



Document #: HID01	 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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Purpose	In keeping with the Winnipeg Regional Health Authority commitment to providing a safe and healthy workplace as noted in the WRHA 'Workplace Safety and Health' policy, the following Operational Procedure has been developed to ensure hazards are controlled as far as reasonably practicable.
Background	This OP supersedes Job Hazard Analysis – May 2009 (Version 2)

1.0	<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.

2.0	<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>Hazard Assessment:</u> A system to identify known and potential hazards to workers, assess the risks and implement control measures.
2.3	<u>Critical Tasks:</u> High-level risk assessment of tasks in the workplace.
2.4	<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.
2.5	<u>Hierarchy of Controls / Hazard Elimination and Control:</u> 2.5.1 Where there is a risk to the safety or health of a worker, the employer must, if reasonably practicable, eliminate it through 2.5.1.1 the design of the workplace; 2.5.1.2 the design of the work process; or 2.5.1.3 the use of engineering controls. 2.5.2 If the measures under subsection 2.5.1 fail to eliminate the risk, the employer must control any risk that remains 2.5.2.1 through one or a combination of the following, and to the extent practicable: <ul style="list-style-type: none"> • the design of the workplace, • the design of the work process, • the use of engineering controls; and 2.5.2.2 to the extent risk remains after taking the measures under 2.5.1, by implementing safe work procedures that reduce the remaining risk as much as reasonably practicable. 2.5.3 After taking the measures required under subsection 2.9.2, the employer must ensure that workers who may be exposed to any remaining uncontrolled risk use personal protective


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	equipment that meets the requirements of the Workplace Safety and Health Regulation Part 6.
2.6	Hazard: Any condition, activity, material, or substance that can cause injury or illness to a person
2.7	Safe Work Procedure (SWP): 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	Supervisor: Means a person who has charge of a workplace or authority over a worker.
2.9	Worker <ul style="list-style-type: none"> 2.9.1 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, 2.9.2 Any person engaged by another person to perform services, whether under a contract of employment or not <ul style="list-style-type: none"> 2.9.2.1 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, 2.9.2.2 and who works or performs services in a workplace that is owned or operated by the person who engages him to perform services, 2.9.3 Any person undergoing training or serving an apprenticeship at an educational institution or at any other place
2.10	Workplace: 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.
2.11	Workplace Safety and Health Committee: 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.
2.12	Workplace Safety and Health Representative: 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.


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3.0	OPERATIONAL PROCEDURE
3.1	Each site will complete a Critical Tasks & Hazard Assessments to identify critical tasks on a basis including, but not limited to, hazard, risk assessment, previous injury statistics, reports of safety concerns, etc.
3.2	OESH will lead the process for developing and maintaining Hazard Assessment based on the Critical Tasks for each site/department/program/unit based on input from Supervisors, Workers and Workplace Safety and Health Committees.
3.3	Hazard Assessments will follow the hierarchy controls.
3.4	Hazard Assessment are to be used as part of the process to develop Safe Work Procedures.
3.5	Hazard Assessment are to be used as part of the departmental/position orientation.
3.6	The Safety Assessment Form Tool (SAFT) is the Hazard Identification tool to be used for client's homes/environment.
3.7	Hazard Identification and control processes are to be reviewed every three years or when there is a change of a work procedure, new equipment, new hazard, etc.

4.0	<u>RESPONSIBILITIES</u>
4.1	Employer: 4.1.1 Act in accordance with the objects 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. 4.1.2 Ensure that all his workers, and particularly his supervisors, foremen, chargehands 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
4.2	Facility/Program Executive Team: 4.2.1 Support the hazard identification and control process throughout the facility/program. 4.2.2 Assign responsibilities to staff within the facility/site/program/department to ensure the implementation of this operational procedure. 4.2.3 Ensure resources (information, training, tools, equipment and time) are available to provide/maintain this operational procedure.
4.3	Directors/Managers/Supervisors: 4.3.1 Ensure completion of the critical task inventory for their unit or department. 4.3.2 Consult with OESH on the completion of the Hazard Assessment and SWP. 4.3.3 Consult workers on the completion of the Hazard Assessment and SWP.

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	<p>4.3.4 A final copy of the Critical Tasks & Hazard Assessment will be submitted to the OESH safety coordinator assigned to the facility/site/program/department.</p> <p>4.3.5 Ensure the Critical Tasks & Hazard Assessment and SWP are readily available to workers at the workplace by retaining a copy within the department.</p> <p>4.3.6 Provide to workers with all relevant information, instruction, and training about the identified hazards, known or reasonably foreseeable risks, and recommended control measures where the worker is performing work.</p> <p>4.3.8 Ensure Critical Tasks & Hazard Assessment and SWP are kept up-to-date. Revisions shall be made as soon as reasonably practicable upon change of a work procedure, new equipment, new hazard, etc.</p> <p>4.3.9 Communicate revisions to all workers who perform the task.</p>
4.4	<p>Workers:</p> <p>4.4.1 Participate in the identification of existing and potential workplace hazards.</p> <p>4.4.2 Follow all safe work procedures.</p>
4.5	<p>Workplace Safety and Health Committees:</p> <p>4.5.1 Consult with the facility/site/program on the development and implementation of this operational procedure.</p> <p>4.5.2 Review and monitor the effectiveness of this operational procedure.</p> <p>4.5.3 Monitor the development and implementation of the Hazard identification and control process. in consultation with the department.</p> <p>4.5.4 Report regularly in the minutes of Workplace Safety and Health Committees the review of SWP.</p> <p>4.5.5 Assist with the identification of hazards.</p> <p>4.5.6 Recommend control measures to minimize hazards.</p>
4.6	<p>Occupational and Environmental Safety & Health:</p> <p>4.6.1 Consult with the facility/site/program on all aspects of this operational procedure.</p> <p>4.6.2 Lead the process for developing and maintaining Hazard Assessment based on the CTI for each site/department/program/unit based on input from Supervisors, Workers and Workplace Safety and Health Committees.</p> <p>4.6.2 Review Critical Tasks & Hazard Assessment and SWP documents.</p>
5.0	<p><u>TRAINING REQUIREMENTS</u></p>
5.1	<p>The training program must be workplace specific, effective and updated or when changes which may affect the procedure are introduced in the workplace.</p>
5.2	<p>All employees need to be informed of their rights and responsibilities related to this operational procedure at orientation.</p>
5.5	<p>All training must be documented. Records must be retained as required by the Workplace Safety and Health Act and Regulations.</p>
5.6	<p>Retraining will be offered if necessary or upon request.</p>
6.0	<p>REFERENCES</p>

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6.1	Legislation Manitoba Laws - W210 The Workplace Safety and Health Act https://web2.gov.mb.ca/laws/statutes/ccsm/w210.php?lang=en Consolidated WSH Act and Regulation – Province of Manitoba https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf
6.2	WRHA Policy and Operational Procedures WRHA Policy 20.20.030 Workplace Safety and Health https://policies.wrha.mb.ca/policy/143/workplace-safety-health/2992/20-20-030.pdf WRHA OESH Operational Procedure – Safe Work Procedures https://professionals.wrha.mb.ca/files/C-CDD01-Safe-Work-Procedures-OP.pdf
7.0	APPENDIX:
	Appendix A: Critical Tasks & Hazard Assessment Form Appendix B: Safe Work Procedure Form
8.0	OPERATIONAL PROCEDURE CONTACT
	Regional Director, Occupational and Environmental Safety and Health, Winnipeg Regional Health Authority