Introduction to Health and Safety Programs at U of M
Introduction to Health and Safety

This presentation is intended to provide an introduction to the safety and health programs in place at the University of Manitoba. You may work through it at your own pace and complete the acknowledgement at the end of the presentation. 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 information on the details of the program, contact Environmental Health & Safety at 474-6633 or visit the EHS website at http://umanitoba.ca/admin/vp_admin/risk_management/ehso/
EHS provides information, consultation, expertise, training and advice.

EHS has office locations at the Fort Garry and Bannatyne Campuses.

**EHS VISION:** Through vigilance in the identification, assessment and management of all aspects of risk to the university, create an environment where the student experience is safe, secure, and desired. Where faculties and management are supported through accountable, strategic and evidence based initiatives aimed at long term sustainability and growth, and where all staff can work in a productive, vibrant, rewarding and healthy workplace.

**EHS MISSION:** To create a culture of enterprise risk management and emergency preparedness across the university community and to continually enhance our organizational wide resilience in support of our students, faculties, management and staff.
How to Contact EHS

• Fort Garry Campus
  191 Extended Education Complex
  • 474-6633 Tel
  • 474-7629 Fax

• Bannatyne Campus
  P310 Pathology Building (770 Bannatyne Ave.)
  • 474-6633 Tel
  • 789-3906 Fax

• Web Site
  http://umanitoba.ca/admin/vp_admin/risk_management/e hso/
EHS Resources

Environmental Health and Safety (EHS) is a multi-disciplinary organization with each staff member having skills and experience to provide a coordinated and multi-faceted approach and response to the many environmental health and safety issues that may arise at the University.

For a list of contacts related to specific topics please see the EHS Quick Contacts page

EHS Programs

Environmental Health and Safety (EHS) provides a number of essential programs which contribute to creating a safe and healthy working and learning environment at the University of Manitoba.

Programs include:

- General Safety
- Biological Safety
- Chemical Safety
- Fire & Life Safety
- Radiation Safety
- Hazardous Waste
- Occupational Hygiene
- Office Safety
- Ergonomics
- Workers Compensation
- Accident Investigation
- Indoor Air Quality
- Mould Management
- Transportation of Dangerous Goods
- Hearing Conservation Program
- Safety & Health Committees
- RED (X-Ray) & Laser Safety
- Animal Care Occupational Health
EHS Training

Environmental Health and Safety offers a variety of training, both on-line and in-person, for staff and students.

Visit our Training webpage for a full list of these courses which includes:

• General Safety
• Biosafety Safety
• Chemical Safety (Including WHMIS)
• Radiation Safety

http://umanitoba.ca/admin/vp_admin/risk_management/ehso/training/index.html

To arrange a session for your department, please call our office at 474-6633.
Emergency Numbers

• You can summon emergency assistance – Police, Fire, Ambulance – in two ways at the University

1. Call 911 directly
   • Personal phones – 911
   • University phones - 4-911

2. Contact Security Services who will summon assistance
   • 555 from any University phone
   • #555 from BellMTS or Rogers Wireless
   • 204-474-9341 from all other phones
   • Any emergency phone, red call box or Code Blue station
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 cooperatively to prevent injuries and occupational illnesses.

WSH Website at [http://safemanitoba.com](http://safemanitoba.com)
Four Legal Rights

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
What is Due Diligence?

Due Diligence means

• Everyone with responsibility for safety and health must take every precaution reasonable in the circumstances to avoid a work related illness or injury.

• The concept of “reasonable care” holds individuals accountable for their acts (what they do) and omissions (what they fail to do).

• It applies to everyone at the workplace, including supervisors and workers.
University Policy on Health and Safety

• A revised Safety and Health Policy recognizing duties and responsibilities of all the workplace participants and was adopted by the Board of Governors, effective June 21, 2011.

• This policy clearly establishes the roles and responsibilities of all parties and sets the framework for continued development of the program at the University.

• For the complete Policy and procedures, visit the University of Manitoba Governance website at http://umanitoba.ca/admin/governance/governing_documents/staff/551.html
University Policy on Health and Safety

Policy Statement

The safety and health of all academic and support staff, students and visitors to the University campuses is a priority for the University.

The University shall:

- a) Comply with, or exceed, the requirements of any applicable workplace health and safety legislation;
- b) Provide a safe and healthy environment in which to carry on the University’s affairs so far as is reasonably practicable; and
- c) Work to minimize workplace illness and injury at the University.

