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## SAFETY POLICY

UBC Student Housing and Hospitality Services (SHHS) is dedicated to protecting the health and safety of its workers against foreseeable hazards in the workplace, and to implementing reasonable measures to prevent workplace injury or occupational disease. All our employees (workers, supervisors, managers, and directors) must be committed to the objective of eliminating workplace incidents and accidents.

In accordance with University Policy #7<sup>1</sup> everyone employed at UBC has responsibility of the provision of a safe and healthy work environment. Specifically:

**Responsibilities of SHHS Leadership:** The Managing Director and unit Directors are responsible for establishing, implementing and maintaining programs designed to protect the health and safety of its employees, including the provision of information, training, equipment and resources to ensure compliance with applicable regulations and policies.

**Responsibilities of Supervisors and Managers:** Supervisors and managers are responsible to provide a safe workplace for all their employees. They are accountable to ensure employees are made aware of workplace hazards and that they work in a safe manner. They are also responsible for ensuring employee training and supervision, incident investigation, and documentation requirements are fulfilled.

**Responsibilities of Workers:** All workers are required to work in a safe manner and complete tasks in compliance with regulatory and University requirements, and to report observed unsafe conditions to their supervisors without undue delay.

SHHS' commitment to its Occupational Health and Safety (OHS) program is an integral part of the organization. We encourage feedback from all employees on how our safety program can be improved through dialogue with their direct supervisor, their Local Health and Safety Committee representative or via online feedback channels.

**Safety is everybody's responsibility.**

<sup>1</sup> University Safety Policy #7: <http://www.universitycounsel.ubc.ca/files/2010/08/policy7.pdf>