

Policy and Procedure

Title:	Corporate Safety and Health Program
Policy Number:	03.008
Effective Date:	August 10, 2006
Last Revision Date:	January 17, 2018
Approving Body:	President and CEO
Authority:	CancerCare Manitoba Act
Responsible Officer:	President and CEO
Delegate:	
Contact:	Workplace Safety and Health Committee; Human Resources Department
Applicable to:	All CCMB employees, medical staff, volunteers, students, and other individuals associated with CCMB

1.0 BACKGROUND:

1.1 The Manitoba Workplace Safety and Health Act (“the Act”) requires employers with 20 or more workers to establish a written Safety and Health Program. One of the required elements of such a program is a statement of the employer’s policy with respect to protecting the safety and health of workers at the workplace.

2.0 PURPOSE:

- 2.1 To provide a statement of principles to govern CCMB’s safety and health actions.
- 2.2 To provide information on CCMB’s commitment to safety and health.
- 2.3 To broadly outline the framework of CCMB’s Safety and Health Program. The details of the Corporate Safety and Health Program are further outlined in additional Policies and/or Procedures.

3.0 DEFINITIONS:

- 3.1 Worker - an employee of CCMB who is not in a supervisory or management position.
- 3.2 Supervisor - a person who has charge over a workplace or authority over a worker.

4.0 POLICY:

- 4.1 CancerCare Manitoba is committed to the safety and wellbeing of its employees, contractors, volunteers, patients, and visitors. CCMB’s Corporate Safety and Health Program is intended to help protect life, property, and the environment. All reasonable measures will be taken to ensure this is accomplished.
- 4.2 CancerCare Manitoba will develop a documented Corporate Safety and Health Program that, as a minimum, meets the requirements of the Workplace Safety and Health Act.

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5.0 **PROCEDURE:**

- 5.1 Through the Human Resources Department, Workplace Safety and Health Committee and others, CCMB will develop the following components of its Corporate Safety and Health Program:
- 5.1.1 Identify accountability and responsibilities to ensure the program is fully implemented and achieves maximum effectiveness (see Appendix – Statements of Responsibility).
 - 5.1.2 Identify potential hazards and risks encountered in the workplace.
 - 5.1.3 Mitigate hazards and risks through inspections, safe work procedures, and other means.
 - 5.1.4 Provide adequate training for supervisors and employees so they understand the dangers and risks they face in their workplace and are equipped to work safely each day.
 - 5.1.5 Provide the necessary personal protective equipment for each employee to do their work safely.
 - 5.1.6 Record, investigate, and report on dangerous occurrences, serious incidents, and refusals to work so that we can learn from them and avoid similar situations in the future and to ensure that appropriate corrective action is taken.
 - 5.1.7 Identify people and resources to deal with emergencies and disasters.
 - 5.1.8 Design and purchase facilities, furniture, and equipment with safety, health, and environmental stewardship as important considerations.
 - 5.1.9 Promote and support whenever possible healthy living choices for CCMB employees.
 - 5.1.10 Set and track performance indicators and strive for continuous improvement through feedback from employees and supervisors, inspections, and incident investigations.
 - 5.1.11 Develop a culture and work environment in which employees are motivated to actively participate in the promotion of safety and health and are empowered to identify unsafe conditions without fear of reprisal.
- 5.2 The President and CEO (or designate) will ensure that a *Workplace Safety and Health Program* that meets the requirements of the Act and this policy is developed, implemented, and maintained.
- 5.3 The President and CEO (or designate) will ensure that a *Workplace Safety and Health Committee* is established and maintained as required by *the Act*.

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- 5.4 Managers and Supervisors are responsible for implementing the Workplace Safety and Health Program. Specifically, but not limited by, Managers and Supervisors are to:
- 5.4.1 Take all necessary precautions to protect the safety and health of workers under their supervision.
 - 5.4.2 Ensure that workers under their supervision work in a manner that is in accordance with the *Manitoba Workplace Safety and Health Act* and its regulations.
 - 5.4.3 Identify hazards in their workplace(s).
 - 5.4.4 Advise their employees and others in their area of known hazards they are aware of.
 - 5.4.5 Develop, teach, and enforce safe work practices.
 - 5.4.6 Develop and implement effective hazard controls including ensuring that workers under their supervision use/wear devices, clothing, and personal protective equipment designated by CCMB Policy and Procedure and/or required to be worn by the Act or its regulations.
 - 5.4.7 Investigate hazardous conditions and incidents and implement corrective measures as required.
- 5.5 Workers will:
- 5.5.1 Take reasonable care to protect their safety and health and that of others who may be affected by their acts or omissions at work.
 - 5.5.2 Use all devices and wear all articles of clothing and personal protective equipment provided for their protection as required by the Act, the regulations, or CCMB policy.
 - 5.5.3 Co-operate with the Workplace Safety and Health Committee and any other person exercising a duty imposed by the Act, the regulations, or CCMB safety and health policy.
 - 5.5.4 Comply with the Act and the regulations.
 - 5.5.5 Follow the safe work procedures developed by each department.
 - 5.5.6 Report unsafe acts and workplace hazards immediately to their supervisor, the Workplace Safety and Health Committee, and/or other management person. An entry should be made in the electronic reporting system for unsafe acts.

