

POLICY TITLE Workplace Safety and Health	Developed by the Provincial Workplace Safety & Health Working Group with representation from: 	POLICY NUMBER ["Insert Number"]
PROGRAM/PROGRAM SECTION		DATE OF ORIGINAL APPROVAL
Occupational Safety and Health		APPROVED BY:
		DATE OF LAST REVIEW / REVISION
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1. PURPOSE

The WRHA is committed to providing a safe and healthy working environment through the implementation of a Workplace Safety and Health Program in compliance with *The Workplace Safety and Health Act*, Chapter W210 of Manitoba and Regulation 217/2006. Every worker shares responsibility for safety and health in the workplace.

2. DEFINITIONS

- 2.1. **The Act:** *The Workplace Safety and Health Act*, Chapter W210 of Manitoba.
- 2.2. **Employer:**
 - 2.2.1. Every person who, by himself or his agent or representative employs or engages one or more workers,
 - 2.2.2. and the Crown and every agency of the government.
- 2.3. **Organization Executive Team:** membership as defined by the organization (i.e. Senior Leadership Team)
- 2.4. **Directors / Managers / Supervisors:** means a person who has charge of a workplace or authority over a worker.
- 2.5. **Worker:**
 - 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 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 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 educational institution or at any other place;
- 2.6. **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.
- 2.7. **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.

- 2.8. **Workplace Safety and 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.
- 2.9. **Workplace Safety and Health Program:** *WRHA* shall establish a written workplace safety and health program. See Appendix A.

3. **POLICY**

- 3.1. *WRHA* to secure workers from risks to their safety, health and welfare arising out of, or in connection with, activities in their workplaces; and to protect other persons from risks to their safety and health arising out of, or in connection with, activities in workplaces.
- 3.2. *WRHA* shall ensure that all workers are supervised by a person who
 - 3.2.1. is competent, because of knowledge, training or experience, to ensure that work is performed in a safe manner, and
 - 3.2.2. is familiar with the Act and Regulations, *WRHA* Workplace Safety and Health Program, and any other *WRHA* safety related documentation that may apply to the work performed at the workplace.
- 3.3. *WRHA* shall establish and maintain a Workplace Safety and Health Program that meets the requirements as outlined in Appendix A.
- 3.4. *WRHA* shall ensure so far as is reasonably practicable the allocation of sufficient resources to develop, implement, and maintain the Workplace Safety and Health Program.
- 3.5. *WRHA* ensures that Workplace Safety and Health Committees and Representatives are established and operating as outlined in Appendix A. *WRHA* shall consider all written recommendations made by the Workplace Safety and Health Committees / Representatives and respond to such written recommendations within 30 days.
- 3.6. Violation of any component of the Workplace Safety and Health Program by any worker may result in remedial action including education and/or disciplinary action, up to and including, dismissal from employment.

4. **RESPONSIBILITIES**

- 4.1. **Organization Executive Team**
 - 4.1.1. Assign responsibilities to staff within the organization to ensure the implementation of this policy.
 - 4.1.2. Ensure resources (information, training, tools, equipment and time) are available to provide/maintain 4.1.1.
- 4.2. **Directors / Managers / Supervisors**
 - 4.2.1. Every Director / Manager / Supervisor shall so far as is reasonably practicable
 - 4.2.1.1. take all precautions necessary to protect the safety and health of a worker under their supervision,
 - 4.2.1.2. ensure that a worker under his or her supervision works in the manner and in accordance with the procedures and measures required by this Act and the regulations, and

- 4.2.1.3. 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 this Act or the regulations;
- 4.2.1.4. advise a worker under his or her supervision of all known or reasonably foreseeable risks to safety and health in the area where the worker is performing work;
- 4.2.1.5. co-operate with any other person exercising a duty imposed by this Act or the regulations; and
- 4.2.1.6. comply with the Act and Regulations.

4.3. **Workers**

- 4.3.1. Required to understand and follow the Workplace Safety and Health Program, its rules, and its regulations.
- 4.3.2. Refrain from working, using, or operating any equipment, machine, device, or item in a manner that may endanger themselves or any other worker.
- 4.3.3. Maintain and wear all personal protective equipment required to perform a task safely.
- 4.3.4. Use all guards and safety equipment required by policy or safe work procedure.
- 4.3.5. Cooperate with the workplace safety and health committee/representative and others involved in safety initiatives.
- 4.3.6. Participate fully in all safety training and education programs.
- 4.3.7. Report in a timely manner any unsafe and unhealthy acts or conditions of which the worker is aware.
- 4.3.8. Bring forward ideas for workplace safety improvement to the Manager / Supervisors and/or Workplace Safety and Health Committee/Representative.
- 4.3.9. Work with the Manager / Supervisor to resolve safety concerns.
- 4.3.10. Participate in the development of written safe work practices.
- 4.3.11. Cooperate with other organizations (including Growth, Enterprise and Trade) and workers on Workplace Safety and Health matters.
- 4.3.12. Violations of safety and health rules or responsibilities may result in remedial action including education and/or disciplinary action, up to and including dismissal from employment.

