



SIMON FRASER UNIVERSITY  
ENGAGING THE WORLD

**TO:** Senate

**DATE:** January 23, 2026

**SUBJECT:** Revisions to GP 17 - Health and Safety Policy

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SCAR has reviewed S.26-16 (Revisions to GP 17 - Health and Safety Policy) and is forwarding it to Senate for information.



**SFU**

BOARD OF GOVERNORS

**MEMO**

Simon Fraser University  
8888 University Drive  
Burnaby BC V5A 1S6  
Canada

<b>Attention:</b>	Karamjeet Heer, Interim Vice-President Finance and Administration and Associate Vice-President Finance
<b>From:</b>	Board of Governors Office
<b>Re:</b>	Board of Governors Decision to Motion (DTM)
<b>Date:</b>	November 27, 2025

This is to advise that the Board of Governors approved the following motion.

- Committee/Board: Governance, Risk and Compliance Committee
- Approval Date: November 19, 2025
- Session: Closed
- Board Agenda Item (agenda # and name): Item 2.3 Approval of Consultation & Senate Engagement Plan for GP 17 Health and Safety Policy and Review of Draft Policy
- Motion: That the Governance, Risk and Compliance Committee of the Board of Governors, acting under delegated authority, approve the consultation plan described in the memo and the statement regarding the scope of Senate engagement attached as Schedule A hereto.

# BOARD REPORT

<b>ITEM TITLE</b>	Approval of Consultation <a href="#">&amp; Senate Engagement</a> Plan for GP 17 Health and Safety Policy and Review of Draft Policy
<b>DATE</b>	November 4, 2025
<b>COMMITTEE</b>	Appropriate Board committee by <a href="#">terms of reference</a> Governance, Risk and Compliance Committee
<b>SESSION</b>	Open/Closed as appropriate, pursuant to the <a href="#">Board Rules</a> , section 8 Closed
<b>ACTION REQUESTED</b>	<input type="checkbox"/> For Information/Discussion <input type="checkbox"/> Committee to Recommend, Board to Approve <input checked="" type="checkbox"/> Committee to Approve, Board for Information <input type="checkbox"/> Board to Approve
<b>BOARD AGENDA</b>	To maximize the efficiency and effectiveness of the Board meeting, Committee to Recommend/Board to Approve items that are routine and/or non-controversial, and do not require debate, discussion or explanation at the full Board meeting, may be appropriate to include on the Board’s consent agenda <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Regular Agenda
<b>ACCOUNTABLE</b>	Galib Bhayani, Chief Safety & Risk Officer Jon Harding, Vice President Finance and Administration
<b>CONSULTED</b>	Health & Safety Committees
<b>PREPARED BY</b>	Melinda Skura, Senior Director, Environmental Health & Safety

## REASON(S) WHY THIS ITEM IS BEFORE THE BOARD

The proposed amendments to Policy GP17 (Health and Safety) are being brought to the GRCC for discussion of the changes and to seek direction on the scope of Senate engagement and the consultation plan, as per the procedures for policy B10.00.

## PROPOSED RESOLUTION/MOTION

For Committee to approve/Board for information:

That the Governance, Risk and Compliance Committee of the Board of Governors, acting under delegated authority, approve the consultation plan described in the memo and the statement regarding the scope of Senate engagement attached as Schedule A hereto.

## EXECUTIVE SUMMARY

Policy GP17 University Health and Safety was updated to reflect the broader scope of health and safety at SFU, to clarify terminology, and to add responsibilities related to training and impairment in the workplace. Specifically, the following changes are proposed:

1. SFU is committed to creating a healthy and safe working and learning environment for all university community members, including visitors, contractors and subcontractors. The revised policy now expands beyond “occupational” health and safety.

2. WorkSafeBC mandates that employees must not remain at work while impaired and supervisors must not allow impaired workers to remain at work. The accompanying procedures clarify this.
3. Employees are now responsible for completing all required safety training. This responsibility was not previously included in the policy.
4. Removal of requirement to submit annual due diligence, compliance and safety performance report to the Board of Governors in June. In place of the annual report to the Board of Governors, an Environmental Health & Safety annual report will be developed and submitted to the VP Finance & Administration. It is noted that a university-wide legal compliance framework was implemented in 2021, which requires departments to report directly to the Office of the General Counsel on legal compliance within the departments; risks arising from that reporting will be included in the Enterprise Risk Management report.
5. Removal of procedures entitled “Informing Students of Risk” because this is addressed significantly in the [Field Activity Safety Guidelines](#) and policy.

