



UNIVERSITY
OF MANITOBA

Health and Safety Handbook



Environmental Health and Safety Office
March 2006

Emergency Numbers

In order to ensure speedy emergency response on a 24/7 basis, it is important to contact the University of Manitoba – **Security Services** - for all emergencies requiring **Ambulance, Fire Department or Police**.

555	If using a University Phone (i.e. 474, 789, 975, 977 exchange)
#555	If using a cell phone on Roger's Wireless or MTS Mobility
474-9341	All other Phones

How to Contact the
Environmental Health & Safety Office (EHSO)

Fort Garry Campus
191 Frank Kennedy Center
474-6633 Tel
474-7629 Fax

Bannatyne Campus
T248/249 Basic Science Building
474-6633 Tel
789-3906 Fax

In the event of a non-emergency chemical spill or other similar incident, contact EHSO at 474-6633. If after normal hours, contact Security Services as indicated above.

e-mail
[**EHSO@umanitoba.ca**](mailto:EHSO@umanitoba.ca)

EHSO website at
[**http://umanitoba.ca/admin/human_resources/ehso**](http://umanitoba.ca/admin/human_resources/ehso)

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Introduction

This Handbook is intended to provide an introduction to staff and students on the safety and health programs in place at the University of Manitoba. The information provided is general in nature, and highlights many of the programs in place. It is not intended to be a comprehensive review of all elements of the program. For further details, please contact the Environmental Health & Safety Office at 474-6633 or visit the EHSO website at

http://umanitoba.ca/admin/human_resources/ehso

Health and Safety Program Manual

The University of Manitoba Health and Safety Program Manual has been developed to provide information and guidance on the University of Manitoba's Health and Safety Program. The Manual is also intended to meet the documentation requirements for the establishment of a written workplace safety and health program as required by the Workplace Safety and Health Act. The complete Manual is available at

http://umanitoba.ca/admin/human_resources/ehso

The Environmental Health and Safety Office (EHSO)

EHSO Vision - *The learning, research and workplace environment at the University of Manitoba shall be such that there will be no losses through occupational injury, illness or property damage and no harm shall be done to the physical environment.*

EHSO Mission - *The Environmental Health and Safety Office supports the continuous improvement of a safety culture at the University by providing advice, guidance, training, and technical support to the campus community. The safety culture encompasses a healthy and safe environment achieved through everyone's understanding of their related responsibilities and compliance with all regulatory requirements and University safety policies.*

The EHSO is responsible for the development and administration of environmental health and safety programs at the University of Manitoba. EHSO provides information, consultation, expertise, training, advice and authorization. The EHSO provides a number of essential programs which contribute to creating a safe and healthy working and learning environment at the University of Manitoba.

EHSO Programs include;

- General Safety
- Biological Safety
- Chemical Safety
- Fire & Life Safety
- Radiation Safety
- Hazardous Waste Management
- Occupational Health
- Office Safety & Ergonomics
- Workers Compensation
- Accident Investigation
- Indoor Air Quality
- Asbestos and Mould Management
- Confined Space Entry
- Transportation of Dangerous Goods
- Personal Safety
- Hearing Conservation Program
- Emergency Planning and Response
- Safety and Health Committees
- Construction and Contractor Safety
- Radiation Emitting Devices and Laser Safety

EHSO Seminars and Workshops

The Environmental Health and Safety Office offers a variety of training seminars and workshops for staff and students. If you wish to attend any of these seminars or workshops please register through the Human Resources webpage

http://www.umanitoba.ca/admin/human_resources/ehso/geninfo/seminars.html

Legal Duties and Responsibilities

The Workplace Safety and Health Act supports every worker's right to a safe and healthy workplace. The duty for creating and maintaining a safe and healthy workplace falls on every person in the workplace, to the degree they have the authority and ability to do so. Everyone has a personal and shared responsibility for working co-operatively to prevent injuries and occupational illnesses.

