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New Worker Orientation Health and Safety

April 2015



UNIVERSITY
OF MANITOBA

New Worker Health and Safety Orientation

Overview

Orientation consists of two parts:

1. University of Manitoba's system to manage safety
 - Accountability is consistent with Manitoba Workplace Safety and Health Act and Regulation
2. Workplace safety processes (*what you should know*)
 - Who is your Supervisor that you report to?
 - What **Hazards** exist and what **Controls** are in place to deal with them?
 - What is the name of the safety committee that oversees your workplace?
 - Are there any specific rules or procedures to follow?



Worker Safety in Manitoba

Workplace Safety and Health Act & Regulation

Covers all University workplaces

- Provides the minimum requirements in which to achieve compliance
- Provides information on how to deal with hazardous processes

Also includes information on ways to address:

- Working alone
- Violence
- Harassment
- Ergonomics
- Air quality



Worker Rights in Manitoba

Workplace Safety and Health Act & Regulation

Workers have the right to

- Know about what hazards and controls are present in their workplace
- Participate in safety activities
- Refuse dangerous work
- No discrimination - safety activities



Other Safety and Health rules

Internal rules

In addition to the WSH Act and Regulation, the University has its own internal rules. These rules can be:

1. University-wide
 - Adopted S&H Policy and Procedures
2. Workplace specific rules (*such as*)
 - Safe work procedures
 - Working alone



University H&S Policy

The University shall

- Comply with applicable legislation
- Provide a safe and healthy work environment
- Minimize workplace illness and injury

Accountability

"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."



University Procedures

Supervisors

What are the reasonable steps to follow?

- Making sure workers aware of any hazards that may exist in the workplace and the controls to address (the hazards).
- If there are specific safe work procedures created to perform duties, ensure that the worker is trained and understands the procedures.
- When approached about safety issue, act and respond in a timely fashion
- Investigate and report accidents and injuries if they occur in the workplace



University Procedures

Workers

Workers also have a responsibility in the workplace.

This includes:

- Using reasonable care when conducting their duties to ensure no harm to themselves or fellow workers
- Following any internal rules and procedures that may exist in the workplace
- In the event an injury or “near miss” occurs in the workplace, immediately report it to your supervisor. This also includes reporting any **unsafe** work conditions.



University Procedures

Raising Health and Safety Concerns

If a worker would like to raise a concern with regards to an unsafe work condition.

The worker should follow the steps of:

1. Reporting the safety issue to their direct supervisor
 - If the safety issue is still unresolved *then*
2. The supervisor or worker can approach the Safety committee that oversees the workplace in question– *if the issue is still not resolved then*
3. The safety issue could be elevated to the:
 - Office of Environmental Health and Safety **or**
 - The Collective Bargaining Unit **or**
 - Province (Workplace Safety & Health Division)



Right to Refuse Dangerous Work

This a **right** that is exercised when a worker believes that the work they are to perform constitutes a danger to their own safety or the safety of others in workplace.

"**Dangerous**" usually means imminent risk of serious injury

The worker should follow the steps:

1. Notify their supervisor (share reasons for the refusal)
 - ***Supervisor can correct the dangerous condition***
2. If the supervisor does not agree
 - ***Supervisor must inspect the dangerous work with***
 - The worker and
 - The worker co-chair of the safety committee (for the workplace)
 - ***Supervisor can correct the dangerous condition***
3. If the situation is still not resolved:
 - The Supervisor can notify the Workplace Safety & Health Division
 - The assigned Workplace Safety and Health Officer will render a decision



Right to Refuse Dangerous Work

While a right to refuse is being addressed:

1. The Worker who is refusing dangerous work can continue to refuse
2. The Supervisor can ask another worker to perform the work
3. **Only** allowed if:
 - An inspection with the worker co-chair of the safety committee has occurred,
and
 - The other worker is informed in writing of:
 - The right of refusal
 - The reason for the refusal
 - The option of his/her right to refuse (the work)
 - The reasons why the employer believes the work is not dangerous
 - In addition (where practical)
 - Worker who refused has shared his reasons for refusal



Injuries

If you are injured and require medical assistance:

- Call 911
- Security Services at the following numbers:
 - 555 (any University phone)
 - call boxes, Code Blue
 - 204-474-9341
 - #555 with BellMTS or Rogers Cell phones

All injuries or near misses:

- Report to your supervisor immediately
- Complete Notice of Injury form (For injuries only, not near misses)
- Contact U of M Occ. Health Coord. at 204-474-6438



Emergency Procedures

Building

Posted near exits,
stairwells, elevators,
pull stations.

All staff must evacuate
upon hearing alarm or
when advised to do so.

| IN CASE OF FIRE | |
|---|--|
| SHOULD YOU DISCOVER OR SUSPECT A FIRE | |
| <ul style="list-style-type: none"> • Remove yourself and others from immediate danger. • Exit the building via nearest Emergency Exit. • Activate the nearest manual pull station as you exit the building, if alarm has not been automatically activated. • Close doors behind you (do not lock) as you leave areas. When you have reached the outside, move away from the building. • Telephone 4-911 or 555 from a landline or 911 or #555 from a cellphone to report the fire location once you are outside the building; do not assume that this has been done. This Info can be shared with a Fire Warden as well. | |
| UPON HEARING FIRE ALARM | |
| <ul style="list-style-type: none"> • <u>LEAVE</u> the Building Immediately via nearest Exit. • <u>CLOSE</u> all Doors behind you. <u>DO NOT LOCK</u>. • Leave lights <u>ON</u>. • Proceed to your assigned muster point. <p style="text-align: center;">DO NOT USE ELEVATORS TO EXIT</p> | |
| IF YOU ENCOUNTER HEAVY SMOKE | |
| <ul style="list-style-type: none"> • <u>CRAWL</u> below the smoke layer to nearest exit. • <u>STAY IN OR RETURN TO</u> your workspace if you are unable to exit. • <u>CALL 4-911 or 555</u> from a landline or <u>#555</u> from a cellphone (Rogers or MTS) or 911 from any cellphone and await further instructions from 911 operators. | |



Emergency Procedures

Campus-wide

U of M has a variety of ways to transmit emergency messages

- Outdoor siren towers (audible message)
- Red call box/emergency phones (audible message)
- Text messaging (must subscribe to UMERG)
- Website Umanitoba.ca
- Desk phones (message)
- E-mail

For more information on specific emergencies:

Emergency Response Quick Guide – go to Emergency Management Hub for link to guide

https://umanitoba.ca/admin/vp_admin/risk_management/index.html



Personal Safety

Direct voice connect to Security Services

- Code blue station
- Classroom phones, dial 555
- Red call boxes
- Cell phone, #555 on Bell MTS and Rogers or 204-474-9341

Other Security Services programs

- Panic buttons
- Safewalk
- Self-defense
- Bicycle patrols



New Worker General Orientation

To complete this orientation

- You must pass a short online test
 - Link to the test on same webpage as this presentation
 - You can take the test more than once

Remember

You will also receive an orientation at your new workplace



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INNOVATOR CHALLENGER REBEL VISIONARY

REBEL PIONEER CREATOR EXPLORER TRAILBLAZER INNOVATOR

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