

**AV0100 – OCCUPATIONAL HEALTH AND SAFETY PROGRAM**

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka’pamux, Secwépemc, St’át’imc, syilx, and Tšilhqot’in Nations, where we live, learn, collaborate and work together.

Interior Health recognizes that diversity in the workplace shapes values, attitudes, expectations, perception of self and others and in turn impacts behaviors in the workplace. The dimensions of a diverse workplace include the protected characteristics under the human rights code of: race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, criminal or summary conviction unrelated to employment.

**1.0 PURPOSE**

To provide a safe and healthy work environment for all employees, medical practitioners, students, contractors and volunteers at all Interior Health (IH) worksites.

**2.0 DEFINITIONS**

TERM	DEFINITION
<i>Health and Safety Management System (HSMS)</i>	<i>A proactive and coordinated approach to planning and directing Occupational Health and Safety for an organization.</i>
<i>Joint Occupational Health &amp; Safety Committees (JOHSC)</i>	<i>An advisory group consisting of employer and worker representatives working together to improve occupational health and safety in their workplace. WorkSafeBC requires a JOHSC in workplaces with 20 or more employees</i>
<i>Safety Culture</i>	<i>The product of individual and group values, attitudes, perceptions, competencies, and patterns of behaviour that determine the commitment to the organization’s health and safety management.</i>
<i>Worker Health and Safety Representative</i>	<i>Workplaces with more than 9 but fewer than 20 employees are required to have a Worker Health and Safety Representative in place of a JOHSC.</i>

**3.0 POLICY**

- 3.1 IH is committed to providing a safe and healthy work environment for all employees.
- 3.2 Everyone shares in the responsibility for health and safety. All employees are required to comply with their department’s/site’s safe work procedures and practices as well as any applicable legislation.

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- 3.3 The commitment to work safely is expected of everyone working in our facilities or providing care outside of our facilities.
  
- 3.4 By working collectively to establish this foundation for the Occupational Health and Safety (OHS) Program and the Health and Safety Management System, employees will have healthier, safer work environments and a Safety Culture can be developed. Resources can be found on the following pages:
  - [Employee Health and Safety Resources](#)
  - Psychological [Health and Safety](#)
  - [Manager’s Health and Safety Resources](#)
  
- 3.5 The specific components of the OHS Program have been designed to meet the objectives of IH, Ministry of Health directives, collective agreement language, and the Workers’ Compensation Board (WorkSafeBC) legislated requirements. These include:
  - 3.5.1 Health and Safety Management
    - [Roles and Responsibilities](#)
    - Unsafe Work Refusal
    - [JOHSC/Worker Health and Safety Representatives](#)
    - Contractor Management
    - Employee Health and Wellness Program
  
  - 3.5.2 Hazard Management
    - Workplace Violence
    - Ergonomics/Musculoskeletal Injury Prevention (MSIP)
      - Safe Patient Handling
      - Material Handling
      - Ergonomics
    - Occupational Hygiene
    - General Safety
    - Occupational Health
    - Psychological Health and Safety
  
  - 3.5.3 Health and Safety Training
  
  - 3.5.4 Inspections
    - Workplace Inspections
    - WorkSafeBC Inspections
    - Job Observations

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- 3.5.5 Incident Management
  - Incident Response
  - Incident Investigation
  - Corrective Actions and Communication
  - Injury, Illness, and Exposure Management
  - Disability Management
  
- 3.5.6 Emergency Management

**4.0 PROCEDURES**

4.1 Roles and Responsibilities

**Senior Management (Senior Executive Team, Executive Directors, Directors)**

- Ensure that health, safety, and wellness requirements are prioritized when implementing or altering processes, programs, or physical facilities.
- Know and understand the organization’s health and safety policies as well as specific employer responsibilities under the Workers' Compensation Act.
- Assign designated responsibilities for the implementation and maintenance of the overall OHS Program.
- Ensure that all levels of management are held accountable for health and safety performance results in their area of responsibility.
- Review health and safety activities and statistical trends at management meetings to determine necessary courses of action.
- Initiate the development of health and safety goals and objectives and review on a regular basis.
- Convey and actively support IH’s commitment to achieving a safe and healthy workplace.
- Ensure that management/supervisory personnel receive appropriate training and resources to carry out their health and safety responsibilities under the OHS Regulations, Workers’ Compensation Act, collective agreements, and British Columbia Ministry of Health directives.

