



<b>Document:</b> <b>C-CDD01</b>	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	<b>Operating Procedure (OP)</b> Status: Version 2.0 Revised: November 2023 Owner: Occupational and Environmental Safety and Health (OESH)
<b>Title: Safe Work Procedures (SWP)</b>		Page 1 of 7

<b><u>PURPOSE</u></b>	<p>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 this policy is supported by ensuring staff are provided with written instructions to control identified safety or health risks in their job that cannot be eliminated through effective work design, processes, or equipment or where specifically required by legislation. This document 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.</p>
<b><u>BACKGROUND</u></b>	<p>This OP supersedes Safe Work Procedures (SWP) Operational Procedure dated January 2016.</p>


<b>1.</b>	<b><u>GUIDING PRINCIPLE</u></b>
<b>1.1.</b>	<p>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.</p>
<b>1.2.</b>	<p>As with all matters relating to the Safety and Health of workers, the Workplace Safety and Health Committee should be consulted for their input.</p>

<b>2.</b>	<b><u>DEFINITIONS</u></b>
<b>2.1.</b>	<p><u>The Act</u>: means <i>The Workplace Safety and Health Act</i>.</p>
<b>2.2.</b>	<p><u>Directors / Managers / Supervisors / Lead</u>: Means a person who has charge of a workplace or authority over a worker.</p>
<b>2.3.</b>	<p><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.</p>
<b>2.4.</b>	<p><u>OESH</u>: Means the Occupational and Environmental Safety &amp; Health Department of the WRHA.</p>
<b>2.5.</b>	<p><u>Organization Executive</u>: membership as defined by the organization (i.e. Senior Leadership Team)</p>
<b>2.6.</b>	<p><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.</p>
<b>2.7.</b>	<p><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:</p> <ul style="list-style-type: none"> <li>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</li> <li>2.7.2. Infection, Prevention and Control Manual</li> <li>2.7.3. Clinical guidelines such as Nursing Skills Online</li> <li>2.7.4. Manufacturers guidelines</li> </ul>


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<b>Title: Safe Work Procedures (SWP)</b>		Page 2 of 7

<b>2.8.</b>	<p><u>Worker:</u></p> <p>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.</p> <p>2.8.2. Any person engaged by another person to perform services, whether under a contract of employment or not</p> <p>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</p> <p>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,</p> <p>2.8.5. Any person undergoing training or serving an apprenticeship at an education institution or at any other place.</p>
<b>2.9.</b>	<p><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.</p>
<b>2.10.</b>	<p><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.</p>

<b>3.</b>	<b><u>OPERATIONAL PROCEDURE</u></b>
<b>3.1.</b>	<p>Written Safe Work Procedures (SWP) will be developed for tasks/equipment/processes which</p> <p>3.1.1. have been identified as having potential to pose a risk of injury to workers when the risk of injury cannot be eliminated through work design, process, or equipment changes.; or</p> <p>3.1.2. are specifically required by the Workplace Safety and Health Act and Regulation including but not limited to</p> <ul style="list-style-type: none"> <li>3.1.2.1. Personal Protective Equipment</li> <li>3.1.2.2. Risk of Musculoskeletal Injuries</li> <li>3.1.2.3. Working Alone or in Isolation</li> <li>3.1.2.4. Fall Protection</li> <li>3.1.2.5. Confined Space</li> <li>3.1.2.6. Machines and Tools</li> <li>3.1.2.7. Welding</li> <li>3.1.2.8. Fire and Explosive Hazards</li> <li>3.1.2.9. Traffic Control</li> <li>3.1.2.10. Powered Mobile Equipment</li> <li>3.1.2.11. Compressed Air</li> <li>3.1.2.12. Scaffolds and Other Elevated Work Platforms</li> <li>3.1.2.13. Temporary Structures</li> <li>3.1.2.14. Roof Work</li> <li>3.1.2.15. Chemical and Biological Substances</li> <li>3.1.2.16. Electrical Work</li> </ul>


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<b>Title: Safe Work Procedures (SWP)</b>		Page <b>3</b> of <b>7</b>

