

6951 Westminster Highway, Richmond, BC  
 Mailing Address: PO Box 5350 Stn Terminal, Vancouver BC, V6B 5L5  
 Telephone 604 276-3100 Toll Free 1-888-621-7233 Fax 604 276-3247

The *Workers Compensation Act* requires that the employer must post a copy of this report in a conspicuous place at or near the workplace inspected for at least seven days, or until compliance has been achieved, whichever is the longer period. A copy of this report must also be given to the joint committee or worker health and safety representative, as applicable.

A revised version of the *Workers Compensation Act* took effect on April 6, 2020. The B.C. government's revisions aim to make the Act easier to read and understand, and to reorganize the numbering to make laws easier to find. The revisions make no changes to B.C.'s laws concerning workers' compensation, occupational health and safety, and employers' assessment premiums. Please be aware there may be a transitional period where correspondence from WorkSafeBC may include references to either the previous Act or the revised Act. For more information, visit [www.worksafebc.com/WCA2019](http://www.worksafebc.com/WCA2019) or call the Prevention Information Line at 604.276.3100, or toll free within BC at 1.888.621.7233 (SAFE).

### Inspection Report #202116631014A

Employer Name	Jobsite Inspected	Scope of Inspection
SIMON FRASER UNIVERSITY	8888 UNIVERSITY DR BURNABY BC V5A 1S6	COVID-19 Inspection

Date of Initiating Inspection	Date of This Inspection	Delivery Date of This Report	Delivery Method
Mar 16, 2021	Mar 16, 2021	Mar 23, 2021	Email

**THERE ARE TWO (2) ORDERS OR OTHER ITEMS OUTSTANDING**

**ACTION REQUIRED**

### Summary of Orders or other Items

See "Orders/Items – Full Details" section of this Inspection Report for orders/items cited

Order/Item No.1 <input type="checkbox"/>	Status: <b>Outstanding</b>	Cited: <b>WCA21(1)(a)</b>
Order/Item No.2 <input type="checkbox"/>	Status: <b>Outstanding</b>	Cited: <b>WCA21(2)(e)</b>

#### ORDER STATUS LEGEND

Order Status	Description
Outstanding	Order Outstanding - Action Required to Achieve Compliance
Complied	Compliance Achieved - No Further Action Required
Closed	Order is Closed
Rescinded	Order has been cancelled - No Further Action Required

## INSPECTION NOTES

WorkSafeBC Prevention Officers Stacey Hamade (OSO) and Bessam Alhashimi (OHO) attended this workplace for an inspection as part of WorkSafeBC's ongoing commitment to engage with employers and workers to reduce risk and promote safe and healthy workplaces. This workplace is an educational institution/university that employs about 5900 workers total including faculty and staff at the Burnaby campus. Due to the COVID-19 pandemic, approximately 3/4 of the staff is working from home according to the employer representative. This inspection focused on the employer's COVID-19 controls. The officers met with employer and worker representatives to discuss matters pertaining to the Workers Compensation Act (WCA) and the Occupational Health and Safety Regulation (OHSR). Topics discussed included, but were not limited to, the following:

### **BACKGROUND**

COVID-19 is an infectious disease that spreads primarily through contact with an infected person when they cough or sneeze. It can also spread when a person touches a surface or object that has the virus and then touches their eyes, nose or mouth. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and muscle aches or headache, and may take up to 14 days to appear after exposure to COVID-19.

The purpose of this inspection is to review this employer's response to the current COVID-19 (COVID) pandemic in relation to worker health and safety at this workplace.

The employer has a COVID safety plan for the campus and each department develops a COVID safety plan for their respective labs and areas in the building. Students and staff must complete COVID safety training online before granted permission to attend labs and classes held on campus. The labs have reduced occupancy and COVID controls are implemented. Teaching labs have pre-entry screening, COVID safety plans emailed to students, and online training to be completed in advance. The teaching assistants (TA), lab technicians, and instructors are provided with COVID training as well and have to be familiar with the COVID safety plan for their lab location. Enhanced cleaning and sanitation have been implemented throughout the campus and labs according to the employer representatives.

