

## Occupational Health and Safety

### Health and Safety Information

FDUV's Occupational Health and Safety (OHS) committee upholds the university's dedication to a healthy and safe work environment. The OHS committee strives to develop, sustain and maintain safety initiatives that align with legislative standards and regulatory obligations.

### Our Vision

Our vision is to carry out campus activities in a way that not only fulfills but exceeds all relevant safety, health, and environmental standards, aiming to prevent accidents, occupational injuries, and illnesses.

### Our Mission

The Occupational Health and Safety focuses on a safe culture by offering guidance, training and technical support to the campus community. It focuses on promoting programs that enhance campus safety, prevent occupational injuries and illnesses, safeguard the environment, and ensure ongoing compliance with safety regulations and legislation.

## OHS Rights and Responsibilities

### Worker Rights

Occupational Health and Safety Regulation (OHSR) provide employees with three basic rights:

#### ***01. The Right to Know***

All employees have a right to know what hazards are present on the job, and how these hazards can affect them. You usually learn about the hazards during health and safety training sessions and through on-the-job instructions. Learning about chemical safety through WHMIS - the Workplace Hazardous Materials Information System - is also part of the "right to know" system.

#### ***02. The Right to Participate***

All employees have a right to take part in health and safety activities. For example, you can be chosen to be a health and safety representative or a member of a committee. You also have a right to report unsafe practices and conditions without worrying that you will lose your job or be reprimanded (get in trouble).

#### ***03. Right to Refusal Unsafe Work***

Every employee has the responsibility and right to refuse to any work or operate any tool, appliance or equipment where it is believed, based on reasonable and probable grounds, that there exists, or will cause to exist, an imminent danger to the health and safety of the worker or another worker present at the workplace.

## Safety Responsibilities

FDUV focuses and prioritizes health and safety across the institution. Every member of our community plays an important role in ensuring our workplace remains secure and supportive

### **Employer Responsibilities entail, yet are not strictly limited to, the following:**

01. Adhering to legal requirements, including the BC Workers' Compensation Act, Occupational Health and Safety Regulation, and all applicable health and safety legislation.
02. Implementing and maintaining an Occupational Health and Safety (OHS) program aimed at preventing workplace accidents, occupational injuries, and diseases.
03. Providing resources and support such as information, instruction, training, and supervision to ensure the health and safety of all employees and workers while performing their duties.
04. Facilitating recovery and rehabilitation for employees affected by work-related injuries or illnesses.
05. Addressing and resolving hazardous conditions in the workplace to protect worker health and safety.
06. Raising awareness among workers about potential health and safety risks associated with their roles.
07. Communicating essential hazard information to contractors and subcontractors to help identify and mitigate risks at the workplace.
08. Ensuring accessibility to copies of the WorkSafeBC Occupational Health and Safety Regulation and Workers Compensation Act for all workers.
09. Collaborating with WorkSafeBC during inspections, incident investigations, and other health and safety-related activities.

### **Supervisors Responsibilities entail, yet are not strictly limited to, the following:**

Supervisors, as specified in the Workers Compensation Act, is responsible in ensuring the health and safety of workers under their supervision. The Occupational Health and Safety Regulation (OHSR) defines a supervisor as "[a person who instructs, directs, and controls workers in the performance of their duties.](#)" At Fairleigh Dickinson University Vancouver (FDUV), this designation encompasses roles such as Directors, Senior Managers, Deans, and Administrative Officers. Additionally, it may apply to other individuals who carry out supervisory responsibilities.

01. Provide training to employees under supervision and ensure they can demonstrate safe performance of their duties.
02. Maintain proper documentation related to safety and health activities.
03. Ensure access to appropriate personal protective equipment for employee use.
04. Follow and implement health and safety policies outlined by FDUV, the Workers' Compensation Act, WorkSafeBC Occupational Health and Safety Regulations, and other relevant legislation.
05. Investigate reports of unsafe conditions and practices promptly and efficiently.
06. Maintain safe and functional equipment and facilities, promptly reporting and repairing any defects.

07. Report, investigate, and document all work-related injuries and near misses in a timely manner.
08. Develop and enforce safe work procedures as necessary.
09. Communicate known or foreseeable health and safety hazards to workers in their areas of responsibility.
10. Identify unsafe practices or conditions and immediately report concerns to the Administrative Supervisor.
11. Conduct regular inspections as required, ensuring deficiencies are addressed and corrected.
12. Collaborate with the Joint Occupational Health and Safety Committee or Worker Health and Safety Representative for the workplace.

