

WorkSafeBC – Consultation & Education Services

BC College of Veterinarians –
Introduction to WorkSafeBC Presentation

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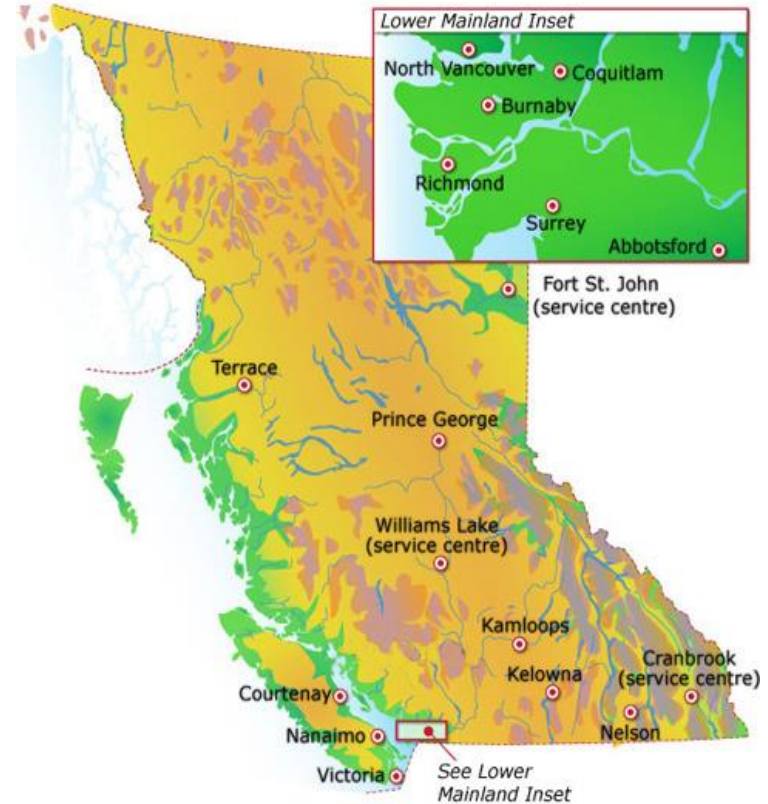
Agenda

1. WorkSafeBC Overview
2. Rights, Roles, and Responsibilities
3. Risk Management Basics
4. Worker Engagement
5. OH&S Program Requirements
6. Reporting Incidents to WorkSafeBC
7. Upcoming Workshops
8. Resources
9. Q&A / Discussion

Overview

Who is WorkSafeBC?

- We are a provincial agency dedicated to promoting safe and healthy workplaces across B.C.
- We partner with workers and employers to save lives and prevent work-related injury, disease, and disability.
- Our services include education, prevention, compensation and support for injured workers, and no-fault insurance to protect employers and workers.



Our Vision

Safe and healthy workplaces. Compassionate and responsive service.



Our Mission

Prevent workplace injury, illness, and death, and support injured workers through fair compensation and effective rehabilitation.

Our Business

- Occupational health and safety
- Insurance, compensation and disability management
- Health care authorization and management
- **SERVICE** to workers and employers in BC

Our Top Priority: Prevention

Virtually all workplace injuries are preventable. We work to prevent injuries through:

- Education and awareness building
- Consultation
- Enforcement of the OHS Regulation



Basics of the Compensation System

- No fault system (historic compromise)
- Workers covered
- **Employer** funded system (no taxes or government funds)
- All employers are required to register



Worker Benefits

- Medical costs
- Wage loss
- Disability pension
- Survivor benefits



Rights, roles, and responsibilities

Rights, roles, and responsibilities

In a workplace, everyone has varying levels of responsibility for workplace health and safety.

Worker Rights

- The right to know about hazards in the workplace.
- The right to participate in health and safety activities in the workplace.
- The right to refuse unsafe work.*
- *By law, employers are prohibited from penalizing workers for raising a health and safety issue. Learn more about the actions workers can take if they feel this has occurred.