The process for lab approvals includes application by the lab lead researcher/professor, submission of COVID safety plan for review, approval by the department, review by the joint health and safety committee (JHSC) and final approval if criteria are met. Each department has a compliance team that checks and verifies that COVID controls are in place and the safety plan is being followed. If non-compliance is observed, a memo is issued to the laboratory/location and subsequent non-compliance can result in the closure of the laboratory or room. Thereafter, a new application process must be undertaken for reactivation of the lab/location, correcting the issue, personnel re-taking and completing required training and the department granting approval subject to criteria being met.

Only staff and students are permitted entry to buildings on campus and there is a security guard at entrances to monitor and verify entrants to the building. No cases of COVID-19 had been reported on campus recently according to the employer representatives and other personnel that we met with.

### **Applied Sciences Building**

Staff and students have to pass through a check-point with a security guard and sign in as necessary. Couches and tables were observed to be blocked and marked to not be used. There were directional arrow decals on the floor to indicate traffic flow. The employer representatives advised that for laboratories on campus, the Principal Investigator is responsible for each lab and there are also Compliance Teams from each department that perform checks regarding COVID-19 controls in place.

The SARUNIC Lab 8809 was inspected and there was a COVID safety plan in place and the lab researcher was knowledgeable of the requirements and controls required for this laboratory. This included an occupancy of 1 person working at a time, scheduling in advance with the schedule posted at the entrance, using own tools, and daily health screening check before they come to the campus. The administration offices were operating with reduced staff and workers informed of physical distancing, frequent hand washing and not to come to work if they have any flu symptoms.

Lab 8805 was inspected and there was a COVID safety plan in place and the lab researcher/PhD student was knowledgeable of the controls required. This was an electronics lab with a maximum occupancy of 4 people and the schedule posted at the entrance.

**South Science Building (SSB) - Shrum Science**

Signs indicating travel direction and COVID precautions were observed throughout the building. Tables and chairs were blocked and marked so as not to be used by students and staff. Classrooms and labs had reduced occupancies according to the employer representatives and the COVID safety plan is available online. The faculty supervisor is responsible for coordinating and scheduling activities for this building.

Lab A9800 was inspected in SSB. This is the lab for first year electrical course ENSC120. The employer representative advised that a copy of the COVID safety plan for this lab was e-mailed to all students in advance and the students and staff had to completed COVID safety training online prior to attending. The room occupancy had been reduced to 10 students with two TAs and one lab engineer. Plexiglas was installed between the lab stations and students are informed to keep a 2 meter distance from one another. Sanitizer wipes and gloves are provided to students and staff for use in this lab.

Room B9200 is the staging area for course CHEM336 according to the employer representative. Two different signs with occupancy were observed outside the room. A maximum occupancy of 72 was on the sign posted at the entrance while 50 was on another sign further up that referenced the COVID safety plan. This discrepancy is confusing for faculty, staff and students. The employer representative stated that they would look into this discrepancy and ensure only one sign with the appropriate occupancy is posted. It was also noted that all 3 washrooms (Male, Female, Handicapped) were closed in the main hallway without an indication of where the nearest washrooms or hand washing facilities were located. As a result, Order #1 is issued.

Lab C8065 was inspected and several issues were noted. The COVID safety plan was posted on the entrance door at a height (approximately 2 meters) and the print font was small such that it was difficult to read for most persons. The personnel that were interviewed did not know where to find the COVID safety plan or who to report issues to. Two staff were observed using one computer. Scheduling needs to be improved so that personnel follow the COVID safety plan for this laboratory. As a result, Order #2 is issued.

**Strand Hall - IT Services**

The employer representative advised that most of the staff is working remotely and that the COVID safety plan was being updated at the time of the inspection. The Audio-Visual (AV) department staff was working from home until the plan update was completed. There was one administration staff in the building at the time of inspection when the officer did a walk-through with the employer representative.

