

Health and Safety Policy

Classification:	Training Centre Policy
Responsible Authority:	Andrew Lowry Title: Training Coordinator
Executive Sponsor:	Andrew Lowry
Approval Authority:	Local 1946 Executive Committee
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Date to Complete Mandatory Review:	

PURPOSE

UBC Training Centres' obligation to the safety of students, and visitors forms the fundamental basis of our organization. We are aware of the legislative responsibilities associated with the work we do and shall consider them the basis upon which to build an effective safety program.

SCOPE

This policy applies to all students, and visitors of UBC Training Centres.

Definitions

Work Place Injury : any injury that occurs on UBC Training Centres premises or off premises places of business during the transaction of approved UBC Training Centre work and that requires either first aid or health care.

First Aid: this includes one time treatment for minor cuts , scrapes or scratches with anti-septic, treatment For minor burns, application of bandages and/or dressings, application of ice bags, or other similar devices, application of splints for breaks/strains

Health Care: services requiring the professional skills of health care practitioner (eg. Doctor, nurse, paramedic), services provided at hospitals and health facilities, prescription drugs.

Responsibilities

Area Training Manager Responsibilities:

1. Create/review and follow all safety policies within the Training Centre's safety manual.
2. Discipline any staff member who has not complied with policies and procedures.
3. Keep up-to-date with all current provincial legislation.
4. Review near-miss, accident and investigation reports.

Training Coordinator's Responsibilities:

1. Review and follow all safety policies within the Training Centre's safety manual.
2. Discipline any student who has not complied with our policies and procedures.

3. Ensure all employees, students, and visitors are trained in our safety policies and procedures and that all safety documentation is accessible.
4. Keep up to date with all current legislation.
5. Provide safety training, supplies, and equipment.
6. Ensure all staff, students, and visitors' physical, psychological, and social well-being.
7. Ensure the availability of PPE.
8. Ensure all injuries/ near misses are reported to the Area Training Manager and regulatory agencies as required.
9. Be part of every investigation and review every near miss and accident report.

Staff Responsibilities:

1. Review and follow all safety policies within the Training Centres' safety manual.
2. Train students and visitors on our safety policies and procedures.
3. Complete Job Hazard Assessment forms before class each day.
4. Supervise all individuals to ensure compliance with all safety rules, policies, and procedures.
5. Investigate all incidents under their supervision and report them to the Training Coordinator.
6. Ensure proper maintenance and inspection of PPE, tools, and equipment.
7. Keep up to date with all current legislation.

Student Responsibilities:

1. Review and follow all safety policies/procedures within the Training Centre's safety manual.
2. Participate in creating JHAs and completing safety documentation as presented by instructors.
3. Report incidents and defective safety equipment to Faculty member

Policy Enforcement:

1. Any student, or visitor found non-compliant with any of the Training Centre's safety policies or procedures will be disciplined according to our Disciplinary Action Policy.
2. Certain infractions, depending on severity, may warrant immediate dismissal. It is essential to thoroughly review each safety policy to fully understand the Training Centre's rules and individual responsibilities.

Policy

General Behaviour

1. All students are expected to conduct themselves in a professional manner at all times including being punctual, following instructions and exhibiting respect towards others. Students must follow all safety regulations, guidelines, policies and procedures set out by UBC Training Centres to maintain a safe working and learning environment.
2. All Students must follow established procedures and protocols. This includes wearing PPE, following safe work practices and using equipment as instructed.
3. All Students and training centre staff must report any unsafe conditions or potential hazards to the designated safety officer or supervisor to prevent accidents and ensures timely resolution of safety issues.
4. Students must adhere to all further policies and procedures in UBC Training Centres Safety Manual.

Personal Conduct

1. Individuals are expected to act with courtesy and respect towards peers, instructors, and staff. Aggressive, disruptive, or otherwise inappropriate behavior will not be tolerated, please see the disciplinary action policy , inclusion policy, respectfulness policy, sexual orientation and gender orientation and expression policy, sexual violence and misconduct policy, violence and harassment policy.
2. The possession, carrying or use of any weapon is strictly prohibited. This includes but not limited to firearms, knives, explosives, or any other object that could be used to inflict harm. This prohibition applies to all areas within the UBC training centres premises including buildings, grounds, and any vehicles owned or operated by the centre. It also extends to the personal belongings brought onto the property. Individuals found with a prohibited weapon will face immediate removal from the premises and may be subject to disciplinary action as per the disciplinary action policy.
3. The use of alcohol, drugs or other substances that impair performance or judgement is strictly prohibited. Please see the fit for duty policy for further information.
4. All Students are to comply with regulations and intent of the provincial and federal Occupational Health and Safety Acts.
5. All Students are not to participate in horseplay in UBC training centres or on surrounding property.
6. Students may not enter restricted areas unless given explicit consent to do so by a UBC training centre staff member.

