



Team Name: Occupational Safety & Health Team Lead: Manager – Occupational Safety & Health Approved by: Regional Lead – Human Resources	Reference Number: ORG.1513.PL.007 Program Area: Human Resources Policy Section: Occupational Safety & Health
Issue Date: April 27, 2021 Review Date: Revision Date:	Subject: Workplace Safety and Health

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

POLICY SUBJECT:

Workplace Safety and Health

PURPOSE:

Southern Health-Santé Sud 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.

This policy was made by the 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-Santé Sud
- 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

BOARD POLICY REFERENCE:

Executive Limitation (EL-3 Treatment of Staff)

POLICY:

Southern Health-Santé Sud 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.

Southern Health-Santé Sud shall ensure that all workers are supervised by a person who:

- is competent, because of knowledge, training or experience, to ensure that work is performed in a safe manner, and
- is familiar with the Act and Regulations, Southern Health-Santé Sud Workplace Safety and Health Program, and any other Southern Health-Santé Sud safety related documentation that may apply to the work performed at the workplace.

Southern Health-Santé Sud shall establish and maintain a Workplace Safety and Health Program that meets the requirements as outlined in Appendix A.

Southern Health-Santé Sud shall ensure so far as is reasonably practicable the allocation of sufficient resources to develop, implement, and maintain the Workplace Safety and Health Program.

Southern Health-Santé Sud ensures that Workplace Safety and Health Committees and Representatives are established and operating as outlined in Appendix A. Southern Health-Santé Sud shall consider all written recommendations made by the Workplace Safety and Health Committees / Representatives and respond to such written recommendations within 30 days.

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.

DEFINITIONS:

The Act: *The Workplace Safety and Health Act*, Chapter W210 of Manitoba.

Employer:

- 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.

Organization Executive Team: membership as defined by the organization (i.e. Senior Leadership Team)

Directors / Managers / Supervisors: means a person who has charge of a workplace or authority over a worker.

Worker:

- 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,

- 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,
- any person undergoing training or serving an apprenticeship at an educational institution or at any other place;

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.

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.

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.

Workplace Safety and Health Program: Southern Health-Santé Sud shall establish a written workplace safety and health program. See Appendix A.

PROCEDURE:

Responsibilities

Organization Executive Team

- Assign responsibilities to staff within the organization to ensure the implementation of this policy.
- Ensure resources (information, training, tools, equipment and time) are available to provide/maintain the above point.

Directors / Managers / Supervisors

Every Director / Manager / Supervisor shall so far as is reasonably practicable

- all precautions necessary to protect the safety and health of a worker under their supervision,
- 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
- 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;
- 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;
- co-operate with any other person exercising a duty imposed by this Act or the regulations; and
- comply with the Act and Regulations.

Workers

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

SUPPORTING DOCUMENTS:

[ORG.1513.PL.007.SD.01](#)

Workplace Safety and Health Program

[ORG.1513.PL.007.SD.02](#)

Workplace Safety and Health – Statement of

REFERENCES: *(optional)*

Manitoba Laws - W210 The Workplace Safety and Health Act

<http://web2.gov.mb.ca/laws/statutes/ccsm/w210e.php>

Consolidated WSH Act and Regulations – Growth Enterprise and Trade

https://www.gov.mb.ca/labour/safety/pdf/1_2016_wsh_ar_oc.pdf