



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	Response to Health and Safety Concerns - Employees
Parent Policy:	Health and Safety Policy
Effective Date:	June 21, 2011
Revised Date:	
Review Date:	June 21, 2021
Approving Body:	Administration: Vice-President (Administration)
Authority:	Policy: Health and Safety
Responsible Executive Officer:	President
Delegate: (If applicable)	Vice-President (Administration)
Contact:	Executive Director of Human Resources
Application:	All employees

Part I Reason for Procedure

To clarify the process for raising and resolving health and safety concerns in the workplace.

Part II Procedures

2.1 Raising a safety and health concern

Where any employee of the University has a concern related to health and safety in the workplace the following steps will be taken in the order presented. Where an issue is not resolved the employee would proceed to the next step in the sequence presented below:

(a) the employee will report the concern to their direct supervisor for resolution;

(b) where the direct supervisor has not resolved the issue the employee will contact any member of the local area safety committee associated with their workplace;

(c) where the local area safety committee has not resolved the issue the employee may contact:

i) Environmental Health and Safety Office (EHSO) or

ii) their bargaining unit or

iii) the Workplace Safety and Health Division of the Manitoba Department of Labour and Immigration.

2.2 Right to refuse dangerous work

Where an employee believes on reasonable grounds that a task constitutes a danger to their health and safety or the health and safety of any other person in a workplace they may refuse to do that work.

In this instance the University will follow the requirements of section 43 "Right to Refuse Dangerous Work" of the [Manitoba Workplace Safety and Health Act](#) as amended from time to time.

Part III Accountability

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

3.2 The Director of Environment 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4.2 In the interim, this Procedure may be revised or rescinded if:

- (a) the President and/or Vice-President (Administration) deems necessary; or
- (b) the relevant Policy is revised or rescinded.

Part V
Effect on Previous Statements

- 5.1 This Procedure supersedes "Responses to Health and Safety Concerns" (dated May 29, 2005).

Part VI
Cross References

Policy: Health and Safety

Procedure: Health and Safety - Employees

Procedure: Safety Management

Procedure: Safety Committee