

 <p>Capilano Students' Union</p>	Policy No.	Approval Authority
	HR-01	Board of Directors
	Policy Name	Approval Date
	Health and Safety Policy	April 7, 2017
	Responsible	Scheduled Review
	Executive Director	April 2019

Purpose

The Capilano Students' Union (CSU) is committed to making its workplace a safe and healthy environment. To achieve this, the CSU will establish and maintain an occupational health and safety program designed to prevent injuries and disease. The employer is responsible for providing workers with adequate instruction in health and safety, and for addressing unsafe situations in a timely, effective manner. All workers and contractors are required to work safely, and to know and follow the CSU's guidelines for safe work procedures.

Scope

This policy applies to all managers, workers, supervisors, directors, and volunteers.

Principles

The Capilano Students' Union shall be guided by the following principles in the development, implementation, and maintenance of a comprehensive occupational health and safety program:

1. **Compliance.** The CSU shall comply with the *Workers Compensation Act*, the *Occupational Health and Safety Regulation*, and applicable health and safety legislation.
2. **Resources.** The CSU shall ensure the provision of appropriate resources and support suited to the maintenance and delivery of an effective health and safety program.
3. **Responsibility.** The CSU shall set out core health and safety duties of managers, supervisors, workers, directors, and volunteers, and ensure that workers receive the information, training, instruction, and supervision necessary to ensure the health and safety of employees at the workplace in carrying out the work of the Society.
4. **Accountability.** Employees found to be in violation of this policy may be subject to disciplinary action, up to and including dismissal from the CSU, in accordance with the terms and conditions of the collective agreement, if applicable.

Responsibilities

Employer

The board, collectively, and the executive director have the duty to do each of the following:

- Ensure the health and safety of all workers at the CSU
- Comply with the *Workers Compensation Act* and the *OHS Regulation*
- Remedy any workplace conditions that pose hazards to workers' health and safety
- Ensure workers are made aware of reasonably foreseeable hazards
- Ensure workers are comply with the *Workers Compensation Act* and *OHS Regulation*
- Ensure workers are aware of health and safety rights and duties
- Establish an occupational health and safety policy and program

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- Provide and maintain any required personal protective equipment
- Ensure workers receive training and supervision to work safely and healthily
- Ensure the Act and the Regulation are available to workers
- Work cooperatively and consultatively with the workers health and safety representative
- Cooperate with WorkSafeBC and its board members and officers

Workers

The executive director, support staff, and resource staff have the duty to do each of the following:

- Take reasonable care to protect health and safety of themselves, colleagues, and public
- Comply with the *Workers Compensation Act* and the *OHS Regulation*
- Work in accordance with the CSU's established health and safety program
- Use or wear personal protective equipment where provided by the employer
- Do not engage in horseplay or other unsafe conduct that could endanger anyone
- Ensure that they are not impaired by alcohol, drugs, or other causes
- Report to management or a supervisor any hazards or missing protective equipment
- Work cooperatively and consultatively with the workers health and safety representative
- Cooperate with WorkSafeBC and its board members and officers

Supervisors

The executive director and resource staff, as supervisors, have the following duties:

- Ensure the health and safety of workers under their supervision
- Be knowledgeable about the *Workers Compensation Act* and the *OHS Regulation*
- Comply with the Act and the Regulation
- Ensure workers under their supervision are made aware of foreseeable hazards
- Ensure workers under their supervision comply with the Act and the Regulation
- Work cooperatively and consultatively with the workers health and safety representative
- Cooperate with WorkSafeBC and its board members and officers

Directors

The directors – i.e., individual board members – have the duty to ensure that the CSU complies with the *Workers Compensation Act* and the *Occupational Health and Safety Regulation*.

Volunteers

All volunteers – i.e., executives, board members, committee members, and members who volunteer at CSU events and activities through the volunteer service – have the following duties:

- Take reasonable care to protect health and safety of themselves, colleagues, and public
- Attend volunteer health and safety training sessions provided by the CSU
- Follow any health and safety rules or guidelines communicated by CSU officials
- Use or wear personal protective equipment provided by the CSU

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Delegation

The board delegates the administration of this policy, and the authority to create health and safety procedures and programs to support and advance this policy, to the executive director.

Review and Monitoring

This policy must be reviewed by the executive committee on at least an annual basis. The executive committee is responsible for monitoring the organization's adherence to this policy.

Related Laws, Policies, and Procedures

- [Workers Compensation Act](#) (WorkSafeBC)
- [Occupational Health and Safety Regulation](#) (WorkSafeBC)
- [Health and Safety Procedures](#) (Capilano Students' Union)

Endorsement

Christopher Girodat
Executive Director

Perry Safari
VP Finance & Services