

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 #202218646028A

Employer Name	Jobsite Inspected	Scope of Inspection
THE UNIVERSITY OF BRITISH COLUMBIA	3333 University Way Kelowna BC V1V 1V7	The University of British Columbia - Okanagan Campus

Date of Initiating Inspection	Date of This Inspection	Delivery Date of This Report	Delivery Method
Mar 31, 2022	Mar 31, 2022	Mar 31, 2022	Email

**THERE ARE ZERO (0) ORDERS OR OTHER ITEMS OUTSTANDING**

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

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**INSPECTION NOTES**

The PACE initiative focuses on a firm's compliance with existing obligations under the Workers Compensation Act and Occupational Health and Safety Regulation and implementation and maintenance of core safety requirements, in particular, the adequacy of the Program and the Committee.

This employer is an institution of higher learning, with 65 undergraduate programs, 25 graduate programs being taught to over 11,500 students. In looking at the breakdown of the workforce, there are 1084 student staff, 823 staff and 709 faculty members, 331 tenured and 378 non-tenured.

The PACE Initiative will engage the most senior management representative on behalf of the firm, as well as the Committee worker and employer co-chairs.

The initiative will focus on four main components in order to evaluate the firm's Program and Committee:

1. Management and organizational commitment
2. Risk-based inspections
3. Incident investigations
4. Joint health and safety committee function.

At the introduction meeting Management representatives will be advised that these components would be evaluated through a number of methods, including:

- A self-evaluation questionnaire (SEQ) completed by the most senior management representative
- A review of select documentation/records
- A site inspection
- Interviews with both the management representative and both Committee co-chairs

It must be noted that orders or a compliance agreement may be issued if there is sufficient evidence to indicate that the minimum regulatory requirements, specific to establishing and maintaining a Program and Committee, have not been met.

The most senior employer and worker representatives have been emailed a copy of the PACE SEQ.

Please complete and submit with the following documentation (where available):

- this firm's occupational health and safety (OHS) policy statement
- three recent workplace (OHS) inspection reports
- three recent incident investigation reports (full reports)
- the agendas and meeting minutes of the last three joint health and safety committee meetings
- the completed SEQ

These documents can be provided by uploading the documents to the secure electronic file transfer address, which is attached to my email address signature.

The next meeting, called the "Review" meeting, with the leadership team will take place at the head office location at an agreed upon date and time.

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If you have any questions or concerns related to this inspection please feel free to contact me via the information below.

Lauchie MacQuarrie  
Occupational Safety Officer  
Construction Prevention Division  
Direct Line: (778) 583-3733  
lauchlin.macquarrie@worksafebc.com  
www.worksafebc.com



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**INSPECTION REPORT**  
**Worker and Employer Services Division**  
**202218646028A**

## 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>OHS3.1(1)(a)</b></p> <p>An occupational health and safety program as outlined in section 3.3 must be initiated and maintained</p> <p>(a) by each employer that has</p> <p>(i) a workforce of 20 or more workers, and</p> <p>(ii) at least one workplace that is determined under section 3.16 (2) (b) to create a moderate or high risk of injury.</p>	Discussed the PACE program and process.
<p><b>WCA31</b></p> <p>An employer must establish and maintain a joint health and safety committee:</p> <p>(a) in each workplace where 20 or more workers of the employer are regularly employed, and</p> <p>(b) in any other workplace for which a joint committee is required by order.</p> <p>Pursuant to section 44 of Workers Compensation Act, the employer must post any order written under Division 5 of the OHS Provisions and keep it posted for 12 months.</p>	Discussed the PACE program and process.

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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
20	

Inspection Report Delivered To	Employer Representative Present During Inspection	Worker Representative Present During Inspection	Labour Organizations & Local
Adrian Hingston	Adrian Hingston	Not Applicable	BC Government and Services Employees' Union (BCGEU) Faculty Association

WorkSafeBC Officer Conducting Inspection
Lauchlin Mac Quarrie

*Inspection Time	*Travel Time
2.50 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.