To achieve these objectives, the responsibility and accountability for health and safety shall be an integral part of the duties of supervisory staff at all levels, including the senior executive.
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.
• Take all reasonably practicable measures to ensure compliance with applicable regulations.
• Establish and support Local Area Safety & Health Committees.
Duties of Supervisors

(Note: A supervisor means a person who has charge of a workplace or authority over a worker. This includes those responsible for students)

• 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 of Manitoba 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 and Safety

- Specific Procedures have been adopted under the Health and Safety Policy. Procedures adopted as of November, 2008 include:
  
  - Biological Safety
  - Clean Air
  - Fall Protection
  - Immunization Standard
  - Laboratory Safety Procedure
  - Minors in Laboratories and Other Hazardous Work Areas
  - Radiation Safety
  - Response to Health and Safety Concerns
  - Use of Safety Footwear
  - Violent or Threatening Behavior

The latest Procedures are available on the University Governance web page at http://www.umanitoba.ca/admin/governance/governing_documents/staff/index.htm
Safety Committees

Health & Safety Committees

The University’s Organizational Safety and Health Advisory (OSHA) Committee and local area safety and health (LASH) committees play a significant and vital role in the University safety and health program.

The Committee structure includes:
- a general health and safety advisory committee (OSHAC)
- geographic and service based safety committees to deal with concerns and problems related to specific activities and physical areas. (LASH Committees)

Technical Committees

The University also has technical advisory committees to oversee and advise on programs and make recommendations to University Governing Documents (ie. Biological, Chemical and Radiation Safety Programs)
The Biological Safety, Chemical Safety and Radiation Protection Advisory Committees

These are discipline specific committees dealing with issues directly related to the Biological, Chemical and Radiation Safety Programs respectively and approve procedures to ensure compliance with all Acts and legislation

• The Biological Safety Advisory Committee oversees the use and storage of unfixed biological agents (risk group 1-3). They are responsible for recommending biosafety program development and implementation to the Associate Vice President of Research at the University.

• The Radiation Protection Committee oversees the use of radioactive materials, radiation devices and X-ray equipment. This Committee is given the responsibility of administering the regulations on possession, disposal and use in areas under the control of the University. Internal Permits are issued to ensure and clearly communicate responsibilities related to the use or storage of radioactive materials, radiation devices or X-ray equipment.
The Biological Safety, Chemical Safety and Radiation Protection Advisory Committees

- The Chemical Safety Committee (CSC) is comprised of members from the University community and stakeholders knowledgeable in the safe use and handling of chemicals. The CSC will provide a forum where open discussion between stakeholders can take place with respect to chemical safety issues at the University. The CSC will be a technical advisory committee that supports the development of a Chemical Safety Program at the University.
Quick Quiz #1

1. EHS provides information, consultation, expertise, training and advice.  T_ F_

2. The right to know about hazards is one of the four worker rights under provincial legislation T_ F_

3. ‘Due Diligence’ means we are only responsible for our own safety and health. T_ F_

4. Supervisors are responsible to ensure that all employees or students under their supervision are made aware of safe work procedures. T_ F_

5. Employees are not required to immediately report any accident, injury or unsafe conditions to the appropriate supervisor. T_ F_

6. Security Services can be reached at ‘555’ from any University phone. T_ F_

7. Local Area Safety and Health Committees monitor safety and health programs within their areas and make recommendations to improve their effectiveness T_F_

8. Supervisors are not responsible to ensure that accidents occurring in their area of responsibility are properly investigated T_F_
Answers Quick Quiz #1

1. EHS provides information, consultation, expertise, training and advice.  **T X_ F_**

2. The right to know about hazards is one of the four worker rights under provincial legislation **T X_ F_**

3. ‘Due Diligence’ means we are only responsible for our own safety and health.  **T_ F X_**

4. Supervisors are responsible to ensure that all employees or students under their supervision are made aware of safe work procedures. **T X_ F_**

5. Employees are not required to immediately report any accident, injury or unsafe conditions to the appropriate supervisor.  **T_ F X**

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7. Local Area Safety and Health Committees monitor safety and health programs within their areas and make recommendations to improve their effectiveness **T X_F_**

8. Supervisors are not responsible to ensure that accidents occurring in their area of responsibility are properly investigated **T_F X_**
Response to Health and Safety Concerns

Worker and Supervisor Responsibilities

The primary aim is to have concerns resolved at the worker/supervisor level.