The number of staff and research students in the buildings on the date of inspection were as follows:

- Applied Sciences Building 62
- South Sciences Building 53
- Shrum Science -Chemistry 34
- Strand Hall 1000 level 6

**COVID-19 SAFETY PLAN**

Employers are required by section 21(2)(c) of the *Workers Compensation Act* to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulation (OHSR). In accordance with this requirement, employers must have a compliant COVID-19 Safety Plan to assess the risk of exposure at their workplace and implement measures to keep workers safe.

Measures for COVID-19 are in flux and as such orders, notice and guidance from the public health officer may change. Employers are expected to be aware of these and apply them as applicable. Refer to the government of British Columbia Orders, notices and guidance web page:

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus#orders>

A COVID-19 Safety Plan must include policies, guidelines, and procedures to reduce the risk of COVID-19 transmission in the workplace. Employers must involve frontline workers, joint health and safety committees or worker representatives, and supervisors in identifying protocols for their workplace. In accordance with PHO order, this Safety Plan must be posted on the employer's website, if one exists, and at the employer's workplace, and the employer is to provide a copy of the plan to a WorkSafeBC officer on request.

The following provides information and resources to assist with the development of this plan. Note, employers are required to review their COVID-19 Safety Plan to ensure it continues to be effective and is functioning properly.

**A guide to reducing the risk of COVID-19 which outlines the following six steps:**

1. Identify where COVID exposure arises in your workplace and assess the risks,
2. Implement control measures/protocols to reduce the risks, starting with the highest level of protection and moving down as appropriate,
3. Develop policies that include your protocols,
4. Develop communication plans and training on the policies,
5. Monitor policy implementation and update policy as needed, and
6. Assess and address risks related specifically to resuming operations.

**Plan work to allow for physical distancing (workers spaced at least 2 metres apart)**

- If practicable, arrange the workplace to maintain appropriate distance between workers. Where there is not sufficient distance, physical barriers may be used, such as doors, cubicle walls or Plexiglas screens/enclosures.
- Actively promote physical distancing.
- Where possible avoid non-essential face to face interactions. Use phones, video conferencing, or other technologies to reduce personal contact.

**When workers cannot maintain physical distancing, employers must consider procedures for mask wearing as part of their preventative measures for their workplace within the hierarchy of controls.**

- Controlling exposure:  
<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/controlling-exposure>

**Provide sufficient soap and water or hand sanitizers and post the locations to encourage workers to wash their hands frequently.**

- Actively promote handwashing and personal hygiene like coughing into your elbow and sneezing into a tissue and washing hands.
- OHSR 4.85 Washroom facilities outlines regulatory requirements.

**Enhance cleaning and disinfecting of the workplace, particularly high contact items such as handrails, doorknobs, shared tools or equipment and washroom facilities.**

- Provide necessary cleaning products and items to maintain a clean and safe workplace.
- Create cleaning protocols and procedures and increase frequency for cleaning activities.
- Ensure contaminated cleaning items are disposed of responsibly.

**Worker Health checks: Public Health Order**

Part of a robust COVID-19 Safety Plan involves ensuring people with symptoms of COVID-19 or who have had a potential exposure are prohibited from entering the workplace. To support this goal, the provincial health officer issued an order on December 16, 2020 that includes a requirement for employers in all regions to ensure that every worker conducts a daily health check before entering the workplace.

Employers must ensure that every worker performs a daily health check before entering the workplace. Health checks are mandatory self-assessments conducted by workers and includes confirming with their employer, in written or verbal format, that they have reviewed the complete list of entry requirements and that none of the prohibited criteria apply to them.

