Subject: Involvement of Workers in the Safety and Health Program

Effective Date: May 2009 (version 1) Supercedes: New

Review Date: 3 years or legislation or job changes

Original Signed by: Diane Gantzel, Director, WRHA Occupational and Environmental Safety & Health

1.0 GUIDING PRINCIPLES

1.1 In keeping with the Winnipeg Regional Health Authority (WRHA) commitment to providing a safe and healthy workplace as noted in the WRHA ‘Workplace Safety and Health’ policy (20.10.080), the following Operational Procedure has been developed to ensure that workers have opportunities to participate in workplace safety and health activities.

1.2 This operational procedure is also designed to ensure that when followed the minimum requirements of Manitoba Workplace Safety and Health legislation is complied with and where possible exceeded.

1.3 As with all matters relating to the Safety and Health of workers the Workplace Safety and Health Committee should be consulted for their input

2.0 DEFINITIONS

2.1 The Act: The Workplace Safety and Health Act W210 of Manitoba.

2.2 Committee: Means a workplace (occupational) safety and health committee established under section 40 of the Workplace Safety and Health Act.

2.3 Employer:

2.3.1 Every person who, by himself or his agent or representative employs or engages one or more workers,

2.3.2 and The Crown and every agency of the government.

2.4 Supervisor:

Means a person who has charge of a workplace or authority over a worker.

2.5 Worker:

2.5.1 Any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not.

2.5.2 Any person engaged by another person to perform services, whether under a contract of employment or not.

2.5.3 Any person undergoing training or serving an apprenticeship at an education institution or at any other place.
2.6 **Director** – means the person administratively responsible for the department or unit. Director includes heads of departments.

2.7 **OESH** - means the Occupational and Environmental Safety and Health Unit of the Winnipeg Regional Health Authority

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**3.0 OPERATIONAL PROCEDURE**

3.1 All facilities must ensure workers are engaged in their Workplace Safety and Health program by providing:

3.1.1 bulletin boards,
3.1.2 worker representation on safety and health committees,
3.1.3 methods for workers to raise health and safety concerns or suggestions
3.1.4 access directly or indirectly to their facility/site/program’s safety and health program
3.1.5 training opportunities for workers in safety and health

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**4.0 RESPONSIBILITIES**

4.1 **Facility/Program Executive Team**

4.1.1 Assign responsibilities to staff within the facility/program to ensure the implementation of this operational procedure.
4.1.2 Ensure resources (information, training, tool, equipment and time) are available to provide / maintain 4.1.1
4.1.3 Support the Operational Procedure throughout the facility/program.

4.2 **Directors/Managers/Supervisors**

4.2.1 Regularly communicate with Workers about workplace safety and health matters
4.2.2 Provide Workers with access to information relevant to the Workplace Safety and Health program
4.2.3 Ensure Workers become involved in hazard identification, risk assessment, and safety training.
4.2.4 Ensure Workers use the reporting mechanism established in the facility/site/program to report hazards promptly and to make recommendations about appropriate ways to control those hazards.
4.2.5 Provide follow up reports from investigations, inspections, concerns, corrective actions relating to safety and health matters.

4.3 **Worker**

4.3.1 Participate in the Workplace Safety and Health Program by
4.3.1.1 Reporting unsafe acts or conditions to their immediate supervisor
4.3.1.2 Raising concerns and making recommendations for improvements related to safety and health to their immediate supervisor
4.3.1.3 Making suggestions to improve the safety and health program to the workplace safety and health committee.
4.3.1.4 Involvement in hazard identification and assessment, prioritizing hazards, training, and program evaluation

4.3.2 Access information relevant to the Workplace Safety and Health Program through: (specific to your facility/site/program and not limited to the following)

4.3.2.1 Winnipeg Regional Health Authority website - SafeHealthcare
4.3.2.2 Facility/site program internal website
4.3.2.3 Postings in strategic locations (bulletin boards)
4.3.2.4 Operational and safe work procedures of the program
4.3.2.5 General and departmental orientation on job hazards and prevention measures
4.3.2.6 Workplace Hazardous Materials Information System (labels, material safety data sheets, training) This may be in hard copy or through the WRHA MSDS Online Database
4.3.2.7 Information sessions – Examples: Blood/Body Fluid Post Exposure Care Map, Work Related Injury Near Miss Form
4.3.2.8 Training provided in specific health and safety topics

4.4 Department/Facility/Program Workplace Safety and Health Committees
4.4.1 Consult with the facility/site/program on the development and implementation of this operational procedure.
4.4.2 Review and monitor the effectiveness of this operational procedure.
4.4.3 Promote worker involvement in the safety and health program.
4.4.4 Facilitate the means by which workers can have their concerns and recommendations communicated.

4.5 Occupational and Environmental Safety & Health
4.5.1 Consult with the facility/site/program on all aspects of this Operational Procedure

5.0 TRAINING REQUIREMENTS

5.1 The training program must be workplace specific, effective and updated annually or when changes which may affect the procedure are introduced in the workplace.

5.2 All workers must be made aware of the opportunities for involvement that exist in the facility/site/program including but not limited to:

5.2.1 Methods to raise concerns related to workplace safety and health
5.2.2 How to access information related to workplace safety and health
5.2.3 Training opportunities in workplace safety and health
5.3 All training must be documented. Records must be kept as required by the Workplace Safety and Health Act and Regulations.

5.4 Retraining will be offered if necessary or upon request.

REFERENCES: