

# A Safe Workplace

## A Workplace Safety and Health Manual for Your Community

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		Approved By: Harvey Bostrom
Subject:	Workplace Safety and Health Program	Effective: April 01, 2005
		Revised: April 1, 2011

### What is the policy?

*The Manitoba Workplace Safety and Health Act and Regulations, section 7.4(5) states "a workplace safety and health program must include a statement of the employer's policy with respect to the protection of the safety and health of workers at the workplace".*

It is Aboriginal and Northern Affairs' policy that community councils and their employees must comply with all elements outlined in the manual entitled *A Safe Workplace - A Workplace Safety and Health Manual for Your Community*, *The Workplace Safety and Health Act* and related legislation.

The department is committed to ensuring so far as is reasonably practicable, the safety, health and well being of community council employees and council members. Their safety is of vital importance.

The responsibility for good safety performance is shared between the department, the council and their employees. It is the duty of every council member, community employee and Aboriginal and Northern Affairs staff to be alert to and report hazards, to use protective devices and wear personal protective equipment as required. Unacceptable performance of health and safety responsibilities will not be tolerated.

Community councils should follow the procedures outlined in the *Community Employee Management Guide* as it relates to disciplinary action regarding non-compliance with this manual or *The Workplace Safety and Health Act* and related regulations. Depending on the seriousness of the situation council may choose to accelerate the process. The regional office is available to provide advice as it relates to disciplinary action.

A Statement of Responsibilities, as attached, outlines responsibilities of the Department of Aboriginal and Northern Affairs, the community council and community council employees.

### Community responsibilities

Council will ensure that:

- this policy is posted on the workplace safety and health bulletin board; and
- all sections as described in the *A Safe Workplace - A Manual for Workplace Safety and Health Program in Your Community* are adhered to. Sections are outlined below:

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- Community Harassment Prevention
- Community Ergonomic Plan
- Violence Prevention
- Inspection Process and Hazard Recognition & Control System
- Emergency Response Plan
- Plan to Control Chemical and Biological Hazards
- Contractor Safety
- Investigating Incidents, Accidents, Dangerous Occurrences & Right to Refuse Dangerous Work
- Workplace Safety and Health Training Requirements
- Workplace Safety and Health Representatives (Employee and Management)
- Program Evaluation and Revisions
- Signage and Markers
- Safety Rules
- Safe Work Procedures
- Safe Work Practices

### Other Information

- Appendix I-A-1                      Statement of Responsibilities