



Document #: B-E1D04	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Operational Procedure (OP)	Status: v 3.0 Revised: July 2024 Owner: Occupational and Environmental Safety and Health (OESH)
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<u>PURPOSE</u>	In keeping with the Winnipeg Regional Health Authority (WRHA) 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 all programs/facilities/sites have a current and effective Occupational Safety and Health Program
<u>BACKGROUND</u>	This OP supersedes Occupational and Environmental Safety and Health Program dated April 2016 (version 2) and May 2009 (version 1).


1.	<u>GUIDING PRINCIPLE</u>
1.1.	This operational procedure is 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.

2.	<u>DEFINITIONS</u>
2.1.	<u>Act (The Act and Regulation):</u> The Workplace Safety and Health Act W210 and Regulation of Manitoba.
2.2.	<u>Directors / Managers / Supervisors / Lead:</u> Means a person who has charge of a workplace or authority over a worker.
2.3.	<u>Employer:</u> Every person who, by himself or his agent or representative employs or engages one or more workers, and The Crown and every agency of the government.
2.4.	<u>OESH:</u> Means the Occupational and Environmental Safety & Health Department of the WRHA.
2.5.	<u>Organization Executive:</u> membership as defined by the organization (i.e. Senior Leadership Team)
2.6.	<u>Patient:</u> In this document, patient refers to all who care is provided to and includes but is not limited to patient, resident or client.
2.7.	<u>Safe Work Procedure (SWP):</u> A system of written practical instructions that must be followed by workers to reduce and control the hazards of specific work tasks. This includes but is not limited to: <ul style="list-style-type: none"> 2.7.1. Safe Work Procedures developed by managers/supervisors with worker input using the Provincial Safe Work Procedure template adopted by the Winnipeg Regional Health Authority 2.7.2. Infection, Prevention and Control Manual 2.7.3. Clinical guidelines such as Nursing Skills Online 2.7.4. Manufacturers guidelines
2.8.	<u>Worker:</u> <ul style="list-style-type: none"> 2.8.1. 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. 2.8.2. Any person engaged by another person to perform services, whether under a contract of employment or not


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	2.8.3. 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, and 2.8.4. who works or performs services in a workplace which is owned or operated by the person who engages him to perform services, 2.8.5. Any person undergoing training or serving an apprenticeship at an education institution or at any other place.
2.9.	<u>Workplace:</u> 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.
2.10.	<u>Workplace Safety and Health Committee:</u> 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.
2.11.	<u>Workplace Safety and Health Representative:</u> 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.


3.	<u>OPERATIONAL PROCEDURE</u>
3.1.	The Occupational Safety and Health program includes, but is not limited to WRHA Policies, Operational Procedures, Standard Operating Procedures, Guidelines and Safe Work Procedures (as defined in 2.7).
3.2.	The SDO/program Occupational Safety and Health Program will consist of: <ul style="list-style-type: none"> 3.2.1. Statement of the employer's policy with respect to the protection of the safety and health of workers at the workplace; 3.2.2. the identification of existing and potential dangers to workers at the workplace and the measures that will be taken to reduce, eliminate or control those dangers, including procedures to be followed in an emergency; 3.2.3. the identification of internal and external resources, including personnel and equipment, that may be required to respond to an emergency at the workplace; 3.2.4. a statement of the responsibilities of the employer, supervisors and workers at the workplace; 3.2.5. schedule for the regular inspection of the workplace and of work processes and procedures at the workplace; 3.2.6. a plan for the control of any biological or chemical substance used, produced, stored or disposed of at the workplace; 3.2.7. a statement of the procedures to be followed to protect safety and health in the workplace when another employer or self-employed person is involved in work at the workplace that includes 3.2.8. criteria for evaluating and selecting employers and self-employed persons to be involved in work at the workplace, and

