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| <b>POLICY:</b><br><br><b>Workplace Safety, Health and Wellness</b> |  | <b>POLICY NUMBER:</b><br><br><b>WSH-1</b>  |
|  |  | <b>PREVIOUS/REPLACES:</b><br><br><b>Workplace Safety and Health and Wellness</b> |
| <b>APPROVED BY:</b><br><br><b>Executive Council</b>                | <b>EFFECTIVE DATE AS OF:</b><br><br><b>July 13, 2023</b> | <b>PRIOR VERSIONS:</b><br><br><b>June 29, 2018</b><br><b>June 1, 2010</b>        |

## 1. Policy Statement:

The Manitoba Institute of Trades and Technology (to be referred to as MITT) is committed to providing a safe and healthy environment that focuses on wellness for those who work, study and visit MITT.

At a minimum, MITT will comply with all federal or provincial legislation and regulations pertaining to Workplace, Safety and Health (WS&H). MITT acknowledges its duty and responsibility to ensure that every reasonable precaution is taken to ensure a safe and healthy environment.

MITT recognizes that safety, health and wellness is a shared responsibility where everyone has a responsibility to be aware of and conduct themselves in accordance with the law and applicable MITT policies. All members of the MITT community have a role to play in creating and maintaining a safe and healthy working and learning environment.

All workers at MITT have a duty to ensure that their work does not put any person at MITT at risk. For example, facilities and operations shall maintain buildings and parking lots that are safe for all employees, students and visitors. Instructors shall provide a safe learning environment that minimizes risks and keeps students safe and models a safe work ethic.

MITT will reinforce safety, health, and wellness as an integral part of planning and day to day operations in the achievement of its goals.

MITT is committed to continuous actions that reinforce and remind all members of the MITT community of the importance of workplace safety, health and wellness.

MITT is committed to health and safety efforts beyond the workplace, recognizing and supporting related initiatives within the community and our families.

## 2. Scope:

This policy applies to all members of the MITT community including:

- All MITT employees including full-time, part-time, causal and contract;
- All MITT students including full-time and part-time secondary and post-secondary programs;
- All MITT Governing Board Members;
- Volunteers and visitors to MITT;
- Any member of an external group that rents/uses a MITT facility; and
- All other persons who provide goods, services or facilities on behalf of MITT.



### 3. Procedure:

#### a. MITT's Workplace, Safety and Health and Wellness program will:

- Provide mechanical and physical safeguards to the maximum extent possible.
- Conduct a program of safety and health inspections to find and eliminate unsafe working conditions and practices, to control health hazards, and to comply fully with the safety and health standards for every job.
- Train all workers and students in good safety and health practices. This commitment will be consistent and ongoing.
- Provide necessary personal protective equipment and instruction for its use and care.
- Report and investigate all incidents and near incidents.
- Establish Workplace Safety & Health Committees at each MITT location where safety and health meetings shall be held at a minimum every three months.
- Develop and enforce safety and health rules and require that workers cooperate with these rules as a condition of employment. It is our belief that all incidents can be prevented and every effort shall be made to:
  - Identify and assess hazards;
  - Tell others about them;
  - Control or reduce the risk of those hazards.

All members of the MITT community are expected to fulfill their safety responsibilities and to follow MITT's safety handbook, policies and procedures. Any violation may be viewed as a serious disciplinary offense and will be dealt with appropriately.

Any member who has any concern regarding WS&H is encouraged to speak to their supervisor manager, instructor or any member of the workplace, safety and health team or the Safety & Health Coordinator. MITT values any feedback and contribution to the overall safety, health and wellness at MITT.

#### b. Role of all Workers

- Attend all relevant safety and health training.
- Comply with the Program and cooperate with their supervisor or any other authorized persons exercising safety and health related duties.
- Ensure all safety devices, equipment guarding, clothing and personal protective equipment are used and maintained.
- Ensure that all equipment is in good working order and safe to use.



- Lock-out, tag-out or otherwise prevent defective equipment from being used until repaired or replaced.
- Inspect their areas to identify hazards and recommend appropriate controls.
- Request additional safety information or direction if unclear or uncertain on safe work procedures.
- Report all accidents, incidents, injuries, near misses and hazards.
- Report all violence, bullying or workplace harassment incidents.
- Ensure that any staff or students using equipment have been properly trained and the safe and proper use of equipment (including stationary and mobile equipment).
- Inform their staff and students of their rights and responsibility under applicable safety and health laws.
- Enforce, train and monitor staff and students on safety and health policies and procedures at MITT.
- Take all precautions necessary to protect the safety, health and wellness of their staff and students.

c. Role of all Students

- Attend all necessary safety and health training.
- Practice safe work habits.
- Comply with all Workplace Safety and Health legislation.
- Comply with MITT's Workplace Safety Health and Wellness policies, procedures, and rules.
- Cooperate with their Instructor or any other authored person exercising safety and health related duties.
- Wear required safety devices as required and instructed.
- Report all accidents, incident injuries, near misses and hazards to Instructors.
- Report all violence, bullying or workplace harassment incidents.

**4. Administration:**



The Associate Vice-President, Finance and Campus Services is responsible for ensuring that this policy is adhered to.

## **5. Review:**

This policy will be reviewed at a minimum every three years by Executive Council to coincide with the legislative requirement that procedures be established to review and revise a workplace safety and health program every three years or more. This policy shall remain in effect until amended or revoked regardless of the five-year review.

## **6. Reference:**

Legislation and Government Documents:

*The Workplace, Safety and Health Act*

*Manitoba Regulation 217/2006 – Manitoba Workplace Safety and Health Regulation*

Guide for Developing a Workplace Safety and Health Program MITT

Policies and Documents:

Disaster and Emergency Plan Policy

Progressive Discipline Policy

Rental of MITT Facilities

Respectful Workplace, Harassment Prevention and Non-Discrimination

Sexual Violence and Misconduct Policy

Smoke Free and Vape Free Policy

Student Discipline Policy

Violence Prevention Policy

Working Alone or in Isolation Policy

Other Documents:

MITT Disaster Emergency Plan

MITT Procedures on Workplace Safety and Health

MITT Safety Handbook

## **7. Definitions:**

**A worker includes:**

a) any person who is in an employment relationship with MITT to perform a service whether for gain or reward, or hope of gain or reward or not;

b) any person employed by any other employer to perform a service, whether under a contract of



employment or not

- i. who performs work or services for another person for compensation or reward on such terms and conditions that they are, in relation to that person, in a position of economic dependence upon that person more closely resembling the relationship of any employee than that of an independent contractor, and
  - ii. who works or performs services in a workplace which is owned or operated by the person who engages him to perform services.
- c) any person undergoing training or serving an apprenticeship at MITT.

**A supervisor** means a person who has charge of a workplace or authority over a worker.