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/health-checks>

**A Guideline named G3.3 Written Instructions, training, and supervision: COVID-19 Safety Plan**, which helps employers understand their obligation to develop a COVID-19 Safety Plan and how to meet this obligation:  
<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-part-03#SectionNumber:G3.3>

**Right to Refuse unsafe work**

It is to be noted that Workers in B.C. have the right to refuse unsafe work if they believe it presents an undue hazard. WorkSafeBC Guideline - G3.12 "Refusal of unsafe work" provides information about work refusals, including a flowchart illustrating the right to refuse process. Employers must immediately investigate reports of unsafe work and ensure that any necessary corrective action is taken without delay.

COVID-19 Resources**WorkSafeBC:**

- WorkSafeBC, is actively monitoring and adjusting to the COVID-19 pandemic to determine how we can best support workers, providers, and employers around the province, while ensuring the health and safety needs of our own employees. Check <https://www.worksafebc.com/en/about-us/covid-19-updates> for a list of COVID-19 Information and resources.

- Industry-specific protocols that can be reviewed to assess which are relevant to your industry. Note, guidance for additional sectors will be posted on [www.worksafebc.com](http://www.worksafebc.com) as they become available.

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

- Health and safety resources such as workplace posters, information on cleaning and hygiene practices, and guidance on the selection and use of masks:

<https://www.worksafebc.com/en/forms-resources#sort=relevancy>

**Government of BC:**

- BC's Response to COVID-19:

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>

**Other:**

- BC Centre for Disease Control COVID-19: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

- HealthLink BC: <https://www.healthlinkbc.ca>

- Canadian Mental Health Association COVID-19 Stay Well in Uncertain Times: <https://cmha.bc.ca/covid-19/>

**NEXT STEPS**

The employer is to submit information to this office outlining the steps taken or planned to comply with Orders 1 and 2. The employer is to provide the information to this officer by May 06, 2021. Officer contact information is provided below.

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If there are any questions regarding this inspection report, please contact:

Bessam Alhashimi, B.Eng, CRSP

Occupational Hygiene Officer

Prevention Field Services

e-mail: [bessam.alhashimi@worksafebc.com](mailto:bessam.alhashimi@worksafebc.com)

Mailing address: PO Box 5350 Stn Terminal, Vancouver, BC, V6B 5L5

[worksafebc.com](http://worksafebc.com) | T 604.232.5985 | 1.888.621.7233 | F 604.232.5950

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More information about health and safety, including the Workers Compensation Act and the Occupational Health and Safety Regulation may be found at the WorkSafeBC website: **[www.worksafebc.com](http://www.worksafebc.com)**

To report a serious accident/incident or major chemical release, call:  
604-276-3100 in the Lower Mainland



6951 Westminster Highway, Richmond, BC  
Mailing Address: PO Box 5350 Stn Terminal, Vancouver BC, V6B 5L5  
Telephone 604 276-3100 Toll Free 1-888-621-7233 Fax 604 276-3247

**INSPECTION REPORT**  
**Worker and Employer Services Division**  
**202116631014A**

**1-888-621-7233** toll-free within B.C.

To report after hour health and safety emergencies, call 1-866-922-4357

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**ORDERS/ITEMS**

**An employer who fails to comply with Occupational Health and Safety ("OHS") provisions of the *Workers Compensation Act*, the Occupational Health & Safety Regulation, or WorkSafeBC orders may be subject to monetary or other sanctions as prescribed by the *Workers Compensation Act*.**

