

Occupational and Psychological Health and Safety

Purpose

Establishes the commitment to the occupational and psychological health and safety of all employees through a robust Occupational and Psychological Health and Safety (OPH&S) Program, designed to embed ongoing practices of identifying and mitigating workplace hazards into planning, prioritizing and strategy.

Scope

This policy applies to all BCLC employees, regardless of their work location and On-site Contractors while working at BCLC facilities.

Conditions of working remotely specifically for Remote Work Employees and Mobile Employees are addressed in the Working Remotely Policy and Procedure including, health and safety requirements, and designated workspace requirements.

Policy Statement

BCLC is committed to fostering a culture of health and safety, which aligns with BCLC's vision, social purpose, and values. It begins with a commitment to, and demonstration of, healthy and safe behaviours by leadership and is expected across BCLC.

Occupational and psychological health and safety of the working environment is everyone's responsibility. Individuals are expected to understand their rights and responsibilities for occupational and psychological health and safety as defined in the Workers Compensation Act (WCA), British Columbia, the Occupational Health and Safety Regulation (OHSR), British Columbia, and the Mental Health Commission of Canada's National Standard for Psychological Health and Safety in the Workplace (herein referred to as the National Standard).

Processes and systems of work at BCLC must be designed to protect employee health, safety and wellbeing, and must align with requirements defined by the WCA, OHSR, and National Standard.

Context

Per the requirements of the WCA, OHSR, and National Standard, BCLC is required to establish appropriate measures to protect the health and safety of all employees, On-site Contractors, and Visitors. This includes establishing Joint Occupational Health and Safety Committees, developing appropriate policies, procedures and processes to address workplace hazards, and effectively managing the OPH&S Program.

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BCLC has two Joint Occupational Health and Safety Committees (the Committees): one in the Kamloops facility and one in the Vancouver facility. Each Committee is made up of employees and Supervisors who work together to identify and resolve health and safety concerns in the workplace, in accordance with the duties and functions of Joint Occupational Health and Safety Committees as outlined within the WCA and OHSR.

Bullying, harassment and violence are considered workplace hazards which must be addressed by the employer. Refer to the [Respectful Workplace Policy](#) and Procedure and Workplace Violence Prevention Policy for information on how BCLC controls for these risks, and the responsibilities of employees for addressing these risks.

BCLC's Working Remotely Policy & Procedure establish conditions that all employee remote work arrangements must comply with including requirements to support adherence with the WCA, OHSR, and this policy.

Other relevant materials:

The [Hazardous Products Act \(HPA\)](#), Canada, sets out requirements for Safety Data Sheets and labeling and handling of hazardous products in the workplace.

The [WorkSafe BC Prevention Manual](#) compiles all policies of the Board of Directors of the Workers' Compensation Board, in relation to the WCA. It offers the Board's interpretation of the WCA and guidance to relevant parties.

Policy Details

The health, safety, and wellbeing of BCLC's employees are fundamental to the Corporation's success. All individuals at BCLC are accountable to uphold their safety and the safety of those around them. All hazards, accidents, near miss incidents and health and safety concerns must be reported as soon as possible. The health, safety, and wellbeing of those impacted must be prioritized in decision making across BCLC.

OCCUPATIONAL AND PSYCHOLOGICAL HEALTH AND SAFETY PROGRAM

BCLC strives to have all employees return home safe and well, every day. BCLC does this by providing the structure, training, tools, and resources for an OPH&S Program. The program is designed to protect all BCLC employees and set clear expectations for every role.

BCLC aspires to achieve best practices in all components of its OPH&S Program. Each of the following components address occupational and psychological health and safety of all employees.

- regular inspections of facilities, equipment, work methods & practices;
- assessment and prompt action to address any hazardous conditions;
- written guidance for all employees on appropriate workplace safety procedures;

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- regular management meetings to review health and safety activities and incident trends;
- prompt investigation of incidents to address and prevent cause(s);
- maintenance and transparency of records and statistics, including inspection reports and incident investigations; and,
- communication, training and supervision of BCLC employees in safe working practices.

Through effective management, regular review, and identification of corrective actions, BCLC commits to continually improving the OPH&S Program and health, safety, and wellbeing across the Corporation.