A worker or supervisor may contact EHS

- the parties will be advised to seek a remedy through joint consultation and discussion.
- EHS is available to provide assistance on related regulatory, policy and technical matters.
- EHS may provide assistance to facilitate
  - background information, joint inspection or survey
Health and Safety Committee Consultation

Concerns that are not resolved at the worker/supervisor level, if NOT immediately dangerous:

• May be forwarded by a worker or supervisor to either Co-chair of the Local Area Safety and Health (LASH) Committee for the next meeting, or

• If the LASH committee does not exist for the area, the concerns may be forwarded to the Organizational Safety and Health Advisory (OSHA) Committee.

• EHS is available to provide advice and assistance to the Committee as requested.
Response to Health and Safety Concerns

**Anonymous Concerns**

If there is an “anonymous” concern, EHS will communicate the matter to the appropriate supervisor for follow-up and,

- The anonymous worker will be advised of the process.
- EHS will attempt to maintain the confidentiality of the individual.
- If the matter is not dealt with appropriately, EHS will advise the Director, Dean or Department Head of the issue.
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 own safety or health; or to the safety or health of another worker or another person, then the procedure shall be followed as per the Manitoba Workplace Safety and Health Act.

• Details on this procedure may be found on the Manitoba Workplace Safety and Health Division website at http://www.gov.mb.ca/labour/safety/pdf/bulletins/bltn193.pdf

• EHS 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

• A fundamental component of a successful Health and Safety Program is the effective **identification and control of hazards** in the workplace.

• The University of Manitoba has taken action to identify and control workplace hazards by:
  • Establishing centralized programs to deal with recognized hazards that apply across the University
  • 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 Organizational Safety and Health Advisory (OSHA) Committee, Local Area Safety and Health (LASH) Committees and discipline-specific Committees (Radiation, Chemical and Biological Safety) play an integral role in hazard identification and control.
Chemicals or Hazardous Products

- **Management of Chemicals or Hazardous Products** – The University defines Chemicals or Hazardous products as any materials that are handled, stored or used and includes:
  - Radioactive Materials
  - Explosive Materials
  - Pesticides
  - Compressed Gases
  - Flammable or Combustible materials
  - Oxidizing Materials
  - Poisonous or Infectious Materials
  - Corrosive Materials
  - Dangerously Reactive Materials

- **WHMIS (Workplace Hazardous Materials Information System)** has been implemented through WHMIS Departmental Coordinators, appointed by Department Heads/Directors.

- **EHS** provides a **Train-the-Trainer** session for WHMIS Coordinators and also provides resources including site specific consultations.
Safety Data Sheets (SDS) and WHMIS Coordinators

SDS and WHMIS Handbook

• EHS 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 SDSs, Canadian legislation and Canadian Standard Association standards. This information is available to all staff and students using the campus computing network.

• The **CCINFO Web SDS** site is found at  [http://ccinfoweb.ccohs.ca](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 of Manitoba 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 2019 Edition of the WHMIS HANDBOOK has been published and is available on the EHS WHMIS web page at

EHS WHMIS Resources

- **Train-the-Trainer** for WHMIS Coordinators
- Site specific consultations
  - Respirator Fit Testing
  - Other personal protective equipment,
  - Transportation of Dangerous Goods,
- Safety Data Sheets (CCOH and others)
- WHMIS Handbook
- WHMIS Training (UMLearn)
- Laboratory Safety Links (combined for Biological, Chemical and Radiation Safety)

http://www.umanitoba.ca/admin/vp_admin/risk_management/ehso/rad_safety/LabSafety.html
Biological Safety Program

• The use and storage of unfixed biological materials in UM-controlled buildings requires a Biosafety Program Permit.

• The biosafety program permit will be assigned one of four levels of containment depending on the risk group (RG) and containment level (CL) requirements for the biological materials being used/stored.

- **CL1/Clinical**
  - Work with RG1 biological agents
  - Providing clinical services
  - Collecting clinical samples from patients or participants

- **CL2 (Unregulated)**
  - Work with samples which are not known to be pathogenic
  - May be contaminated with pathogens
  - Blood, body fluid, tissues, cell cultures etc.

- **CL-2R (Regulated)**
  - Controlled activities
  - Human and Terrestrial animal pathogens and toxins
  - Risk group and containment level 2

- **CL-2R + RG3**
  - Controlled activities
  - Narrow range of Risk group 3 containment level 2 pathogens

• The permit tiers are designed to comply with regulatory requirements outlined by the Public Health Agency of Canada, Canadian Food Inspection Agency and Manitoba Workplace Safety and Health

More information about the biosafety program can be found at umanitoba.ca/biosafety or contact biosafety.program@umanitoba.ca
Radiation Safety Program

The radiation safety program oversees Radiation, X-ray and Laser safety at locations controlled by the University of Manitoba.

