

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

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 #202516973031A		
Employer Name	Jobsite Inspected	Scope of Inspection
THE UNIVERSITY OF BRITISH COLUMBIA	6394 Stores Road UBC Greenhouse Vancouver BC V6T 1Z4	meeting - report of unsafe procedure

Date of Initiating Inspection	Date of This Inspection	Delivery Date of This Report	Delivery Method
Feb 21, 2025	Feb 21, 2025	Mar 17, 2025	Email

THERE ARE ZERO (0) ORDERS OR OTHER ITEMS OUTSTANDING

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

INSPECTION NOTES

March 11, 2025

It has recently come to my attention that IR202516973031A issued on February 21, 2025 contained incorrect inspection dates. This inspection report has been amended to correct these dates and has a new delivery date of March 17, 2025. Please ensure this version of the inspection report posted.

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On February 21, 2025, prevention officer L. Gibbins met with four employer representatives (employer) and a worker regarding a report of an unsafe procedure. The *Workers Compensation Act* and the Occupational Health and Safety Regulation were used as a bases for compliance.

The following information was discussed or provides additional information related to the Act and Regulation:

I. REPORT OF UNSAFE CONDITION (procedure)

a) Unsafe Procedure

On February 19, 2025, a worker notified this officer that they had reported an unsafe procedure to their employer. From February 19 to 20, this officer spoke by phone, to the employer regarding the report of an unsafe procedure and steps taken to investigate the reported issue.

On February 21, this officer met with the employer and the worker to review section 3.10 of the Regulation as it relates to the report of an unsafe procedure. Further, the officer reviewed with the employer, steps taken to investigate the reported unsafe procedure and any necessary corrective action taken without delay.

The task reported as an unsafe procedure, required the worker to remove glass panes or parts of glass panes from a height of more than ten feet. The worker used a ten foot step ladder to remove some glass panes; however, the top most glass pane remained in place. Further, the worker had to carry the glass panes down the ladder to grade.

Upon review of the unsafe procedure with the employer, it was determined, based on the nature of the task and the height required for the worker to remove the glass panes, that a work platform, as noted in sections 13.6(1) and (2) of the Regulation, would have been a more suitable and safer type of equipment for the worker to use.

The employer stated that a third party would use a work platform to complete the task.

b) Assessing hazards

This employer has a job assessment system as it pertains to hazard identification and control. A *Level 1 Assessment* addresses *Job Safety* issues known for general tasks performed by a worker. A *Level 2 Assessment* addresses *Hazard Identification & Assessment* for tasks that *'...are non routine work e.g. projects, unfamiliar spaces/tools/equipment/scenario) that are not covered by the Job Safety Review.*

The Act and Regulation are silent on how an employer communicates health and safety information (e.g. hazard assessments and controls) to their workers; however, the employer must ensure is accordance to section 21(2)(e), that workers are provided with information, instruction, training and supervisor necessary to ensure their health and safety in carrying out their work.

c) Section 3.10 of the Regulation

Section 3.10 of the Regulation states the following:

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.

The Act and Regulation are silent on how a person (e.g. a worker) reports an unsafe procedure to a supervisor or the employer; however, the person receiving the report, must investigate it as required in section 3.10 of the Regulation.

II. GENERAL DUTIES - Employer, Workers and Supervisors

The following is a summary of the general duties found in sections 21 to 23 of the Act:

- a) The employer is responsible for ensuring the health and safety of all workers working for the employer and for complying with the OHS provisions and the Regulation. One of the employer's general duties is to ensure workers are provided with information, instruction, training and supervision 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.
- b) Workers are responsible for taking reasonable care to ensure their own health and safety, and the health and safety of other persons who may be affected by their work. They are not permitted to deviate from or refuse to follow established safe work procedures that are required by the Regulation. They are required to report to the supervisor or employer any contravention of the OHS provisions, the regulations or an applicable order of which the worker is aware of.
- c) A supervisor must have knowledge regarding their general duties and how to implement such duties. If a supervisor is not knowledgeable of their legal responsibilities (e.g. foreseeable hazards), they may be unable carry out their role as a supervisor in addressing the regulatory requirements found in the Act and Regulation. This lack of knowledge may place a worker at risk of injury. The employer must ensure that a supervisor assigned to the worker, has the required knowledge.

III. NEXT STEPS

The employer stated they would work with the worker to complete a Level 2 Assessment (*Hazard Identification & Assessment*) prior to starting any task that is non routine or may present additional risk to the worker where the Level 1 Assessment does not address. Further, the employer stated they would ensure that any reported unsafe procedure or condition, would be investigated and corrected immediately where necessary. Lastly, the employer stated workers who are not trained to perform specific tasks (e.g. glazing tasks) would not be assigned to complete the tasks.

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
WorkSafeBC - Prevention Field Services
Phone: 604-244-6479
E-mail: laura.gibbins@worksafebc.com

To report a serious accident/incident call 604.276.3100 or 1.888.621.7233 toll-free within B.C. To report after hours health and safety emergencies call 1.866.922.4357.

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
OHS3.10 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.	Discuss with employer
OHS13.6(1) If work cannot be done from a ladder without hazard to a worker, a work platform must be provided.	Discussed with employer
OHS13.6(2) A worker must not carry up or down a ladder, heavy or bulky objects or any other objects which may make ascent or descent unsafe.	Discussed with employer
WCA21(1)(a)(i) Every employer must ensure the health and safety of all workers working for that employer.	Discuss with employer
WCA21(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.	Discuss with employer
WCA22(2)(e)(i) A worker must report to the supervisor or employer any contravention of the OHS provisions, the regulations or an applicable order of which the worker is aware.	Discuss with employer
WCA23(2)(a)(i) A supervisor must ensure that the workers under the supervisor's direct supervision are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work.	Discuss with employer

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Reference	Details Discussed
WCA23(2)(a)(ii) A supervisor must ensure that the workers under his or her direct supervision comply with the OHS provisions, the regulations and any applicable orders.	Discuss with employer

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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	002

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

Workers onsite during Inspection	Notice of Project Number
5	

Inspection Report Delivered To	Employer Representative Present During Inspection	Worker Representative Present During Inspection	Labour Organization & Local
Mike Paley	Mike Paley	Graeme Stott	CUPE

WorkSafeBC Officer Conducting Inspection
Laura Gibbins

*Inspection Time	*Travel Time
7.00 hrs	1.00 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.

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.