**Orders/Items - Full Details**

Order/Item No.1 <input type="checkbox"/>	Status: <b>Outstanding</b>	Cited: <b>WCA21(1)(a)</b>
<p>This employer has failed to ensure the health and safety of workers present at the workplace as some of the COVID-19 controls were not adequate. This is evidenced by:</p> <ul style="list-style-type: none"> <li>- The occupancy signs in some buildings can cause confusion for workers. For example, in the Shrum Sciences there were 2 signs with different occupancies posted at some entrances to lecture halls. Room B9200 had maximum occupancy of 72 the sign posted at the entrance while another sign indicated an occupancy of 50 .</li> <li>- The COVID safety plan for the chemistry lab C8065 in Shrum Science is posted on the entrance door at about a 2 meter height and the print font is small making it difficult for workers to read.</li> <li>- Washrooms in the main hallway in Shrum Science were closed without an indication of where the nearest washrooms or hand washing facilities were located.</li> </ul> <p>This is in contravention of the Workers Compensation Act Section 21 (1)(a).</p> <p>Every employer must ensure the health and safety of all workers working for that employer, and any other workers present at a workplace at which that employer's work is being carried out.</p> <p><u>Measures to Ensure Compliance:</u>                  Without undue delay, this employer must ensure that the COVID controls and the safety plan are implemented to ensure the health and safety of workers at this workplace.</p>		
Order/Item No.2 <input type="checkbox"/>	Status: <b>Outstanding</b>	Cited: <b>WCA21(2)(e)</b>
<p>This employer has not provided workers with adequate COVID instruction and training to ensure their health and safety at the workplace. This was evidenced by:</p> <ul style="list-style-type: none"> <li>- Personnel in the chemistry lab C8065 in Shrum Science were not familiar with where to find the COVID safety plan and who to report issues to.</li> <li>-Two personnel were observed using one computer at the same time in chemistry lab C8065.</li> </ul> <p>This is in contravention of the Workers Compensation Act Section 21 (2)(e).</p> <p>An employer must provide to the employer's workers the information, instruction, training and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace.</p> <p><u>Measures to Ensure Compliance:</u>                  Without undue delay, this employer must ensure workers receive instruction and training pertaining to COVID controls and the safety plan.</p>		



## REFERENCES

**In addition to any orders, or other items, and the information provided in the Inspection Notes section in this Inspection Report, the officer may discuss other health and safety issues with the employer arising out of the inspection. The information below sets out the health and safety requirements discussed with the employer, and unless otherwise noted, violations of these requirements were not observed.**

Reference	Details Discussed
<p><b>WCA21(1)</b></p> <p>Every employer must ensure the health and safety of:</p> <ul style="list-style-type: none"> <li>(i) all workers working for that employer, and</li> <li>(ii) any other workers present at a workplace at which that employer's work is being carried out, and</li> </ul> <p>(b) comply with the OHS provisions, the regulations and any applicable orders.</p>	Reference for Employer
<p><b>WCA21(2)</b></p> <p>Without limiting subsection (1), an employer must</p> <ul style="list-style-type: none"> <li>(a) remedy any workplace conditions that are hazardous to the health or safety of the employer's workers,</li> <li>(b) ensure that the employer's workers                             <ul style="list-style-type: none"> <li>(i) are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work,</li> <li>(ii) comply with the OHS provisions, the regulations and any applicable orders, and</li> <li>(iii) are made aware of their rights and duties under the OHS provisions and the regulations,</li> </ul> </li> <li>(c) establish occupational health and safety policies and programs in accordance with the regulations,</li> <li>(d) provide and maintain in good condition protective equipment, devices and clothing as required by regulation and ensure that these are used by the employer's workers,</li> <li>(e) provide to the employer's workers the information, instruction, training and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace,</li> <li>(f) make a copy of this Act and the regulations readily available for review by the employer's workers and, at each workplace where workers of the employer are regularly employed, post and keep posted a notice advising where the copy is available for review,</li> <li>(g) consult and cooperate with the joint committees and worker health and safety representatives for workplaces of the employer, and</li> <li>(h) cooperate with the Board, officers of the Board and any other person carrying out a duty under the OHS provisions or the regulations.</li> </ul>	Reference for Employer