**Employees Responsibilities entail, yet are not strictly limited to, the following:**

01. Complying with FDUV's safety policies, procedures, and relevant legislation, such as the Workers Compensation Act and WorkSafeBC Occupational Health and Safety Regulations.
02. Adhering to the health and safety standards of external organizations when engaging in university-related activities.
03. Familiarizing oneself with and consistently applying safe work practices.
04. Promptly reporting unsafe acts or conditions to a supervisor.
05. Wearing required personal protective equipment, devices, and appropriate attire.
06. Reporting all work-related injuries, no matter how minor, to the designated first aid attendant and supervisor.
07. Actively participating in incident or near-miss investigations when required.
08. Taking ownership of health and safety responsibilities within their scope of control.
09. Conducting work safely and refraining from actions that may endanger oneself or others.
10. Arriving at the workplace in a fit and unimpaired state, free from the influence of alcohol, drugs, or other impairing factors.

**Students Responsibilities entail, yet are not strictly limited to, the following:**

01. Adhering to FDUV's safety policies and procedures in relation to university-related activities.
02. Seeking advice from instructors or other University representatives regarding the safety knowledge and skills necessary for the secure execution of university-related tasks.
03. Participating in safety training sessions and meetings connected to university-related activities, as directed.
04. Promptly notifying instructors or other University representatives about any incidents, unsafe actions, or hazardous conditions encountered during university-related activities.
05. Following the health and safety policies and procedures of external organizations while participating in university-related activities, such as work placements.

**Contractors/Vendors Responsibilities entail, yet are not strictly limited to, the following:**

01. Following FDUV's safety policies and procedures, as well as the Workers Compensation Act, WorkSafeBC Occupational Health and Safety Regulations, and other relevant legislation.
02. Obtaining information from FDUV regarding existing hazards and measures to mitigate or eliminate them.
03. Ensuring that workers of contractors and subcontractors are adequately trained and qualified to carry out their tasks.
04. Providing appropriate supervision to workers on the job site as necessary. Informing FDUV of any potential hazards that could impact worker safety.

## FIRST AID

The purpose of this policy and procedure is to provide employees with prompt, easily accessible, and appropriate first aid treatment and to keep a record of each treatment. All the following shall be required at FDUV to effectively provide first aid treatment:

01. Occupational First Aid Attendant(s) with appropriate level of training: Level 1, 2 or 3.
02. Ensure first aid kits are equipped as outlined in CSA standard CSA Z1220-17, "First aid kits for the workplace".
03. First Aid record keeping system.
04. Appropriate means of transporting an injured worker to a first aid facility or a hospital.
05. Effective means of communication between First Aid Attendant(s) and workers who may need our help.

### Requirements for Provision of First Aid

01. First aid equipment, supplies, and services shall be readily accessible to the University Community during working hours and to visitors, through FDUV first aid services.
02. Signs clearly indicating the location of and how to call for first aid shall be:
  - a. Posted conspicuously throughout the workplace, andEffectively communicated and educated to all FDUV employees

## JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

### Joint Occupational Health and Safety Committee

The Joint Occupational Health & Safety Committee (JOHSC) is composed of staff, faculty, administrative, and university representatives collaborating to address and resolve health and safety concerns across the campuses.

The role of the Health and Safety Committee is to:

01. Support efforts to establish a safe and healthy workplace.
02. Address employee concerns regarding health and safety issues.
03. Advocate for adherence to relevant rules and regulations.
04. Take part in worksite inspections to identify potential hazards.
05. Contribute to investigations of incidents and accidents.

06. Provide recommendations to senior management for improvement.

## FIRE SAFETY

Fire drills take place annually at FDUV to ensure building occupants are well-prepared for an orderly evacuation in the event of a fire or other emergency. These drills require a full evacuation of the premises, with mandatory participation from all employees and students.

Understanding individual roles and responsibilities is crucial for responding effectively to fire emergencies.

Learn more about fire evacuations and other emergency procedures below:

## SCENT AWARENESS

FDUV which represents students, faculty and other employees promotes a scent free environment program.