**Radiation**: The Canadian Nuclear Safety Commission (CNSC) has issued a License to the University of Manitoba to allow the University to possess, use and store radioactive material for non-human research purposes.

**X-ray**: The University has authorization from the Province to operate X-ray equipment for irradiance of non-human subjects. All X-ray equipment is registered through EHS with Radiation Protection, Cancer Care Manitoba.

To handle radioactive material or operate X-ray equipment, you need to:
- Apply for a permit (except the College of Dentistry for clinical X-ray equipment)
- Complete training to become a designated worker

**Laser**: High powered lasers (Class 3B or Class 4) open beam and enclosed are registered at the University.

Details on the Radiation Safety Program are found at: [http://umanitoba.ca/radsafety](http://umanitoba.ca/radsafety)
Chemical Safety Program

- Environmental Health and Safety administers the University of Manitoba’s chemical safety program.
- The program provides information on the recognition, evaluation, and control of chemicals or hazardous products, in addition to guidance for the safe handling, storage, and use of these materials.
Chemical Safety Program

• The program also provides guidance in the safe procurement and maintenance of chemicals or hazardous products in accordance with the following acts:
  • Workplace Safety and Health Act and Regulations (Part 35)
  • Hazardous Products Act
  • Canadian Environmental Protection Act
  • Transportation of Dangerous Goods Act
  • Prohibition of Certain Toxic Substances Regulations, 2012
  • Controlled Substances Storage
  • Explosives Act
  • Duty-Free Alcohol (Excise Act)
  • Chemical Weapons Convention
Chemical Safety Guidelines

• A minimum standard which shall be practiced in labs and other areas where chemical or WHMIS hazardous products are stored, handled or used in U of M facilities

• As an accepted practice, the Chemical Safety Guideline will provide chemical users a clear and concise document to ensure that chemicals or (WHMIS) hazardous products are being handled, stored and disposed in a consistent and safe manner
Chemical Safety Permits

- Permits register the Principal Investigator’s lab spaces under their responsibility.
- It provides a mechanism for the researcher to document a risk assessment and determine threshold volumes of chemicals or WHMIS Hazardous Products used in their space.
- Information obtained through the Chemical Safety Permit is used to populate a Workplace Hazard Information Placard (lab signage) and posted.
Workplace Hazard Information Placard (WHIP)

<table>
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<td>Compressed Gas</td>
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<tr>
<td>Corrosives</td>
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<tr>
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<td>Reactives</td>
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<tr>
<th>Biohazard Permit:</th>
<th>Radiological Permit:</th>
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<td>None</td>
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Hazardous Waste Program

• 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://umanitoba.ca/admin/vp_admin/risk_management/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.**

• 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** at the Fort Garry campus is initiated by completing an electronic Hazardous Waste Removal Form and sending it to hazwaste@umanitoba.ca. Pick up is normally within two weeks for smaller quantities, whereas larger laboratory clean outs require more notice.
Asbestos Management

Physical Plant is now responsible for the Asbestos Management Program (AMP).

• Please call Physical Plant work order desk @ 474-6281 to report any asbestos disturbances.

• Detailed information on this program will be available on the Physical Plant website shortly.
Quick Quiz #2

• The OSHAC and LASH are the recognized H&S Committees required under provincial legislation and meet on a regular basis. T_ F_

• The primary aim of a successful safety and health program is to have all concerns resolved by the Vice-President. T_ F_

• The use of biohazardous materials must comply with the Workplace Hazardous Material Information System (WHMIS) and all other specific regulatory requirements and accepted practices. T_ F_

• Should a worker or supervisor contact the EHS regarding a concern, the parties will be advised to seek a remedy through joint consultation and discussion. T_ F_

• Controlled products are limited to Chemicals and Explosive Materials. T_ F_

• Many laboratories at the University use radioactive materials, but there are no special signage requirements that apply. T_ F_
Answers Quick Quiz #2

• The OSHAC and LASH are the recognized H&S Committees required under provincial legislation and meets on a regular basis. T X F

• The primary aim of a successful safety and health program is to have all concerns resolved by the Vice-President. T F X

• The use of biohazardous materials must comply with the Workplace Hazardous Material Information System (WHMIS) and all other specific regulatory requirements and accepted practices. T X F

• 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. T X F

• Controlled products are limited to Chemicals and Explosive Materials. T F X

• Many laboratories at the University use radioactive materials, but there are no special signage requirements that apply. T F X
Occupational Health Program

Hearing Conservation Program

• 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 85dba 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 required to wear respirators for their work. Medical Respiratory Capabilities form has recently 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.
Occupational Health Program

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

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 3 years.