	<p>3.1.2.17. Healthcare Specific</p> <ul style="list-style-type: none"> <li>3.1.2.17.1. Infectious Materials</li> <li>3.1.2.17.2. Waste and Laundry</li> <li>3.1.2.17.3. Patient Handling</li> <li>3.1.2.17.4. Lasers</li> <li>3.1.2.17.5. Safety Engineered Needles and the use of hollow-bore or intravenous needles (these should be used only if it is not reasonably practicable to use safety-engineered needles)</li> </ul>
<b>3.2.</b>	<p>Newly created Safe Work Procedures or those being revised for your facility must be placed on the Provincial Safe Work Procedures Template. Current Safe Work Procedures do not have to follow a particular format; however, your Safe Work Procedures must include the following information:</p> <ul style="list-style-type: none"> <li>3.2.1.name or description of the work task</li> <li>3.2.2.date the SWP was created and date it was last reviewed or revised</li> <li>3.2.3.hazards that may cause harm to a worker</li> <li>3.2.4. common signs and symptoms of a musculoskeletal injury if the hazards of the job task could lead to this type of injury</li> <li>3.2.5. equipment / devices, personal protective equipment (PPE), or other safety considerations necessary to perform the task safely</li> <li>3.2.6. required training and / or relevant documentation needed to perform the task safely</li> <li>3.2.7. steps to perform the task safely including safe body positions and / or movements as appropriate</li> <li>3.2.8. indication that workers are to be trained on the SWP and employers must ensure workers follow them.</li> </ul> <p>Note: this does not apply to Infection Prevention &amp; Control, Clinical Guidelines, etc which may also be considered Safe Work Procedures.</p>
<b>3.3.</b>	<p>Safe Work Procedures will detail the safest manner in which the job, task or procedure is to be performed.</p>
<b>3.4.</b>	<p>Workers will be trained in the Safe Work Procedures pertinent to their job description in a manner that ensures workers are able to apply the training provided to protect the safety and health of themselves and others.</p>
<b>3.5.</b>	<p>Workers must follow the Safe Work Procedures and</p> <ul style="list-style-type: none"> <li>3.5.1. take reasonable care to protect their safety and health and the safety and health of other persons who may be affected by their acts or omissions at work;</li> <li>3.5.2. at all times, when the nature of the work requires, use all devices and wear all articles of clothing and personal protective equipment designated and provided for protection by the employer, or required to be used and worn by the regulations;</li> </ul>
<b>3.6.</b>	<p>Supervisors must ensure workers follow Safe Work Procedures and so far, as is reasonably practicable,</p>


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<b>Title: Safe Work Procedures (SWP)</b>		Page 4 of 7

	<p>3.6.1. take all precautions necessary to protect the safety and health of a worker under his or her supervision,</p> <p>3.6.2. ensure that a worker under his or her supervision works in the manner and in accordance with the procedures and measures required by the Act and the regulations, and</p> <p>3.6.3. ensure that a worker under his or her supervision uses all devices and wears all clothing and personal protective equipment designated or provided by the employer or required to be used or worn by the Act or the regulations.</p>
<b>3.7.</b>	Supervisors or their designates will observe safe patient handling tasks using the Patient Handling Observation Card on a regular basis as defined by the facility/site/program.
<b>3.8.</b>	Violation of safety and health rules or responsibilities by a member of Senior Management, a manager, a supervisor or a Staff person may result in remedial action including education and/or disciplinary action, up to and including dismissal from employment.
<b>3.9.</b>	Safe Work Procedures must be accessible in each work unit close to where the work is performed and available to all employees who may be required to perform the tasks. Safe Work Procedures may be available in formats including but not limited to electronic, hard copy, etc.
<b>3.10.</b>	Safe Work Procedures will be developed in consultation with the workplace health and safety committee or the representative at the workplace. If there is no committee or representative at the workplace, the workers will be consulted.

<b>4.</b>	<b><u>RESPONSIBILITIES</u></b>
<b>4.1.</b>	<p><b>Organization Executive Team</b></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, tool, equipment and time) are available to provide / maintain 4.1.2.</p> <p>4.1.4. Support the document throughout the facility/program.</p>

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<b>Title: Safe Work Procedures (SWP)</b>		Page 5 of 7


	4.1.5. Ensure that training records are kept for documentation.
<b>4.2.</b>	<p><b>Directors/Managers/Supervisors</b></p> <p>4.2.1. Ensure compliance with all aspects of the regulations. <i>The director is responsible for ensuring that their area of responsibility complies with all aspects of the regulations and this document.</i></p> <p>4.2.2. Consult with OESH in the development of Safe Work Procedures as needed.</p> <p>4.2.3. Consult worker subject matter experts or the Workplace Safety and Health Committee/Representative where applicable at the workplace in the development of Safe Work Procedures. If there is no committee or representative at the workplace, the workers will be consulted.</p> <p>4.2.4. Utilize the Provincial Safe Work Procedure template for development. (see Appendix A) where applicable</p> <p>4.2.5. Submit electronic copies of all Safe Work Procedures to OESH.</p> <p>4.2.6. Ensure Safe Work Procedures are readily available to workers at the work site.</p> <p>4.2.7. Ensure all workers are trained in Safe Work Procedures that pertain to their job functions.</p> <p>4.2.8. Ensure Safe Work Procedures are kept current. A review of all Safe Work Procedures and applicable revisions shall be made once every three years or immediately upon change of a work procedure, new equipment, or identified hazard.</p> <p>4.2.9. Ensure workers are re-trained on all revisions to Safe Work Procedures.</p> <p>4.2.10. Maintain training records that includes the name of employee, identification of Safe Work Procedure and date of training.</p> <p>4.2.11. Ensure that workers under his or her supervision comply with the Safe Work Procedures.</p> <p>4.2.12. If a worker is not complying with a safe work procedure, action including but not limited to the following must be initiated:</p> <ul style="list-style-type: none"> <li>4.2.12.1. Tracking of non-disciplinary actions</li> <li>4.2.12.2. Re-train the worker in the safe work procedure (example: just in time training by manager or designate)</li> <li>4.2.12.3. Where applicable, refer the worker for re-training by subject matter experts (examples: attend regional training, targeted one on one session)</li> <li>4.2.12.4. Contact Human Resources to determine if further action such as performance management is required.</li> <li>4.2.12.5. All disciplinary actions must be documented on the worker’s Human Resources file.</li> </ul>
<b>4.3.</b>	<p><b>Human Resources</b></p> <p>4.3.1. Consult with Director/Manager/Supervisor/Lead on performance management issues related to non-compliance with Safe Work Procedures by workers.</p>

