



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	Health and Safety: Visitors and Contractors
Parent Policy:	Health and Safety
Effective Date:	June 21, 2011
Revised Date:	
Review Date:	June 21, 2021
Approving Body:	Administration: Vice-President (Administration)
Authority:	Policy: Health and Safety <u>Manitoba Workplace and Safety Act</u>
Responsible Executive Officer:	President
Delegate: (If applicable)	Vice-President (Administration)
Contact:	Executive Director of Human Resources
Application:	External Parties – Visitors, contractors; All Employees

Part I Reason for Procedure

To clarify the University's expectations of visitors to its campuses and the University's role in minimizing or eliminating, so far as reasonably practicable, risk to visitors in connection with University activities.

Part II Procedural Content

2.1 Visitors to the University

It is the responsibility of all visitors to the University to:

- (a) use reasonable care so as to protect their own safety and health and the safety and health of others affected by their actions;

(b) comply with any procedures required by University for University-related activities; and

(c) immediately report any accident, injury or unsafe condition to the University.

2.2 University

It is the responsibility of all supervisors, event organizers and others acting on behalf of the University to ensure so far as reasonably practicable that:

(a) visitors are informed of hazards that are related to University activities or facilities that they may enter;

(b) visitors comply with any safe work procedures related to a space that they may enter;

(c) visitors use any protective equipment required for entry into University facilities; and

(d) University property and facilities are maintained in a manner that does not create risk to visitors.

Part III Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of the Procedure is required.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Procedure.

3.3 The Director of Environmental Health and Safety Officer is responsible for the implementation of this Procedure.

Part IV Review

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is June 21, 2021.

4.2 In the interim, this/these Procedure(s) may be revised or rescinded if:

(a) the Approving Body deems necessary; or

(b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

Part V
Effect on Previous Statements

5.1 This/these Procedure(s) supersede(s) the following:

(a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and

(b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and

(c) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission regulations and any resolutions on the subject matter contained herein.

Part VI
Cross References

Policy: Health and Safety

Procedure: Health and Safety - Employees