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## BACKGROUND

Policy GP17 University Health and Safety was last revised in March 2019 and is overdue for review. The policy has been updated to reflect the broad scope of health and safety at SFU (i.e, for employees, students and contractors), to clarify terminology and to add responsibilities related to training and impairment in the workplace. The procedure on “Informing Students of Risk” has been removed as the information is already present in a guideline, and this causes redundancy. Feedback gathered thus far has included the University’s health and safety committees.

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## CONNECTION WITH STRATEGY

The policy updates are consistent with the goal of transforming the SFU experience outlined in SFU’s What’s Next Strategy. Clarifying roles and responsibilities of supervisors, employees, students and contractors will result in a safe and health working and learning environment that allows faculty, staff and students to flourish.

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## RISK AND MITIGATION

Implementation of the policy revisions will clarify roles and responsibilities related to health and safety at SFU and will reduce the risk of injuries, incidents and non-compliance with regulatory requirements.

### Legal & Regulatory Non-Compliance

- Failure to align with WorkSafeBC requirements, BC Occupational Health and Safety Regulation, or federal/provincial legislation.
- Liability for the university if an incident occurs and policies are found to be outdated or inadequate.

### Health & Safety Risks

- Gaps in addressing health and safety could lead to workplace injury.
- Inconsistent treatment of impairment across employees, students, and contractors could result in accidents, injuries, or fatalities.
- Not defining responsibilities could create insufficient clarity on emergency preparedness, and increase response time to an incident.

### Reputational Risks

- Serious incidents may damage SFU’s reputation as a safe learning and research environment.
- Perceived lack of attention to safety could erode trust with students, faculty, staff, and the public.

## Financial Risks

- Safety incidents under an outdated policy could lead to costs from WorkSafeBC claims, fines, or legal action.

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## FINANCIAL & OPERATIONAL IMPLICATIONS

GP17 applies to all SFU community members and therefore, policy updates will impact all employees, students and contractors. EHS will work with Communications & Marketing to inform the university community of the revised policy and the health and safety resources available. There are no anticipated financial implications.

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## NEXT STEPS & OVERSIGHT

- **November to December 2025:** Begin University Community Consultation. University community consultation. Draft policy to be posted on the Policy Gazette for 3–4 weeks. Targeted consultation with stakeholders not represented in the working group
- **December 2025 to January 2026:** Engagement with SCAR/Senate.
- **January to February 2026:** Analyze consultation feedback and refine policy.
- **Early February 2026:** Finalize the revised policy based on feedback analysis and submit for Executive Team approval.
- **March 2026:** Board to review and if determined appropriate, approve.

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## ATTACHED SUPPLEMENTARY MATERIALS\*

- Schedule A
- Redlined GP17 policy
- Clean Draft of GP17 policy
- Draft procedure: University Health and Safety Procedure

## Schedule A

Policy GP17 (University Health and Safety) concerns SFU's maintenance of a healthy and safe environment for learning, teaching, research, and work, as required by the *Workers Compensation Act*. This policy establishes SFU's commitment to health and safety and assigns responsibilities in meeting these standards to different groups among the university community, in regards to leadership, training and education, and best practices, among other things. Accordingly, per sections 27(1), 27(2)(t), and 37(1) of the *University Act*, this policy is within the sole jurisdiction of the Board of Governors (Board).

With respect to next steps in Senate engagement, the Board directs the Designated Lead to:

- forward to the Senate Office the notice for the University community to provide comments and feedback during the anticipated community consultations phase of this policy's development; and
- present this policy to SCAR for consideration.

