



POLICY

WRHA GOVERNED SITES
Applicable to programs, departments and services of the WRHA governed and integrated sites

Level:
2A

Policy Name: Workplace Safety and Health	Policy Number: 20.20.030 (previous # 20.20.080)	Page: 1 of 3
Approval Signature: <i>Original signed by A. Wilgosh</i>	Section: HUMAN RESOURCES	
Date: April 2009	Supercedes: June 2008 - #20.10.080	

1.0 PURPOSE:

WRHA Board of Directors, Senior Management and Facilities are committed to:

- 1.1 Safe and healthy workplaces for all Staff, patients and visitors.
- 1.2 A belief that safety is the responsibility of all Staff including Senior Management, Managers, Supervisors and employees.
- 1.3 Securing Staff and other persons from risks to their safety, health and welfare arising out of or in connection with activities in their workplace.
- 1.4 Promoting and maintaining the highest degree of physical, mental and social well being of Staff.
- 1.5 Ensuring that Staff in Senior Management, Management and Supervising positions recognize and understand their role to ensure a safe and healthy workplace.
- 1.6 Involving Staff in the management of their own occupational health and safety.
- 1.7 Working collaboratively with all Occupational Safety and Health Committees regarding the health and safety of WRHA Facilities.
- 1.8 Establishing and maintaining Occupational Safety and Health Programs that meet the requirements of this Policy and The Workplace Safety and Health Act. This Program will incorporate Safe Work Practices.
- 1.9 Complying with all Government Health and Safety Legislation.

2.0 DEFINITIONS:

- 2.1 Act: The Workplace Safety and Health Act, Chapter W-210 of Manitoba
- 2.2 Senior Management: members of the Executive of WRHA Facilities
- 2.3 Staff: All persons employed or contracted by WRHA Facilities as well as members

WRHA Policy Name: Workplace Safety & Health	Policy Number: 20.20.030	Page 2 of 4
--	-----------------------------	----------------

of the medical staff and board members.

2.4 WRHA Facilities: Facilities or sites within the WRHA that are owned or operated by the WRHA or that are integrated Hospitals (Seven Oaks General Hospital, Grace Hospital, Victoria General Hospital, Concordia Hospital, Deer Lodge Centre, Health Sciences Centre, Misericordia Health Centre, Pan Am Clinic and River Park Gardens).

2.5 Safe Work Practices: A step-by-step procedure that states how to perform a job safely and how to respond to a safety risk in an appropriate manner.

3.0 **POLICY:**

3.1 Senior Management shall ensure:

3.1.1 The establishment and maintenance, including adequate funding, of an Occupational Workplace Safety and Health Program through:

3.1.1.1 The organization of resources to establish and maintain appropriate policies, procedures and training programs;

3.1.1.2 The regular review of incident reports and collaboration with stakeholders relating to reduction in the number of incidents and/or near misses;

3.1.1.3 The participation in and promotion of an organizational culture that ensures the highest possible occupational safety and health standards for all Staff;

3.1.1.4 The involvement of Staff in the management of their own occupational health and safety;

3.1.1.5 Collaboration with all WRHA safety and Health Professionals, Occupational health Nurses, and Workplace (Occupational) Safety and Health Committees; and,

3.1.1.6 Compliance with all Federal and Provincial legislation governing safety and health.

3.1.2 Workplace Safety and Health Committees are established and operating in accordance with the Act. Senior Management shall consider all recommendations made to them by the Workplace Safety and Health Committee(s) and respond to such recommendations in writing.

3.1.3 Appropriate processes are implemented that contractors (including prime contractors), self-employed persons, suppliers and agency staff are held accountable to meet their obligations under the Act while performing services for WRHA Facilities.

3.2 Managers and Supervisors shall be responsible for applying the Occupational Safety and Health Program. Specifically, and without limitation, managers and

WRHA Policy Name: Workplace Safety & Health	Policy Number: 20.20.030	Page 3 of 4
--	-----------------------------	----------------

supervisors shall identify hazards and enforce safe work practices and implementing effective controls, communicate safety and health hazards, investigate hazardous conditions and incidents and ensure that all equipment is properly maintained and meets currently legislated safety and health standards. Where safety and health training and/or safety equipment is required, managers and supervisors shall request approval for these items from Senior Management if current funding is not sufficient.

- 3.3 Every Staff person shares responsibility for safety and health in the workplace and shall integrate good workplace safety and health practices into their daily work activities. All Staff shall be responsible for following the Occupational Safety and Health Program, obeying all safety and health rules, following recommended Safe Work Practices, wearing and using personal protective equipment when required, participating in safety and health training programs and informing supervisors of any unsafe work conditions.
- 3.4 Senior Management, managers, supervisors and Staff must abide by this Policy, the Occupational Safety and Health Program and the Act.
- 3.5 All new Staff shall be advised of this Policy and of the Occupational Safety and Health Program as part of their orientation.
- 3.6 Occupational Safety and Health Committees shall be responsible for providing recommendations on safety matters to Senior Management to assist in monitoring the effectiveness of the Occupational Safety and Health Program.
- 3.7 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.
- 3.10 All Staff persons shall have the right to refuse to perform work where that Staff person has reasonable grounds to believe and does believe that the work is dangerous to the Staff person's safety or health or the safety and health of another Staff person or any other person.
- 3.11 A copy of this Policy shall be posted on bulletin boards within worksites that have been designated to provide Staff person with information relating to workplace safety and health.

4.0 PROCEDURE:

A notice shall be posted on those bulletin boards as to the physical and/or electronic locations of the Occupational Safety and Health Program available in manual format that contain operational procedures.

5.0 REFERENCES:

- 5.1 WRHA Corporate Safety & Health Statement of Principle

WRHA Policy Name: Workplace Safety & Health	Policy Number: 20.20.030	Page 4 of 4
--	-----------------------------	----------------

- 5.2 Workplace Safety and Health Act Implementation Guidelines
- 5.3 Workplace Safety and Health “A Guide to Setting Up a Workplace Safety and Health Program”
- 5.4 WRHA Workplace Safety and Health Operational Procedures
- 5.5 The Workplace Safety and Health Act, Chapter W-210

Policy Contact: *Luella Lee, WRHA Regional Director, People Programs & Policies, Human Resources*