**Managers / Supervisors**

- Ensure that health and safety requirements are given primary consideration when implementing or altering processes, programs, or physical facilities.
- Know and understand the organization’s health and safety policies as well as specific Workers' Compensation Board regulations and responsibilities (Workers' Compensation Act, Part 2, Division 4).

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- Ensure implementation and evaluation of the OHS Program in their own area of responsibility.
- Ensure that all new employees receive department and job-specific orientation and training relative to hazards, and OHS and wellness concerns; ensure all employees receive refresher training for these as appropriate.
- Develop safe work procedures which outline specific safety and health responsibilities.
- Ensure that all workers are fully familiar with OHS and wellness initiatives in their area of responsibility and that they are properly trained in and comply with all workplace policies and procedures.
- Ensure that all contracting parties performing work on IH sites comply with safe work practices and are informed of the health and safety hazards relevant to the area of work.
- Ensure communication processes are in place and are communicated to workers for reporting any unsafe conditions or hazards.
- Actively participate in health and safety program initiatives to promote positive safety behaviours and Safety Culture.
- Ensure workers are adequately supervised in the safe performance of their duties, taking corrective action as appropriate.
- Ensure personal protective equipment is available, inspected, maintained and used as required.
- Ensure prompt and corrective action is taken to eliminate unsafe conditions or activities.
- Conduct incident investigations for injuries which require medical attention or time loss from work in area(s) of responsibility within specified time frames.
- Participate in regular inspections of area of responsibility to identify hazards and minimize risks.
- Review health and safety activities and trends at staff meetings to help encourage worker participation and raise awareness.

#### Employees and Medical Practitioners

- Assume responsibility for their own and fellow workers’ safety as outlined in Workers' Compensation Act ([Part 2, Division 4](#)).
- Actively participate in the OHS Program, including mandatory training.
- Follow all safety requirements according to applicable acts, laws, and safety regulations, as well as IH policies and procedures.
- Report all unsafe acts or conditions.
- [Refuse to carry out work](#) if it is believed that to do so will create an undue hazard to the health and safety of any person following the IH [unsafe work refusal process](#).
- Report any hazards and incidents (including near misses), to their local Manager/Supervisor as soon as possible.

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**Workplace Health and Safety (WHS) Department**

- Develop OHS Program-specific training materials, tools and processes to support managers, Employee Health and Wellness professionals and JOHSC in the coordination, planning, development and implementation of the OHS Program according to IH's policies and applicable legislation.
- Support JOHSCs and Worker Health and Safety Representatives in their safety role.
- Consult, coordinate and guide on assigned components of IH OHS Program to achieve compliance with standards set out in legislative requirements and IH policy.
- Support managers in monitoring each site's performance concerning the OHS Program activities and provide recommendations based on applicable legislation and statistical analysis of site-specific incident data.
- Advocate and promote health and safety programs to achieve compliance with legislation and IH policy.
- Develop policies and assist in the development of new OHS procedures as required.

**Employee Relations Advisors**

- Respond to incidents of unsafe work refusals as per the unsafe work refusal guidelines.
- Assist managers in investigations of workplace bullying and harassment.

**Employee Health and Wellness Department**

- Support workers and managers, in conjunction with the WHS Department, in facilitating early safe return-to-work, recover-at-work and accommodations related to work-related injury and illness..
- In collaboration with WorkSafeBC (WSBC) Claims Department manage claims related to work-related injuries and illnesses with the support of the WHS Department.

