

DDCEFA

***SPECIAL TOPICS
MEETING:***

Health & Safety

AGENDA

- Orientation Training
- Employee OH&S Resources
- Refusal of Unsafe Work Process
- Joint Occupational Health & Safety Committees
- Incident Reporting
- Bullying & Harassment
- Health and Welfare Benefits
- Questions

Orientation Training

QUESTION: The reason why employers provide orientation training to new employees is to aid the socialization process and to provide basic information about the workplace strategic plan and key personnel.

TRUE OR FALSE

FALSE

Orientation / Training

The primary purpose of employee orientation training is to relay safety related information. Employers have a legal duty of care to provide safety training prior to introducing an employee into a workplace. Existing employees must undergo orientation training when they are relocated to a new work site.

Orientation Training

Employers must provide orientation must:

- 1) Be offered to New Employees
- 2) Be offered to Existing Employees who are relocated to new work environment
- 3) Include Safety Related topics such as
 - a) the site safety plan,
 - b) the emergency evacuation plan,
 - c) first aid procedures,
 - d) workplace hazards, and
 - e) any other pertinent safety measures.



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5.06 General Conditions of Appointment

b. Orientation of New Faculty

Article 8 – WORKING CONDITIONS

8.01 Normal Duties

8.02 Contact Hours

8.03 Workday

Letter of Understanding #3 FACULTY WORKING IN JOINT INTERNATIONAL (CREDIT) PROJECTS

EMERGENCY AND/OR EMERGENCY EVACUATION
ORIENTATION

WHITE PAGES

6.3.4 Rights for Registrants

Orientation/Training

ARTICLE 14 - INTERNATIONAL EDUCATION

Emergencies and Emergency Evacuation

Orientation and Return

Employee OH&S Resources

Occupational Health & Safety

- > Accident and Injury Reporting / Investigation
- > Bullying in the Workplace
- > Emergency Procedures
- > Ergonomics
- > First Aid
- > Health & Safety Promotion
- > Health & Safety Training
- > Heat Stress Guide
- > Joint Occupational Health and Safety Committees
- > New Employee Orientation
- > Occupational Health & Safety
- > Safety, Security and Risk Management Resources
- > Scent Awareness on Campus
- > Smoke-Free Campuses / Work Sites
- > WHMIS
- > Working Alone
- > Workplace Specific Items

Links



Policies and SOPs



Joint Occupational Health & Safety Committees & Meeting Minutes

JOHSC New Westminster/ Anvil Committee

JOHSC New Westminster/ Anvil Minutes



FINAL NW and ANVIL OHS Oct. 2021 Minutes



FINAL NW and ANVIL OHS Sep 2021 Minutes



FINAL NW and ANVIL OHS Aug 2021 Minutes



FINAL NW and ANVIL OHS Jul 2021 Minutes



FINAL NW and ANVIL OHS Jun 2021 Minutes

Refusal to Perform Unsafe Work

QUESTION: If employees have "reasonable cause" to believe that work is unsafe, they have the right under British Columbia Occupational Health and Safety legislation to refuse to perform the work.