# UNIVERSITY HEALTH & SAFETY

## POLICY INFORMATION

<b>Policy Number:</b>	<b>GP17</b>
<b>Policy Sponsor:</b>	<b>Vice President Finance and Administration</b>
<b>Original Effective Date:</b>	<b>April 7, 1988</b>
<b>Date of Last Review:</b>	<b>March 21, 2019</b>
<b>Most Recent Amendment Effective Date:</b>	<b>March 21, 2019</b>
<b>Associated Procedures:</b>	<b>Guidance on Safety Risk from Impairment</b>

### 1.0 BACKGROUND AND PURPOSE

- 1.1 Simon Fraser University is committed to providing a healthy and safe learning, teaching, research and work environment for all members of the university community.
- 1.2 This policy aims to promote the safety of the campus community, its members and the public, and to ensure that appropriate measures are in place to provide relevant and current information and guidance to its community regarding safety.
- 1.3 This policy aims to ensure that Simon Fraser University complies with applicable federal, provincial and/or municipal regulation of safety in the larger university context and more specifically in relation to workplace safety.

### 2.0 GLOSSARY

2.1 **Hazard** means an object ~~or~~ condition or circumstance that may expose a person to a risk of injury or occupational disease.

2.12.2 **Impairment or Impaired** means the modification of an individual’s physical or mental function such that the performance, judgement or behaviour of the individual is affected ~~so to the extent~~ that that they are unable to safely and acceptably perform ~~their~~ responsibilities and/or assigned duties. Impairment may be caused by fatigue, use of alcohol or drugs (legal, prescription or illegal) or a medical condition;

2.22.3 **Incident** means an event or occurrence including accidents, injuries, occupational illness and hazardous material spill or release;

2.32.4 **Near miss** means ~~a close call~~ an event or occurrence where there is potential for accident, injury, occupational illness and hazardous material spill or release;

2.5 **Supervisor** means any person who instructs, directs and ~~controls~~ oversees workers in the performance of their duties.

2.6 University Community means all students and employees of the University and all people who have a status at the University mandated by legislation, other University policies, or agreement including research assistants, post-doctoral fellows, members of Senate and the Board of Governors, volunteers, visiting and emeritus faculty, and visiting researchers.

## **2.03.0 SCOPE AND JURISDICTION**

2.13.1 The University health and safety This policy and its associated procedures, and the regulations, codes and statutes of the regulatory authorities, apply to all members of the University Community, ~~(including university employees, students,~~ visitors, contractors and subcontractors).

## **3.04.0 POLICY**

- 4.1 The safety of all members of the university community, ~~as well as~~ visitors, contractors and subcontractors ~~to campus~~ is a major concern of the university. It is, therefore, the policy of the university to:
- 4.1.1 protect the safety of all members of the university community, visitors, contractors, and subcontractors ~~faculty, staff, students and visitors~~ against unsafe conditions, behaviours and ~~occupational~~ hazards;
  - 4.1.2 formulate and carry out continuing effective safety programs appropriate to university operations, including ~~instructional~~ activities in off-campus settings;
  - 4.1.3 give priority to a safe work environment in the planning, direction and implementation of university activities; ~~ue~~ and
  - 4.1.4 comply with all relevant statutes, regulations and standards of regulatory authorities representing ~~occupational~~ health and safety.
- 4.2 Furthermore, Impairment on campus and at off-campus university activities poses a significant risk for both the impaired individual and other members of the university community. British Columbia's Occupational Health and Safety Regulation Section 4.20 prohibits employees from entering or remaining at a workplace while impaired. SFU therefore prohibits entry by any member of the university community, visitors, contractors, and subcontractors to any university space (indoor or outdoor) or any location where university business is being conducted, while Impaired.
- 4.2.1 Supervisors who suspect their employee is impaired at work should follow the steps outlined in the *Workplace Impairment: A Practical Guide for Supervisors* and *Workplace Impairment Guidance* document.
- 4.3 In furtherance of section 4.1, the university, through the department designated in this policy's associated procedures, will: Responsibilities of Environmental Health and Safety
- 4.3.1.1 developing, instituting and maintaining safety programs, policies and procedures to ensure compliance with occupational health and safety standards in conformity with both university policy and statutory requirements;

4.3.1.2 reviewing and providing assistance to departments and areas to ensure that effective safety programs and safety committees are maintained;

4.3.1.3 considering suggestions from the work force university employees and recommending implementations to faculties and departments where warranted;

4.3.1.4 ensuring inspections of university facilities are conducted at appropriate intervals to identify potential hazards and determining that procedures, equipment and facilities meet accepted occupational health and safety standards;

4.3.1.5 ensuring all incidents and near misses are investigated and advising WorkSafeBC of all reportable incidents; and

4.3.1.6 training or arranging for training in safe work environments and procedures and the use of protective equipment.