As a worker under safety and health legislation in Manitoba, you have certain rights:

- right to know about hazards
- right to participate in safety activities
- right to refuse dangerous work
- right to protection from discrimination re: safety and health matters

For more details on Provincial Legislation, go to the Manitoba Labour website at <http://www.gov.mb.ca/labour/safety/>

University Policy on Health & Safety

A Safety and Health Policy statement recognizing duties and responsibilities of all the workplace participants and was adopted by the Board of Governors, effective January 1, 2003. This policy clearly establishes the roles and responsibilities of all parties and sets the framework for continued development of the program at the University.

The complete Policy is available on the University Governance website http://www.umanitoba.ca/governance/policies/section_500/512.shtml.

A summary of the Safety and Health Policy is as follows;

Policy Statement

- The safety and health of all academic and support staff, students and visitors to the University campus is a priority for the University.
- The University shall, so far as is reasonably practicable, provide a safe and healthy environment in which to carry on the University's affairs. All reasonable measures shall be taken to prevent and eliminate accidental injuries and illnesses.
- The Environmental Health and Safety Office and the University Workplace Health and Safety Advisory Committee shall work to achieve the objective set out in this Policy.
- The University seeks to ensure that health, safety and accident prevention form an integral part of the design, construction, purchase and maintenance of all buildings, equipment and work processes under control of the University.
- Local Area Safety Committees shall monitor the safety and health programs within their areas and make recommendations to improve their effectiveness.
- The University will meet the minimum legal standards and, where reasonably practicable, will strive to exceed the minimum legal standards set out in The Workplace Safety and Health Act (Manitoba) and other such applicable safety and health legislation, as amended from time to time.

Duties of Administration (Deans, Directors, Department Heads)

- Provide a safe and healthy working environment.
- Provide proper information, supervision and instruction to students and employees.
- Ensure regular inspections are made and take action as required to improve unsafe conditions.
- Support supervisors and safety committees in the implementation of an effective accident prevention program; and
- Take all reasonably practicable measures to ensure compliance with applicable regulations.
- Establish and support Local Area Health & Safety Committees.

Duties of Supervisors

(Note: A supervisor means a person who has charge of a workplace or authority over a worker)

- Formulate specific safety rules and safe work procedures for activities falling under their areas of supervision.
- Ensure that all employees under their supervision are made aware of safety practices and that employees follow safety procedures.
- Provide training in the safe use and operation of tools, machinery and equipment.
- Regularly inspect their areas for hazardous conditions.
- Promptly correct unsafe work practices or hazardous conditions.
- Ensure that any accidents that occur in their area of responsibility are properly investigated and to implement procedures that will minimize the re-occurrence of a similar accident.

Duties of Employees

- Use such reasonable care so as to protect their own safety and the safety of others.
- Conduct all activities in accordance with University safety rules and procedures.
- Take an active part in practicing safe work habits.
- Immediately report any accident, injury or unsafe conditions to the appropriate supervisor.
- Properly use and adequately care for personal protective equipment.
- Consult and cooperate with the Department or Local Area Safety Committee.

Duties of Students

- Conduct all University activities in accordance with the University's safety policies and procedures.
- Seek guidance from their instructors or supervisors concerning safety-related knowledge and skills required to ensure safe performance in their University-related activities;
- Properly use and adequately care for any personal protective equipment that is required for their University activities.
- Immediately report any accident, injury or unsafe conditions to the appropriate supervisor.

University Procedures on Health & Safety

Specific Procedures have been adopted under the Health and Safety Policy #512. The latest Procedures are available on the University Governance web page

http://www.umanitoba.ca/governance/policies/section_500/index.shtml

Health & Safety Committees

The University's Workplace Health and Safety Advisory Committee (WHSAC) and Local Area Health and Safety Committees (LAHSC) play a significant and vital role in the University safety and health program. The University Safety Committee system has been established for making recommendations to the Executive Director of Human Resources on environmental and safety and health matters, as well as allowing for effective discussion, consultation and resolution of issues. The Committee structure includes:

- General health and safety advisory committee mandated by legislation (WHSAC),
- Geographic and service based local area committees to deal with concerns and problems peculiar to specific activities and physical areas. (LAHSC), and
- Discipline specific advisory committees to deal with special interests (Biological and Radiation Safety).

