

# Occupational Health & Safety Policy

This policy applies to full-time, part-time, temporary and on-call employees of BCLC. It also applies to visitors to BCLC and contractors working at BCLC premises.

BCLC employees are responsible for understanding and complying with the policy as it applies to their role. Requests for clarification should be directed to the employee's manager or the Safety Manager (Senior Manager Corporate Services).

## Policy Statement

BCLC is committed to ensuring a safe and healthy working environment for employees, visitors and external contractors.

## Purpose

- *To protect the health and safety of all BCLC employees, visitors and external contractors working at BCLC premises.*
- *To promote a safe and healthy working environment for BCLC employees, visitors and external contractors.*

## Duties and Responsibilities

Specific responsibilities for occupational health and safety are detailed below.

### **BCLC**

BCLC is responsible for:

- Protecting the health and safety of all employees, visitors and contractors;
- Complying with all relevant statutes, regulations and standards of regulatory authorities relevant to occupational health and safety; and
- Establishing an Occupational Health and Safety Program and Safety Committees at principal BCLC locations to facilitate discharge of collective responsibility for health and safety.

### **Vice Presidents, Directors and Managers**

Vice Presidents, Directors and Managers are responsible for:

- Providing safe working conditions, practices and appropriate personal protective equipment at work sites;
- Complying with all relevant statutes, regulations and standards of regulatory authorities relevant to occupational health and safety;
- Orienting employees to the occupational health and safety requirements and resources related to their jobs and work sites;
- Consulting and cooperating with the Safety Committee and those carrying out occupational health and safety duties, including acting upon recommendations made by the Safety Committee; and
- Reporting accident, injury or near miss incident, hazardous work practice or hazardous work condition to the Safety Committee and Human Resources.

### **Safety Manager and Safety Committees**

The Safety Manager and Safety Committees are responsible for:

- Managing the BCLC Health & Safety Program;
- Establishing policies in accordance with all relevant statutes, regulations and standards of regulatory authorities relevant to occupational health and safety;
- Conducting regular occupational health and safety inspections of BCLC premises and making recommendations on any improvements needed;
- Educating employees on occupational health and safety procedures at BCLC; and
- Reviewing all accident, injury, incident or other reports relating to occupational health and safety and make recommendations on any remedial changes to policy, procedure or work practices

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needed.

## **Employees**

Employees are responsible for:

- Complying with all relevant statutes, regulations and standards of regulatory authorities relevant to occupational health and safety;
- Attending health and safety training programs and meetings as required by the Safety Committees;
- Wearing any personal protective equipment appropriate to their role; and
- Immediately reporting any accident, injury or near miss incident, hazardous work practice or work condition to their manager.

## **Visitors and Visiting Contractors**

Visitors and visiting contractors are responsible for:

- Complying with all relevant statutes, regulations and standards of regulatory authorities relevant to occupational health and safety;
- Complying with the BCLC occupational health and safety guidelines to visitors and visiting contractors;
- Wearing any personal protective equipment appropriate to their role; and
- Immediately reporting any accident, injury or near miss incident, hazardous work practice or work condition to BCLC.

### Internal Stakeholders

Finance and Corporate Services  
 Human Resources  
 Corporate Security & Compliance  
 Corporate Affairs  
 Customer Strategy & Corporate Marketing  
 Information Technology  
 Business Transformation  
 Lottery Gaming  
 Casino and Community Gaming

### External Impact

WorkSafe BC  
 Emergency Services, Kamloops and Richmond  
 Contractors & Consultants operating at BCLC  
 Premises

## Compliance

Any incident reported under this policy will be investigated by the Safety Manager or relevant Safety Committee and remedial actions recommended for implementation as required.

Policy Owner:	Vice President Finance & Corporate Services	Change Authority:	President & CEO
Implementation Date:	August 3rd 2009 (v1.0)	Revised Date:	January 29th 2015 (v1.1)
Supporting Ref:	<ol style="list-style-type: none"> <li>1. Workers Compensation Act, RSBC 1996</li> <li>2. Workers Compensation (Occupational Health and Safety) Amendment Act, 1998.</li> <li>3. Hazardous Products Act (Canada), RS 1985</li> <li>4. Occupational Health &amp; Safety Regulation, B.C. Regulation 296/97 as amended.</li> <li>5. WorkSafe BC Prevention Manual.</li> </ol>		