UNIVERSITY OF MANITOBA
PROCEDURE

<table>
<thead>
<tr>
<th>Procedure:</th>
<th>HEALTH AND SAFETY: EMPLOYEES</th>
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</thead>
<tbody>
<tr>
<td>Parent Policy:</td>
<td>Health and Safety</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>June 21, 2011</td>
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<td>Revised Date:</td>
<td></td>
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<td>Review Date:</td>
<td>June 21, 2021</td>
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<tr>
<td>Approving Body:</td>
<td>Administration: Vice-President (Administration)</td>
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</tbody>
</table>
| Authority: | Policy: Health and Safety  
*Manitoba Workplace Safety and Health Act* |
| Responsible Executive Officer: | President |
| Delegate: (If applicable) | Vice-President (Administration) |
| Contact: | Executive Director of Human Resources |
| Application: | Board of Governors members; All Employees |

**Part I**

**Reason for Procedure(s)**

To clarify expectations regarding health and safety for the employees of the University of Manitoba.

**Part II**

**Procedure(s)**

It is the responsibility of all employees 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) conduct all activities in accordance with safety and health rules and procedures established by the supervisor, Department Head and the University.
c) take an active part in practicing safe and healthy work habits.

d) immediately report any accident, injury or unsafe conditions to the appropriate supervisor.

e) properly use and adequately care for personal protective equipment that is required for their activities.

f) consult and cooperate with the Local Area Safety and Health (LASH) Committee.

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4.2 In the interim, this/these Procedure(s) may be revised or rescinded if: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

Procedure: Resolution of Safety Concerns - Employees

Procedure: Safety Management