



## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>Safety Management</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 <a href="#"><u>Manitoba Workplace and Safety and Health Act</u></a>
<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>	Board of Governors members; All Employees (any person who directs the work of another)

### 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

Health and Safety – Visitors Procedure

Health and Safety - EHSO Procedure