

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	Human Resources
POLICY	4100 – Occupational Health and Safety

Objective To outline the key responsibilities that promote a healthy and safe work environment for employees and prevent occupational illnesses and injuries.

Application This policy applies to all employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66).

Authority Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1000 – Legislative Assembly Policy Framework*.

Key Definitions **“accident”** means an unplanned, unwanted incident or event that leads to the injury of an employee and/or damage to property;

“first aid attendant” means an individual at the Legislative Assembly who holds a current first aid certification and is responsible for providing prompt first aid within the scope of their training;

“incident” means an accident or other occurrence which had the potential for causing an injury or occupational disease, including hazards and near misses;

“supervisor” means the person the employee directly reports to.

1. General .01 The Legislative Assembly follows the spirit and intent of the *Workers Compensation Act* (R.S.B.C. 2019, c. 1) and *Occupational Health and Safety Regulation* (B.C. Reg. 82/2020) as appropriate in the unique Legislative Assembly workplace. The Legislative Assembly is not subject to the Workers Compensation Board’s inspection authority.

.02 The Legislative Assembly is committed to ensuring that employees who sustain an injury or illness while performing their duties are supported, treated with respect, have their privacy protected, and are offered reasonable work accommodations to promote a successful return to work.

2. Legislative Assembly Responsibilities .01 The Legislative Assembly is responsible for:

- a) establishing an organizational occupational health and safety program;
- b) training employees to do their work safely and providing proper supervision;

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- c) providing supervisors with support and training to carry out supervisory health and safety responsibilities;
- d) conducting regular workplace inspections to identify potential hazards;
- e) conducting accident or incident investigations, using root cause analysis investigation techniques, where employees are injured or equipment is damaged;
- f) promptly addressing reported safety issues to prevent dangerous situations;
- g) ensuring that adequate first aid equipment, personal protective equipment and related safety supplies are readily available;
- h) ensuring that trained first aid attendants are available on the Legislative Precinct to handle injuries; and
- i) developing and tracking measurable health and safety metrics.

3. Joint Health and Safety Committee Responsibilities

- .01 A Joint Health and Safety Committee, comprised of employee and employer representatives from across Legislative Assembly Administration departments, exists to promote workplace health and safety by:
- a) examining health and safety issues and reviewing safety statistics;
 - b) collaborating with Human Resources to conduct workplace inspections and review incident investigation reports; and
 - c) making recommendations to Legislative Assembly management to resolve or improve health and safety matters.

4. Supervisor Responsibilities

- .01 Supervisors are responsible for:
- a) ensuring the health and safety of all employees under their direct supervision;
 - b) providing employees with a safety orientation specific to their position within their first week of employment, raising awareness of all known workplace hazards;
 - c) ensuring that employees have the tools and appropriate personal protective equipment which are being used properly and are regularly inspected and maintained; and
 - d) familiarizing themselves with the applicable requirements established by WorkSafeBC for their respective operational area.

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5. Employee Responsibilities

- .01 Employees are responsible for:
- a) fostering and contributing to a healthy and safe work culture;
 - b) familiarizing themselves with workplace hazards and their right to refuse to perform unsafe work;
 - c) participating in occupational health and safety training, activities, programs, and procedures;
 - d) using or wearing protective clothing, devices, and equipment provided for the performance of their duties;
 - e) co-operating with Joint Health and Safety Committee members and others tasked with health and safety duties;
 - f) reporting any hazards or unsafe work conditions to their supervisor, Human Resources, or a member of the Joint Health and Safety Committee;
 - g) reporting all incidents and accidents to Human Resources;
 - h) reporting accidents and any associated injuries to the Legislative Assembly Protective Services dispatch for first aid treatment; and
 - i) making appropriate arrangements and not working if under the influence of alcohol, drugs, or any other substance, or if overly tired.

6. Accident and Incident Investigations

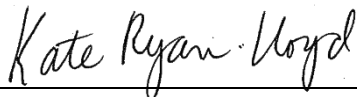
- .01 Human Resources will initiate investigations for all serious workplace accidents and incidents and may include members of the Joint Health and Safety Committee to conduct the investigation.
- .02 A written investigation report, including recommended corrective actions, shall be submitted to the Clerk's Leadership Group.

Contact

Please contact Human Resources with any questions regarding this policy at Human.Resources@leg.bc.ca.

References

4020 – Respectful Workplace



Approved and authorized by
Kate Ryan-Lloyd, Clerk of the Legislative Assembly

May 26, 2021

Date

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POLICY HISTORY

Version 1	December 10, 1996
Version 2	October 27, 2003
Version 3	May 26, 2021