7. Students must not provide false or misleading information to UBC Training Centre or Local union staff.

8. Smoking or vaping is not permitted in UBC training Centres, this applies to office hours, class hours, after hours, and weekends. Smoking or vaping is not permitted within 9 meters of entrances, exits, or intake vents, and must take place in the designated smoking area.

9. The use of personal listening devices, including but not limited to headphones, earphones, airpods, and earbuds are strictly prohibited while in the shop. UBC training centres must ensure that all individuals can hear important warnings, instructions and alarms while on the shop floor.

Protective Equipment (PPE), Dress Code and Grooming

1. All students are to wear appropriate safety footwear must be worn at all times in designated areas, footwear should be in good condition and suitable for the tasks being performed. Steel Toe protective footwear is required and must be grade 1 with a green patch.

2. All students are to wear PPE at all times while in designated areas. PPE must be worn correctly and be in good condition. PPE should be cleaned or replaced as per manufacturer instructions or UBC Training centre guidelines to ensure proper use. PPE required includes but is not limited to safety glasses (Z87.1) and Hard Hats (Class-E, please note white coloured hard hats).

2. Students must wear work appropriate clothing such as long pants and shirts at all times.

3. To maintain an environment of professionalism and respect please refrain from wearing clothing with stains, rips or tears, containing profanity, promoting or advertising drugs or alcohol, illegal activities, hate or discrimination, pornography, that incites violence or harassment or threatens health and safety. For further details please see the respectfulness policy.

2. Any signs of visual illness such as rashes, open wounds, infections, must be addressed promptly. Individuals should seek medical advice and follow appropriate treatment protocols.

4. All students ensure training appropriate grooming. Hair must be kept neatly groomed, long hair must be secured and tied back to prevent interference with equipment to ensure safety. Facial hair should be kept well-groomed and trimmed to prevent interference with PPE and equipment.

5. Jewellery and accessories that may pose a safety hazard (eg. Rings, necklaces, watches, loose jewellery, dangling earrings) should not be worn in areas where they could get caught in machinery or equipment.

Equipment Use

1. Students will assume responsibility for all equipment, materials, and supplies entrusted to them and use them carefully. Any damaged or lost Training Centre property will be charged to the applicable individual(s).
2. Students must report missing or defective equipment.
3. Students under any circumstances are not to remove or bypass safety equipment.

Cleanliness

1. Students must maintain a tidy shop, classroom and lunch room environments. Students must clean up after themselves and ensure that all tools, materials and supplies are returned to their proper storage areas when not in use.

Reporting

1. Students injured must report to the instructor/supervisor and ensure that an incident form is completed.

Supports

The health and wellbeing of students is of the utmost importance. In the event of a serious injury, accident or traumatic event a support procedure will ensue involving immediate support, professional services and organisational support.

Confidentiality

We are committed to maintaining the privacy and confidentiality of student's personal information. However there are certain circumstances where UBC training centres are legally required to share your information with authorities, legal entities or medical providers. Please see the FIOPPA Policy for more information.

Emergency Procedures For Injuries

Action	Responsibility
<ol style="list-style-type: none">1. Ensure Safety Quickly assess the scene to ensure it is safe to approach the scene.	Training Centre Staff/Trained First Aider
<ol style="list-style-type: none">2. Alert Emergency Services Call Emergency services (911) provide clear information about the location, nature of the injury and the number of	Any individual at the Training Centre

injured persons. If possible please designate an individual to contact 911 while you attend do the injured person

3. Provide First Aid **Trained First Aider**
Apply first aid measures until emergency services arrive.

4. Contact **Training Centre Staff**
Once the situation is under control please have a UBC training centre staff contact the victims emergency contact on file to advise them of the situation at hand and advise them that emergency services are on the way.

5. Documentation **Training Centre Staff**
An incident report form must be filled out and must include a detailed description of the events, list any witnesses to the incidents if any as well as a detailed account of first aid given in addition to what emergency services attended the scene.

6. Supports **Training Centre Staff**
Individuals witnessing a traumatic event shall be brought into a separate, quiet space away from the scene. Allow individuals to collect themselves, provide water and blankets.

