



Policy Title:

Safety and Health Policy

University Classification & Policy Number:

B-001

Approval Body:

University Administration

Responsible Designate:

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

Established:

10/09/13

Revised:

30/10/15

15/09/20

Editorial Revisions:

Not applicable

Scheduled Review:

2020

1.0 Policy 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.

2.0 Definitions

The following definitions apply to terms as they are used in this Policy:

2.01 “Administrator” means: Anyone who has sufficient authority to take or to ensure the taking of remedial action including Deans, Directors, Executive Directors, the Registrar, Provost, Deputy Provost, Vice-Presidents, Associate Vice-Presidents, and the President. In the case of a student the Administrator shall in most cases be the Registrar.

2.02 “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.

2.03 “UW Community” refers to: students, employees, anyone holding a University appointment, post-doctoral fellows, visiting scholars, contractors, volunteers, members of the Board of Regents and Senate, and anyone who resides on University property.

3.0 Scope

This Policy applies to all members of the UW Community as well as visitors and any other individuals engaged in duties or activities having a substantial connection to the University, on or off campus.

3.01 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.

4.0 Policy Elements

4.01 Principles

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

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

4.02 Roles and Responsibilities

4.02.01 Safety and health is a shared responsibility of the UW 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 UW Community have a role to play in creating and maintaining a safe and healthy working and learning environment. Members of the UW Community are encouraged to directly address the unsafe behavior of any individual or group if they feel safe doing so, and to remind individuals on the University campus of any safety or health related policy, rules, or guidelines.

4.02.02 Responsibility of the Senior Executive

The members of the Senior Executive shall:

- a. 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;
- b. 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
- c. Ensure that the Safety Office has the opportunity to provide input:
 - i. on workplace safety and health related elements in the development of new construction and/or the renovation of existing buildings; and

- ii. 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.

4.02.03 Responsibility of Deans, Department Chairs, Directors and Managers of Administrative Units

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

- a. provide the managerial support necessary to implement this Policy within their particular area of responsibility;
- b. incorporate into operational policies, procedures, programs and projects adequate provision for safe working and learning conditions and practices;
- c. monitor and evaluate safety within their area of responsibility;
- d. ensure employees under their direction participate in appropriate safety and health training; and
- e. review completed inspection reports and implement any corrective actions that may be necessary.

4.02.04 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:

- a. take all precautions necessary to protect the safety and health of all employees and other persons under their supervision;
- b. enforce relevant safety and health policies and procedures;
- c. 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;
- d. ensure all safety devices, clothing and personal protective equipment are used and maintained as per safe work procedures requirements;
- e. advise all employees and other persons of all known or reasonably foreseeable risks to safety and health in the area;
- f. ensure that in respect of all incidents involving an injury/illness and/or “near miss” (as referred to in Regulation M.R. 217/2006):
 - i. they are reported to the Safety Office;
 - ii. 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);
 - iii. action is taken to prevent a recurrence;
- g. ensure that all equipment is in good working order and safe to use; and

- h. participate in incident investigation and inspection process.

4.02.05 Responsibility of the UW Community

Members of the UW Community shall:

- a. practice safe work habits;
- b. observe all safety rules and procedures established by federal, provincial and municipal authorities, by the University, and by a University employee with supervisory authority;
- c. report hazardous or unsafe equipment, conditions or behaviour promptly to a Supervisor and, where appropriate, make suggestions for corrective action;
- d. report immediately to a Supervisor all work-related accidents or injuries, obtaining medical treatment without delay when necessary; and
- e. properly use any prescribed personal protective equipment, and adequately care for any personal protective equipment provided by the University.

4.02.06 Responsibility of the Workplace Safety and Health Committee Members

Members of the Workplace Safety and Health Committee shall:

- a. develop, implement and oversee a safety and health program for the University in accordance with Manitoba Workplace Safety and Health legislation;
- b. provide assistance to Supervisors in conducting risk assessments and developing safe work procedures and processes;
- c. develop and implement appropriate training programs;
- d. participate in inspections and follow up on any corrective actions as may be appropriate;
- e. participate in investigations of serious incidents and report serious incidents to Manitoba Workplace Safety and Health Division, as may be appropriate;
- f. 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;
- g. 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; and
- h. maintain safety and health records in accordance with legislated requirements.

4.03 Non-compliance with Policy

4.03.01 Complaints of non-compliance with this Policy shall be raised immediately to the Safety Office for resolution at (204-782-2588). The Manager, Safety and Health shall immediately:

- a. notify the appropriate Administrator of the situation;

- b. implement interim measures for the safety and health of the community;
 - c. if necessary notify the Security Office for assistance in the implementation of interim measures;
 - d. where appropriate notify the Workplace Safety and Health Committee; and
 - e. investigate the validity of the complaint for the purpose of discipline or sanction.
- 4.03.02** Interim measures are implemented for the safety and well-being of the UW Community and are not a determination of the validity of the complaint. Such measures may be continued or combined with other measures including discipline or sanctions after determination of a breach of this policy has been made.
- 4.03.03** In investigating the complaint, the Manager, Safety and Health shall interview the complainant and respondent(s), any other persons who may have information relevant to the complaint, as well as investigate any other sources of information that may assist in the investigation.
- 4.03.04** Upon completion of the investigation the Manager, Safety and Health shall make a determination whether there has been a breach of this Policy. Where it is determined a breach has occurred the Manager, Safety and Health shall inform the appropriate Administrator who shall then determine the discipline or sanction under any University Policy, collective agreement or contract as may be applicable. This may include:
- a. disciplinary consequences under any applicable collective agreement or pursuant to University policies and employment contracts;
 - b. debarment from the University campus; remedial actions for breach of contract where applicable including the termination of that contract; or
 - c. referral to the Director of the Workplace Safety and Health Branch for consideration of proceedings pursuant to the Act and Regulations.
- 4.03.05** Any complaint involving student conduct shall be dealt with under the SNAM Policy; however, implementation of interim measures shall be as directed by the Manager, Safety and Health under this Policy and shall be unaffected by proceedings also taking place under the SNAM Policy.

5.0 Relevant Legislation

- Manitoba Workplace Safety and Health Act and Regulations

6.0 Related Policies, Procedures and Institutional Documents

- Operational and Safe Work Procedures Specific to Departments
- Student Non-Academic Misconduct Policy