Workplace Health and Safety Advisory Committee

The Workplace Health and Safety Advisory Committee (WHSAC) is the recognized Committee required under provincial legislation and meets on a regular basis. It has representatives from all bargaining units, plus the student union (UMSU), excluded staff and key administrative departments. The terms of reference for the WHSAC are posted on the EHSO website and minutes of meetings are also circulated and posted after the meetings take place. Copies are forwarded to WSH Division. WHSAC members are advised of the educational leave provisions and are able to attend training and information sessions.

Details on the WHSAC activities and meeting minutes are found in the on the EHSO web page at

http://www.umanitoba.ca/admin/human_resources/ehso/geninfo/hscommittees.html

Local Area Health and Safety Committees (LAHSC)

The Local Area Health and Safety Committees (LAHSC) play an important role in identifying and dealing with safety and health issues at the Departmental and Area level. Due to the makeup of each committee and the local nature of their issues, they are able to solve many of their own problems. Examples of active LAHSC's are the Bannatyne Campus LAHSC and the Physical Plant (CAW) LAHSC. They are very involved in localized safety and health issues related to specific work activities. Bulletin boards are provided, meetings take place regularly, and training is provided to members of the Committees.

The Biological Safety Advisory and Radiation Safety Committees

These are discipline specific committees dealing with issue directly related to Biological and Radiation Safety respectively and make recommendations to University administration for improvements and changes in programs.

The Biological Safety Advisory Committee is responsible for biological hazards to humans which originate with the use of recombinant DNA molecules, animal viruses, cells or tissue cultures or any other biochemical or potentially infectious material.

The **Radiation Safety Committee** is responsible for administering the regulations on the possession and use of radioactive materials covered by the CNSC Consolidated Radioisotope License. One of the responsibilities of the Committee is to issue Internal Radioisotope Permits for the use of radioisotopes within the University and to ensure compliance with the terms of the Federal statutes for procurement of radioactive materials. In addition, the committee has the responsibility to assist and inform users of radioactive materials of the procedures and practices for the safe handling and disposal of these materials.

Responding to Health and Safety Concerns

Worker and Supervisor Responsibilities

The primary aim of a successful safety and health program is to have concerns resolved at the worker/supervisor level. Concerns raised by workers, supervisors, or managers should be discussed by the parties involved and attempts made to resolve the issue to mutual satisfaction. This may mean changes in working procedures, the incorporation of engineering controls, the provision of personal protective equipment, or other suitable means to ensure the safety and health of employees.

Should a worker or supervisor contact the EHSO regarding a concern, the parties will be advised to seek a remedy through joint consultation and discussion. The EHSO is available to provide assistance on regulatory, policy and technical matters with respect to the concern. The EHSO may also provide assistance to facilitate discussions, i.e. arrange a meeting, provide background information, conduct a joint inspection or survey, etc.

Anonymous Concerns

Should the EHSO receive a concern or complaint 'anonymously', or by a worker who does not wish to be identified, then the EHSO will communicate the matter to the appropriate supervisor for follow-up. The worker will be advised of the process and the EHSO will attempt to maintain the confidentiality of the individual. If the matter is not dealt with appropriately, the EHSO will advise the Director, Dean or Department Head of the issue.

Health and Safety Committee Consultation

Concerns that are not resolved at the worker/supervisor level and are not considered to be immediately dangerous, may be forwarded by a worker or supervisor to either Co-chair of the Local Area Health and Safety Committees (LAHSC) for discussion at the next scheduled meeting of the Committee. Where a LAHSC does not exist for the area, the concerns may be forwarded to the central Workplace Health and Safety Committee (WHSAC). The EHSO is available to provide advice and assistance to the Committee as requested.

Worker's Right to Refuse Work

Should a worker exercise their 'right to refuse' because they believe, on reasonable grounds, that the work constitutes a danger to their safety or health or to the safety or health of another worker or another person, then the procedure shall be followed as per the Workplace Safety and Health Act.

