



<b>Document #:</b>  <b>ECD10</b>	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg <b>Operational Procedure (OP)</b>	Status: Version 2.0  Revised: July 2024 Owner: Occupational and Environmental Safety and Health (OESH)
<b>Title: Involvement of Workers in the Safety and Health Program</b>		Page 1 of 4

<b>Purpose</b>	In keeping with the Winnipeg Regional Health Authority's commitment to providing a safe and healthy workplace as noted in the WRHA Workplace Safety and Health policy (20.20.030), the following Operational Procedure has been developed to ensure that workers have opportunities to participate in workplace safety and health activities.
<b>Background</b>	This OP supersedes Involvement of Workers in the Safety and Health Program Operational Procedure dated May 2009.

<b>1.0</b>	<b><u>GUIDING PRINCIPLE</u></b>
1.1.	This operational procedure is also designed to ensure that when followed the minimum requirements of Manitoba Workplace Safety and Health legislation is complied with and where possible exceeded.
1.2.	As with all matters relating to the Safety and Health of workers the Workplace Safety and Health Committee should be consulted for their input.


<b>2.0</b>	<b><u>DEFINITIONS</u></b>
2.1	<b><u>Act (The Act and Regulation):</u></b> The Workplace Safety and Health Act W210 and Regulation of Manitoba.
2.2	<b><u>Directors/Managers/Supervisors/Lead:</u></b> Means a person who has charge of a workplace or authority over a worker.
2.3	<b><u>Employer:</u></b> 2.3.1 Every person who, by himself or his agent or representative employs or engages one or more workers, and 2.3.2 The Crown and every agency of the government.
2.4	<b><u>OESH:</u></b> The Occupational and Environmental Safety and Health Department of the Winnipeg Regional Health Authority.
2.5	<b><u>Worker:</u></b> 2.5.1 Any person who is employed by an employer to perform a service whether for gain or reward or hope of gain or reward or not. 2.5.2 Any person engaged by another person to perform services, whether under a contract of employment or not 2.5.2.1 who performs work or services for another person for compensation or reward on such terms and conditions that he is, in relation to that person, in a position of economic dependence upon that person more closely resembling the relationship of any employee than that of an independent contractor, 2.5.2.2 and who works or performs services in a workplace which is owned or operated by the person who engages him to perform services, 2.5.3 Any person undergoing training or serving an apprenticeship at an education institution or at any other place.
2.6	<b><u>Workplace:</u></b> Any building, site, clinical unit, workshop, mobile vehicle, client home or any other premises or location whether indoors or outdoors in which one or more Workers, or self-employed persons are engaged in work.

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2.7	<b>Workplace Safety and Health Committee:</b> A committee for Workplaces where at least 20 of the Employer's Workers are regularly employed as established under Section 40 of the Workplace Safety and Health Act.
2.8	<b>Workplace Safety and Health Representative:</b> A Representative for Workplaces where five (5) or more Workers but less than twenty (20) Workers are regularly employed as established under section 40 of the Workplace Safety and Health Act.


<b>3.0</b>	<b><u>OPERATIONAL PROCEDURES</u></b>
3.1	All facilities/sites/programs shall ensure workers are engaged in their Workplace Safety and Health program by providing but not limited to the following: <ul style="list-style-type: none"> <li>3.1.1 Bulletin boards,</li> <li>3.1.2 Worker representation on Workplace Safety and Health Committees,</li> <li>3.1.3 Methods for workers to raise health and safety concerns or suggestions,</li> <li>3.1.4 Access to their facility/site/programs safety and health program,</li> <li>3.1.5 Training opportunities for workers in safety and health as appropriate</li> </ul>
3.2	

<b>4.0</b>	<b><u>RESPONSIBILITIES</u></b>
4.1	<b>Employer</b> <ul style="list-style-type: none"> <li>4.1.1 Act in accordance with the objectives and purposes of the Act by ensuring, so far as is reasonably practicable, the safety, health and welfare at work of all his workers, and complying with the Act and regulations.</li> <li>4.1.2 Ensure that all workers, and particularly supervisors, foremen, chargehands, or similar persons, are acquainted with any safety or health hazards that may be encountered by the workers in the course of their service and that workers are familiar with the use of all devices or equipment provided for their protection.</li> </ul>
4.2	<b>Facility/Program Executive Team</b> <ul style="list-style-type: none"> <li>4.2.1 Assign responsibilities to Directors/ Managers/ Supervisors within the facility/program to ensure the implementation of this operational procedure.</li> <li>4.2.2 Ensure resources (information, training, tool, equipment and time) are available to provide/maintain effective implementation.</li> <li>4.2.3 Support the Operational Procedure throughout the facility/program.</li> </ul>
4.3	<b>Directors/Managers/Supervisors</b> <ul style="list-style-type: none"> <li>4.3.1 Regularly communicate with Workers about workplace safety and health matters.</li> <li>4.3.2 Provide Workers with access to information relevant to the Workplace Safety and Health program.</li> <li>4.3.3 Ensure Workers become involved in hazards identification, risk assessment and safety training.</li> <li>4.3.4 Ensure Workers use the reporting mechanism established in the facility/site/program to report hazards promptly and to make recommendations about appropriate ways to control those hazards.</li> <li>4.3.5 Provide follow up reports from investigations, inspections, concerns, corrective actions relating to safety and health matters The manager/supervisor will ensure that where a worker is injured in an</li> </ul>

