Chapter 4: Operational Policies

Introduction
BCTS is a provincial government agency and its employees must be aware of and abide by applicable over-arching government safety policies, procedures and rules. Policies are in place to improve the health, safety and wellness of British Columbia government employees under the auspices of the BC Public Service Agency (BCPSA). Additional policies, procedures and rules may be approved by FLNRORD for use by all Ministry employees including BCTS employees.

The BC Public Service is committed to a culture that supports employee safety and health. Whether you are managing your own health, or looking for information to support your team, they have the resources and support you’re looking for.

Core Policy Objectives & Human Resources Policies
https://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/policy?keyword=bc&keyword=public&keyword=service&keyword=agency&keyword=policy

- Employment Conditions & Agreements
  - Legislation
  - Collective Agreements
  - Accountability Framework for Human Resource Management
  - Core Policy Objectives & Human Resources Policies
    - HR Policy PDF Documents
  - Terms & Conditions for Excluded Employees & Appointees
- Managing Employee Records
- Managing Relationships with Employees
- Managing Problems with an Employee
- Managing Employee Accommodation in the Workplace
- Managing Employee Health Issues at Work
- Managing Mental Health Issues at Work
- Managing Auxiliary Employees
- Managing Employees in a Unionized Environment
- Leading People in the Workplace
- Resources, Training & Support for Supervisors
- Workplace Bereavement
- Oath of Employment
• Standards of Conduct
• Talking to Your Employees About Ethics & the Standards of Conduct

Managing Occupational Health and Safety
https://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/occupational-health-safety?keyword=safety

• Accident Prevention & Investigation
• Biohazards, Occupational Diseases, Hepatitis B
• Due Diligence
• Emergency Response & Planning
• Ergonomics for Managers & Supervisors
• First Aid for Supervisors
• Hazard-specific Plans
• Impairment in the Workplace
• Indoor Air Quality
• JOHSC for Supervisors
• JOHSC Annual Evaluation
• Radon Testing/Mitigation
• Supervisor Safety Roles & Responsibilities
• Targeted Violence or Suicide Threat
• Violence in the Workplace
• Workplace Inspections
• WorkSafeBC Inspections
• WorkSafeBC & Reporting Injuries

Workplace Safety
https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/safety-health-well-being/workplace

  o Urgent Support & Reporting
  o Critical Incident Response
  o Roles & Responsibilities
  o Addressing Domestic Violence in the BC Public Service
  o Refusing Unsafe Work
  o Safety Planning
  o Safety Training
Health, Safety & Sick Leave
https://www2.gov.bc.ca/gov/content/careers-myhr/bcpsa/psa-programs-services/health-safety-sick-leave

For All Employees
- Health & Well-being Supports During COVID-19
- Sick Leave
- Workplace Safety
- Ergonomics
- Health & Well-being Services
- Other Resources
  - Mental health on MyHR
  - LifeSpeak
  - Cold and flu
  - Quittin’ Time smoking cessation services
  - Substance use disorder treatment funding
  - Workplace strategies for mental health (Canada Life Centre for Mental Health in the Workplace)
- Learning Opportunities
- Time & Leave
- Forms
- @Work Resources

For Managers & Supervisors
- Managing Sick Leave
- Managing Occupational Health & Safety
- Programs & Services
- Learning Opportunities
- Time & Leave
- Forms
- Related Resources
- Early Intervention & Return to Work: Supporting Employees in the Workplace
- @Work Resources
**Critical Incident Stress Management**
The Critical Incident Stress Management Program is an organized, comprehensive and thoughtful approach which deals with preventing, reducing and controlling harmful stress symptoms resulting from a Critical Incident.
https://gww.nrs.gov.bc.ca/flnrord/node/536

**FLNRORD Safety Management System (SMS) General Safety Rules**
(See page 7 of the New Worker/Visitor Orientation Guide)
https://intranet.gov.bc.ca/assets/intranet/flnrord/tools-resources/sms/docs/flnr_new_worker_orientation_guide.pdf#page=7

See also Safely Managed and Responsible Team (S.M.A.R.T) Practices.

**Local Procedures**
Local Business Area policies are possible.