#### 4.4 Roles and Responsibilities

4.5 Safety is the responsibility of every member of the University Community, visitors, contractors, and subcontractors, with specific responsibilities assigned to established safety committees as set out in the procedures to this policy and to these groups as follows:

4.6. Responsibilities of Deans, Directors and Chairs must:

4.2.6.1 providing the management support and leadership necessary for the overall implementation and execution of the University health and safety this policy within their areas of responsibility;

4.2.6.2 incorporating adequate provisions for safe working and learning practices and conditions in operational policies and procedures and in programs, projects and off-campus instructional activities; and

4.2.6.3 monitoring and evaluating safety performance within their areas of responsibility and recommending measures to bring about improvement.

4.7 Responsibilities of Faculty, Instructors, Managers and Supervisors must:

4.7.1 planning and executing all activities in a manner that promotes compliance with the University health and safety policy;

4.7.2 informing students of the nature of potential risks involved if a course has an off-campus activity (see Appendix A);

4.7.3 ensuring ensure that individuals in their areas of assignment, whether on or off campus, have been given adequate direction, training and instruction in the safe performance of their work and that it is performed without undue risk;

4.7.4 not assigning impaired employees to activities where impairment may endanger themselves or others and taking action, which may include not permitting employees to

remain at the workplace while impaired (please see accompanying procedure on “Guidance of Safety Risk from Impairment.”):

4.7.5 ~~ensuring~~ensure that work areas are inspected at regular intervals to identify and prevent the development of unsafe conditions and practices and that inspection reports are forwarded to Environmental Health and Safety;

4.7.6 ~~authorizing~~authorize the action necessary to correct substandard conditions or procedures and ensuring it is implemented in a timely manner;

4.7.7 ~~ensuring~~ethat all incidents and near misses are reported and investigated, and action is taken to prevent a recurrence; and

4.7.8 ~~eEnsuring~~e Campus Public Safety and/or emergency responders are notified of injuries requiring medical attention.that medical treatment is received for all injuries

#### 4.8 Responsibilities of Employees must:

4.8.1 ~~practicing~~practice safe work habits;

4.8.2 ~~completing~~complete all required safety training as assigned by their supervisor and Environmental Health & Safety;

4.8.3 ~~ensuring~~ensure their ability to work safely is not impaired by alcohol, drugs or other causes;

4.8.4 ~~observing~~observe all safety rules and procedures established by the regulatory authorities, the University or an individual with supervisory authority;

4.8.5 promptly reporting hazardous or unsafe equipment, conditions, or procedures or behaviour to a supervisor; making suggestions for their correction or taking corrective action where authorized; and

4.8.6 immediately reporting to a supervisor and Environmental Health & Safety all work related incidents or near misses and obtaining medical treatment without delay;

#### 4.9 Responsibilities of Students must:

4.9.1 ~~completing~~complete all required safety training as assigned by their instructor or supervisor;

4.9.2 ~~observing~~observe all safety rules and procedures established by the regulatory authorities, instructors, supervisors and the University;

4.9.3 ~~ensuring~~ensure their ability to participate in academic activities is not impaired by alcohol, drugs or other causes; and

4.9.4 immediately reporting to their instructor or supervisor any incident, near miss, hazardous practice or condition with respect to their university related activities.

#### 4.10 Responsibilities of Contractors must:

4.10.1 ~~complying with~~ comply with all health and safety requirements established by the regulatory authorities and the University;

- ~~registering~~ with SFU's Contractor Safety Management System to document all work activities occurring on SFU property prior to commencing work;
- ~~assigning~~ a health and safety representative to oversee projects and work conducted at the University;
- ~~identifying~~ all potential hazards of the work activities and implementing appropriate safe work plans to mitigate those hazards, prior to beginning work;
- ~~communicating~~ all risks and hazards associated with the work tasks to employees and subcontractors on site;
- ~~ensuring~~ all employees and subcontractors have appropriate safe work procedures, education and training; and
- ~~communicating~~ all health and safety concerns with the University in a timely manner.

