



## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>HEALTH AND SAFETY: EHSO ROLE</b>
<b>Parent Policy:</b>	Health and Safety
<b>Effective Date:</b>	June 21, 2011
<b>Revised Date:</b>	
<b>Review Date:</b>	June 21, 2021
<b>Approving Body:</b>	Administration: Vice-President (Administration)
<b>Authority:</b>	Policy: Health and Safety
<b>Responsible Executive Officer:</b>	President
<b>Delegate: (If applicable)</b>	Vice-President (Administration)
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees – Employees of the Environmental Health and Safety Office

### Part I Reason for Procedure(s)

To clarify of the role of the Environmental Health and Safety Office (EHSO) in regards to health and safety of University staff, students and visitors.

### Part II Procedure(s)

#### 2.1 EHSO General Support Role

It is the responsibility of EHSO to assist all members of the University community in meeting their safety and health responsibilities by:

- a) identifying emerging trends and internal/external risks that may affect specific areas or the University as a whole;

- b) identifying and evaluating options to deal with risks and providing recommendations for consideration;
- c) providing expertise, advice, guidance, technical support, and training;
- d) recommending and developing safety and health initiatives, systems, programs and approaches; and
- e) recommending metrics so that progress or performance can be monitored;

## **2.2 EHSO Reporting Role**

It is the responsibility of EHSO to report significant health and safety issues to senior administration through the Executive Director of Human Resources. These reports are prepared at the request of senior administration or may be initiated by EHSO.

### **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 the Environmental Health and Safety Office 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- 4.2 In the interim, this/these Procedure(s) may be revised or rescinded if: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