

# Preface to the Safety and Health Manual

Physical Plant employees are responsible to do everything possible to keep the workplace safe. The Workplace Safety and Health Act states everyone is to "...take reasonable care to protect his safety and health and the safety and health of other persons who may be affected by his acts or omissions at work" (WS&H Act Section 5(a)). The Act goes on to state that we must have a practical workplace safety and health program in place (WS&H Act 7.4(1)).

Physical Plant has developed a comprehensive workplace safety and health program that is reflected in this manual. The Safety and Health Manual is reviewed annually. **Chapter 1** provides the **Safety and Health Directive**; it makes a commitment to safety, explaining the rights, duties and responsibilities of supervisors, workers, local area safety and health committee, prime contractors and contractors. **Chapter 2** provides directives to prevent accidents and damage to properties by identifying and controlling **Hazards**.

**Safe Work Practices** are found in **Chapter 3**, these are normally general guidelines on how to safeguard against hazards. **Chapter 4** covers **Safe Job Procedures**, these are step-by-step set of instructions on how to complete a specific task safely; they are normally work unit specific. **Chapter 5** provides the more prominent **Safety and Conduct Rules**. **Chapter 6** discuss **Personal Protective Equipment**, it explain its use, preventive maintenance and repairs. **Chapter 7** gives details of the **Preventive Maintenance** that ensure building systems, equipment and tools are in safe operating condition.

**Chapter 8** describes the **Training** provided to all employees. Safety training is a vital component of our safety and health program. Training for all employees starts the first day at work and continue for their entire career in the Physical Plant.

Physical Plant ensures that regular **Inspections** of the workplace and of work processes and procedures are frequently conducted. This is covered in **Chapter 9**.

**Chapter 10** describes the process to **Investigate Incidents and Near Misses**, the objective is to identify causes, implement corrective actions and prevent future recurrences. **Emergency Preparedness** is covered in **Chapter 11**; it provides direction and guidelines in cases of emergencies.

**Chapter 12** provides **Statistics and Records**; this information assists to monitor and evaluate our safety program by identifying, communicating and controlling workplace hazards.

**Chapter 13** describes the **Manitoba Safety and Health Legislation**, both the Act and Regulation are the key documents of our safety and health program.

Physical Plant's Safety and Health Manual concludes with **Chapter 14, Manitoba Supplement**, it covers other areas of safety and health that are not covered in the previous chapters such as Lock out/Tag out, Asbestos Management Program, etc.