



## **SAFETY and HEALTH POLICY**

**AUTHORITY:** University Administration

**RESPONSIBILITY:** Vice President, Human Resources, Audit and Sustainability

**Effective Date:** October 30, 2015

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### **Purpose**

The purpose of this Policy is to provide for and promote a safe and healthy environment for all employees, students, contractors, volunteers and visitors in which to work, study and participate in educational and University sponsored events or recreational activities both on and off campus in accordance with Manitoba Workplace Health and Safety legislation.

### **Scope**

This Policy applies to all members of the University community including employees, contractors and their employees, students, volunteers, visitors and any other individuals engaged in duties or activities having a substantial connection to the University, on or off campus.

This Policy applies to all University premises and other work and study sites under the University's control, or during the course of any University sponsored event. This Policy also applies to conduct off of University premises that has an identifiable and substantial link to the University or that affects the University working, learning or living environment.

### **Responsibility**

The Vice-President, Human Resources, Audit and Sustainability shall be responsible for the development, administration and review of this Policy.

### **Definitions:**

**"Supervisor"** means: a person who has charge of a workplace or authority over a worker. In the case of the University this would include but not be limited to: Department Head, Director, Manager or supervisor responsible and which may include faculty in charge of classroom or laboratory settings.

**"University Community"** shall include, but is not limited to, students, employees, visitors, volunteers and contractors and their employees

**Approved:**

**Revised:** September 10, 2013

**Cross Reference:**

Manitoba Workplace Safety and Health Act and Regulations  
Operational and Safe Work Procedures Specific to Departments

## **Principles**

The safety and health of all members of the University Community is of great importance to the University. The University recognizes that all members of the University Community have a right to expect, so far as is reasonably practicable, a safe and healthy working and learning environment. Therefore the University shall:

- Support the operation of a joint employee-employer workplace safety and health committee and appropriate sub-committees, as may be required;
- Support the formulation and implementation of ongoing effective safety and health policies and programs appropriate to the daily operations of the University;
- Give priority to a safe work environment in the planning, direction and implementation of University activities; and
- Comply with all applicable federal, provincial and municipal statutes, regulations and codes pertaining to safety and health in the workplace.

## **Procedures:**

Safety and health is a shared responsibility of the University Community where everyone has a responsibility to be aware of and conduct themselves in accordance with the law and related University policy. As such, all members of the University Community have a role to play in creating and maintaining a safe and healthy working and learning environment.

## **Responsibility of the Senior Executive**

The members of the Senior Executive shall:

- Provide the support and organizational leadership necessary to implement and administer this Policy and comply with all relevant federal, provincial and municipal statutes, regulations, and codes pertaining to the University;
- Incorporate into operational planning and budgeting the necessary resources, as may be reasonable and practicable, for the provision of safety and health programming and a safe working and learning environment; and
- Ensure that the Safety Office has the opportunity to provide input:
  - on workplace safety and health related elements in the development of new construction and/or the renovation of existing buildings; and
  - in the procurement of equipment purchases to ensure appropriate safe work procedures, safety and ergonomic requirements are able to be met, and that University resources are effectively managed.

## **Responsibility of Deans, Department Chairs, Directors and Managers of Administrative Units**

Deans, Department Chairs, Directors and Managers of Administrative Units shall:

- Provide the managerial support necessary to implement this Policy within their particular area of responsibility;

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- Incorporate into operational policies, procedures, programs and projects adequate provision for safe working and learning conditions and practices;
- Monitor and evaluate safety within their area of responsibility;
- Ensure employees under their direction participate in appropriate safety and health training; and
- Review completed inspection reports and implement any corrective actions that may be necessary.

**Responsibility of Laboratory Supervisors/Instructors, Faculty with supervisory responsibilities including principal investigators, and any other Supervisory Employees**

Laboratory instructors, faculty with supervisory responsibilities and any other supervisory employees shall:

- Take all precautions necessary to protect the safety and health of all employees and other persons under their supervision;
- Enforce relevant safety and health policies and procedures;
- Ensure that individuals are given adequate direction, training and instruction in the areas of their assignments so as to enable the safe performance of their work without undue risk;
- Ensure all safety devices, clothing and personal protective equipment are used and maintained as per safe work procedures requirements;
- Advise all employees and other persons of all known or reasonably foreseeable risks to safety and health in the area;
- Ensure that in respect of all incidents involving an injury/illness and/or “near miss” (as referred to in Regulation M.R. 217/2006)
  - they are reported to the Safety Office;
  - an Incident Report form is completed and forwarded to the Safety Office (the form is located on the Safety Office web site under Forms and Requests);
  - action is taken to prevent a recurrence;
- Ensure that all equipment is in good working order and safe to use; and
- Participate in incident investigation and inspection process.

**Responsibility of the University Community (employees, students, visitors and contractors and their employees)**

Members of the University community, including employees, students, visitors, contractors and their employees, shall:

- Practice safe work habits;
- Observe all safety rules and procedures established by federal, provincial and municipal authorities, by the University, and by a University employee with supervisory authority;
- Report hazardous or unsafe equipment, conditions or behaviour promptly to a Supervisor and, where appropriate, make suggestions for corrective action;

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Manitoba Workplace Safety and Health Act and Regulations

Operational and Safe Work Procedures Specific to Departments

- Report immediately to a Supervisor all work-related accidents or injuries, obtaining medical treatment without delay when necessary; and
- Properly use any prescribed personal protective equipment, and adequately care for any personal protective equipment provided by the University.

**Responsibility of the Workplace Safety and Health Committee Members:**

- Attend all scheduled Committee meetings and if not possible, send a designated alternate;
- Monitor the safety and health program for its effectiveness;
- Participate in inspections;
- Participate in hazard recognition and control;
- Participate in serious incident investigation when warranted; and
- Participate in applicable training to assist in ensuring a functional Committee.

**Responsibility of the Safety Office:**

- Develop, implement and oversee a safety and health program for the University in accordance with Manitoba Workplace Safety and Health legislation;
- Provide assistance to Supervisors in conducting risk assessments and developing safe work procedures and processes;
- Develop and implement appropriate training programs;
- Participate in inspections and follow up on any corrective actions as may be appropriate;
- Participate in investigations of serious incidents and report serious incidents to Manitoba Workplace Safety and Health Division, as may be appropriate;
- Provide necessary tools, training and other resources to employees, Supervisors, the Workplace Safety and Health Committee and the University to assist in compliance with this and other safety and health policies and procedures;
- Report on safety and health matters to the University and the Workplace Safety and Health Committee based on frequency and format as may be established by the University and the Committee from time to time;
- Maintain safety and health records in accordance with legislated requirements.

**Non-compliance with Policy:**

- Concerns with respect to allegations of non-compliance with this Policy should, where possible, be raised with the appropriate Supervisor or administrator for resolution.
- Concerns may also be raised with the Safety Office should that be necessary.
- Depending on the nature of the allegations, a formal investigation may be conducted by the University.
- Upon completion of an investigation, findings of non-compliance with this Policy may result in further action being taken against the non-compliant party including:

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- a) disciplinary consequences under any applicable collective bargaining agreement or pursuant to applicable University policies,
- b) debarment from the University campus
- c) actions for breach of contract where applicable.
- d) referral to the Director of the Workplace Safety and Health Branch for consideration of proceedings pursuant to the Act and Regulations.

**Review:**

This Policy shall be reviewed at least once every 5 years or more frequently as may be required by legislation.

**Approved:**

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