Sept 30, 2017, all available employees in the department of Classical, Near Eastern and Religious Studies have received mandated Bullying and Harassment training.'

**Aug 22, 2017** - The employer submitted a Notice of Compliance in an email (date: August 22, 2017) that stated the following actions and the estimated date of compliance:

*The information remains the same except for two updates.*

1. The UHSC did review the IR on Jun 27, 2017
2. The affected department has confirmed that a B&H refresher training session is anticipated to be scheduled on or before Sept 30, 2017. This is to allow for faculty and staff currently away for the summer months to return from vacation or other leaves of absence.

Pursuant to section 194 (1) of the *Workers Compensation Act*, the employer must prepare a Notice of Compliance report. In accordance with section 194 (2), this report must detail what has been done to comply with the order, and where compliance has not been achieved by the time the report has been submitted, include a plan of what will be done to comply and when compliance will be achieved. Please submit the report no later than October 2, 2017.
Orders/Items - Full Details

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 22, 2017</td>
<td>The employer submitted a Notice of Compliance (date: June 16, 2017) that stated the following information with an estimated date of compliance:</td>
</tr>
</tbody>
</table>

‘Actions taken to comply and the estimated date of compliance:

On May 17, 2017, the employer reviewed all training records related to bullying and harassment training. The employer has determined that all current employees within the department of Classical, Near Eastern and Religious Studies have received mandated training.

All new employee are required to complete training either through in person or online training sessions and produce their certificate of completion to their supervisor.

With a majority of staff currently away for the summer months (faculty professors and graduate students), it is expected all department employees will have documented refresher training by September 30, 2017.’

Pursuant to section 194 (1) of the Workers Compensation Act, the employer must prepare a Notice of Compliance report. In accordance with section 194 (2), this report must detail what has been done to comply with the order, and where compliance has not been achieved by the time the report has been submitted, include a plan of what will be done to comply and when compliance will be achieved. Please submit the report no later than August 22, 2017.

May 15, 2017 - The employer stated in a meeting (date: May 15, 2017) that they are moving towards compliance of this order.

Pursuant to section 194 (1) of the Workers Compensation Act, the employer must prepare a Notice of Compliance report. In accordance with section 194 (2), this report must detail what has been done to comply with the order, and where compliance has not been achieved by the time the report has been submitted, include a plan of what will be done to comply and when compliance will be achieved. Please submit the report no later than June 16, 2017.

Initiating order:

Apr 11, 2017 - Workers were unable to provide information regarding the reporting procedure for incidents or allegations of workplace bullying and harassment.

This is in contravention of the Workers Compensation Act Section 115 (2)(e).

An employer must provide to the employer's workers the information, instruction, training and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace.

Measures to Ensure Compliance:

The employer will provide evidence that the workers are knowledgeable regarding the reporting procedure.
<table>
<thead>
<tr>
<th>Employer #</th>
<th>Mailing Address</th>
<th>Classification Unit #</th>
<th>Operating Location</th>
</tr>
</thead>
</table>
| 11284      | C/O WCB CLAIMS ADMINISTRATOR  
HUMAN RESOURCES  
6TH FLOOR 6190 AGRONOMY RD  
VANCOUVER BC V6T 1Z3 | 765010              | 001                |

<table>
<thead>
<tr>
<th>Lab Samples Taken</th>
<th>Direct Readings</th>
<th>Results Presented</th>
<th>Sampling Inspection(s)</th>
<th>Workers onsite during Inspection</th>
<th>Notice of Project Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspection Report Delivered To</th>
<th>Employer Representative Present During Inspection</th>
<th>Worker Representative Present During Inspection</th>
<th>Labour Organization &amp; Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andra McKay</td>
<td>Tariq Din</td>
<td>Not Available</td>
<td>CUPE locals116, 2278, 2950, BCGEU</td>
</tr>
</tbody>
</table>

**WorkSafeBC Officer Conducting Inspection**

Laura Gibbins

<table>
<thead>
<tr>
<th>*Inspection Time</th>
<th>*Travel Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00 hrs</td>
<td>0.00 hrs</td>
</tr>
</tbody>
</table>

*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.