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	accident and is unable to work during any part of the day of the accident, the worker will be paid wages and benefits for the day of the accident as if the accident had not occurred.
4.4	<p><b>Workers</b></p> <p>4.4.1 Participate in the Workplace Safety and Health Program by</p> <ul style="list-style-type: none"> <li>4.4.1.1 Reporting unsafe acts or conditions to their immediate supervisor</li> <li>4.4.1.2 Raising concerns and making recommendations for improvements related to safety and health to their immediate supervisor</li> <li>4.4.1.3 Making suggestions to improve the safety and health program to the workplace safety and health committee.</li> <li>4.4.1.4 Involvement in hazard identification and assessment, prioritizing hazards, training, and program evaluation</li> </ul> <p>4.4.2 Access information relevant to the Workplace Safety and Health Program through: (specific to your facility/site/program and not limited to the following)</p> <ul style="list-style-type: none"> <li>4.4.2.1 Winnipeg Regional Health Authority website - OESH</li> <li>4.4.2.2 Facility/site program internal website</li> <li>4.4.2.3 Postings in strategic locations (bulletin boards)</li> <li>4.4.2.4 Operational and safe work procedures of the program</li> <li>4.4.2.5 General and departmental orientation on job hazards and prevention measures</li> <li>4.4.2.6 Workplace Hazardous Materials Information System (labels, material safety data sheets, training). Manitoba Healthcare WHMIS MSDS Online Database</li> <li>4.4.2.7 Information sessions and Town Halls</li> <li>4.4.2.8 Training provided in specific health and safety topics</li> <li>4.4.2.9 Electronic newsletters</li> </ul>
4.5	<p><b>Workplace Safety and Health Committee</b></p> <ul style="list-style-type: none"> <li>4.5.1 Consult with the facility/site/program on the development and implementation of this operational procedure.</li> <li>4.5.2 Review and monitor the effectiveness of this operational procedure.</li> <li>4.5.3 Promote worker involvement in the safety and health program.</li> <li>4.5.4 Facilitate the means by which workers can have their concerns and recommendations communicated.</li> </ul>
4.6	<p><b>OESH Department</b></p> <ul style="list-style-type: none"> <li>4.6.1 Consult with the facility/site/program on the development and implementation of this operational procedure.</li> </ul>

<b>5.0</b>	<b><u>TRAINING REQUIREMENTS</u></b>
5.1	The training program must be workplace specific, effective and updated every three years or when changes which may affect the procedure are introduced in the workplace.
5.2	All workers must be made aware of the opportunities for involvement that exist in the facility/site/program including but not limited to: <ul style="list-style-type: none"> <li>5.2.1 Methods to raise concerns related to workplace safety and health</li> <li>5.2.2 How to access information related to workplace safety and health</li> <li>5.2.3 Training opportunities in workplace safety and health</li> </ul>

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5.3	All training must be documented. Records must be kept as required by the Workplace Safety and Health Act and Regulations. Facility/program/department is responsible for the maintenance of documents.
5.4	Retraining will be offered if required or upon request
6.0	<b><u>REFERENCES</u></b>
6.1	<b>Legislation</b> Manitoba Laws - W210 The Workplace Safety and Health Act <a href="https://web2.gov.mb.ca/laws/statutes/ccsm/w210.php?lang=en">https://web2.gov.mb.ca/laws/statutes/ccsm/w210.php?lang=en</a>  Consolidated WSH Act and Regulation – Province of Manitoba <a href="https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf">https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf</a>
6.2	<b>WRHA Policy and Operational Procedures</b>  WRHA Policy 20.20.030 Workplace Safety and Health <a href="https://policies.wrha.mb.ca/human-resources/#111-143-workplace-safety-health">https://policies.wrha.mb.ca/human-resources/#111-143-workplace-safety-health</a>  WRHA OESH Operational Procedure – Report and Investigation of Incidents, Work Related Injuries, Illnesses and Near Misses (Injury/Near Miss Form Process) <a href="https://professionals.wrha.mb.ca/files/1_2024.06.11-Injury-Near-Miss-OP.pdf">https://professionals.wrha.mb.ca/files/1_2024.06.11-Injury-Near-Miss-OP.pdf</a>  WRHA OESH Operational Procedure – Report and Resolution of Safety Concerns <a href="https://professionals.wrha.mb.ca/files/K-WR02-Report-and-Resolution-OP.pdf">https://professionals.wrha.mb.ca/files/K-WR02-Report-and-Resolution-OP.pdf</a>  WRHA OESH Operational Procedure – Workplace Inspections <a href="https://professionals.wrha.mb.ca/files/I-IND01-Workplace-Inspections-OP-2024.06.pdf">https://professionals.wrha.mb.ca/files/I-IND01-Workplace-Inspections-OP-2024.06.pdf</a>  WRHA OESH Operational Procedure – Workplace Safety and Health Committees <a href="https://professionals.wrha.mb.ca/old/professionals/safety/files/Safety/2016.04.29OP-HealthandSafetyCommittees.pdf">https://professionals.wrha.mb.ca/old/professionals/safety/files/Safety/2016.04.29OP-HealthandSafetyCommittees.pdf</a>
7.0	<b>APPENDIX:</b>
	<b>None</b>
8.0	<b>OPERATIONAL PROCEDURE CONTACT</b>
	Regional Director, Occupational and Environmental Safety and Health, Winnipeg Regional Health Authority