Details on this procedure may be found on the Workplace Safety and Health Division website at

<http://www.gov.mb.ca/labour/safety/pdf/bltn193.pdf>

NOTE: The EHSO should be advised of the worker refusal and may be consulted to provide assistance on regulatory, policy and technical matters in an attempt to resolve the situation.

Hazard Identification and Control Programs

Introduction

A fundamental component of a successful Health and Safety Program is the effective identification and control of hazards in the workplace. The University has taken action to identify and control workplace hazards at the University by;

- Establishing centralized programs to deal with recognized hazards that apply across the University, and
- Providing program development, advice, training and consultation to Faculties, Departments and Administrative Units in order to deal with site specific hazards and programs unique to their areas of responsibility.

The Workplace Health and Safety Advisory Committee (WHSAC), Local Area Health and Safety Committees (LAHSC) and discipline specific Committees (Radiation and Biological Safety) play an integral role in hazard identification and control.

Chemical and Biological Safety

Controlled Products and WHMIS

The University identifies Controlled products as any material or chemicals that are regulated and include;

- Radioactive Materials
- Explosive Materials
- Compressed Gases
- Flammable or Combustible
- Oxidizing Materials
- Poisonous or Infectious Materials
- Corrosive Materials
- Dangerously Reactive Materials

WHMIS has been implemented through WHMIS Departmental Coordinators, appointed by Department Heads/Directors. **EHSO** provides a Train-the-Trainer session for WHMIS Coordinators and also provides resources including site specific consultations (e.g., respirators and other personal protective equipment, shipping and transporting hazardous materials, confined space entry, etc.)

Material Safety Data Sheets (MSDS)

The EHSO subscribes to the web based Academic Support Program (ASP) software package from the Canadian Centre for Occupational Health and Safety (CCOHS) in order to provide reference to Material Safety Data Sheets and western Canadian legislation and Canadian Standard Association standards. This information is available to all staff

and students on campus through the University's web based information system. The CCINFO Web MSDS site is found at <http://ccinfoweb.ccohs.ca>

WHMIS coordinators have been identified and have responsibilities under WHMIS legislation to ensure that the system is developed and maintained. At present, the University has over 50 WHMIS Coordinators representing various departments. The coordinators are responsible for implementing the requirements of WHMIS in their department/area.

WHMIS Handbook

A 4th (2004) Edition of the WHMIS HANDBOOK has been published and is available on the web from the EHSO web page at http://www.umanitoba.ca/admin/human_resources/ehso/chembio_safety/index.html

Biohazardous Materials

The use of biohazardous materials must comply with the Workplace Hazardous Material Information System (WHMIS) and all other specific regulatory requirements and accepted practices. A Biosafety Permit is required for the possession and use of biological agents (Risk Group 1-3) in all research, teaching and clinical/diagnostic laboratories in University of Manitoba controlled buildings. Details on the Biological Safety Program are found at

http://www.umanitoba.ca/admin/human_resources/ehso/chembio_safety/biosafety.html

Working Safely with Animals

It is mandatory that personnel complete The University of Manitoba's Animal User Training Course (available on line) prior to beginning any animal work. Module 4 of this course covers occupational health and safety issues related to work with animals. This module reviews general hazards including laboratory animal allergy, zoonotic concerns, ergonomic issues, and other animal related injuries such as bites and needles stick hazards. Further information related to safety issues that are specific to the species you work with or to your particular animal procedures must be provided through your supervisor.

When hazardous compounds are used in animals, the safety concerns are reviewed in Schedule 10 of the approved animal use protocol and this must be read and understood by any personnel working with animals involved with the hazardous compounds. The SOPs specific to a facility should also be read. For more information on Animal Care, go to <http://umanitoba.ca/research/ors/ethics/animal/>

Radiation Safety

The Canadian Nuclear Safety Commission (CNSC) has issued a consolidated license to the University of Manitoba to allow the University to possess, use and store radioactive materials for research purposes. The license requires a Radiation Safety Committee to oversee and advise on the Radiation Safety Program. The Radiation Safety Committee has also been mandated by Administration to advise on the safe use of Radiation Emitting Devices such as X ray equipment.

