

REAL PROPERTY HEALTH AND SAFETY POLICY

This policy is applicable to: all RPD business and portfolio, including contracted services.

DOCUMENT CONTROL

Policy Application Lead: Director, Corporate Sustainability	Policy Owner: ADM Office	Version: 1.4
Policy Drafter: Senior Manager, Health and Safety Management System	Approved by: ADM, RPD	Status: Complete, Active
Drafter Contact number: 778-584-5907	Date approved: November 10, 2016	Next review date: Mar 2021

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<http://livelink.gov.bc.ca/llisapi.dll?func=ll&objId=20919942&objAction=browse&viewType=1>

REVISION RECORD

Date	Version	Revision description
Jul 15, 16	1.0	Draft inaugural corporate policy
Nov 10, 16	1.1	Policy Approved
June 7, 17	1.1	Updated branding
Dec 7, 17	1.2	Removed SSBC reference at time of annual review
Dec 12, 18	1.3	Minor edits to policy statements; addition of ISO 45001 requirements to Policy Statement 4
Sep 3, 20	1.4	Minor clarification of terminology in policy statements

2. **OVERVIEW:**

The health and safety of the people occupying, visiting, operating or otherwise interacting with facilities in the Real Property Division (RPD) portfolio is of paramount importance. The Real Property Division, in conjunction with other stakeholders accountable for health and safety such as clients and landowners, is committed to undertake appropriate management practices that minimize the risk of injury or illness by identifying, assessing and controlling exposure to hazards. RPD is further committed to ensuring quick and reasonable response to unanticipated health and safety incidents.

The management of health and safety aspects is key to upholding RPD's overall triple bottom line interests, in concert with the management of environmental stewardship and financial affairs.

The health and safety management commitments outlined in this policy are limited to the business activities and processes under direct operational control of RPD.

3. **PURPOSE:**

The purpose of this policy is to describe RPD's philosophy, commitment, objectives and responsibilities regarding the management of health and safety aspects associated with all interactions between people, within facilities, on the premises or on sites within its portfolio of real property and related to its operations.

4. **POLICY STATEMENT:**

- 1) Health and safety is a division-wide responsibility.
 - a) All RPD personnel are required and held responsible to make health and safety an inherent part of their workday.
 - b) All RPD personnel are required and held responsible to incorporate health and safety requirements associated with the business functions of their branches.
 - c) RPD supervisors¹ are accountable for ensuring employees are trained in approved work procedures and ensure that employees follow health and safety policy, practices and procedures.

¹ WorkSafeBC – supervisor: “a person who instructs, directs and controls workers in the performance of their duties”

- d) RPD supervisors are accountable for providing a safe working environment for employees
- 2) The adequate management of Health and Safety policies and procedures associated with RPD's services requires the contribution of external stakeholders including clients, service providers, landlords and other parties. RPD personnel shall work to clarify, applicable roles and responsibilities with associated external stakeholders, and reflect that understanding in appropriate contracts, agreements and/or other documentation (ref. Appendix 1 Assigning Accountability).
- 3) RPD may transfer responsibility to external stakeholders and must retain or share accountability for the management of health and safety aspects (ref. Appendix 1 Assigning Accountability)
- 4) RPD shall develop and implement an ISO 45001 *compliant* management system based on a "plan, do, check, act" framework. Specifically, the management system shall include:
- methodologies to comply with all applicable laws, regulations and other requirements;
 - documented policy, processes, practices, and procedures that provide adequate controls to eliminate hazards and reduce risks associated with potential and existing health and safety liabilities;
 - provide a framework for setting OH&S objectives; and
 - strategies for continual improvement of the management system, leading to improvement in health and safety performance.
- 5) The management of health and safety responsibilities will be delivered in consideration of the overall principles and objectives of real property services as identified in the Real Estate Policy.