**Joint Occupational Health and Safety Committee (JOHSC) and Worker Health and Safety Representatives**

- Know and carry out duties of a JOHSC/Worker Health and Safety Representative as outlined in the Workers' Compensation Act ([Part 2, Division 5](#)).
- Actively participate in the OHS Program and encourage all employees to comply with the occupational health and safety requirements.
- Participate in the identification and control of safety hazards.
- Monitor site safety performance; provide recommendations to management on OHS matters.

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**Contractors**

- Comply with all aspects of the organization’s OHS Program in addition to any safety program administered by the subcontractors.
- Comply with all applicable acts, laws, and safety regulations.
- Comply with specific safety requirements and procedures based on information provided by Interior Health of any known hazards inherent to the work site.
- Communicate all hazards and incidents encountered on IH premises to the IH organization and to the prime contractor, if it is another organization.

**Volunteers**

- Attend orientation as required.
- Act in accordance with all safety policies and procedures as they relate to their service while on IH premises.
- Report any hazards and incidents (including near misses), to their local Manager as soon as possible.

**Students**

- Attend orientation as required.
- Act in accordance with all safety policies and procedures as they relate to their placement while on IH premises.
- Report any hazards or incidents (including near misses) to their local Manager and respective Education Institution as soon as possible.

**5.0 REFERENCES**

1. All applicable [CSA \(Canadian Standards Association\) standards](#)
2. All applicable federal regulations
3. British Columbia Ministry of Health Directives
4. [Collective Agreements](#)
5. WorkSafeBC, Occupational Health and Safety Regulations [Part 3 – Occupational Health and Safety Programs](#)
6. WorkSafeBC, Workers Compensation Act, [Part 2 Division 4 General Duties of Employers, Workers, and Others](#)
7. WorkSafeBC, Workers Compensation Act, [Part 2 Division 5 Joint Committees and Worker Representatives](#)
8. Interior Health, InsideNet [Employee Health and Safety Resources](#)
9. Interior Health, InsideNet [Employee Wellness and Psychological Health Resources](#)
10. Interior Health, InsideNet [Manager Health and Safety Resources](#)

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11. IH Resources:

- [AD0200 – Aboriginal Cultural Safety & Humility](#)
- [AK0400 – Recognizing and Responding to Hazards, Near Misses and Adverse Events](#)
- [AU1000 – Workplace Environment](#)
- [AU1100 – Post-Secondary Institution Student Experiences](#)
- [AU2200 – Anti-Racism](#)
- [AV0200 – Working Alone or In Isolation](#)
- [AV0300 – Management of Occupational Exposure to Blood and Bodily Fluid](#)
- [AV0400 – Workplace Hazardous Materials Information System \(WHMIS\)](#)
- [AV0500 – Transportation of Dangerous Goods](#)
- [AV0600 – Latex Sensitivity Program](#)
- [AV0900 – Prevention and Management of Exposure to Communicable Diseases](#)
- [AV1000 – Attendance Promotion](#)
- [AV1100 – Employee Incident Reporting and Investigation](#)
- [AV1300 – Staff Respiratory Infection Outbreak Management](#)
- [AV1350 – Influenza Prevention](#)
- [AV1700 – Employee Health and Wellness Program](#)
- [AV1900 – Respiratory Protection Program](#)
- [AV2000 – Smoke Free Environment](#)
- [AV2200 – Management and Use of Recorded Closed Circuit Video Systems](#)
- [AV2500 – Violence Prevention Program](#)
- [AV2510 – Threat Management](#)
- [AV2520 – Active Deadly Threat Response](#)
- [AV2530 – Restricted Access](#)
- [AV2600 – Minimizing Fatigue, Errors, and Injury](#)
- [AV2800 – Safe Patient Handling](#)
- [AV2900 – Managing Disrespectful, Aggressive or Violent Behaviours of Visitors](#)
- [AV3000 – Psychological Health and Safety in the Workplace](#)

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