UNIVERSITY OF MANITOBA
PROCEDURE

**Procedure:** Safety Management

<table>
<thead>
<tr>
<th>Parent Policy:</th>
<th>Health and Safety</th>
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</thead>
<tbody>
<tr>
<td>Effective Date:</td>
<td>June 21, 2011</td>
</tr>
<tr>
<td>Revised Date:</td>
<td></td>
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<tr>
<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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<tr>
<td>Authority:</td>
<td>Policy: Health and Safety</td>
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<td></td>
<td><em>Manitoba Workplace and Safety and Health Act</em></td>
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<tr>
<td>Responsible Executive Officer:</td>
<td>President</td>
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<tr>
<td>Delegate:</td>
<td>Vice-President (Administration)</td>
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<td>(If applicable)</td>
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<tr>
<td>Contact:</td>
<td>Executive Director of Human Resources</td>
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<td>Application:</td>
<td>Board of Governors members; All Employees (any person who directs the work of another)</td>
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**Part I**

**Reason for Procedure**

1.1 To set out procedures and responsibilities for managing safety and health at the University of Manitoba.

**Part II**

**Procedural Content**

Responsibilities to manage health and safety at the University are outlined below:

2.1.1 **The University**

The President:

a) accepts responsibility for the safety performance of the University;
b) provides strategic leadership on health and safety issues that affect the University at an organizational level;

c) monitors the health and safety performance of the organization as a whole

d) holds Vice-Presidents accountable for the safety performance of areas under their control;

e) acts as the ultimate decision-maker where agreement cannot be reached on health and safety issues that affect the organization as a whole;

f) does such things as required to comply with all policies and procedures.

2.1.2 Vice-Presidents

The Vice-Presidents (acting in areas under their authority):

a) accept responsibility for safety performance

b) provide strategic leadership on health and safety issues

c) monitor the health and safety performance

d) hold Deans, Directors and Department Heads accountable for the safety performance of areas under their control;

e) act as the ultimate decision-maker where agreement cannot be reached on health and safety issues involving more than one department or faculty;

f) determine the appropriate number of Local Area Safety and Health committees for their respective units.

g) designate the appropriate number of management safety representatives for units reporting to him/her.

h) do such things as required to comply with all policies and procedures.

2.1.3 Deans, Directors and Department Heads

Deans, Directors and Department Heads (acting in areas under their authority):

a) accept responsibility for the health and safety performance

b) provide strategic leadership on health and safety issues

c) support organizational health and safety initiatives;
d) direct concerns that cannot be resolved or affect areas beyond their control to their VP

e) report health and safety performance, objectives and progress to the VP;

f) monitor health and safety performance;

g) hold supervisory staff accountable for their safety performance;

h) support supervisory staff in their efforts to meet the University’s health and safety objectives;

i) upon request, assign employer members for any workplace safety and health committee established in their department or faculty;

j) do such things as required to comply with all policies and procedures.

2.1.4 The Supervisor (Any person who directs the work of another)

Supervisors:

a) accept responsibility for health and safety in the workplace(s) that they supervise by taking all steps reasonable to:

i. take the precautions necessary to protect the safety and health of employees under their supervision;

ii. ensure that all workers under their supervision are made aware of safety and health hazards in their workplace and the practices to minimize those hazards;

iii. ensure that employees follow the procedures;

b) receive and act on employee concerns about safety;

c) ensure that accidents and injuries are reported and investigated;

d) ensure that visitors to their workplace(s) are aware of hazards associated with their workplace(s) and are properly equipped;

e) do such things as required to comply with all policies and procedures

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 All supervisors, employees, and students will be accountable for complying with the Policy and all Secondary Documents.

Part IV
Review

4.1 Formal Procedure reviews shall 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 Approving Body deems it necessary;

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

Part V
Effect on Previous Statements

5.1 This Procedure supersedes all of 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

Health and Safety Policy
Response to Health and Safety Concerns Procedure
Safety Committees Procedure
Health and Safety – Employees Procedure
Health and Safety – Students Procedure