Roles and Responsibilities

All Employees and On-site Contractors are responsible for:

- Taking reasonable care for their own health, safety and wellbeing, and that of other people who may be affected by their acts or omissions;
- Immediately reporting any circumstances causing an unsafe condition resulting in a refusal of work, accident, injury or near miss incident, hazardous work practices or conditions, or concerns regarding health and safety to their Supervisor or to the BCLC Facilities department;
- Understanding and complying with occupational and psychological health and safety policies and procedures that apply to their role, in compliance with the WCA, OHSR and National Standard;
- Attending health and safety training activities as required by the Committees;
- Using all safety and protective equipment appropriate to their role, in compliance with the WCA and OHSR;
- Informing Visitors of the appropriate provisions of health and safety. This includes advising of:
 - The nearest fire exit and building evacuation protocol;
 - How to contact First Aid, if necessary;
 - Utilization of safety and protective equipment, if applicable; and
 - Any other provisions of this policy, or other BCLC policy that may be applicable.

Supervisors are responsible for:

- Providing safe working environments through the implementation of safe work practices;
- Providing information and training to employees and On-site Contractors regarding the safe performance of their work activities, at the start of employment or contract as appropriate, in the event an employee's or On-site Contractor's duties change, and on a regular basis, as necessary;

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- Providing the appropriate safety and protective equipment to employees and On-site Contractors;
- Supporting employee involvement in health and safety training activities and Committee activities;
- Collaborating with the Committees and those carrying out health and safety duties, including acting upon recommendations made by the Senior Specialist, Occupational Health and Safety and Committees.

OH&S Executive Sponsor is responsible for:

- Supporting the OPH&S Program by providing appropriate resources, participating in OPH&S events and activities, and promoting the importance of health, safety and wellbeing in the workplace across all levels of the Corporation.

Senior Specialist, Occupational Health and Safety is responsible for:

- Overseeing the OPH&S Program, including the Committees, under the authority of the OPH&S Executive Sponsor and as per the OPH&S Terms of Reference.

Joint Occupational Health and Safety Committees are responsible for:

- Performing the duties and functions set out under Division 4 of Part 3 of the WCA for Joint Occupational Health and Safety Committees; and
- Operating under the requirements of the OHSR and OH&S Terms of Reference, to support BCLC's commitment to continually improving organizational and psychological health and safety across the Corporation.

Compliance

All employees are required to report breaches of this policy.

If an On-site Contractor fails to comply with the policy, they are first verbally reminded to comply. If the On-site Contractor continues to operate outside compliance with this policy, the matter is to be escalated to the appropriate Supervisor. The Supervisor will provide written notice to the On-site Contractor of the breach and outline the expectation for compliance. If the breach is not corrected, work with BCLC is to be halted until the breach is remedied.

Every incident reported under this policy is to be reviewed by the Committee and, where deemed appropriate, investigated by the Senior Specialist, Occupational Health and Safety or appointed Committee member and remedial actions recommended for implementation as required.

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Definitions

Defined (capitalized) terms used but not defined in this policy have the meaning attributed to them in the Policy Glossary.

Mobile Employees	Has the meaning ascribed to it in BCLC's Working Remotely Policy.
On-site Contractor	Means a contractor who performs services on-site at a BCLC facility, either in their capacity as an independent contractor or as an employee, subcontractor, or other representative of a corporation performing services to BCLC pursuant to a contract or otherwise.
Remote Work Employees	Has the meaning ascribed to it in BCLC's Working Remotely Policy.
Supervisor	Has the meaning ascribed to it within the <i>Occupational Health and Safety Regulation</i> , British Columbia. As of the date of this policy, supervisor means a person who instructs, directs and controls workers in the performance of their duties.

Policy Ownership

Contact Position	Senior Specialist, Occupational Health and Safety
Policy Owner	Chief People Officer
Approving Body	President and Chief Executive Officer

Revision History

Version	Effective	Approved by	Amendment
5.0	Nov 21, 2024	President and Chief Executive Officer	Major amendments including incorporation of the National Standard and psychological health and safety language throughout; updated details of the OPH&S Program; change in policy ownership due to organizational restructuring.
4.0	Aug 31, 2020	President and Chief Executive Officer	Major amendments including, updates to the roles and responsibilities section; removal of content more appropriate for OH&S Terms of Reference;

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Version	Effective	Approved by	Amendment
			removal of content duplicating legislation; added definitions of key terms, for clarity.
3.1	Jun 26, 2019	Vice President, Finance and Corporate Services	Removed reference to Progressive Discipline Policy.
3.0	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.
2.0	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	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.
1.0	Aug 3, 2009	Chief Executive Officer	Inaugural issue.