### **Clarification on Scent Awareness**

Perfumes and other scented products can provoke significant health reactions in individuals with asthma, allergies, migraines, or chemical sensitivities.

Fragrances are present in a variety of everyday items, including perfumes, colognes, aftershaves, deodorants, soaps, shampoos, hairsprays, body sprays, makeup, and powders. Additional examples include air fresheners, fabric softeners, laundry detergents, cleaning products, carpet deodorizers, facial tissues, and candles.

While using scented products is often viewed as a personal choice, the chemicals in these fragrances inevitably affect those around us. These substances evaporate into the air, making them easily inhalable. Modern fragrances are complex mixtures of chemicals that can degrade indoor air quality and pose health risks.

Certain fragrance chemicals are recognized as skin sensitizers and respiratory tract irritants, potentially triggering asthma or other breathing difficulties. People with asthma often identify fragrances as a factor that worsens their condition. Additionally, fragrances are linked to vascular changes that can induce migraines in susceptible individuals. For those with chemical sensitivities, even trace amounts in the air can provoke symptoms far below levels harmful to the general population.

Sensitive individuals may experience a range of symptoms such as headaches, sore throats, runny noses, sinus congestion, wheezing, shortness of breath, dizziness, anxiety, irritability, nausea, fatigue, mental confusion, and difficulties concentrating. Although the exact mechanisms behind these reactions are not fully understood, the consequences for affected individuals can be severe, causing considerable challenges in their work or study environments.

### **Accomplishing a Scent-Aware Environment**

To support individuals with fragrance sensitivities and help prevent others from developing such sensitivities, the University kindly requests voluntary cooperation in creating a scent-reduced

environment. Faculty, staff, students, and visitors are encouraged to minimize or avoid the use of scented personal care products. Please note, this is a voluntary request to refrain from using chemical-based scented products, not a prohibition.

## ANIMALS ON CAMPUS

Many universities implement policies addressing animals on campus to balance two key priorities: maintaining a safe, hygienic, and distraction-free learning environment while also accommodating the needs of community members who rely on service or support animals. This often means that the presence of animals, particularly pets or non-essential species, is heavily regulated or outright restricted on campus grounds and inside buildings. For instance, many institutions prohibit pets from entering academic or administrative spaces to prevent safety hazards, control allergies, and preserve cleanliness<sup>2</sup>.

At the same time, these policies typically include important exceptions. Service animals and, in many cases, emotional support animals are permitted as reasonable accommodations under disability laws. Universities like Toronto Metropolitan University have detailed policies that outline definitions and guidelines for service animals, clearly affirming that while general pets aren't allowed, animals that aid individuals with disabilities are both recognized and protected. Similarly, documents from the University of Saskatchewan emphasize that the practical use of animals in research, teaching, or as service animals must be balanced against health and safety considerations<sup>1</sup>.

Moreover, when pets are allowed on certain parts of campus—often limited to outdoor areas—there are strict guidelines in place. These guidelines usually require that animals be leashed, up to date on vaccinations, and under constant control. A policy such as that at the University of Manitoba, for example, expressly disallows pets inside buildings while providing detailed conditions under which pets may be present on university grounds.

The rationale behind these policies is multifaceted: ensuring health and safety, minimizing disruptions to the academic environment, and complying with local health laws and disability rights legislation. Decisions in this area are typically influenced by considerations like allergic reactions among students and staff, potential property damage, and broader community expectations about campus conduct.

If you're exploring a "no animals on campus" policy because you're managing issues related to non-service animals (such as pets) or need clarity on the rights and responsibilities associated with having a service animal on campus, it might be helpful to consult the specific policy documents provided by your institution or reach out to campus administration. These documents usually provide detailed definitions, permissible contexts, and procedures for requesting accommodations or exceptions.

If you're interested in diving deeper, we could explore how these policies are developed in response to community needs, or even look at case studies of how institutions have successfully balanced safety with inclusivity.

## WORKING ALONE

FDUV has introduced a Working Alone Program to prioritize the safety of faculty and staff who find themselves working solo, especially during evening hours or outside regular schedules. It is essential to inform your supervisor beforehand if you plan to work alone outside normal work hours.

The program includes a check-in and check-out system managed by campus Security to ensure your well-being.

