



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	HEALTH AND SAFETY: EMPLOYEES
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 Safety and Health Act</u>
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- 4.2 In the interim, this/these Procedure(s) may be revised or rescinded if: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 - b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.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