4.11 Responsibilities of Environmental Health and Safety

4.11.1 ~~developing, instituting and maintaining safety programs, policies and procedures to ensure compliance with occupational health and safety standards in conformity with both university policy and statutory requirements;~~

4.11.2 ~~reviewing and providing assistance to departments and areas to ensure that effective safety programs and safety committees are maintained;~~

4.11.3 ~~considering suggestions from the work force and recommending implementations where warranted;~~

4.11.4 ~~ensuring inspections of university facilities are conducted at appropriate intervals to identify potential hazards and determining that procedures, equipment and facilities meet accepted occupational health and safety standards;~~

4.11.5 ~~ensuring all incidents and near misses are investigated and advising WorkSafeBC of all reportable incidents; and~~

4.11.6 ~~training or arranging for training in safe work environments and procedures and the use of protective equipment.~~

4.7 — Responsibilities of the Health and Safety Committee

4.7.1 — The Central University Health and Safety Committee, consisting of worker and employer representatives is responsible for:

- a. — reviewing University occupational health and safety policies and programs;
- b. — addressing health and safety issues with University wide implications, including health and safety issues arising in public spaces;
- c. — overseeing the implementation of Local Joint Health and Safety Committees; and
- d. — reviewing operation of the Local Joint Health & Safety Committees and addressing issues that are not resolved by these committees.

4.8 — Responsibilities of Local Joint Health and Safety Committees

- ~~4.7.1 Local Joint Health and Safety Committees shall be constituted in designated areas and shall be composed of worker and employer representatives from each group. These committees are responsible for:~~
- ~~a. reviewing University occupational health and safety procedures, programs and policies;~~
  - ~~b. assisting in issues relating to health and safety, including personal safety and emergency response, within their areas;~~
  - ~~c. promoting the implementation of health and safety programs and monitoring them for effectiveness;~~
  - ~~d. reviewing arising health and safety concerns and recommending appropriate action to the area Supervisor or Manager;~~
  - ~~e. conducting annual workplace inspections; and~~
  - ~~f. participating in incident investigations and recommending corrective actions.~~

#### ~~4.9 Responsibilities of Research Safety Committees~~

- ~~4.9.1 Research Safety Committees shall be composed of representatives of groups requiring special safety consideration (e.g. radiation and radioisotope safety, biological hazards). These committees address specific regulatory requirements that must be met to engage in research activity.~~

## **54 REPORTING**

### ~~5.1 Senior Director, Environmental Health & Safety~~

~~The Senior Director, Environmental Health & Safety will provide an annual update to the SFU Board of Governors through the Chief Safety Officer each June on activities taken to demonstrate due diligence and compliance and to highlight SFU's safety performance over the previous calendar year.~~

~~5.25.1 An annual report will be made available on activities taken to demonstrate due diligence and compliance and to highlight the university's safety performance over the previous calendar year.~~

### ~~5.3 Health & Safety Committees~~

~~5.3.1 The Local Joint Health and Safety Committees make recommendations for corrective action to the supervisor or manager responsible for the area where the hazard or deficiency was identified.~~

~~5.3.2 The Central University Health & Safety Committee reports to the Chief Safety Officer.~~

~~5.3.3 The Research Safety Committees report to the Vice President, Research and International.~~

## **6 INTERPRETATION**

6.1 Questions of interpretation or application of this policy or its procedures shall be referred to the Vice President, Finance and Administration, whose decision shall be final.