Radiation Manual and Training

The Environmental Health and Safety Office provides staff and resources for the day to day operations of the Radiation Safety Program, including: the development of the Radiation Safety Manual, general radiation safety training, inspections, centralized inventory, disposal of radioactive wastes and liaison with the CNSC.

Details on the Radiation Safety Program are found at

http://www.umanitoba.ca/admin/human_resources/ehso/rad_safety/index.html

Hazardous Waste

The primary role of the Hazardous Waste Program is to facilitate the safe and responsible management of hazardous waste. It also provides Hazardous Materials Emergency Response coverage in the event of chemical, biological or radiological emergencies.

The Hazardous Waste Program provides guidelines for the disposal of all chemical, radiological, biological, explosive, and potentially unstable waste produced at the university.

Details on the Hazardous Waste Management Program are found at

http://www.umanitoba.ca/admin/human_resources/ehso/emanagement/index.html

Hazardous Waste Disposal

All hazardous waste must be disposed in accordance with federal and local regulations. Drain disposal of hazardous waste as well as disposal in the regular trash is unacceptable. Aside from obvious infractions to environmental regulations, drain disposal may lead to dangerous reactions, damage to plumbing systems or create a hazard for trades personnel. Disposal in the regular trash may put caretaking staff at risk. Removal of most hazardous wastes is available to University departments at no charge. Individual departments may however be charged for the cost of identification and disposal of "unknowns". Pick up of hazardous waste is initiated by filling out a Hazardous Waste Removal Form and sending it to EHSO. Pick-up is normally two weeks for smaller quantities, whereas large laboratory clean outs require more notice.

Asbestos Management

As with most similar institutions, the University has a number of buildings that were constructed with asbestos containing materials (ACM's) in mechanical insulation, plaster, flooring, and other building materials. These materials are perfectly safe, unless the material is disturbed during construction or repair.

The University of Manitoba has developed a comprehensive and documented Asbestos Management Program (AMP), to ensure a safe workplace is maintained for all employees, students, and the visiting public. The AMP document takes into consideration all existing regulations and guidelines pursuant to the removal or management of asbestos.

NOTE: Do not disturb any asbestos containing materials (ACM's). If you encounter damaged ACM's, please contact the EHSO immediately.

Pictures and details on ACM's may be found in the Asbestos Containing Materials Reference Guide. Detailed information is available on the EHSO website at

http://www.umanitoba.ca/admin/human_resources/ehso/emanagement/amp.html

Occupational Health Programs

Hearing Conservation

A comprehensive program has been developed to prevent hearing loss to staff and meet legislative requirements. Education, training and annual hearing testing is conducted for all staff exposed to greater than 80dB of noise. Noise monitoring is conducted and areas requiring hearing protection are identified for posting with signage. Follow-up and medical referrals are made as per the WSH Provincial Regulations.

Respiratory Protective Equipment

Medical evaluations and fit testing is done for workers who are required to wear respirators for their work. Medical Respiratory Capabilities form has been incorporated to assist with compliance with fit testing requirements. Medical referrals are conducted as required. Job site assessments are conducted on request to ensure air quality meets safe standards.

Medical Surveillance

A program for asbestos exposure and pesticide application follow-up has been implemented in accordance with the WSH Guidelines and the University Asbestos Management Program. The program is being

offered to all employees meeting criteria established by the University occupational health physician consultants.

Ergonomic Evaluations

Individual evaluations of work stations are done on request to assess risks associated with repetitive strain injuries. Written reports of recommendations are sent to managers and supervisors. Group training sessions are offered to all staff on ergonomic issues, such as proper setting up of computer workstations.

Emergency First Aid

The University provides training in Emergency First Aid for identified First Aiders across campus. It covers CPR plus first aid for shock, bleeding, stroke, and first aid for injuries unique to the university setting such as post-exposure to human blood/body fluids, exposures to chemicals and radiation, animal and reptile bites. Re-certification is required every 2 years. Departments are asked to solicit staff volunteers to be an area first aid provider. Each department is responsible to provide a current first aid kit and restock it on a regular basis.

