

Occupational Health and Safety

Approved by: President and CEO
Last Reviewed: September 2017

Purpose

This policy sets out the requirements for creating and maintaining a robust Occupational Health and Safety (OH & S) program at BCLC that establishes a safe and healthy working environment where work is carried out without undue risk of injury or occupational disease.

SCOPE

This policy applies to all BCLC employees and Contractors.

CONTEXT

Per the requirements of the *Workers Compensation Act*, British Columbia (WCA BC) and the *Occupational Health and Safety Regulation*, British Columbia (OHSR), BCLC is required to establish appropriate measures to protect the health and safety of its employees, on-site contractors, and visitors. This includes establishing Joint Occupational Health and Safety Committees (the "Committees") and developing appropriate policies, procedures and processes.

POLICY STATEMENT

BCLC is committed to providing a healthy and safe work environment for its employees, regardless of their work location.

Maintaining a safe working environment is everyone's responsibility, from the Executive to individual employees. Individuals are expected to understand their rights and responsibilities for occupational health as defined in the WCA BC and the OHSR.

Processes and systems of work must be designed to protect employee health and safety and must follow requirements as defined by the WCA BC and OHSR.

Terms of Reference

The OH & S program operates in accordance with the OH & S Terms of Reference. These terms are developed and maintained by the Committee and the Safety Manager and approved by the OH & S Executive lead.

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The Terms of Reference describe the purpose and structure of the OH & S program at BCLC and provide the governance model for operating the Committee, including:

- Defining the purpose, mandate and scope of the program
- A description of the programs and practices included in the program
- Roles and responsibilities for each position on the committee
- Administrative guidelines for the program, including meeting formats and protocols for election and appointment of new committee members

The Terms of Reference must be reviewed on an annual basis and updated as required to stay current with regulatory changes and committee requirements. The committees and Safety Manager have the authority to recommend changes to the Terms of Reference. Proposed changes must be approved by the Executive Sponsor before being implemented.

POLICY DETAILS

BCLC has three Committees – one in Kamloops, one in Vancouver, and one for casino field staff. The Committees will be made up of employees and managers working together to identify and resolve health and safety concerns in the workplace. To be successful, the committee must operate in an atmosphere of cooperation and be effective in promoting and monitoring a sound OH & S Safety program.

The Committees are required to:

- Manage the BCLC OH & S Program.
- Advise on and make recommendations on programs and policies in accordance with all relevant statutes, regulations and standards of regulatory authorities relevant to occupational health and safety.
- Conduct regular occupational health and safety inspections of BCLC premises and make recommendations on any improvements needed.
- Educate employees on occupational health and safety procedures at BCLC, including facilitating training and process improvements when required.
- Participate in accident, injury or refusal to work investigations when required and review 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 needed.
- Promote safe work practices.
- Assist the organization in creating a safe and healthy workplace.
- Make recommendations to senior management to improve the effectiveness of the OH & S Program.
- Promote compliance with the applicable legislation and regulations at all levels of the organization.

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OH & S Program Components

BCLC's OH & S program includes but is not limited to the following areas of work:

- Occupational first aid
- Emergency preparedness and response
- Accident reporting and investigations
- Building inspections
- Due diligence for managers
- Working alone or in isolation
- Workplace Hazardous Materials Information Sheet and Material Safety Data Sheet
- Warehouse safety
- Road safety at work

ROLES AND RESPONSIBILITIES

Each employee has a legal obligation to take reasonable care for his or her own safety and for the safety of other people who may be affected by their acts or omissions.

Executive Team

Support the ongoing program activities by providing appropriate resources, participating in OH & S events and activities, and promoting the importance of safety in the workplace across all levels of the organization.

Directors and Managers

Provide a safe working environment through the implementation of safe work practices, and support employee involvement in OH & S activities and participation in committee activities.

Employees

Understand and comply with OH & S policies that apply to their role, including the importance of reporting all workplace injuries and accidents to their supervisor and Human Resources.

Safety Manager

Oversee the ongoing activities of the program and takes necessary action to ensure BCLC remains compliant with the WCA BC and OHSR.

Joint Occupational Health and Safety Committees

Operate under the requirements of the OHSR, assisting the organization's efforts in creating a safe and healthy workplace.

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Visiting Contractors

Comply with all relevant statutes, regulations and standards of regulatory authorities relevant to OH & S, and follow BCLC's policies and guidelines.

COMPLIANCE

All employees are required to deal with any observed or reported breaches. If managers or employees have any concerns about this policy or their safety, they should seek senior management support.

If a contractor fails to comply with the policy, they will first be verbally reminded to comply. If the contractor continues to operate outside compliance with this policy, the matter should be escalated to the appropriate manager. The manager will provide written notice to the contractor of the breach and outline the expectation for compliance. If the breach is not corrected, work with BCLC will be halted until the breach is remedied.

Every incident reported under this policy will be reviewed by the Committee and, where deemed appropriate, will be investigated by the Safety Manager or appointed Committee member and remedial actions recommended for implementation as required.

Non-compliance with this policy will be addressed in accordance with BCLC's [Progressive Discipline policy](#).

RELATED MATERIAL

[Workers Compensation Act, RSBC 1996](#)

[Workers Compensation \(Occupational Health and Safety\) Amendment Act, 2011](#)

[Hazardous Products Act \(Canada\), RS 1985](#)

[Occupational Health & Safety Regulation \(British Columbia\)](#), as amended

[Worksafe BC Prevention Manual](#).

[BCLC Joint Occupational Health and Safety Committees Terms of Reference](#)

POLICY OWNERSHIP

Contact Position	Director of Corporate Services & Facilities
Policy Owner	Chief Financial Officer and Vice President, Finance & Corporate Services
Approving Body	President and Chief Executive Officer

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REVISION HISTORY

Version Number	Approval Date	Approved by	Amendment
3	Mar 20, 2018	President and Chief Executive Officer	Major amendment to Committees' responsibilities to more accurately reflect that they advise on and make recommendations concerning programs and policies, but do not establish these; minor amendments made to conform to policy template and correct revision history
2	Sep 7, 2017	President and Chief Executive Officer	Major amendments to introduce terms of reference, make updates to committee structure, and update roles and responsibilities
1.1	Jan 29, 2015	Vice President, Corporate Security and Compliance	Minor amendment to footer text. This document was reclassified from Internal' to 'Public' in order to comply with a directive from the Public Sector Employers' Council. An exemption to policy approval requirements was made due to exceptional circumstances.
1	Aug 3, 2009	Chief Executive Officer	Inaugural