**Safe Work Procedure – Bicycles (Bikes)**

**Purpose**

The purpose of this procedure is to set out the scope and responsibilities of UBC bicycle safe use, as an integral component of many campus operations.

**Scope**

This procedure should be considered for assignment to any UBC department utilizing bicycles and like equipment.

**Note:** If the bicycle and related equipment are personal, the University’s insurance will not provide coverage for any damage or theft and the worker will be responsible for maintenance and safety.

* For questions, please visit [Insurance and Loss Prevention](https://srs.ubc.ca/insurance/).

**Legal Requirements**

* WCA 21 General duties of employers
* WCA 22 General duties of workers
* WCA 23 General duties of supervisors
* OHSR 3.5 General requirement (Workplace Inspections)
* OHSR 4.3 Safe machinery and equipment
* OHSR 8.11(2) Activity specific safety headgear; 8.13 Use with bicycles and skates

**Definitions**

***Administrative Controls:*** The modification of work processes or activities to minimize risk

***Engineering Controls:*** The modification of the physical work environment to minimize risk

***Hazard:*** A potential source of harm to a person that can lead to a risk of injury or occupational disease

***Risk:*** The chance of injury or occupational disease

***Risk Assessment:*** The process where hazards are identified, their risk evaluated, and controls for the risk are determined to eliminate the hazard or minimize the risk

***Supervisor:*** The person directly responsible for overseeing the tasks of the worker

***Worker:*** All employees of UBC including faculty, staff, and paid students

**Responsibilities**

Department Head

* Review and approve safe work procedures outlined in this document prior to their implementation.

Supervisor

* Identify all workers who carry out this task under your supervision.
* Conduct a risk assessment to identify the potential hazards associated with the task and their associated risks.
* Implement controls using the hierarchy of controls to minimize the risk due to the hazard.
* Ensure safe work procedures are documented.
* Ensure proper training has been provided to workers PRIOR to commencing work (e.g. safe work procedures, use of equipment or tools, personal protective equipment requirements, identifying and reporting hazards, etc.) and that the training has been documented.
* Ensure workers have access to and understand any required documentation such as manuals, etc.
* Educate workers on emergency procedures, contacts and numbers. If emergency contact information is not posted at the workplace, provide the worker with a copy to carry with them. The worker must know what to do in case of emergency incident or injury.
* Ongoing consultation with Joint Occupational Health and Safety Committee in the review and revision of this procedure to ensure the content is adequate and relevant to current research.
* Communicate risks that may arise outside of those that are predetermined.

Workers

* Understand and follow this safe work procedure
* Complete the required training for the task
* Use proper personal protective equipment
* Report any unsafe conditions to the supervisor
* Report all incidents to the supervisor

**Risk Assessment**

*Enter risk assessment information or* [*attach*](http://rms.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/) *the completed risk assessment to this document.*

**Training Requirements**

*See* [*General Safe Work Procedure – Guidance Document*](https://srs.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/) *Appendix F for guidance.*

* Bike users will observe all provisions of the BC Motor Vehicle Act and comply at all times while in the course of conducting Bike-related duties.

**Materials/Equipment**

*See* [*General Safe Work Procedure – Guidance Document*](https://srs.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/) *Appendix G for guidance.*

* Bicycle
* Bicycle Helmet meeting applicable standards and with chin strap (mandatory)
* Bells (mandatory)
* Lights (mandatory)
* Bike lock
* Maps
  + Consider use of UBC [Campus Maps](https://planning.ubc.ca/transportation/cycling)
* Note: Personal bicycles and safety equipment are not to be used for work without permission from management.

**Safe Work Procedure**

*See* [*General Safe Work Procedure – Guidance Document*](https://srs.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/) *Appendix H for guidance.*

**Before Commencing Work:**

* Review all applicable options such as, but not limited to: other transportation methods; campus mail (if delivering), etc.
* Map your route.
* Bike users must wear all applicable safety gear and clothing for safe operations based on expected terrain and weather.
  + If weather conditions preclude the use of bicycles (ie heavy rain or presence of black ice), the Supervisor may suspend activities until conditions become safe.
* Bicycles will be inspected for damage prior to use; the pre-trip inspection will be documented.
  + Pre-trip inspections should include, but are not limited to, tire pressure, brakes, chains, reflectors, lights, bells, helmets (and straps), etc.
  + Damage discovered during a pre-trip inspection is to be reported to the Supervisor or appropriate accountable person, immediately for records.
  + If the bicycle is deemed unsafe for use, it will be placed out of service and tagged accordingly.
* Load supporting equipment such as backpacks, baskets and panniers, should be reviewed for application and risks of control/balance loss, etc.
* When repairs are required and cannot be rendered, consider the use of the UBC Bike Kitchen or the Community Bike Clinic to provide service. If service cannot be provided in a timely manner, an off-campus bike mechanic may need to be sourced by appropriate persons.
* If working alone, establish a [check-in procedure](https://srs.ubc.ca/health-safety/safety-programs/personal-safety/6969-2/) and note as applicable.

**Commencing Work/Work Procedure:**

1. Bike users will observe all provisions of the **BC Motor Vehicle Act** and comply at all times while in the course of conducting Bike-related duties.
2. Maintain speeds that are manageable to the person, terrain, and weather.
3. When minor damage (ie tire puncture) occurs during the course of carrying out activities, the user may carry out repairs themselves if trained and knowledgeable. Appropriate persons should be notified detailing the damage and nature of the repairs and the equipment used.

**Post Procedure:**

1. In the case of any accident or damage to the bicycle occurring during patrol duties, appropriate persons should be notified detailing the damage and nature of the repairs and the equipment used.
2. In the case of a serious accident, the bicycle will not be used until it has been inspected by a bike mechanic and an incident investigation will be conducted and [documented](https://www.cairs.ubc.ca/public_page.php).

**Other Important Information**

* [Cycling Tips and Resources](https://planning.ubc.ca/transportation/cycling/cycling-tips-and-resources)

**Emergency Rescue and Evacuation Procedures**

*See* [*General Safe Work Procedure – Guidance Document*](https://srs.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/) *Appendix I for guidance.*

**Emergency Contact Information**

**Mode of Emergency Communication**

**First Aid**

**Emergency Procedures**

* In the event of a serious accident, 911 will be called.

**Onsite Trained Specialists**

**Review and Retention**

This SWP is reviewed annually or whenever deemed necessary by the responsible departmental representative.

**Document Approval Signatures**

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| Name of Supervisor |
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| Name of Department Head |

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| Signature of Supervisor |
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| Signature of Department Head |

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| Date |
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| Date |

This signature confirms that this document has been reviewed and approved as per the process detailed in Figure 1 of the [General Safe Work Procedure – Guidance Document](https://srs.ubc.ca/health-safety/safety-programs/risk-assessment-safe-work-procedure/).