<b>Document:</b> <b>C-CDD01</b>	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	<b>Operating Procedure (OP)</b> Status: Version 2.0 Revised: November 2023 Owner: Occupational and Environmental Safety and Health (OESH)
<b>Title: Safe Work Procedures (SWP)</b>		Page 6 of 7

	4.3.2. Document all disciplinary events related to non-compliance to Safe Work Procedures by workers on the worker's Human Resources file.
<b>4.4.</b>	<b>Worker</b> 4.4.1. Follow Safe Work Procedures in the performance of their job or tasks. 4.4.2. Report to their manager/supervisor any workplace hazard, risk or suggestion including those related to Safe Work Procedures.
<b>4.5.</b>	<b>Workplace Safety and Health Committees</b> 4.5.1. Consult with the facility/site/program/department on the development and implementation of this operational procedure. 4.5.2. Review and monitor the effectiveness of this operational procedure. 4.5.3. Participate in the development and implementation of SWP in consultation with the department managers where applicable.
<b>4.6.</b>	<b>Occupational and Environmental Safety &amp; Health (OESH)</b> 4.6.1. Consult with the facility/site/program/department on all aspects of this document. 4.6.2. Maintain file of all regional Safe Work Procedures. 4.6.3. Submit all regional Safe Work Procedures to the Provincial Workplace Safety and Health Working Group for inclusion in the provincial repository.

<b>5.</b>	<b><u>TRAINING REQUIREMENTS</u></b>
<b>5.1.</b>	All employees must be trained in the Safe Work Procedures relative to their position.
<b>5.2.</b>	Competency in the safe work procedure must be demonstrated to a competent Supervisor or designate where applicable.
<b>5.3.</b>	All training must be documented. Records must be retained as required by the Manitoba Workplace Safety and Health Regulations (Part 2.10).
<b>5.4.</b>	Retraining will be provided when changes that may affect the procedure are made or upon request.

<b>6.</b>	<b><u>REFERENCES</u></b>
	Government of Manitoba. (2002). <i>The Workplace Safety and Health Act – W210</i> . <a href="http://gov.mb.ca">2022 Manitoba Workplace Safety and Health Act and Regulation (gov.mb.ca)</a>  Government of Manitoba. (2006). <i>The Workplace Safety and Health Regulation – 217/2016</i> . <a href="http://gov.mb.ca">2022 Manitoba Workplace Safety and Health Act and Regulation (gov.mb.ca)</a>

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<b>Title: Safe Work Procedures (SWP)</b>		Page 7 of 7

	<p>Bulletin: Safe Work Manitoba No.249 Part 2 July 2017  <a href="#">Bulletin 249 (2 of 2): Safe Work Procedures   SAFE Work Manitoba (safemanitoba.com)</a></p> <p>WRHA Policy 20.20.030 Workplace Safety and Health  <a href="http://home.wrha.mb.ca/corp/policy/files/20.20.030.pdf">http://home.wrha.mb.ca/corp/policy/files/20.20.030.pdf</a></p> <p><a href="#">WRHA Policy 20.60.030 Discipline and Discharge</a></p>
7.	<b><u>APPENDIX</u></b>
	<p><a href="#">Appendix A – Provincial Safe Work Procedure Template</a></p> <p><a href="#">Appendix B – Completing the Provincial Safe Work Procedure Template</a></p> <p><a href="#">Appendix C - Patient Handling Observation Card</a></p>
8.	<b><u>OPERATIONAL PROCEDURE CONTACT</u></b>
	Regional Director, Occupational and Environmental Safety & Health, Winnipeg Regional Health Authority