

 Policies & Procedures Manual	# Pages: 1 of 4	Policy Number: WS-01-13
	Approved by: Senior Executive Council	
Section: WORKPLACE HEALTH and SAFETY – GENERAL	Effective Date: May 17, 2017	
Title: RESPONSIBILITY AND ACCOUNTABILITY FOR SAFETY	Replaces: WS-01-13 (April 22, 2013)	

POLICY STATEMENT

The safety and health of all University College of the North (UCN) staff, students, contractors and visitors is a priority.

UCN shall, so far as is reasonably practicable, provide a safe and healthy environment. All reasonable measures shall be taken to prevent and eliminate accidental injuries and illnesses.

The Campus Managers in Thompson and The Pas, the Regional Centre Coordinators, the Workplace Safety and Health Manager and the UCN Workplace Safety and Health Committees shall work to achieve the objective set out in this policy.

UCN seeks to ensure health, safety and accident prevention form an integral part of the design, construction, purchase and maintenance of all buildings, equipment and work processes under control of UCN.

Workplace Health and Safety Committees shall monitor the safety and health programs within their areas and make recommendations to improve their effectiveness.

UCN will meet or exceed the minimum legal standards set out in The Workplace Safety and Health Act (Manitoba) and other such applicable safety and health legislation, as amended from time to time.

PURPOSE OF POLICY

The purpose of the policy is to identify UCN's commitment to, and responsibility for, the safety and health of all staff, students, contractors and visitors to UCN as well as to identify the responsibility and accountability of all staff, students, contractors and visitors.

PROCEDURES

1. RESPONSIBILITY

The successful application of this policy will be achieved by everyone exercising their responsibilities for safety and health as follows:

UCN

It is the responsibility of UCN acting through Senior Executive Council, Deans, Directors and Supervisors to:

- provide a safe and healthy working environment;
- provide such information, supervision and instruction to students and employees as may be reasonably required to allow them to conduct their activities in a safe and healthy manner;
- ensure safety training programs are in place and all staff have completed appropriate safety training;
- keep a record of all safety training of employees and students;
- ensure regular inspections are made and take action as required to improve unsafe conditions;
- support supervisors and safety committees in the implementation of an effective accident prevention program;
- establish and support Workplace Safety and Health Committee(s); and
- take all reasonably practicable measures to ensure compliance with applicable regulations passed under the Workplace Safety and Health Act (Manitoba) and other applicable safety and health regulations as amended from time to time.

The Supervisor

(Note: A supervisor means a person who has charge of a workplace or authority over a worker or student.)

It is the responsibility of a supervisor to:

- promote safety awareness and demonstrate the importance of safe job performance;
- formulate specific rules and safe and healthy work procedures for activities falling under their areas of supervision;
- ensure that all employees under their supervision are made aware of safe and healthy practices and that employees follow the procedures;
- discuss specific hazardous conditions prior to beginning each new project;
- provide personal protective equipment and any other safety equipment to persons under their supervision;
- provide training in the safe use and operation of tools, machinery and equipment;
- maintain a housekeeping standard and assign definite responsibilities to individuals for good housekeeping;
- regularly inspect their areas for hazardous conditions;

- enforce all safety rules and maintain compliance with all Federal and Manitoba Workplace, Safety and Health Regulations. Take disciplinary action as necessary to ensure compliance with the rules;
- provide a good example for employees by always directing and performing work in a safe manner;
- provide safe working conditions for all workers under his/her supervision;
- promptly correct unsafe work practices or hazardous conditions; and
- ensure that any accidents that occur in their area of responsibility are properly investigated in conjunction with the Workplace Safety and Health Committee and to implement procedures that will minimize the re-occurrence of a similar accident

The Employees and Students

It is the responsibility of all workers (employees and students) to:

- use reasonable care so as to protect their own safety and health and the safety and health of others affected by their actions or omissions;
- conduct all activities in accordance with safety and health rules, policies and procedures established by the supervisor and UCN;
- take an active part in practicing safe and healthy work habits;
- use all devices and wear all articles of clothing and personal protective equipment designed and provided for protection, by employer or as required by the safety and health regulations;
- know and comply with the safety rules and regulations;
- know and comply with specific safe work procedures;
- maintain good housekeeping within work area;
- set a good example for fellow students and workers;
- seek guidance from instructors or supervisors concerning safety-related knowledge and skills required to ensure safe and healthy performance of tasks;
- immediately report any accident, injury or unsafe conditions to the appropriate supervisor and obtain proper medical attention;
- properly use and adequately care for personal protective equipment that is required for their activities; and
- consult and cooperate with the Workplace Safety and Health Committee.

2. ACCOUNTABILITY

UCN

The Vice President Finance and Resources is responsible for the communication, administration and interpretation of this policy, including providing advice, guidance, technical support and ensuring that department and administrative units are made aware of their responsibilities to comply with the policy.

The Supervisors, Employees and Students

All employees, supervisors, and students will be accountable for policy compliance.