- 6.1 Assess **Training Centre Staff**
Assess emotional state of witnesses and look for signs of shock or acute stress reactions. Reassure them that their actions are normal responses to a stressful event. Advise them they are not alone.

- 6.2 Provide immediate resources **Training Centre Staff**
Encourage and facilitate access to mental health services, supports and seeking professional assistance. Provide witnesses with mental health supports before they leave the premises.

- 6.3 Follow up care **Training Coordinator**
Arrange a follow-up session with witnesses to check in shortly after the incident and encourage seeking mental health supports.

- 6.4 Debriefing session **Area Training Manager**
Organize formal debriefing sessions with trained professionals to help process the event.

Action

1. Report
 Individuals who obtain a workplace injury must report the injury to their supervisor or designated safety officer immediately.
2. First Aid/ Treatment
 For minor injuries such as please provide first aid as trained for minor burns, cuts, scrapes application of bandages and/or dressings, application of ice bags, or other similar devices, application of splints. If more serious treatment is required, the UBC training centre must transport the injured individual to the appropriate medical facility for the injury. UBC Training Centre staff must stay with the injured individual until trained medical professionals take over care.
- 2.1 Contact
 If the injured individual requires medical care the emergency contact listed on file must be contacted and notified of the injury and the location the participant is being transported too.
3. Serious Injuries
 For serious injuries such as chest pain or tightness, choking or difficulty breathing, stroke-like symptoms, a fracture or break in a long bone such as an arm or a leg, serious burns, serious allergic reactions, an injury to the head, large wound or cut, poisoning or drug/alcohol overdose, suicidal thoughts please engage in emergency procedures and contact 911.
4. Report
 An incident report form must be filled out and must include a detailed description of the events, list any witnesses to the incidents if any as well as a detailed account of first aid given.

Responsibility
Student/Staff

Trained First Aider

Training Centre Staff

Training Centre Staff

Training Centre Staff

Procedure For Violations or this Policy

Action

1. Report
 Individuals who observe or are aware of a policy violation must report it immediately to their supervisor or designated health and safety officer and complete a report form. Staff will ensure Individuals who report violations will be free of reprisal to the best of their abilities.
2. Assessment
 Upon receiving a report of a violation, the health and safety officer or designated person will conduct an initial review to assess the validity of the claim.
3. Investigation

Responsibility
Student/Staff

Staff/designated safety officer

Staff/designated safety officer

If it is found that the claim is valid, a formal investigation will be conducted including collecting relevant information and evidence. This involves interviewing witnesses and involved parties and reviewing any applicable documentation or records.

4. Corrective Actions

If the investigation reveals a violation immediate corrective actions will be implemented to address and mitigate any risk.

Staff/designated safety officer

5. Disciplinary actions

Disciplinary actions will be assessed based on the disciplinary action policy.

Training Coordinator

6. Communication

Individuals involved in the investigation and affected by the violation will be informed of the outcome of any corrective actions taken.

Staff/designated safety officer

7. Appeals

Individuals who disagree with the outcome of the investigation or disciplinary action have the ability to appeal the decision. The appeal process is outlined in the disciplinary action policy.

Area Training Manager

Related Policies

Disciplinary Action Policy

FIOPPA Policy

Student Code of Conduct

Training Centre Safety Manual

Incident Report Form

Student Name:

Student Number :

Date :

Location:

Witnesses (if any) *List any individuals who witnessed the incident. Include their names and contact information if available.*

Incident Details :

Immediate actions taken :

Signature

Date

Witness Signature

Date

Health and Safety Violation Report Form

Date of report:

Name of Person Reporting :

Phone Number : ()

Email :

Name(s) of individuals involved in the incident:

- 1.
- 2.
- 3.

Description of the event:

Please include a detailed description of the incident including date, time, location, nature of the violation and any witnesses present.

I certify that the information provided above is accurate and to the best of my knowledge.

Signature

Date (MM/DD/YYYY)

Health and Safety Violation Report Form – On the Job Training

Date of report:

Name of Person Reporting :

Phone Number : ()

Email :

Site:

Supervisor:

Supervisor phone :

Name(s) of individuals involved in the incident:

- 1.
- 2.
- 3.

Description of the event:

Please include a detailed description of the incident including date, time, location, nature of the violation and any witnesses present.

I certify that the information provided above is accurate and to the best of my knowledge.

Signature

Date (MM/DD/YYYY)