5. APPLICATION:

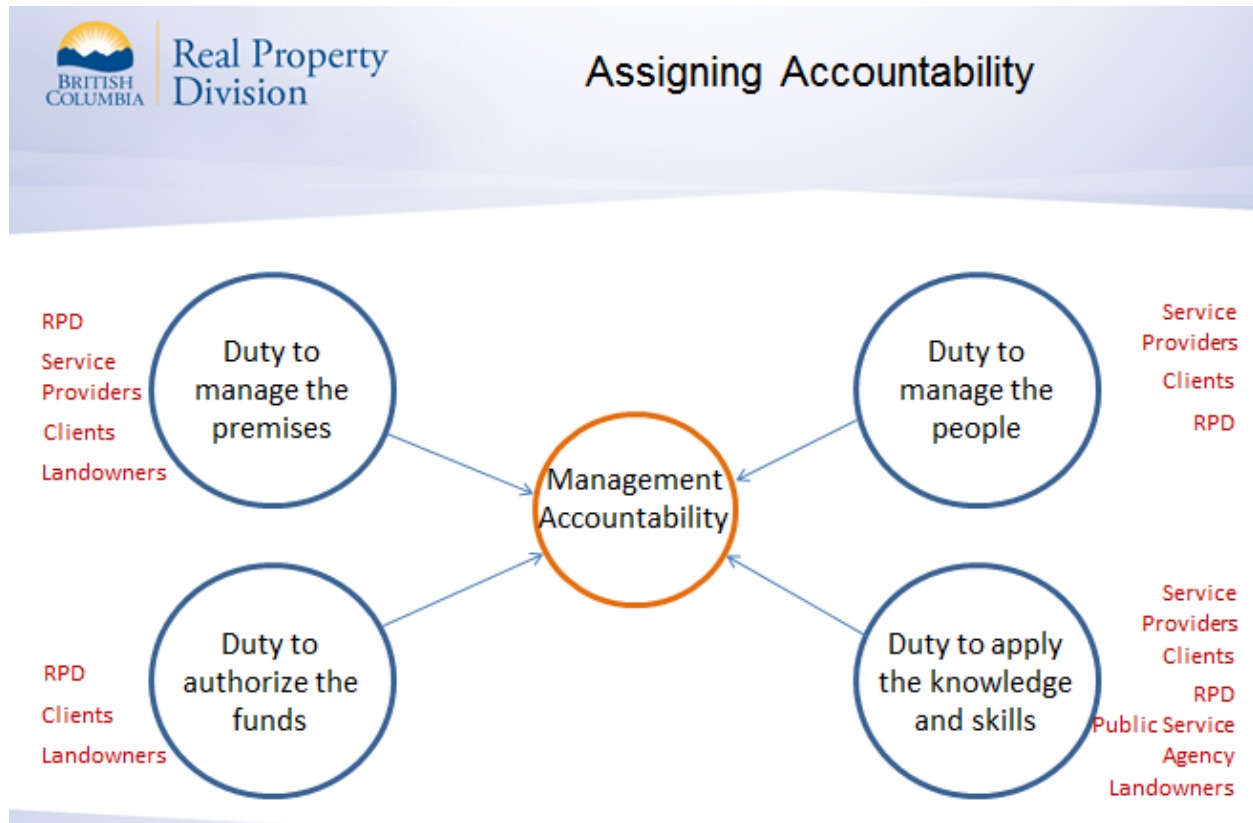
This policy applies to the business activities and processes undertaken by all RPD branches and departments, and includes contracted services, agreements and assets. This policy applies to the entire buildings and sites portfolio under RPD management, including owned, leased and maintained assets. Resources, reference materials and other support for applying this policy will be available from the RPD intranet site.

6. EVALUATION AND REVIEW:

The following practices ensure rigorous and routine evaluation and review of health and safety practices:

- Annual review and sign-off on this Policy by Senior Management Team.
- Development of Health and Safety Management System;
- Incident Reporting and Corrective Actions;
- Quarterly Management Reviews (with Environmental Management System);
- Emergency Planning; and
- Periodic third-party reviews.

APPENDIX 1 – ASSIGNING ACCOUNTABILITY



From: *Accountability Framework and High Risk Hazards Programs - presentation to RPD Senior Management Team Oct 23, 2018*