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 #201715757090A**

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Jobsite Inspected</th>
<th>Scope of Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE UNIVERSITY OF BRITISH COLUMBIA</td>
<td>Classical, Near Eastern and Religious Studies Vancouver BC V6T 1Z3</td>
<td>Bullying and Harassment - Procedural Review</td>
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</tbody>
</table>

<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>
</table>

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

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

This inspection was carried out to review workplace compliance with Board Policy D3-115-2, issued with respect to the Workers Compensation Act Part 3, Division 3, Section 115, for the prevention of bullying and harassment in the workplace.

I was assigned to review regulatory matters pertaining to bullying and harassment prevention in the workplace. On October 19, 2017, I had discussions with the employer representative, Education Programs Planning Advisor, with regards to matters of compliance pertaining to the Workers Compensation Act (WCA).

BACKGROUND:

Effective November 1, 2013, Policy D3-115-2 defines bullying and harassment as:
“(a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but (b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.”

This Policy also establishes an employer's duty to take reasonable steps to address the hazard of bullying and harassment.

REVIEW OF A SPECIFIC COMPLAINT:

I spoke to the employer as a result of a specific complaint.

(1) ACTION REQUIRED:

The employer representative was asked to provide me with a procedural executive summary of the investigation into this worker's complaint, including details of the process followed, timelines, findings and recommendations.

The requested information must be submitted by November 20, 2017, using the Confidential Document Upload Link, sent by email to the employer representative, inclusive of a copy of this inspection report. (email address: steve.grenzberg@worksafebc.com)

Employer Policy and Procedures - Bullying and Harassment Prevention:

(2) ACTION REQUIRED:

The employer representative was asked for and agreed to provide by return email, copies of the employer's policy statement, reporting and investigation procedures for bullying and harassment prevention in the workplace.

These documents can be submitted by email to steve.grenzberg@worksafebc.com.

Officer Contact Information:

Steve Grenzberg
Occupational Safety Officer
WorkSafeBC, Prevention Field Services
Vancouver/Richmond/Delta Regional Office
6951 Westminster Highway
Richmond, B.C.

Ph. 604-244-6466
Fax. 604-231-8662
steve.grenzberg@worksafebc.com
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.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Details Discussed</th>
</tr>
</thead>
</table>
| WCA115(1) | Every employer must ensure the health and safety of:  
(i) all workers working for that employer, and  
(ii) any other workers present at a workplace at which that employer's work is being carried out, and  
(b) comply with this Part, the regulations and any applicable orders. |

**Law and Regulation:**

**Bullying and Harassment Prevention:**

The Workers Compensation Act explains the rights and responsibilities of employers and workers as they relate to workplace health and safety. These obligations include preventing and addressing workplace bullying and harassment, which are outlined in WorkSafeBC Occupational Health and Safety policies D3-115-2, D3-116-1, D3-117-2.
**Inspection Report**

**Worker and Employer Services Division**

**201715757090A**

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

<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>
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</thead>
<tbody>
<tr>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
<td>101</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>Paul Wong</td>
<td>Paul Wong</td>
<td>Not Applicable</td>
<td>CUPE Locals 116, 2278, 2950, BCGEU</td>
</tr>
</tbody>
</table>

**WorkSafeBC Officer Conducting Inspection**

Steve Grenzberg

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*Inspection Time | *Travel Time
---|---
2.50 hrs | 0.00 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.