More details on all of the Occupational Health Programs are found on the EHSO web page

http://www.umanitoba.ca/admin/human_resources/ehso/occ_health_comp/occhealthwcb.html

Fire and Life Safety

The Fire and Life Safety program includes the following activities:

- Providing fire safety training to staff
- Conducting building inspections (in conjunction with the City of Winnipeg Fire Department),
- Identifying hazardous activity as it relates to fire and life safety and advise Departments and Physical Plant
- Overseeing compliance with the Manitoba Fire Code, Manitoba Building Code and other regulatory requirements.
- Investigating fires and false alarms,
- Reviewing renovation and new construction drawings to ensure compliance with the University of Manitoba Control Products Standard and applicable codes and regulations.

Fire Wardens

The Fire Marshall from the Environmental Health and Safety Office is responsible for ensuring the development of functional fire safety plans.

The Fire Marshall provides direction, training support, and assist in the coordination of Fire Wardens in each area to ensure the building fire safety plan functions effectively.

The Dean, Director, Department Head or Unit Administrator is responsible for ensuring that a Chief Fire Warden and appropriate number of Fire Wardens and alternates are appointed and given the necessary authority to ensure the functional operation of the area fire safety plan and in the event of a fire emergency, delegate the authority to the Chief Fire Wardens and Fire Wardens to implement the fire safety plan. The authority will include issuing work orders relating to regular building maintenance. One Chief Fire Warden and a designated alternate are required per department and a minimum of two Fire Wardens and two alternates are required per floor. For more details, contact the Fire Marshall at 474-6633.

More details on the Fire and Life Safety Program are found on the EHSO web page at

http://www.umanitoba.ca/admin/human_resources/ehso/firelife_safety/index.html

Personal Safety (Security)

The University of Manitoba **Security Services** has developed many proactive programs to provide added service and security to the university community. Check the website for further details at: www.umanitoba.ca/campus/security/

Safewalk

Students, staff, and visitors of the University community can request a Safewalk 24 hours a day, 7 days a week. Student Patrol (employed by Security Services) or a Constable will accompany an individual from one university location to another university location, to their vehicle or to the bus stop on university property. Student Patrol has both volunteer and paid positions. To request a Safewalk or for more information, please call Security Services at 474-9312

Police Bike Patrol Unit

This program was developed to provide increased visibility to the community with a highly effective crime prevention program. The program runs from the months of May to October. The Constables can be identified by their dark gray uniform shirts or yellow cycling jackets with the UMSS crest.

Nonviolent Crisis Intervention

This is a training program that is offered to staff at the University of Manitoba. The seminar topics are: Feel Safe at Work, Defusing Disruptive and Assaultive Individuals. Learn to control behavior before it becomes disruptive, Prepare staff for potentially violent episodes. For further enquiries or to register, please call: 474-9312.

Code Blue Stations and Red Phones

These emergency telephone stations have been placed in several key places around the campuses. They can be identified by the blue light at the top and the word "EMERGENCY" written on the side in bold letters. The telephone stations act as a direct line to Security Services in the case of an emergency. In addition to the code blue stations there are several red phones located in various buildings. These stations provide a two-way communication. Constables are automatically dispatched to attend when a Code Blue Station or Red Phone has been activated.

Silent Observer

If you see any kind of suspicious activity, you can submit the information to our department via e-mail. You can remain anonymous.

Emergency Response

Security Services responds to all emergency calls at the University of Manitoba Campuses. All Constables are trained in First Aid and CPR. All patrol vehicles are equipped with First Aid and Oxygen Equipment.

Travel Emergency Contacts

Security Services monitors the 24-hour Emergency Response e-mail telephone lines. The emergency e-mail address and telephone number are available to all University of Manitoba students, staff, and faculty traveling overseas for University work and study programs.

Telephone Number: call collect (204) 474-9312.