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5.5.7 Report incidents, near misses, injuries, or illnesses immediately to their supervisor, the Workplace Safety and Health Committee, and/or other management person. An entry should be made in the electronic reporting system for all incidents, near misses, injuries, or illnesses.

5.6 This Policy and Procedure will be presented to all new employees during their general orientation to CCMB.

5.7 This Policy and Procedure will be presented to all Managers and Supervisors. Managers and Supervisors are to ensure all of their staff have read and understand this Policy and Procedure.

5.8 Anyone not adhering to this Policy and Procedure will be subject to disciplinary action in accordance with CCMB Policy 05.504 - Disciplinary Action.

6.0 **REFERENCES:**

6.1 The Manitoba Workplace Safety and Health Act W210.
<http://web2.gov.mb.ca/laws/statutes/ccsm/w210e.php>

6.2 Manitoba Department of Labour – “Guide for Developing a Workplace Safety and Health Program”.
<https://www.safemanitoba.com>

Policy Contact:

All enquiries relating to this policy should be directed to:

Name:

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Title/Position:	Workplace Safety and Health Committee	Human Resources Department
Phone:	Via Human Resources	
E-mail:		
Address: (if required):		

DOCUMENTATION

Policy Location:

This policy is located (hard and e-copy formats):

- | | |
|----|--|
| 1. | The original signed and approved policy is on file in the Executive Office, CCMB |
| 2. | The e-copy is on file in the CCMB Governing Documents Library on SharePoint |
| 3. | |

Revision History:

Date	Version	Status	Author	Summary of Changes
dd/mm/yyyy	#	Initial, Draft Final Minor/Major revision		
10/08/2006	1	Initial		
01/12/2011	2	Revision	Human Resources	
17/01/2018	3	Minor Revision	Policy Office	Updated format, contacts, position and committee names.
22/02/2018	4	Minor Revision	S.Friedenberger	Appendix added

Approvals Record:

This Policy requires approval by:

Approval	Date	Name / Title	Signature
		Not applicable.	

FINAL APPROVAL:

Date	Name / Title	Signature
Jan 17 2018	Dr. S. Navaratnam President and CEO, CancerCare Manitoba	Original signed by Dr. S. Navaratnam

March 2018: Next revision pending approval of provincial policy to be adopted by CancerCare Manitoba.

APPENDIX

STATEMENTS OF RESPONSIBILITY

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Employers and senior managers have responsibilities that include:

- ◆ providing a safe and healthy workplace
- ◆ ensuring that legal safety and health requirements are met
- ◆ establishing and maintaining an effective safety and health program and obtaining input from the safety and health committee
- ◆ allocating enough resources (money, time, equipment, and people, including competent managers and supervisors) to implement the program
- ◆ making sure that managers and supervisors are trained, supported, and held accountable for fulfilling their workplace safety and health requirements
- ◆ managing the safety and health performance of their managers and supervisors
- ◆ making sure workers have the information, training, certification, supervision, and experience to do their jobs safely
- ◆ making sure that persons not in the employer's service are not exposed to risks to their safety or health arising out of, or in connection with activities in the workplace
- ◆ making sure medical/first aid facilities are provided as needed
- ◆ ensuring that workers have the means to allow them to participate effectively in safety and health discussions
- ◆ co-operating with other parties in dealing with safety and health issues
- ◆ signing all departmental safety and health policies

Front line managers and supervisors have responsibilities that include:

- ◆ understanding and ensuring compliance with workplace safety and health requirements
- ◆ co-operating with the workplace safety and health committee, helping it to do its job properly, and ensuring all employees support committee members in their safety and health activities
- ◆ making sure hazards are identified and proper steps are taken to control the risks
- ◆ inspecting work areas and correcting unsafe acts and conditions
- ◆ instructing and coaching workers to follow safe work procedures
- ◆ ensuring only authorized, competent workers operate equipment
- ◆ ensuring equipment is properly maintained
- ◆ ensuring the necessary personal protective equipment is provided to workers and used properly
- ◆ knowing how to safely handle, store, produce, and dispose of chemical and biological substances at the workplace
- ◆ understanding and implementing emergency procedures
- ◆ reporting, investigating, and documenting incidents and near misses
- ◆ promoting safety and health awareness
- ◆ co-operating with other parties in dealing with safety and health issues

