



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

## INSPECTION REPORT

Worker and Employer Services Division

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.

A revised version of the *Workers Compensation Act* took effect on April 6, 2020. The B.C. government's revisions aim to make the Act easier to read and understand, and to reorganize the numbering to make laws easier to find. The revisions make no changes to B.C.'s laws concerning workers' compensation, occupational health and safety, and employers' assessment premiums. Please be aware there may be a transitional period where correspondence from WorkSafeBC may include references to either the previous Act or the revised Act. For more information, visit [www.worksafebc.com/WCA2019](http://www.worksafebc.com/WCA2019) or call the Prevention Information Line at 604.276.3100, or toll free within BC at 1.888.621.7233 (SAFE).

### Inspection Report #202318823084A

| Employer Name                      | Jobsite Inspected                                                       | Scope of Inspection                                  |
|------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------|
| THE UNIVERSITY OF BRITISH COLUMBIA | Human Resources<br>c/o WCB Claims Administrator<br>Vancouver BC V6T 1Z3 | Bullying & Harassment - Policy, Procedures, Training |

| Date of Initiating Inspection | Date of This Inspection | Delivery Date of This Report | Delivery Method |
|-------------------------------|-------------------------|------------------------------|-----------------|
| Aug 14, 2023                  | Aug 14, 2023            | Aug 17, 2023                 | Email           |

THERE ARE ZERO (0) ORDERS OR OTHER ITEMS OUTSTANDING

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

### INSPECTION NOTES

WorkSafeBC jurisdiction under Prevention Policy Item P2-21-2, Employer Duties - Workplace Bullying and Harassment, is to ensure that employers take reasonable steps to prevent where possible, or otherwise minimize, workplace bullying and harassment. This includes ensuring policy, procedures and training supporting the prevention of workplace bullying and harassment are in place.

I have reviewed the employer's policies, procedures, and training relating to bullying and harassment that were in place at the time of this inspection.

The employer has provided evidence that they have developed compliant policy, procedures and training meeting steps listed in Prevention Policy Item P2-21-2. Specifically, the employer demonstrated that it:

- (a) developing a policy statement with respect to workplace bullying and harassment not being acceptable or tolerated;
- (b) taking steps to prevent where possible, or otherwise minimize, workplace bullying and harassment;
- (c) developing and implementing procedures for workers to report incidents or complaints of workplace bullying and harassment including how, when and to whom a worker should report incidents or complaints. Included must be procedures for a worker to report if the employer, supervisor or person acting on behalf of the employer, is the alleged bully and harasser;
- (d) developing and implementing procedures for how the employer will deal with incidents or complaints of workplace bullying and harassment including:
  - i. how and when investigations will be conducted;
  - ii. what will be included in the investigation;
  - iii. roles and responsibilities of employers, supervisors, workers and others;
  - iv. follow-up to the investigation (description of corrective actions, timeframe, dealing with adverse symptoms, etc.); and
  - v. record keeping requirements;
- (e) informing workers of the policy statement in (a) and the steps taken in (b);
- (f) training supervisors and workers on:
  - i. recognizing the potential for bullying and harassment;
  - ii. responding to bullying and harassment; and
  - iii. procedures for reporting, and how the employer will deal with incidents or complaints of bullying and harassment in (c) and (d) respectively;
- (g) annually reviewing (a), (b), (c), and (d);

The employer's bullying and harassment policies, procedures, and training are in compliance with WorkSafeBC policy.

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If you have any questions with regards to any part of the inspection or this report, please do not hesitate to contact me at:

**John Gottschalk, CRSP - Occupational Safety Officer - Regional Services - Richmond B.C.**  
**Prevention Field Services**  
**Office: 604-276-5142 | | john.gottschalk@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.

| Reference                                                                                                                                                                                                                                                                                        | Details Discussed                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>WCA21(1)(a)</b><br><br>Every employer must ensure the health and safety of all workers working for that employer, and any other workers present at a workplace at which that employer's work is being carried out.                                                                            | Discussed in relation to the employer's responsibility to take steps to prevent or minimize bullying and harassment, including implementing a policy and procedures which are reviewed at least annually, as per policy P2-21-2. |
| <b>WCA21(2)(e)</b><br><br>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. | Discussed in relation to the employer's responsibility to provide training to workers on workplace bullying and harassment and the policy and procedures in place to prevent or minimize it, as per policy P2-21-2.              |

| Employer # | Mailing Address                                                                                            | Classification Unit # | Operating Location |
|------------|------------------------------------------------------------------------------------------------------------|-----------------------|--------------------|
| 11284      | C/O BRUCE ANDERSON<br>DONALD RIX BUILDING<br>2389 HEALTH SCIENCES MALL<br>ROOM 336<br>VANCOUVER BC V6T 1Z3 | 765010                | 223                |

| Lab Samples Taken | Direct Readings | Results Presented | Sampling Inspection(s) | Workers onsite during Inspection | Notice of Project Number |
|-------------------|-----------------|-------------------|------------------------|----------------------------------|--------------------------|
| N                 | N               | N                 |                        | 100                              |                          |

| Inspection Report Delivered To | Employer Representative Present During Inspection | Worker Representative Present During Inspection | Labour Organization & Local |
|--------------------------------|---------------------------------------------------|-------------------------------------------------|-----------------------------|
| David Sandoe                   | David Sandoe                                      | Not Applicable                                  | CUPE 116                    |

| WorkSafeBC Officer Conducting Inspection | Contact Details       |                                       |
|------------------------------------------|-----------------------|---------------------------------------|
| John Gottschalk                          | Phone: (604) 276-5142 | Email: John.Gottschalk@worksafebc.com |

| Inspection Time* | Travel Time* |
|------------------|--------------|
| 0.75 hrs         | 0 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.

### Request a 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 Office at 1-800-925-2233.

To submit a request online, visit <https://www.worksafebc.com/en/review-appeal/submit-request>

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

WorkSafeBC's online services provide employers with tools to view information and to complete a variety of transactions with us in an easy, fast, and secure way. Through an online services account, you can view and download your inspection reports and compliance agreements, submit Employer Incident Investigation Reports, view your Health & Safety Planning Tool Kit, and more. Visit [worksafebc.com](https://www.worksafebc.com) to log in or create an account.