## **7. RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS**

7.1 The legal and other University policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

7.1.1 Freedom of Information and Protection of Privacy Act;

7.1.2 Student Conduct Policy (S. 10.05);

7.1.3 Employee Collective Agreements and relevant human resource policies;

7.1.4 Workers Compensation Act, S.B.C. 2019, c.165

7.1.5 Occupational Health & Safety and WorkSafe BC regulations, policies, and guidelines

## **7 REVISION HISTORY AND MANDATED REVIEW DATE**

<b>Date</b>	<b>Description/Key Changes</b>
<u>2025</u>	<u>Policy updated to reflect the broader scope of health and safety at SFU, add student and contractor responsibilities, clarify terminology, and add responsibilities related to training and impairment in the workplace. Responsibilities of safety committees were moved to a procedure.</u>
[date]	[describe changes or state “policy updated in its entirety”]
<b>Mandated Review Date</b>	
<u>2030</u>	This policy is subject to review at least once every five years.

# UNIVERSITY HEALTH & SAFETY

## POLICY INFORMATION

<b>Policy Number:</b>	<b>GP17</b>
<b>Policy Sponsor:</b>	<b>Vice President Finance and Administration</b>
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<b>Most Recent Amendment Effective Date:</b>	<b>March 21, 2019</b>
<b>Associated Procedures:</b>	<b>Guidance on Safety Risk from Impairment</b>

### 1.0 BACKGROUND AND PURPOSE

- 1.1 Simon Fraser University is committed to providing a healthy and safe learning, teaching, research and work environment for all members of the university community.
- 1.2 This policy aims to promote the safety of the campus community, its members and the public, and to ensure that appropriate measures are in place to provide relevant and current information and guidance to its community regarding safety.
- 1.3 This policy aims to ensure that Simon Fraser University complies with applicable federal, provincial and/or municipal regulation of safety in the larger university context and more specifically in relation to workplace safety.

### 2.0 GLOSSARY

- 2.1 **Hazard** means an object or condition or circumstance that may expose a person to a risk of injury or occupational disease.
- 2.2 **Impairment or Impaired** means the modification of an individual's physical or mental function such that the performance, judgement or behaviour of the individual is affected to the extent that that they are unable to safely and acceptably perform their responsibilities and/or assigned duties. Impairment may be caused by fatigue, use of alcohol or drugs (legal, prescription or illegal) or a medical condition;
- 2.3 **Incident** means an event or occurrence including accidents, injuries, occupational illness and hazardous material spill or release;
- 2.4 **Near miss** means an event or occurrence where there is potential for accident, injury, occupational illness and hazardous material spill or release;
- 2.5 **Supervisor** means any person who instructs, directs and oversees workers in the performance of their duties.

2.6 **University Community** means all students and employees of the University and all people who have a status at the University mandated by legislation, other University policies, or agreement including research assistants, post-doctoral fellows, members of Senate and the Board of Governors, volunteers, visiting and emeritus faculty, and visiting researchers.

### 3.0 SCOPE AND JURISDICTION

3.1 This policy and its associated procedures, and the regulations, codes and statutes of the regulatory authorities, apply to all members of the University Community, visitors, contractors and subcontractors.

### 4.0 POLICY

4.1 The safety of all members of the university community, visitors, contractors and subcontractors is a major concern of the university. It is, therefore, the policy of the university to:

4.1.1 protect the safety of all members of the university community, visitors, contractors, and subcontractors against unsafe conditions, behaviours and hazards;

4.1.2 formulate and carry out continuing effective safety programs appropriate to university operations, including activities in off-campus settings;

4.1.3 give priority to a safe work environment in the planning, direction and implementation of university activities; and

4.1.4 comply with all relevant statutes, regulations and standards of regulatory authorities representing health and safety.

4.2 Furthermore, Impairment on campus and at off-campus university activities poses a significant risk for both the impaired individual and other members of the university community. British Columbia's Occupational Health and Safety Regulation Section 4.20 prohibits employees from entering or remaining at a workplace while impaired. SFU therefore prohibits entry by any member of the university community, visitors, contractors, and subcontractors to any university space (indoor or outdoor) or any location where university business is being conducted, while Impaired.

4.2.1 Supervisors who suspect their employee is impaired at work should follow the steps outlined in the [\*Workplace Impairment: A Practical Guide for Supervisors and Workplace Impairment Guidance\*](#) document.