## SMOKING ON CAMPUS

### Smoking on Campus

FDUV maintains a safe and healthy environment for all employees and students, ensuring adherence to relevant provincial and municipal regulations.

Smoking, including the use of electronic cigarettes and vapes is strictly prohibited in the following areas:

01. All university grounds
02. Outside university grounds

### For more Information

- [Hyper Link to Smoke Free Policy](#)
- [Tobacco Control Act](#)
- [Environmental Tobacco Smoke WorkSafeBC](#)
- [BC Lung Association](#)

## COMMUNICABLE DISEASE PREVENTION PLAN

FDUV provides a safe and healthy environment for both work and learning, prioritizing the well-being of its employees and students. The Communicable Disease Prevention Plan outlines clear infection control measures and protocols aimed at reducing the transmission of communicable diseases on campus. This plan is applicable to everyone involved in university-related activities, including employees, students, contractors, and visitors.

Communicable diseases encompass conditions as measles, mumps, and respiratory illnesses such as seasonal influenza and COVID-19. For more details on specific communicable diseases, please refer to reliable resources available online at [HealthLinkBC](#).

### Preventative Measures

FDUV has introduced preventative measures to help mitigate the risk of communicable disease transmission across its campuses.

Guidelines for Following the Communicable Disease Prevention Plan

- **Daily Health Monitoring:** Use the BC Government's COVID-19 self-assessment tool to check if testing is needed. Contact 8-1-1 or your healthcare provider for medical advice when necessary.
- **Stay Home if Unwell:** Symptoms to watch for include:
  - Fever
  - Diarrhea
  - Fatigue
  - Muscle aches
  - Coughing Remain at home until you recover and inform your supervisor or instructor about your absence.
- **Hygiene Practices:** Regularly wash or sanitize your hands and follow proper cough/sneeze etiquette to reduce transmission risk. See the BCCDC's handwashing guide for details.
- **Face Masks and PPE:** Wear a non-medical face mask or required personal protective equipment (PPE) as necessary on campus. Visit the BCCDC website for additional mask information.
- **Vaccination:** Get vaccinated if you are eligible and able.



## REFUSAL OF UNSAFE WORK

In accordance with the WorkSafeBC Occupational Health and Safety Regulation ([Occupational Health and Safety Regulation](#)), workers are entitled to decline any work activity if they have reasonable grounds to believe it presents an undue risk to the health or safety of any person.

In such situations, the following steps should be taken:

1. The employee must promptly inform their supervisor about the unsafe condition and fill out Part A of the required form: **Work Refusal Report Form (PDF)**
2. Upon receiving the report, the supervisor must promptly inform the Occupational Health and Safety department, investigate the issue, and:
  - Take immediate action to resolve any unsafe condition without delay
  - If the supervisor determines that the reported concern is unfounded, they must communicate this decision to the employee who reported it, along with a clear explanation.

The supervisor completes the **Work Refusal Report Form** after conducting the investigation.

3. If the matter remains unresolved and the employee continues to refuse the work process, the supervisor, with assistance from the Occupational Health and Safety Department (OHS), must investigate further. This investigation must be carried out in the presence of:
  - A representative from the worksite Joint Health and Safety Committee (JOHSC), or
  - An employee designated by the union representing the worker, or
  - If the employee is not represented by a union, any other reasonably available employee chosen by the worker.

The supervisor completes Part B of the Work Refusal Report Form following this investigation.

4. If the issue persists and the employee still refuses to perform the work, the supervisor, the OHS Department, and the employee must jointly notify WorkSafeBC by calling 1-888-621-SAFE (7233).
5. A WorkSafeBC officer will then visit the workplace to investigate the work refusal. They may issue an inspection report or an order if an undue hazard is confirmed, or they will inform the parties that no undue hazard exists, and the employee can safely proceed with the work.

For further details or questions about the Refusal of Unsafe Work Protocol, please contact the OHS Department.

## HEAT STRESS

FDUV has developed heat stress guidelines to safeguard the well-being of its students, faculty, and staff. These guidelines aim to reduce the harmful impact of excessive heat on FDUV employees working outdoors or in indoor settings with high temperatures.

### **What is Heat Stress?**

**Understanding Heat Stress** Heat stress refers to the total heat load on the body, which is influenced by a combination of environmental conditions, work demands, clothing, and personal attributes.