• Departments are asked to solicit staff volunteers to be an area first aid provider. Departments are responsible to purchase their own first aid kits and restock them on a regular basis.
Fire Safety Program

• EHS 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.

• When the fire alarm sounds, all building occupants are required to evacuate.

• For more details, go to the EHS website at www.umanitoba.ca/firesafety
Fire Emergency Procedures and Emergency Exit Routes are located near manual pull stations in all buildings. Fire Alarm Manual Pull Stations are usually located near the exits. Where there is an exit light and a door to go through, there is a normally a manual pull station nearby.
Personal Safety – Security Services

• The University of Manitoba Security Services (UMSS) is a twenty-four hour (24/7) operation. There are a number of code blue stations, classroom phones, and red emergency call boxes that provide information to you and provide direct, instant two-way voice communication to UMSS. You are encouraged to use these communication devices for any assistance that you may require.

• For more details on Security Services Programs, such as ‘Safewalk’, Bicycle Patrol, etc. visit their website at http://www.umanitoba.ca/campus/security/
Workers Compensation and 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 Department of Labor, Workplace Safety and Health Division.

- All accidents/incidents must be investigated, reports prepared and recommendations identified for follow-up action. These are investigated in order to
  - identify the cause and relationships involved in the occurrence of accidents and incidents,
  - to recommend changes to equipment, procedures and any other matters that will ensure the health and safety of academic, support staff, students and visitors to the campus.
  - meeting legislative reporting requirements,

- Details on WCB reporting and accident investigation are found at [http://umanitoba.ca/admin/vp_admin/risk_management/ehso/occ_health_comp/aiwcb.html](http://umanitoba.ca/admin/vp_admin/risk_management/ehso/occ_health_comp/aiwcb.html)
Accident Reporting Requirements

• 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 EHS. Incidents include the following:
  • personal injury
  • occupational illness
  • fire/explosion
  • property and equipment damage
  • environmental damage
  • near miss incidents (those incidents that could have resulted in any of the above 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 Safety and Health Committee, if requested. EHS is available to assist in undertaking the investigation.
What happens if you are injured on the job?

• Report the incident to your supervisor immediately and complete the ‘Notice of Injury’ form.

• If the injury requires a visit to the doctor or chiropractor, seek medical attention immediately. (Make sure to tell your supervisor of the visit).

• To report the incident to the WCB, you may call them directly at 945-4100.
Quick Quiz #3

1. Medical evaluations and fit testing is done for workers required to wear respirators for their work.  **T_ F_**

2. The University does not provide training in First Aid for identified First Aiders across campus.  **T_ F_**

3. Each building level (zone) has a specific fire safety and emergency exit plan that is tailored to the occupancy of that level.  **T_ F_**

4. ‘Code Blue’ stations provide instant two-way voice communication with the University Security Services Department.  **T_ F_**

5. Only accidents resulting in serious injury require any investigation.  **T_ F_**

6. If you are injured, it is up to you to decide whether you report it to your supervisor  **T_ F_**
Answers Quick Quiz #3

1. Medical evaluations and fit testing is done for workers required to wear respirators for their work. **T X F _**

2. The University does not provide training in First Aid for identified First Aiders across campus. **T_ F X**

3. Each building level (zone) has a specific fire safety and emergency exit plan that is tailored to the occupancy of that level. **T X F _**

4. ‘Code Blue’ stations provide instant two-way voice communication with the University Security Services Department. **T X F _**

5. Only accidents resulting in serious injury require any investigation. **T_ F X**

6. If you are injured, it is up to you to decide whether you report it to your supervisor **T_ F X**
Acknowledgement

This completes the General Health and Safety Orientation.

(Please print, read and complete the following, have it signed by your immediate supervisor and placed in your personnel file in your department. DO NOT forward a copy to Human Resources.)

I acknowledge having completed the Health and Safety Orientation and have read and understood the information presented. In particular, I understand my rights and responsibilities under the Workplace Safety & Health Act and the University “Health and Safety” Policy #512.

If I have questions on any matter, I also acknowledge that I may contact my supervisor or the Environmental Health & Safety Office for clarification.

______________________________________________________________       ________________
EMPLOYEE SIGNATURE DATE

_______________________________________________________________
EMPLOYEE NAME (Please PRINT)

______________________________________________________________       ________________
SUPERVISOR SIGNATURE DATE

_______________________________________________________________
SUPERVISOR NAME (Please PRINT)