4.3 In furtherance of section 4.1, the university, through the department designated in this policy's associated procedures, will:

4.3.1 develop, institute and maintain safety programs, policies and procedures to ensure compliance with occupational health and safety standards in conformity with both university policy and statutory requirements;

4.3.2 review and provide assistance to departments and areas to ensure that effective safety programs and safety committees are maintained;

- 4.3.3 consider suggestions from university employees and recommend implementations to faculties and departments where warranted;
- 4.3.4 ensure inspections of university facilities are conducted at appropriate intervals to identify potential Hazards and determining that procedures, equipment and facilities meet accepted occupational health and safety standards;
- 4.3.5 ensure all Incidents and Near misses are investigated and advising WorkSafeBC of all reportable Incidents; and
- 4.3.6 train or arrange for training in safe work environments and procedures and the use of protective equipment.

#### 4.4 Roles and Responsibilities

- 4.5 Safety is the responsibility of every member of the University Community, visitors, contractors, and subcontractors, with specific responsibilities assigned to established safety committees as set out in the procedures to this policy and to these groups as follows:
- 4.6 Deans, Directors and Chairs must:
  - 4.6.1 provide the management support and leadership necessary for the overall implementation and execution of this policy within their areas of responsibility;
  - 4.6.2 incorporate adequate provisions for safe working and learning practices and conditions in operational policies and procedures and in programs, projects and off-campus activities; and
  - 4.6.3 monitor and evaluate safety performance within their areas of responsibility and recommending measures to bring about improvement.
- 4.7 Faculty, Instructors, Managers and Supervisors must:
  - 4.7.1 plan and execute all activities in a manner that promotes compliance with the University health and safety policy;
  - 4.7.2 inform students of the nature of potential risks involved if a course has an off-campus activity
  - 4.7.3 ensure that individuals in their areas of assignment, whether on or off campus, have been given adequate direction, training and instruction in the safe performance of their work and that it is performed without undue risk;
  - 4.7.4 not assign impaired employees to activities where impairment may endanger themselves or others and taking action, which may include not permitting employees to remain at the workplace while impaired;

- 4.7.5 ensure that work areas are inspected at regular intervals to identify and prevent the development of unsafe conditions and practices and that inspection reports are forwarded to Environmental Health and Safety;
- 4.7.6 authorize the action necessary to correct substandard conditions or procedures and ensuring it is implemented in a timely manner;
- 4.7.7 ensure that all incidents and near misses are reported and investigated, and action is taken to prevent a recurrence; and
- 4.7.8 ensure Campus Public Safety and/or emergency responders are notified of injuries requiring medical attention.

4.8 Employees must:

- 4.8.1 practice safe work habits;
- 4.8.2 complete all required safety training as assigned by their supervisor and Environmental Health & Safety;
- 4.8.3 ensure their ability to work safely is not impaired by alcohol, drugs or other causes;
- 4.8.4 observe all safety rules and procedures established by the regulatory authorities, the University or an individual with supervisory authority;
- 4.8.5 promptly report hazardous or unsafe equipment, conditions, or procedures or behaviour to a supervisor; making suggestions for their correction or taking corrective action where authorized; and
- 4.8.6 immediately report to a supervisor and Environmental Health & Safety all work related incidents or near misses and obtaining medical treatment without delay;

4.9 Students must:

- 4.9.1 complete all required safety training as assigned by their instructor or supervisor;
- 4.9.2 observe all safety rules and procedures established by the regulatory authorities, instructors, supervisors and the University;
- 4.9.3 ensure their ability to participate in academic activities is not impaired by alcohol, drugs or other causes; and
- 4.9.4 immediately report to their instructor or supervisor any incident, near miss, hazardous practice or condition with respect to their university related activities.

4.10 Contractors must:

- 4.10.1 comply with all health and safety requirements established by the regulatory authorities and the University;
  - register with SFU's Contractor Safety Management System to document all work activities occurring on SFU property prior to commencing work;

- assign a health and safety representative to oversee projects and work conducted at the University;
- identify all potential hazards of the work activities and implementing appropriate safe work plans to mitigate those hazards, prior to beginning work;
- communicate all risks and hazards associated with the work tasks to employees and subcontractors on site;
- ensure all employees and subcontractors have appropriate safe work procedures, education and training; and
- communicate all health and safety concerns with the University in a timely manner.

