

 <p>Policies & Procedures Manual</p>	# Pages: Page 1 of 2	Policy Number: WS-01-01
	Approved by: Senior Executive Council	
Section: WORKPLACE SAFETY and HEALTH - GENERAL	Effective Date: May 17, 2017	
Title: WORKPLACE SAFETY and HEALTH	Replaces: WS-01-01 (November 19, 2014)	

POLICY STATEMENT

All members of the University College of the North (UCN) at all levels of the organization from the highest executive levels to front-line supervisors, instructors, workers, and students are responsible for ensuring a safe work environment for staff, students, contractors and visitors. It is the policy of UCN to:

- Protect the safety of all employees, students, contractors and visitors;
- Comply with the Manitoba Workplace Safety and Health Act W210;
- Give priority to safe working conditions and job safety practices in planning, directing and implementing UCN operations;
- Formulate and carry out continuing effective safety programs and procedures appropriate to UCN operations.

All staff and students, contractors and any person who visits, rents or leases UCN premises, must observe the appropriate safety and health procedures. In addition, the policy applies to any premise rented or leased by UCN.

PURPOSE OF POLICY

In recognition of the leadership role UCN plays in the workplace and the community, UCN places a high priority on health and safety.

PROCEDURES

UCN demands a high level of health and safety performance by participants in all UCN related activities to ensure a safe and healthy environment for staff, students, contractors and visitors. The following procedures and requirements comply with legal standards for maintaining a safe working and learning environment. Based on the internal responsibility system, all staff must ensure that reasonable up-to-date best practices are used, taught and continuously improved upon within their respective departments and programs.

1. All potentially dangerous equipment and/or systems must be in good working order with all safety devices in place as recommended by manufactures or industry best practices. Any piece of equipment or system not meeting appropriate standards as determined by the Workplace Safety and Health Committee at each Campus and/or the staff of the area is to be immediately shut down and locked out/tagged out until the deficiency has been rectified. Facility related equipment, systems and common use area hazards are to be recorded and reported to the appropriate department or individual for assessment and correction.
2. The Act states that supervisors/instructors are responsible and accountable for ensuring that their respective workers have received appropriate instruction on the safe and proper

use of potentially dangerous equipment, including the proper use of safety devices and protective equipment, required in a program and/or work environment. With respect to students, this must include clearly identified modules on safety procedures within the curriculum and a requirement for each student to demonstrate competency of the safety procedures and operation prior to operating equipment. Supervisors and instructional staff are responsible for maintaining appropriate records, to prove that the above has taken place, as an element of due diligence documentation.

3. All equipment, procedures or systems having inherent hazards associated with their operation must have the appropriate safe work procedures clearly mounted in a binder and posted where possible on equipment in such a way as to be visible and/or accessible but not distracting to the operator.
4. Appropriate safety rules, personal protective equipment and/or clothing requirements must be clearly posted and enforced in relevant areas.
5. The development and maintenance of a documented Safety Management System, under the guidance of the Vice-President Finance and Resources is a prime responsibility of all levels of line management from front line supervisors and instructors to the most senior level executives. The Vice-President Finance and Resources (or designate), in consultation with other supervisors, is responsible to ensure the Program is maintained, and that all appropriate individuals are informed of any changes.
6. Students and staff who do not wear the properly prescribed safety equipment or appropriate clothing will be denied access to the area. Disregard of the policy may lead to disciplinary action, up to and including dismissal from UCN.
7. In order to ensure the ongoing safe operation of equipment, systems and protective equipment, there is to be a formal documented schedule of preventative maintenance that has been developed by the user staff in conjunction with the supplier or manufacturer recommendations. The Workplace Safety and Health Committee will monitor preventative maintenance schedules and documentation as part of the routine inspection process.
8. Instructional staff must take reasonable care to ensure that students do not work alone or are not left unsupervised in an area while using potentially hazardous materials, equipment and processes.
9. The Vice-President Finance and Resources (or designate) has been delegated the authority to order the cessation of any activity not conforming to this policy and to report it immediately to the appropriate supervisor.

IMPLEMENTATION AND REVIEW

1. Recruitment, orientation, training and developmental practices and programs will ensure that employees at all levels are competent to carry out their duties and responsibilities as required. Employees are to be involved and consulted in safety program development and review with respect to their responsibility areas in order to gain commitment to maintain this policy. Administration, Human Resources and the Workplace Safety and Health Committee at each Campus will coordinate training and inspections necessary to determine and assist in understanding, implementation, and maintenance of this policy and the Safety Management System.
2. The Vice-President Finance and Resources (or designate) and the Workplace Safety and Health Committee at each Campus will conduct periodic reviews and internal audits in order to ensure that this policy and the Safety Management System comply with, or exceed regulatory compliance requirements.