

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 #202018333131A

Employer Name	Jobsite Inspected	Scope of Inspection
THE UNIVERSITY OF BRITISH COLUMBIA	1138 Alumni Avenue Kelowna BC V1V 1V7	Bullying and Harassment Investigation Summary

Date of Initiating Inspection	Date of This Inspection	Delivery Date of This Report	Delivery Method
Jul 09, 2020	Jul 09, 2020	Jul 09, 2020	Email

THERE ARE ZERO (0) ORDERS OR OTHER ITEMS OUTSTANDING

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

INSPECTION NOTES

As a Prevention Officer, my role is to ensure that the employer has taken reasonable steps to prevent where possible, or otherwise minimize, workplace bullying and harassment. Reasonable steps taken by an employer include responding to complaints in accordance with the employer's procedures.

Re: BHQ #42543

The employer is required to submit a summary of the investigation, findings and corrective actions for the report of bullying and harassment by a worker to WorkSafeBC.

To determine compliance I require the following on or before July 24, 2020:

1. How the employer investigated the allegations. Examples of methodology may include mediation, interviews or a review of records.
2. Whether the employer followed its procedures exactly, or elected to treat the complaint or part of the complaint differently.
3. The name and position of the investigator.
4. A summary of findings, including whether the employer found the allegations of bullying and harassment to be substantiated.
5. Information on the extent to which the employer communicated with the worker and the respondent about the investigation process and outcome of the investigation. This may include steps the employer took to maintain confidentiality.
6. The outcome of the investigation, including any corrective actions to ensure bullying and harassment is prevented or minimized in the future.
7. In preparing the summary of the investigation, you are reminded to be mindful of the personal privacy of individuals involved. Please provide only the information specified to demonstrate the adequacy of your investigation and response to the allegations of workplace bullying and harassment.

If you have any questions regarding this inspection report please contact Reid McIntyre at the information provided below:

Reid McIntyre - Occupational Safety Officer - WorkSafeBC Prevention Field Services
Office: (250) 717-4329 | Email: Reid.mcintyre@worksafebc.com

For more information on health & safety issues in the workplace visit: WWW.WORKSAFEBC.COM

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
WCA21(1)(a) 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.	As per policy P2-21-2, the employer is required to take steps to prevent or minimize bullying and harassment, including follow up and investigations of complaints into bullying and harassment.

Employer #	Mailing Address	Classification Unit #	Operating Location
11284	C/O WCB CLAIMS ADMINISTRATOR HUMAN RESOURCES 6TH FLOOR 6190 AGRONOMY RD VANCOUVER BC V6T 1Z3	765010	214

Lab Samples Taken	Direct Readings	Results Presented	Sampling Inspection(s)
N	N	N	

Workers onsite during Inspection	Notice of Project Number
1	

Inspection Report Delivered To	Employer Representative Present During Inspection	Worker Representative Present During Inspection	Labour Organization & Local
Terri Jones	Terri Jones	Not Applicable	

WorkSafeBC Officer Conducting Inspection
Reid McIntyre

*Inspection Time	*Travel Time
1.00 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.