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	<p>3.2.9. procedures for regularly monitoring employers and self-employed persons involved in work at the workplace;</p> <p>3.2.10. a plan for training workers and supervisors in safe work practices and procedures;</p> <p>3.2.11. a procedure for investigating accidents, dangerous occurrences and refusals to work under section 43 of the Act;</p> <p>3.2.12. a procedure for worker participation in workplace safety and health activities, including inspections and the investigation of accidents, dangerous occurrences and refusals to work under section 43 of the Act;</p> <p>3.2.13. a procedure for reviewing and revising the workplace safety and health program at intervals not less than every three years or sooner if circumstances at a workplace change in a way that poses a risk to the safety or health of workers at the workplace; and</p> <p>3.2.14. any other requirement prescribed by regulation including those listed in Appendix A;</p> <p>Note: not all of the above will be applicable to all workplaces.</p>
3.3.	The Occupational Safety and Health Program must be specific to the facility/site, the resources available, and the hazards present.
3.4.	The Occupational Safety and Health Program must be available to all employees at all times. Methods of access include, but are not limited to, printed materials/binders, the intranet/internet, SharePoint, Teams and shared drives. See links
4.	<u>RESPONSIBILITIES</u>
4.1.	<p>Organization Executive Team</p> <p>4.1.1. Ensure that all workers, and particularly supervisors, foremen, charge-hands or similar persons, are acquainted with any safety or health hazards which 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.</p> <p>4.1.2. Assign responsibilities to staff within the facility/site/program/department to ensure the implementation of this document.</p> <p>4.1.3. Ensure resources (information, training, tools, equipment and time) are available to provide / maintain 4.1.2.</p> <p>4.1.4. Support the Occupational Safety and Health Program throughout the facility/program.</p> <p>4.1.5. Ensure that training records are kept for documentation.</p>
4.2.	<p>Directors/Managers/Supervisors</p> <p>4.2.1. Ensure compliance with all aspects of this operational procedure. <i>The director is responsible for ensuring that their area of responsibility complies with all aspects of the regulations and this document.</i></p>
4.3.	<p>Workers</p>

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	4.3.1. Participate in or comply with all aspects of this operational procedure.
4.4.	Workplace Safety and Health Committees 4.4.1. Consult with the facility/site/program/department on the development and implementation of this operational procedure. 4.4.2. Review and monitor the effectiveness of this operational procedure.
4.5.	Occupational and Environmental Safety & Health (OESH) 4.5.1. Consult with the facility/site/program/department on all aspects of this operational procedure.
5.	<u>TRAINING REQUIREMENTS</u>
5.1.	Training programs specific to each section of the program must be developed, delivered and recorded as specified in each Operational Procedure.
5.2.	All training must be documented. Records must be retained as required by the Manitoba Workplace Safety and Health Regulations (Part 2.10).
5.3.	Retraining will be offered if necessary or upon request as specified in the Operational Procedure.
6.	<u>REFERENCES</u>
6.1	Legislation Government of Manitoba. (2002). <i>The Workplace Safety and Health Act – W210.</i> 2022 Manitoba Workplace Safety and Health Act and Regulation (gov.mb.ca) Government of Manitoba. (2006). <i>The Workplace Safety and Health Regulation – 217/2016.</i> 2022 Manitoba Workplace Safety and Health Act and Regulation (gov.mb.ca)
6.2	WRHA Policy, Operational Procedures and Guidelines WRHA Policy 20.20.030 Workplace Safety and Health http://home.wrha.mb.ca/corp/policy/files/20.20.030.pdf WRHA OESH Operational Procedure – Safe Work Procedures https://professionals.wrha.mb.ca/files/C-CDD01-Safe-Work-Procedures-OP.pdf
7.	<u>APPENDIX</u>
	List of Safe Work Procedures required by the Workplace Safety and Health Act
8.	<u>OPERATIONAL PROCEDURE CONTACT</u>
	Regional Director, Occupational and Environmental Safety & Health, Winnipeg Regional Health Authority

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Appendix A:

Eliminating or control of risks	Safe work procedures
Inspections of workplace	Serious incidents at workplace
Retention and transfer of records	Safety and Health Committees
General Workplace Requirements (air quality, lighting, thermal conditions, etc.)	First Aid
Personal Protective Equipment	Storage of Materials, Equipment, Machines and Tools
Musculoskeletal Injuries	Working Alone or in Isolation
Harassment	Violence
Hearing Conservation	Entrances, Exits, Stairways and Ladders
Fall Protection	Confined Space
Machines and Tools (guarding, lockout, etc.)	Welding and Allied Processes
Radiation	Fire and Explosive Hazards
Vehicular and Pedestrian Traffic	Emergency Washing Facilities
Powered Mobile Equipment	Cranes and Hoists
Pile Driving	Work In The Vicinity Of Overhead Electrical Lines
Excavations And Tunnels	Work In A Compressed Air Environment
Scaffolds And Other Elevated Work Platforms	Falsework And Flyforms
Temporary Structures	Roof Work
Precast Concrete	Demolition Work
Workplace Hazardous Materials Information System (WHMIS)	Chemical and Biological Substances
Asbestos	Electrical Safety
Infectious Materials	Sharps
Contaminated Laundry	Patient Movement
Laser Equipment	Waste Handling