TRUE OR FALSE

TRUE

Refusing Unsafe Work

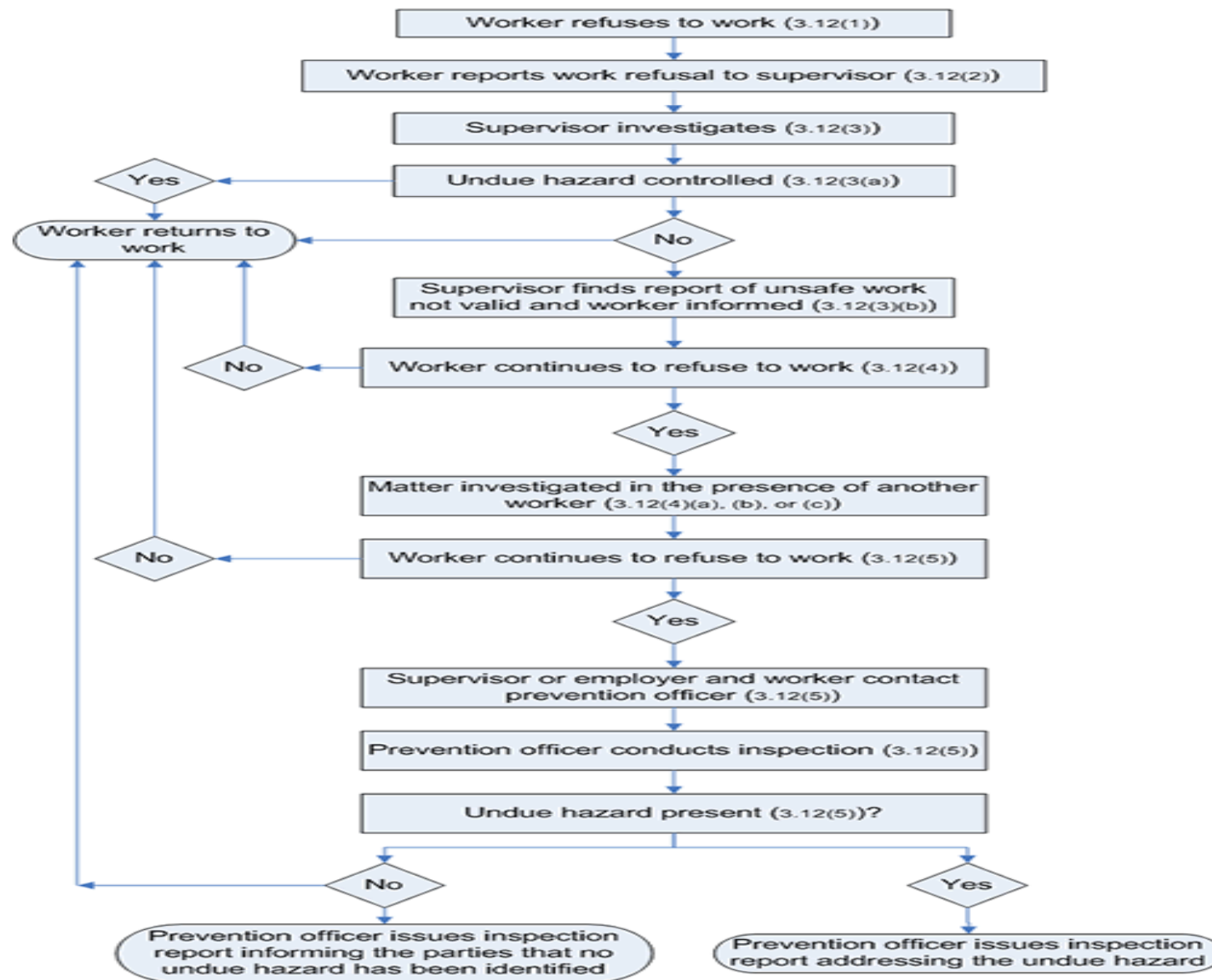
Workers have the right to refuse unsafe work. If you have reasonable cause to believe that performing a job or task puts you or someone else at risk, you must not perform the job or task.

Worker must be able to demonstrate safety risk.

SOURCE: <https://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities/refusing-unsafe-work>

Refusal to Perform Unsafe Work

Flowchart for Regulation Guideline 3.12



Joint Occupational Health and Safety (JOH&S) Committees

QUESTION: The membership composition of Occupational Health and Safety Committees may include more 'managers' than 'workers.'

TRUE OR FALSE

FALSE

Joint Occupational Health & Safety Committees

In British Columbia, any employer that has 20 or more employees, must form an Occupational Health and Safety Committee that consist of >50% workers, <50% managers.

SOURCE: Dessler, G & Chhinzer, N. (2021) Human Resource Management in Canada, Pearson Canada.

Joint Occupational Health and Safety (JOH&S) Committees

Duties of JOH&S

- Perform regular workplace inspections – safety hazard identification
- Perform accident investigations
- Control safety hazards and remediation recommendation
- Investigate employee complaints and accident investigations, and make recommendations to management to prevent future related incidents
- Disseminate health & safety info**

**All employees must be able to access the past 3 months of Health & Safety Meeting Minutes



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10.08 Health and Safety

- a. Faculty Representatives on the College Health and Safety Committees

Incident Reporting

QUESTION: BC Employer are only required to report serious injuries to WorkSafe BC?

TRUE OR FALSE

FALSE

Reporting ALL Incidents

Employers are required to report ALL incidents that result in medical attention (non-first aid attendant) and/or lost time. Serious incidents must be reported 'immediate,' while incidents that result in missed work, or medical attention must be reported within '3 days of the incident.' Not reporting an injury is an offence under the Worker's Compensation Act and can result in fines.