E-mail: mailto:EMERGENCY_RESPONSE@UMANITOBA.CA

Rape Aggression Defense

A defense course offered to women only. This course provides women with "real world" strategies and tactics for personal safety. The course offers a lifetime membership with an option to attend future classes at no cost for a refresher (space permitting). Please contact Security Services for details on class schedules, cost and availability.

For more details on Security Services Programs, visit the web at <http://www.umanitoba.ca/campus/security/>

Workers Compensation & Accident Reporting/Investigation

All employees of the U of M are covered for the costs of injury treatment by the Workers Compensation Board of Manitoba. The reporting of accidents is governed by the Worker Compensation Board of Manitoba and the Workplace Safety and Health Division of the Manitoba Labour and Immigration.

All accidents, incidents and near misses (those incidents that could have resulted in injury or illness) shall be investigated and a report completed on the appropriate forms provided by the EHSO. Incidents include the following:

- personal injury,
- occupational illness,
- fire/explosion,
- property and equipment damage,
- environmental damage, and
- 'near miss' incidents that could have resulted in losses.

The accident/incident report shall be completed by the supervisor responsible for the work activity or injured worker, in cooperation with the worker or workers involved and a representative of the Local Area Health and Safety Committee, if requested. The EHSO is available to assist in undertaking the investigation.

If you are injured on the job...

1. Report the incident to your supervisor immediately: and complete the green 'Notice of Injury' Form.
2. If the injury requires a visit to the doctor or chiropractor, seek medical attention immediately. Whenever you need to leave work due to a work injury or illness, you are required to seek medical attention immediately.
3. Complete the 'Employees Report for Worker's Compensation'. (It can be faxed directly to WCB, or call the Worker's Compensation Board directly to make a verbal report.)
4. Make sure to tell your supervisor of your injury.
5. Your supervisor must complete an 'Employer's Report' and fax it within 24 hrs to the EHSO, if you seek medical attention or if you lose time from work.

Details and forms on WCB reporting and accident investigation are found at

http://www.umanitoba.ca/admin/human_resources/ehso/occ_health_comp/aiwcb.html



Questions to ask your supervisor regarding health and safety.....

- Are there any hazards that I should be aware of for the tasks that I will be assigned to do?
- Is there any special training required in order for me to do my job safely?
- Is there any special personal protective equipment that I should be using when doing my work?
- Who should I contact if I have questions or concerns regarding my health and safety?
- Who should I call and what should I do in case of an emergency?



Health and Safety Orientation

EHSO offers a general health and safety orientation for all staff, which will provide more specific details on the University health and safety programs.

For more information on the Orientation, please call EHSO at 474-6633 or go to http://umanitoba.ca/admin/human_resources/ehso

**UNIVERSITY OF MANITOBA
GENERAL FIRE EMERGENCY PROCEDURES**

SHOULD YOU DISCOVER OR SUSPECT A FIRE

“RACE”

Result everybody in the area to evacuate the building.
Remove anybody in immediate danger.

Activate the building fire alarm system by pulling the manual pull station. From a safe location, report the fire by dialing “555” (if using a university phone), “#555” (if using a cellular phone on MTS or Roger’s Wireless) or “911” (if using a personal phone)

Confine the fire by closing all doors and windows.

Extinguish the fire using the appropriate fire extinguisher. Do not attempt to extinguish a fire if this will place you in immediate danger.

USE STAIRS – DO NOT USE ELEVATORS

WHEN THE FIRE ALARM SOUNDS

1. **Cease** all activities. **Turn off** heat producing devices. Leave overhead lights on.
2. **Close** all doors and/or windows in the immediate area.
3. **Evacuate** the building immediately using the nearest safe available stairwell. **DO NOT USE ELEVATORS**
4. **Remain** outside the building until the most senior member of the Winnipeg Fire Department or the University Fire Marshall gives the **“ALL CLEAR”**.

Please familiarize yourself with the locations of exits, fire alarm manual pull stations and portable fire extinguishers.

If you have a **disability**, arrange for a “buddy” system.