Employer Responsibilities

- Establish a valid occupational health and safety program.
- Train your employees to do their work safely and provide proper supervision.
- Provide supervisors with the necessary support and training to carry out health and safety responsibilities.
- Ensure adequate first aid equipment, supplies, and trained attendants are on site to handle injuries.
- Regularly inspect your workplace to make sure everything is working properly.
- Fix problems reported by workers.
- Transport injured workers to the nearest location for medical treatment.
- Report all injuries to WorkSafeBC that required medical attention.
- Investigate incidents where workers are injured or equipment is damaged.
- Submit the necessary forms to WorkSafeBC.

Supervisor Responsibilities

Supervisors play a key role with very specific health and safety responsibilities that need to be understood. A supervisor is a person who instructs, directs, and controls workers in the performance of their duties. A supervisor can be any worker — management or staff — who meets this definition, whether or not he or she has the supervisor title. Ensure the health and safety of all workers under your direct supervision.

- Know the WorkSafeBC requirements that apply to the work under your supervision and make sure those requirements are met.
- Ensure workers under your supervision are aware of all known hazards.
- Ensure workers under your supervision have the appropriate personal protective equipment, which is being used properly, regularly inspected, and maintained.

Worker Responsibilities

As a worker, you play an important role in making sure you — and your fellow workers — stay healthy and safe on the job. As a worker, you must:

- Be alert to hazards. Report them immediately to your supervisor or employer.
- Follow safe work procedures and act safely in the workplace at all times.
- Use the protective clothing, devices, and equipment provided. Be sure to wear them properly.
- Co-operate with joint health and safety committees, worker health and safety representatives, WorkSafeBC prevention officers, and anybody with health and safety duties.
- Get treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related.
- Follow the treatment advice of health care providers.
- Return to work safely after an injury by modifying your duties and not immediately starting with your full, regular responsibilities.
- Never work under the influence of alcohol, drugs or any other substance, or if you're overly tired.