## 5 REPORTING

- 5.1 An annual report will be made available on activities taken to demonstrate due diligence and compliance and to highlight the university’s safety performance over the previous calendar year.

## 6 INTERPRETATION

- 6.1 Questions of interpretation or application of this policy or its procedures shall be referred to the Vice President, Finance and Administration, whose decision shall be final.

## 7. RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

7.1 The legal and other university policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

7.1.1 Freedom of Information and Protection of Privacy Act;

7.1.2 Student Conduct Policy (S. 10.05);

7.1.3 Employee Collective Agreements and relevant human resource policies;

7.1.4 [\*Workers Compensation Act, S.B.C. 2019, c.165\*](#)

7.1.5 Occupational Health & Safety and WorkSafe BC regulations, policies, and guidelines

## 7 REVISION HISTORY AND MANDATED REVIEW DATE

Date	Description/Key Changes
2025	Policy updated to reflect the broader scope of health and safety at SFU, add student and contractor responsibilities, clarify terminology, and add responsibilities related to training and impairment in the workplace. Responsibilities of safety committees were moved to a procedure.
<b>Mandated Review Date</b>	

2030	This policy is subject to review at least once every five years.
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# University Health and Safety

## PROCEDURE INFORMATION

<b>Parent Policy:</b>	GP17 Health & Safety
<b>Policy Sponsor:</b>	Vice President Finance and Administration
<b>Original Effective Date:</b>	March 21, 2019
<b>Most Recent Amendment Effective Date:</b>	March 21, 2019

### 1.0 BACKGROUND AND PURPOSE

- 1.1 The purpose of this procedure is to designate the department responsible for the requirements of section 4.3 of the parent policy and to outline the roles and responsibilities of safety committees, including the Central University Health and Safety Committee, Local Joint Health and Safety Committees and Research Safety Committees.

### 2.0 DEFINITIONS

- 2.1 **Hazard** means an object or condition or circumstance that may expose a person to a risk of injury or occupational disease.
- 2.2 **Impairment or Impaired** means the modification of an individual's physical or mental function such that the performance, judgement or behaviour of the individual is affected to the extent that they are unable to safely and acceptably perform their responsibilities and/or assigned duties. Impairment may be caused by fatigue, use of alcohol or drugs (legal, prescription or illegal) or a medical condition;
- 2.3 **Incident** means an event or occurrence including accidents, injuries, occupational illness and hazardous material spill or release;
- 2.4 **Near miss** means an event or occurrence where there is potential for accident, injury, occupational illness and hazardous material spill or release;
- 2.5 **Supervisor** means any person who instructs, directs and oversees workers in the performance of their duties.

### 3.0 PROCEDURE

- 3.1 Environmental Health and Safety is the department responsible for the requirements of section 4.3 of the parent policy.
- 3.2 The Central University Health and Safety Committee, consisting of worker and employer representatives, reports to the Chief Safety and Risk Officer and is responsible for:
- reviewing University health and safety policies and programs;
  - addressing health and safety issues with University-wide implications, including health and safety issues arising in public spaces;
  - overseeing the implementation of Local Joint Health and Safety Committees; and
  - reviewing operation of the Local Joint Health & Safety Committees and addressing issues that are not resolved by these committees.

- 3.3 Local Joint Health and Safety Committees shall be constituted in designated areas and shall be composed of worker and employer representatives from each group. These committees are responsible for:
- a. reviewing University occupational health and safety procedures, programs and policies;
  - b. assisting in issues relating to health and safety, including personal safety and emergency response, within their areas;
  - c. promoting the implementation of health and safety programs and monitoring them for effectiveness;
  - d. reviewing arising health and safety concerns and recommending appropriate action to the area Supervisor or Manager;
  - e. conducting annual workplace inspections; and
  - f. participating in incident investigations and recommending corrective actions.
- 3.4 Research Safety Committees shall be composed of representatives of groups requiring special safety consideration (e.g. radiation and radioisotope safety, biological hazards). These committees report to the Vice President, Research and Innovation and address specific regulatory requirements that must be met to engage in research activity.

#### 4.0 REVISION HISTORY

Date	Description/Key Changes
Oct 2025	New procedure created to include roles and responsibilities of environmental health and safety and safety committees removed from policy.