

## **Safety First: Supervisors, Training and Key Access**

Supervisors play an important role in promoting and maintaining workplace safety. Their words and actions demonstrate how they view and value health and safety.

A supervisor is anyone who instructs, directs, and controls workers as they carry out their work tasks and are well positioned to be safety champions i.e. faculty member is a supervisor to their graduate student(s). Effective supervisors are intentional and purposeful in promoting health and safety, and perform regular safety activities such as inspections, observations, investigations, or crew talks. Some routine safety-related actions supervisors may take include:

- Providing workers with training before they undertake new tasks
- Verifying workers' performance meets safety expectations
- Correcting improper and unsafe work activities and conditions
- Identifying any new workplace hazards and taking steps to ensure everyone stays safe
- Reinforcing safe and proper work performance
- Ensuring all documentation is clear, appropriate, and frequent, showing a systematic approach to safety
- By measuring whether workers are meeting health and safety expectations and completing required activities, and help drive and embed safety as an organizational value.

The demonstration by supervisors of how important health and safety is will then be passed on to the workforce.

At UBC, a number of courses are mandatory to meet WorkSafeBC and UBC requirements for all new employees, which includes senior executives, faculty, staff, and student workers, basically anyone being paid by UBC. The courses include:

- New Worker Safety Orientation**

- Prevention of Workplace Bullying & Harassment Training**
- Workplace Violence Prevention Training**
- Privacy & Information Security Fundamentals Training**

Besides the mentioned courses, Supervisors are also required to complete the **Safety Supervision at UBC** training.

More information can be found under the below link.

<https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/>

As a component of the New Worker Safety Orientation, supervisors are required to conduct site specific orientation with their employees (all graduate students and volunteers) and are responsible for ensuring that the worker takes the appropriate lab safety courses. It is to the supervisor's interest that all of their employees are properly trained for their expected tasks as they are responsible for their safety. Some of the lab safety courses which are offered by Safety and Risk Services include chemical safety, biological safety, radiation and x-ray safety.

<https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/>

Please refer to the [Zoology Lab \(for room access\) and Field Safety Training Form \(Oct 2021\)](#). By completing the Zoology Lab (for room access) and Field Safety Training Form with the employee, it ensures that they are aware of the hazards associated with their work and that they are properly trained to work safely. Upon completion they are also given key access into labs and aquatics facility upon request.