Risk Management Basics

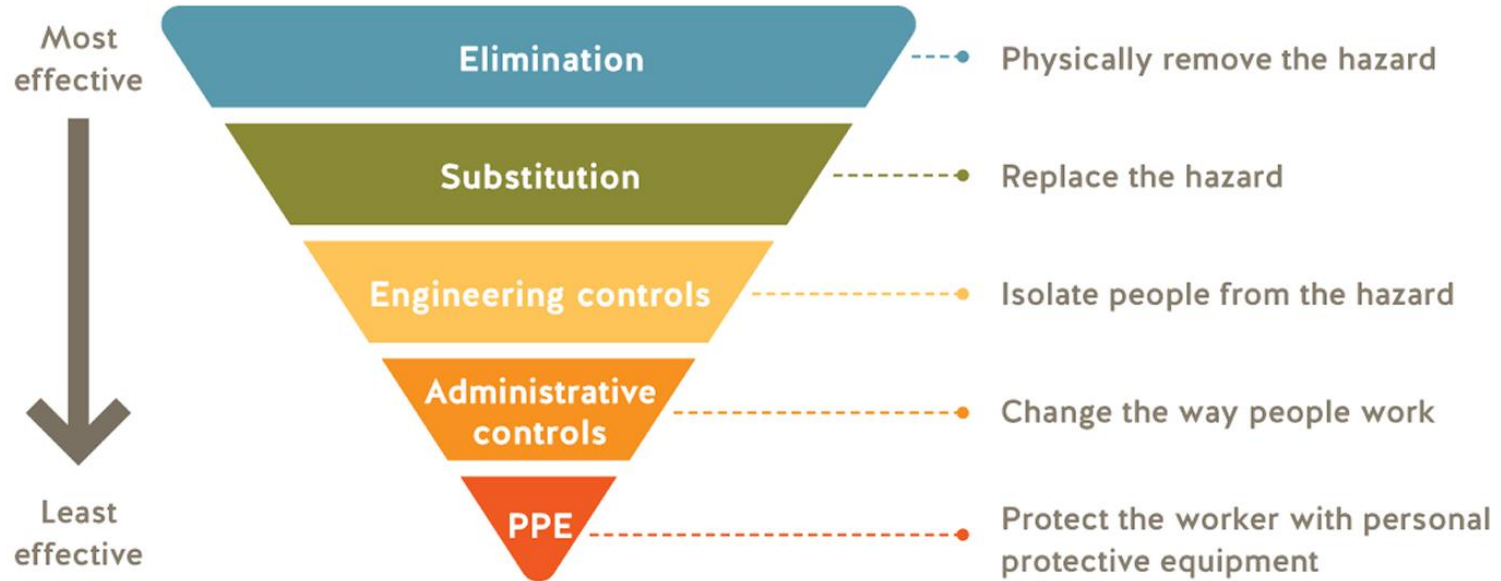
Risk Management Basics



Four steps to a healthy and safe workplace

1. Understand the level of risk in the workplace.
2. Implement appropriate measures to control risk.
3. Communicate policies and protocols to all workers.
4. Monitor measures regularly and update them as required.

The hierarchy of controls



What are some risks staff at veterinarian clinics need to manage?

Worker Engagement

Engaging workers in health & safety

Create and maintain open lines of communication

As an employer, your goal is to make sure workers, supervisors, and managers feel comfortable talking about health and safety.

Your workers can be your eyes and ears on the frontline to report health and safety concerns, solutions, and suggestions for improvement.

Knowledge is power

Some examples of activities to engage in together, to get everyone at the workplace thinking and talking about health and safety, include:

- Conducting workplace risk assessments
- Developing safe work procedures
- Conducting workplace inspections
- Conducting dedicated workplace health and safety investigations
- Safety crew talks

Joint health & safety committees

When you need a joint health and safety committee

If your workplace has 20 or more workers, you need a joint committee. This includes any workplace where there are 20 or more workers employed at the workplace for longer than a month. WorkSafeBC may also order that a joint committee be established in any other workplace.

When you need a worker health and safety representative

If your workplace has more than 9 but fewer than 20 workers, you need to have a worker health and safety representative. This includes any workplace where there are 10 or more workers employed at the workplace for longer than a month.

Mandatory training and annual education leave

Mandatory training

All joint committee members selected on or after April 3, 2017 must receive eight hours of training and instruction.

All worker health and safety representatives selected on or after April 3, 2017 must receive four hours of training.

Annual education leave

All joint health and safety committee members and worker health and safety representatives are entitled to eight hours of leave per year to attend occupational health and safety training. For information on courses near you, contact local [OHS training providers](#).

Evaluation of joint committees

Section 3.26 of the Regulation requires a written evaluation to be conducted annually to determine the effectiveness of the joint committee. The intent of the evaluation is to determine whether the joint committee is in compliance with the *Act* and Regulation, and to assess whether the joint committee has been effective in fulfilling its role. Evaluations should also identify improvements to be considered and implemented.

Occupational Health and Safety Program Requirements

Formal versus less formal health and safety programs

You must have a formal health and safety program if you have either of the following:

- A workforce of 20 or more workers and at least one workplace where there is a moderate or high risk of injury
- A workforce of 50 or more workers

See [OHS Guideline G3.1](#) for information on formal health and safety programs.

Small businesses or employers with fewer than 20 workers need a health and safety program too. These programs can be simpler. We refer to them as "less formal" health and safety programs. See [OHS Guideline G3.2](#) for information about the contents of a less formal health and safety program.

Requirement for less formal programs

Section 3.2(a) requires that the employer or a person delegated by the employer calls, at least once a month, a meeting of workers present at that time.

It is sufficient that a record is kept of when meetings were held, who attended and the general nature of what was discussed.

