

Emergency Situations

If you find yourself in an emergency situation, do not get yourself or others in danger. Stay clear and call your supervisor immediately.

Rules

Emergency Telephone Numbers

- In case of emergency, fire, police and/or medical assistance, call Emergency Services at:
 - 474-9341 or 555 (from a U of M phone)
 - #555 MTS or Roger's cell phones
- If calling from a U of M pay phone:
 - Dial: Red Button or 474-9341

Injury on the Job

- Injuries, no matter how minor:
 - must be reported to your supervisor immediately. In case of emergency or if you have difficulty reaching your supervisor, contact Security Services;
 - a "Green Card" must be completed.

Suspected Material

- When in contact with or see material that is "suspected" to be asbestos, the U of M Asbestos Management Program is to be followed.
- If an employee becomes contaminated with "suspected" asbestos, chemicals or biological agents, the individual must be decontaminated.
- If you find mold, report the site to your supervisor immediately.

Personal Clothing and Personal Protective Equipment

- Personal Protective Equipment shall be worn as required.
- Physical Plant personnel must wear long pants and shirts with sleeves deemed appropriate by the supervisor.
- Safety footwear must be worn.

Vehicles

- Carrying passengers on equipment that is designed for one operator is prohibited.
- Vehicle seatbelts must be worn if provided in the vehicle.
- Vehicles must not be left unattended and running.
- All accidents / Incidents and "Near Misses" (including those involving a vehicle) shall be reported to their supervisor immediately.

Training and Instruction

- All new hires shall have a Physical Plant Safety and Health Orientation and a Work Unit Safety Orientation.
- Conduct a hazard assessment before performing any work and when entering a worksite.
- Employees are to be provided information, instruction, training, equipment and supervision to ensure that all work is carried out in a safe manner.
- All personnel must attend and receive certification from a Workplace Hazardous Material Information System (WHMIS) workshop.

- Confined Entry work may be carried out only by qualified and trained personnel, and only after a permit is issued.

Housekeeping

- Staff shall keep all equipment, tools, and vehicles neat, clean and orderly.
- Mechanical rooms and access to roofs must be kept locked at all times and must be kept clean of debris at all times.

Reimbursement of expenses related to professional development events (training, workshops, conferences) which are held off campus, in Winnipeg

- Meal tickets, or meal reimbursement, will not be approved, as employees have the same options for lunch that they would have if they were working in their normal work location. Likewise, if employees use their personal vehicle to drive directly to the training location, they are not entitled to travel (km) reimbursement as this expense is the same as the expense of getting to their normal work location. However, if the training is only for a partial day and the employee has to come to his/her normal work location and THEN drive to the training location, they are entitled to be reimbursed for km's from work to the training location. If the employee has to pay for parking at a training event, the cost of parking is reimbursable.

Other

- Physical Plant will not tolerate threats, intimidation or violence. Individuals who are found to have engaged in such activities will be subject to disciplinary according to University policy.
- Use proper lifting techniques when lifting heavy objects to avoid back injuries.
- If you are in an elevator, and it stalls, use the emergency telephone to call Security Services to report it.
- Non-prescribed drugs and / or alcohol use while at work is forbidden.
- The Physical Plant believes in and practices sustainability; meaning all employees are encouraged to recycle as much as possible.
- All signage is to be adhered to; i.e., "Authorized Personnel Only"; "Hard Hat Area"; "Hearing Protection"; etc.
- Accessing / reaching equipment must be done so with a ladder or other proper lift systems.
- To avoid the potential dangers of vermin such as mice, wasps, bees, ants and many other potentially harmful pests, report any to your supervisor.
- University property may be taken off campus but only with the proper signed authorization.
- Hot work is not to be carried out without an authorized permit.

- In order to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities, the Lock Out / Tag Out procedures must be strictly enforced.
- Fume Hood maintenance must be done in accordance with established protocols.
- University ID Badges must be visually displayed while in the workplace to preserve the security and safety of all.
- Physical Plant is committed to a respectful work and learning environment, free of harassment and discrimination according to University policy.
- Physical Plant staff may use their computers and network accounts for non-University matters except where such use would be prohibited by this or other University policy or where such use unreasonably interferes with academic uses, job performance, or system performance / operation.
- Absence from work or sick at home: During normal office hours contact your supervisor. After office hours, you should phone the office and leave a message, but you must also personally contact your supervisor.
- Access to laboratories or other hazardous work areas by minors may only occur if proper authorization is granted in accordance with the University of Manitoba.
- Smoking in any University building or vehicle is prohibited under the University of Manitoba Clean Air Indoor Policy.
- University policy requires that whenever a fire alarm sounds, all persons must immediately evacuate the building using the nearest exit, and gather in the marshalling area.
- Do not remove chemicals and radioactive waste.
- Security Services is to be contacted if someone enters a building and becomes unruly, breaks in, attempts to remove property, or engages in unacceptable conduct. At no time are you to put yourself in harms way.
- Any suggestions to improve the operation of your Work Unit should be discussed with your supervisor.
- Any suggestions regarding training and safety should be discussed with the Training and Safety Coordinator.