**Environmental Factors:** Four key environmental elements contribute to heat stress:

- Temperature
- Humidity
- Air Velocity
- Radiant Heat (e.g., direct sunlight or heat from sources like furnaces).

**Job-Related Factors:** Work-related conditions that affect heat stress include:

- Work rate and physical exertion required
- Type of clothing and protective gear used
- Duration of activity

To minimize the impact on workers, these aspects must be carefully assessed.

**Personal Characteristics:** Individual factors such as age, weight, physical fitness, and acclimatization to heat also play a role in determining vulnerability.

### **What Causes Heat Stress?**

**Working in Hot Environments** Exposure to high temperatures, whether indoors or outdoors, can impact the body's natural cooling mechanisms. When the body is unable to cool itself effectively, heat stress may develop. If left untreated, this condition can rapidly escalate into severe, life-threatening issues. The risk of heat stress is heightened during physically demanding tasks and outdoor activities, if necessary, precautions are not taken.

**Signs and Symptoms of Heat Stress** When the body overheats, it loses fluids and salts through sweating. As dehydration sets in, the body's ability to regulate its temperature diminishes. Workers should stay alert for the following symptoms of heat stress:

- Excessive sweating
- Dizziness

- Nausea
- If left unrecognized and untreated, heat stress can progress to serious heat-related disorders, causing significant harm to the body: [BCCDC – Heat Related Illness signs and measures](#).

## How to Prevent Exposures?

### General Guidance

- Regularly monitor heat conditions and ensure workers avoid working alone.
- Maintain open communication by routinely reviewing procedures with workers.
- Confirm that adequate first-aid coverage is available, and emergency protocols are established.
- Stay vigilant by recognizing and monitoring signs and symptoms of heat stress in yourself and your coworkers.

### Additional Information

- [Public Weather Alerts for British Columbia](#)
- [WorkSafeBC – Heat Stress](#)
- [BCCDC - Preparing for heat events](#)

## COLD STRESS

FDUV has implemented these guidelines to safeguard the health and well-being of its students, faculty, and staff. The primary objective is to reduce the harmful effects of cold-related illnesses on FDUV employees working in cold environments.

### What is Cold Stress?

Understanding Cold Stress Cold stress occurs when individuals are exposed to low temperatures, strong winds, or wet conditions. These factors can cause the body to lose heat rapidly, potentially leading to serious cold-related illnesses, injuries, permanent tissue damage, or even death. Common examples of cold-related illnesses include hypothermia, frostbite, and trench foot.

### Causes of Cold Stress

- Conditions Leading to Cold Stress Workers may face cold stress when the following five key conditions are present:
- Exposure to naturally or artificially cooled environments.
- Wind that removes body heat in any setting.
- Wet clothing caused by sweat or water.
- Immersion in cold water, which cools the body up to 25 times faster than cold air.

- Fatigue, which reduces the body's ability to generate heat effectively.

### **Wind Chill**

Impact of Wind Chill on Heat Loss The severity of heat loss is influenced by both temperature and wind, a phenomenon referred to as wind chill. Examples include:

- At an air temperature of -30°C with a wind speed of 16 km/h (enough to fully extend a flag), skin can freeze within a minute.
- At the same temperature but with a wind speed of 48 km/h, skin can freeze in just 30 seconds.

Wind chill significantly accelerates the rate at which the body loses heat, contributing to the onset of cold stress illnesses. Prolonged exposure to cold environments without proper protection increases the risk of frostbite and hypothermia, particularly when wind chill values fall below -27. Monitoring weather forecasts is crucial for preparing and ensuring safety in cold conditions.

### **Additional Information**

- [wind chill index](#)
- [work/warm up schedule for a 4-hour shift.](#)

## **VOLUNTEER SAFETY GUIDELINES**

Volunteer Safety Guidelines FDU prioritizes the health and safety of all volunteers, ensuring a secure and supportive environment.

Definition of a Volunteer:

- Volunteers at FDU are individuals who offer their services willingly and without receiving financial compensation or incentives such as wages, benefits, or similar rewards.

Safety Orientation:

- Before engaging in any volunteer activities, the respective department must provide the volunteer with all relevant safety information.
- It is the responsibility of the volunteer's supervisor to ensure that the safety orientation is fully completed prior to the start of the volunteer's activities.

## **CONTACT US**

**Contact Us**



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