The record must be available for inspection by WorkSafeBC prevention officers.

First aid

First aid in the workplace is about providing workers with prompt, easily accessible, and appropriate first aid treatment. Depending on your workplace, some or all of the following might be needed:

- Occupational first aid attendants with the training appropriate for the type of workplace, number of workers, and time to a hospital.
- Proper facilities, such as first aid rooms or dressing stations.
- First aid kits with appropriate types and quantities of supplies.
- A record-keeping system so incidents can be logged.
- Appropriate means of transporting injured workers to medical aid.
- Effective means of communication between first aid attendants and workers served, and for the first aid attendant to call for assistance.

Conducting a first aid assessment

To determine an adequate and appropriate level of first aid coverage, the first step is a first aid assessment. First aid levels are outlined in the OHS Regulation Schedule 3-A: Minimum Levels of First Aid.

- Identify the number of workplaces
- Identify your workplace hazard rating
- Consider the surface travel time to a hospital
- Determine the number of workers on a shift
- Determine the required first aid services for your workplace
- Review your assessment

New Workers

Who are new workers?

A “new worker” is any worker who is:

- new to the workforce;
- returning to a workplace where the hazards in that workplace have changed during the worker’s absence;
- affected by a change in the hazards of a workplace; or
- relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker’s previous workplace.

Section 3.23 of the OHS Regulations outlines the topics that must be included in a young or new worker’s orientation and training.

Why Do We Focus on New Workers?

- Greater risk of injury
- Heightened sense of tragedy when injuries occur
- Focus may bring long term change in the safety culture



Reporting Incidents to WorkSafeBC

Reporting incidents to WorkSafeBC

Incidents requiring immediate notification

Employers are responsible for immediately notifying us, using the Prevention Information Line, if any of the following incidents have happened in the workplace:

- A worker is seriously injured or killed on the job.
- There is a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system, or excavation.
- There is a major release of a hazardous substance.
- There is a diving incident as defined by OHS Regulation 24.34.
- There is a dangerous incident involving a fire or explosion that had potential for causing serious injury to a worker.
- There is a blasting incident that results in personal injury or injuries.

When any of these incidents happen in the workplace, employers are also required to conduct an investigation into the incident.

Reporting injuries related to claims

- An employer's requirement to notify us of serious injuries or incidents is different from reporting injuries related to claims.
- If there is an injury on the job, the injured worker's employer still must complete and submit an **Employer's Report of Injury of Occupational Disease (form 7)**, but this does not satisfy an employer's need to immediately report certain incidents.
- For more information about this reporting requirement, see section 68 of the *Workers Compensation Act*.

Immediate notification ensures quick response

- When we are notified, our officers will:
- Inspect the workplace to make sure other workers are protected before any work on the jobsite continues
- Ensure any post-incident response or activity is performed safely
- Offer connections to available counselling services, where and as appropriate
- Provide referrals to our Claims team
- Determine whether an incident investigation is appropriate
- Employers who don't immediately notify WorkSafeBC when serious incidents occur may be subject to enforcement, such as an administrative penalty.

Upcoming Workshops

Upcoming Webinar Sessions

- Bullying and Harassment, Discriminatory Action
 - Definition
 - Regulatory requirements
 - WorkSafeBC resources
- Industry-specific hazards
 - Ionizing radiation
 - Waste Anesthetic gases
 - Hazardous drugs

Resources

WorkSafeBC Resources

- Create & manage a healthy & safe workplace – WorkSafeBC
- Basics of risk management: Four steps to a healthy and safe workplace | WorkSafeBC
- Creating a Key Risk Inventory for Your Workplace: Engaging Your Workers to Help Manage Risks | WorkSafeBC
- Occupational Health and Safety Regulation - WorkSafeBC

- Prevention Information Line – 1-888-621-SAFE
- WorkSafeBC Online - Email Us

Q&A / Discussion

Thank You