Reference	Details Discussed
<p><b>OHS3.3</b></p> <p>The occupational health and safety program must be designed to prevent injuries and occupational diseases, and without limiting the generality of the foregoing, the program must include:</p> <p>(a) a statement of the employer's aims and the responsibilities of the employer, supervisors and workers,</p> <p>(b) provision for the regular inspection of premises, equipment, work methods and work practices, at appropriate intervals, to ensure that prompt action is undertaken to correct any hazardous conditions found,</p> <p>(c) appropriate written instructions, available for reference by all workers, to supplement this Occupational Health and Safety Regulation,</p> <p>(d) provision for holding periodic management meetings for the purpose of reviewing health and safety activities and incident trends, and for the determination of necessary courses of action,</p> <p>(e) provision for the prompt investigation of incidents to determine the action necessary to prevent their recurrence,</p> <p>(f) the maintenance of records and statistics, including reports of inspections and incident investigations, with provision for making this information available to the joint committee or worker health and safety representative, as applicable and, upon request, to an officer, the union representing the workers at the workplace or, if there is no union, the workers at the workplace, and</p> <p>(g) provision by the employer for the instruction and supervision of workers in the safe performance of their work.</p>	<p>Reference for Employer</p>
<p><b>OHS4.85(1)</b></p> <p>Except as provided by subsection (2), the employer must ensure that a sufficient number of plumbed washroom facilities are readily available for workers.</p>	<p>Reference for Employer</p>
<p><b>OHS3.12(1)</b></p> <p>A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.</p>	<p>Reference for Employer</p>
<p><b>OHS3.12(2)</b></p> <p>A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to Subsection 3.12(1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.</p>	<p>Reference for Employer</p>

Reference	Details Discussed
<b>OHS3.12(3)</b>  A supervisor or employer receiving a report made under Subsection 3.12(2) must immediately investigate the matter.	Reference for Employer
<b>OHS5.2</b>  If a worker is or may be exposed to a chemical agent, or biological agent designated as a hazardous substance in section 5.1.1, which could cause an adverse health effect, the employer must ensure that (a) the identity of the chemical agent or biological agent, its possible effects on worker health and safety and any precautions required to protect the health and safety of the worker are clearly indicated by labels, MSDSs, or other similar means, (b) the information required by paragraph (a) is clearly communicated to the worker, (c) written procedures are prepared and implemented to eliminate or minimize a risk of exposure to a chemical agent or biological agent by any route that could cause an adverse health effect, and to address emergency and cleanup procedures in the event of a spill or release of a chemical agent or biological agent, and (d) the supervisor and the worker are trained in and follow the measures required in this Part and Part 6 of this Regulation for the safe handling, use, storage and disposal of the chemical agent or biological agent, including emergency and spill cleanup procedures.	Reference for Employer

Employer #	Mailing Address	Classification Unit #	Operating Location
112786	8888 UNIVERSITY DR BURNABY BC V5A 1S6	765010	001

Lab Samples Taken	Direct Readings	Results Presented	Sampling Inspection(s)	Workers onsite during Inspection	Notice of Project Number
N	N	N		160	

Inspection Report Delivered To	Employer Representative Present During Inspection	Worker Representative Present During Inspection	Labour Organizations & Local
Tajinder Aujla	Tajinder Aujla	Katie Gravestock	Simon Fraser University Faculty Association Teaching Support Staff Union/TSSU

WorkSafeBC Officer Conducting Inspection
Bessam Alhashimi

*Inspection Time	*Travel Time
12.00 hrs	1.00 hrs

\*The time recorded above reflects the inspection time and travel time associated with this inspection report and includes time spent on pre and post-inspection activities. Additional time may be added for subsequent activity.

### Request a Review

**Any employer, worker, owner, supplier, union, or a member of a deceased worker's family directly affected may, within 45 calendar days of the delivery date of this report, in writing, request the Review Division of WorkSafeBC to conduct a review of an order, or the non-issuance of an order, by contacting the Review Division. Employers requiring assistance may contact the Employers' Advisers Office at 1-800-925-2233.**

**To submit a request online, visit <https://www.worksafebc.com/en/review-appeal/submit-request>**

WorkSafeBC values your feedback. To obtain that feedback, an external market research provider may be contacting you to complete a survey.