

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 or call the Prevention Information Line at 604.276.3100, or toll free within BC at 1.888.621.7233 (SAFE).

Inspection Report #202116709067A

| Employer Name | Jobsite Inspected | Scope of Inspection |
|-------------------------|--|---------------------------|
| SIMON FRASER UNIVERSITY | BURNABY MOUNTAIN CAMPUS (001) 8888 University Drive Burnaby BC | JHSC Variation Submission |

| Date of Initiating Inspection | Date of This Inspection | Delivery Date of This Report | Delivery Method |
|-------------------------------|-------------------------|------------------------------|-----------------|
| Nov 08, 2021 | Nov 08, 2021 | Nov 09, 2021 | Email |

THERE ARE ZERO (0) ORDERS OR OTHER ITEMS OUTSTANDING

**ACTION MAY STILL BE NECESSARY TO ENSURE COMPLIANCE
PLEASE READ FULL REPORT**

INSPECTION NOTES

This inspection report is issued to document receipt of the employer's request for a Joint Health and Safety Committee variation.

The employer representative sent a written request to vary their JHSC committee at Simon Fraser University (SFU) on October 19, 2021 to this officer. The proposal for the JHSC variation included the following information:

1. Terms of Reference for the Central University Health and Safety Committee (CUHSC) and local joint health and safety committees (LJHSCs).
2. Proposed number of worker representatives for each committee.
3. Meeting minutes for all 12 joint health and safety committees for the past 6 months
4. Injury statistics for the period January 1 to August 31, 2021 and the 2020 calendar year.
5. Hazard rating for each workplace and types of hazards present at each campus.
6. Completed safety committee evaluations for all committees.
7. Letter of support from the employee groups at SFU.
8. List of employee group representations and total number of workers.

Process for JHSC Variation - In considering the request, this officer will evaluate whether the proposed structure will be practical and equal or more effective than the structure set out in *WCA s31*. Factors that that this officer will consider include the following:

- Nature of the employer's overall safety program or safety history
- Nature of the work undertaken at the different workplaces and whether the health and safety issues vary widely or share broad similarities.
- Nature or makeup of the workforce, and whether there should be representation from specific workplaces.
- Nature of the relationship between workers and the employer at different workplaces.
- Practicality of communication between workers and their committee representatives and how communication is coordinated to, from, and between the various committees. As part of the process it is essential that any union or workers representative is in agreement to the proposed structure and that workers' interest are best represented in the proposed structure.

This officer will be conducting an inspection at this workplace, Burnaby Campus as part of the process. Once the inspection has been completed, the officer will meet with the CUHSC to discuss the following:

- Issuance or non-issuance of orders
- Review of the proposed structure of the joint committee
- Committee representation
- Process for the JHSC variation decision
- Discussions of other related items with the committee variation.

Upon completion of the general inspection, second inspection report will be issued. At a later date, third Inspection Report will be issued documenting the Officer's decision for the joint committee variation request.

Additional Requested Information - As part of this process, I am requesting that the employer provide the following information by November 30, 2021 through secure electronic file transfer, <https://filetransfer.worksafebc.com/dropzone/e1f7e24d>:

- Site specific injury statistics and hazard rating for 2019
- Health and Safety Program Elements : Policies and Procedures for
 - > New and Young Worker Orientation and Training
 - > Workplace Inspection Program
 - > First Aid Services Program
 - > Workplace accident/incident reporting and Investigation Procedure
 - > Worker Training and Records Retention Policy and Procedures
 - > Working Alone Policy and Procedures
 - > Reporting Unsafe Conditions and Act
 - > Personal Protective Equipment (PPE) Risk Assessments or Program (if any)

- > Policy for annual management meetings and review of the the OHS Program
- > Contractor Health and Safety Program

The Occupational Health and Safety Regulation **requires that one copy of this inspection report remain posted in a conspicuous place at or near the operation inspected for at least seven days**, or until compliance has been achieved, whichever is the longer period.

If there are any questions with respect to the contents of this inspection report or need more information, I can be contacted by telephone or email at:

Redonna Levis

Occupational Safety Officer | 604.232.5977
Prevention Field Services
WorkSafeBC
6450 Roberts Street, Burnaby, BC
worksafebc.com
Email: Redonna.Levis@worksafebc.com

WorkSafeBC has a wide range of health and safety information. For assistance and information on workplace health and safety, call toll-free (within BC) at 1-888-621-7233 or visit our web site at www.worksafebc.com . To report -serious accident/incident call 1-604-276-3100 -after hours health and safety emergencies call 1-866-922-4357

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>WCA32(1)(a)</p> <p>Despite section 31, the Board may, by order, require or permit an employer to establish and maintain (a) more than one joint committee for a single workplace of the employer,</p> <p>Pursuant to Workers Compensation Act Division 5, the employer must post any order written under Division 5 and keep it posted for 12 months.</p> | <p>Referenced in response with the employer's request for joint health and safety committee variations.</p> |

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| 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 | | | |

| Inspection Report Delivered To | Employer Representative Present During Inspection | Worker Representative Present During Inspection | Labour Organizations & Local |
|--------------------------------|---|---|---|
| Melina Skura | Melina Skura | Not Available | Administrative and Professional Staff Association (APSA) Simon Fraser University Faculty Association Poly Party CUPE Loc 3338 Teaching Support Staff Union (TSSU) APSA Excluded (APEX) |

| WorkSafeBC Officer Conducting Inspection |
|--|
| Redonna Levis |

| *Inspection Time | *Travel Time |
|------------------|--------------|
| 7.00 hrs | 0.00 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.