SOURCE:

<https://www.worksafebc.com/en/claims/report-workplace-injury-illness/how-employers-report-workplace-injury-illness>

Incident Reporting

- Conflict including Harassment & Bullying Reporting

DCFA Ombudsperson (dcfa.ombuds@gmail.com)
Responsible Administrator / Human Resources

- Injury or Violent Incident Reporting

TO SUMMON FIRST AID:

Douglas College Coquitlam Campus 1240 & 1250 Pinetree Way	Douglas College New Westminster Campus 700 Royal Avenue	Douglas College Anvil Office Tower 11 - 8th Street
Call local 2400 , from a College landline. This is the College's internal emergency phone number, OR	Call local 2400 , from a College landline. This is the College's internal emergency phone number, OR	Call local 2400 , from a College landline. This is the College's internal emergency phone number, OR
Call Coquitlam Campus Security from your cell phone: 604-777-6254 , OR	Call New Westminster Security from your cell phone: 604-527-5405 , OR	Call Douglas College Anvil Office Tower Security from your cell phone: 604-777-6666 OR
Go to the Coquitlam Campus Security kiosk at Level 1, Building A/B Atrium	Go to the New Westminster Campus Security kiosk at Level 2, Concourse	Go to the Douglas College Anvil Office Tower Security kiosk on the 6 th Floor



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10.04 Harassment Complaints

b. Harassment Advisors

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2.3.1 Local Informal Processes

Harassment (Definition in DCFA & Common Agreement)

QUESTION: The Douglas College Collective Agreement and the Common Agreement outline the processes to administer Harassment and Bullying incidents.

TRUE OR FALSE

FALSE

DC Collective Agreement & Common Agreement

The DC collective agreement Article 10.04 and Common Agreement Article 2 outline the processes to administer harassment that is related to 'discrimination' on prohibited grounds per Human Rights legislation. These articles do not relate to the administration of any other type of harassment and bullying.

Harassment (Definition in DCFA & Common Agreement)

Harassment is a form of discrimination that adversely affects the recipient on one or more of the prohibited grounds under the BC Human Rights Code [R.S.B.C. 1996 c.210].



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10.04 Harassment Complaints

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ARTICLE 2 - HARASSMENT

Prohibited Grounds of Discrimination	
Ancestry or place of origin	
Race	Political belief
Colour	Association
Creed or religion	Source of income
Sex	Social condition or origin
Marital status	Language
Age	Pardoned conviction
Mental & physical disability	Record of criminal conviction
Sexual orientation	Assignment, attachment, or seizure of pay
National or ethnic origin	
Family status	

Harassment & Bullying (Conventional Definition - WorkSafe)

QUESTION: Bullying and harassment are defined as an occupational hazard under the BC Occupational Health and Safety Act, and thereby are treated the same as a bodily injury?

TRUE OR FALSE

TRUE

Harassment & Bullying

In 2013, the BC Occupational Health and Safety Act was updated to include Harassment and Bullying as an occupational hazard. All BC employers are required to address harassment/bullying and bodily injuries with the same processes.

SOURCE:

<https://www.worksafebc.com/en/claims/report-workplace-injury-illness/how-employers-report-workplace-injury-illness>

Harassment & Bullying (Conventional Definition - WorkSafe)

Unwelcome behavior that demeans, humiliates or embarrasses a person and that a reasonable person should have known would be unwelcome.

EMPLOYER RESPONSIBILITIES

Employers in B.C. are required to take all reasonable steps to prevent/minimize workplace bullying and harassment. These steps include:

- Developing a policy statement that workplace bullying and harassment is not acceptable, and informing workers of the statement.
- Developing and implementing procedures for workers to report incidents or complaints of bullying and harassment.
- Developing and implementing procedures for how the employer will deal with incidents or complaints of workplace bullying and harassment, including how and when investigations will be conducted.
- Informing and training workers and supervisors.
- Annually reviewing the policy statement and procedures for reporting and dealing with incidents and complaints.

<https://www.worksafebc.com/en/resources/about-us/news-and-events/backgrounders/bullying-harassment>

Health & Welfare Benefits



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Article 16 – HEALTH AND WELFARE BENEFITS

- 16.01 Extended Health Benefits
- 16.02 Dental Plan
- 16.04 Group Life Insurance and Accidental Death and Dismemberment
- 16.05 Sick Leave
- 16.06 Long Term Disability
- 16.07 Pension Plan Provisions (College Pension Plan)
- 16.08 Contract Faculty Benefits

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ARTICLE 7 - LEAVES

ARTICLE 8 - PARENTAL LEAVE

ARTICLE 9 - HEALTH AND WELFARE BENEFITS

ARTICLE 10 - PENSIONS

QUESTIONS or FEEDBACK

Via Email

dcfamemberatlarge@gmail.com

Via Confidential DCFA Feedback Tool

[https://questionnaire.simplesurvey.com/f/s.aspx?s=b78a5f6a-110f-435f-8c1f-817f8ca0a6e5.](https://questionnaire.simplesurvey.com/f/s.aspx?s=b78a5f6a-110f-435f-8c1f-817f8ca0a6e5)