

## Policy

# Occupational Health and Safety

## Purpose

Establishes the commitment to occupational health and safety, and a robust Occupational Health and Safety (OH&S) Program at BCLC. The roles and responsibilities related to occupational health and safety are also outlined.

## Scope

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

## Policy Statement

BCLC is committed to promote a culture of occupational health and safety in the work environment for all of its employees and On-site Contractors, at BCLC facilities.

Maintaining the occupational health and safety of the working environment is everyone's responsibility. Individuals are expected to understand their rights and responsibilities for occupational health and safety as defined in the Workers Compensation Act (WCA), British Columbia and the Occupational Health and Safety Regulation (OHSR), British Columbia.

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

BCLC commits to addressing the following components within the OH&S Program:

- Occupational first aid
- Emergency preparedness and response
- Accident reporting and investigations
- Building inspections
- Due diligence for Supervisors
- Working alone or in isolation
- Workplace Hazardous Materials Information System and Safety Data Sheets
- Warehouse safety

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## Context

Per the requirements of the WCA and the OHSR, 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 and developing appropriate policies, procedures and processes to address workplace hazards.

BCLC has three Joint Occupational Health and Safety Committees (the Committees): one in the Kamloops facility, one in the Vancouver facility, and one in Kamloops for casino field employees. 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 [Workplace Violence Prevention Policy](#) and [Harassment Policy](#) for information on how BCLC controls for these risks, and the responsibilities of employees for addressing these risks.

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.

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

## Roles and Responsibilities

**All Employees and On-site Contractors** are responsible for:

- Taking reasonable care for their own safety and the safety of other people who may be affected by their acts or omissions;
- Immediately reporting any circumstances causing of an unsafe condition resulting in a refusal of work, accident, injury or near miss incident, hazardous work practices or conditions, or concerns regarding occupational health and safety to their Supervisor or to the BCLC Facilities department;
- Understanding and complying with occupational health and safety policies and procedures that apply to their role, in compliance with the WCA and OHSR;
- 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;

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- Informing Visitors of the appropriate provisions of occupational health and safety. This includes advising of:
  - The nearest fire exit and building evacuation protocol;
  - Utilization of safety and protective equipment, if applicable; and
  - Any other provisions of this 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;
- Providing the appropriate safety and protective equipment to employees and On-site Contractors;
- Supporting employee involvement in occupational health and safety training activities and Committee activities;
- Collaborating with the Committees and those carrying out occupational health and safety duties, including acting upon recommendations made by the Safety Manager and Committees.

**OH&S Executive Sponsor** is responsible for:

- Supporting the OH&S Program 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 Corporation.

**Safety Manager** is responsible for:

- Overseeing the OH&S Program, including the Committees, under the authority of the OH&S Executive Sponsor and as per the OH&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, in order to support the Corporation in establishing safe and healthy working environments.

## Compliance

All employees are required to report breaches of this policy.

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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 Safety Manager or appointed Committee member and remedial actions recommended for implementation as required.

## Definitions

<b>On-site Contractor</b>	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.
<b>Supervisor</b>	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

<b>Contact Position</b>	Director, Corporate Services and Facilities
<b>Policy Owner</b>	Vice President, Finance and Corporate Services
<b>Approving Body</b>	President and Chief Executive Officer

## Revision History

Version	Effective	Approved by	Amendment
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; removal of content duplicating legislation; added definitions of key terms, for clarity.

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Version	Effective	Approved by	Amendment
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.