5. **APPENDICES**

- 5.1. Appendix A – Workplace Safety and Health Program

6. **SUPPLEMENTAL ATTACHED DOCUMENTS**

- 6.1. Workplace Safety and Health - Statement of Commitment

7. **REFERENCES**

- 7.1. Manitoba Laws - W210 The Workplace Safety and Health Act
<http://web2.gov.mb.ca/laws/statutes/ccsm/w210e.php>
- 7.2. Consolidated WSH Act and Regulations – Growth Enterprise and Trade
https://www.gov.mb.ca/labour/safety/pdf/1_2016_wsh_ar_oc.pdf

8. **POLICY CONTACT**

Provincial Workplace Safety & Health Working Group with representation from

- Executive Sponsor – Provincial Human Resources Leadership Council
- CancerCare Manitoba
- Interlake-Eastern Regional Health Authority
- Manitoba Health, Seniors and Active Living
- Northern Health Region
- Prairie Mountain Health
- Provincial Health Labour Relations Services
- Shared Health Manitoba
- Southern Health
- Winnipeg Regional Health Authority

This is a standard provincial policy that can only be changed with the approval of the Provincial Human Resources Leadership Council

Appendix A: Workplace Safety and Health Program

- 1.0 The Workplace Safety and Health Program must include but is not limited to:
 - 1.1 Policies and/or Operational Procedures/Guidelines
 - 1.2 Safe Work Procedures
 - 1.3 Training

- 2.0 The Workplace Safety and Health Program must meet the requirements of guiding documents which include but are not limited to
 - 2.1 Workplace Safety and Health Act and Regulation
 - 2.1.1 Canadian Standards Association (CSA) or American National Standards Institute (ANSI) Standards where referenced in legislation
 - 2.1.2 Any other regulatory bodies referenced in legislation
 - 2.2 Workers Compensation Act and Regulations
 - 2.3 Personal Health Information Act (PHIA) where applicable
 - 2.4 Personal Care Home Standards where applicable
 - 2.5 Accreditation Canada Required Organizational Practices
 - 2.6 Manitoba Health, Seniors and Active Living Policies
 - 2.7 Collective Agreements where applicable

- 3.0 The Workplace Safety and Health Program must be designed in consultation with Workplace Safety and Health Committees. (*WSH Act 7.4 (6)*)

- 4.0 The facility/site/program Workplace Safety and Health Program must consist of:
 - 4.1 statement of the employer's policy with respect to the protection of the safety and health of workers at the workplace;
 - 4.2 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;
 - 4.3 the identification of internal and external resources, including personnel and equipment, that may be required to respond to an emergency at the workplace;
 - 4.4 a statement of the responsibilities of the employer, supervisors and workers at the workplace;
 - 4.5 schedule for the regular inspection of the workplace and of work processes and procedures at the workplace;
 - 4.6 a plan for the control of any biological or chemical substance used, produced, stored or disposed of at the workplace;
 - 4.7 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
 - 4.8 criteria for evaluating and selecting employers and self-employed persons to be involved in work at the workplace, and
 - 4.9 procedures for regularly monitoring employers and self-employed persons involved in work at the workplace;
 - 4.10 a plan for training workers and supervisors in safe work practices and procedures;

- 4.11 a procedure for investigating accidents, dangerous occurrences and refusals to work under section 43;
- 4.12 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;
- 4.13 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
- 4.14 any other requirement prescribed by regulation including;

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

Note: Not all of the parts of the regulation will be applicable to all workplaces.

- 4.15 The Workplace Safety and Health Program must be specific to the facility/site, the resources available, and the hazards present.
- 4.16 The Workplace Safety and Health Program Manual 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, and shared drives.
- 4.17 Training programs specific to each section of the program must be developed, delivered and recorded as specified in each Policy / Operational Procedure / Guideline.

Workplace Safety and Health Statement of Commitment

The **WRHA** Board of Directors and Senior Leadership are committed to a safe and healthy workplace for all workers, patients, visitors and contractors.

This commitment supports the belief that safety is the responsibility of all members of the organization.

The **WRHA** is responsible for establishing and maintaining an Occupational Safety and Health Program through:

- The organization of resources to establish and maintain appropriate policies, procedures and training programs.
- Promoting an organizational culture that ensures the highest possible occupational health and safety standards for all workers.
- Securing workers and other persons from risks to their safety, health and welfare arising out of or in connection with activities in their workplace.
- Promoting the highest degree of physical, mental and social well-being of its workers.
- Ensuring that Senior Management, Managers and Supervisors, and Workers recognize and understand their unique and critical role to ensure a safe and healthy workplace.
- Working in consultation with all Workplace Safety and Health Committees and Representatives regarding the health and safety of the organization.
- Ensuring compliance with all Federal and Provincial Legislation governing safety and health.
- Expecting all persons associated with **WRHA** to protect themselves, patients, fellow workers, the public and **WRHA** property while performing their work.