Workers have responsibilities that include:

- ◆ understanding and following legislation and workplace safety and health requirements
- ◆ following safe work procedures
- ◆ using safety equipment, machine guards, safety devices, and personal protective equipment

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- ◆ reporting unsafe acts and workplace hazards
- ◆ reporting incidents, near misses, injuries, or illnesses immediately and completing required documentation
- ◆ working and acting safely and helping others to work and act safely
- ◆ co-operating with the workplace safety and health committee and others on safety and health issues
- ◆ attending safety courses/training sessions provided by CCMB

President and Chief Executive Officer has responsibilities that include:

- ◆ senior management responsibilities as outlined above under “Employers and Senior Managers”
- ◆ signing all corporate safety & health policies
- ◆ promoting the Corporate Safety and Health Program
- ◆ reviewing the Corporate Safety and Health Program annually to ensure its effectiveness

Chief Operating Officer has responsibilities that include:

- ◆ senior management responsibilities as outlined above under “Employers and Senior Managers”
- ◆ reviewing the Corporate Safety and Health Program annually to ensure its effectiveness

Human Resources is responsible for managing and coordinating the elements of the Corporate Safety & Health Program. Specific responsibilities include:

- ◆ assist in the development, promotion, implementation, compliance monitoring, and updating of the Safety & Health Program
- ◆ assist with identifying and requesting resources required in order for CCMB to meet its Safety and Health obligations
- ◆ working together with the Workplace Safety and Health Committee in order to address identified safety issues promptly
- ◆ receiving and reviewing all “safety & environment” related occurrence reports as well as reporting trends, concerns, and suggestions for corrective action to Senior Management
- ◆ scheduling incident investigations together with the worker co-chair of the Workplace Safety and Health Committee
- ◆ communicating relevant safety and health information and directives to managers, employees, safety officers/committees, and external organizations
- ◆ receiving and reviewing safety related reports/correspondence from external organizations and safety officers
- ◆ providing safety reports to Senior Management as required/directed
- ◆ creating/maintain filing/documentation system for items related to the Safety Program
- ◆ assist with the drafting of corporate safety policies and procedures

Workplace Safety and Health Committee is required by law. Their responsibilities, which are fully outlined in the Manitoba Workplace Safety and Health Act (W210), the Workplace Safety and Health Committee Regulation (Manitoba Regulation 217/2006R), and their Terms of Reference, include:

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- ◆ recommending to management, policies & procedures for the safety and health program
- ◆ assisting workers and management to identify, record, examine, evaluate and resolve safety and health concerns in the workplace
- ◆ recommending and/or developing practical procedures to help achieve a safe and healthy workplace in an economically responsible manner
- ◆ promoting education and training programs aimed at fostering an awareness of safety and health matters, and individual responsibility, in the workplace
- ◆ receiving and addressing concerns and complaints with respect to the safety and health of workers
- ◆ identifying risks to the safety or health of workers or other persons arising out of, or in connection with, activities in CancerCare Manitoba;
- ◆ developing and promoting measures to protect the safety, health and welfare of persons in CancerCare Manitoba, and evaluating the effectiveness of such measures
- ◆ cooperating with the occupational health service (Human Resources, Occupational Environmental Safety and Health (OESH), Management, other Safety Committees, etc.) in order to promote safety and Health
- ◆ cooperating with a Safety and Health Officer of the Manitoba Workplace Safety and Health Division, when the officer is exercising his duties under the Act
- ◆ developing and promoting programs for education and information concerning safety and health
- ◆ maintaining records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the Committee
- ◆ performing an annual Safety and Housekeeping Inspection and preparing a report to Senior Management of their findings
- ◆ performing additional inspections as deemed necessary
- ◆ assisting in the investigation of accidents, dangerous occurrences and refusals to work

Director of Quality, Patient Safety and Risk has responsibilities that include:

- ◆ senior management responsibilities as outlined above under “Employers and Senior Managers”
- ◆ receiving all occurrence reports and managing the occurrence reporting system
- ◆ ensuring continuous improvement through the accreditation process and other means

Chief Human Resource Officer has responsibilities that include:

- ◆ senior management responsibilities as outlined above under “Employers and Senior Managers”
- ◆ promoting the Safety & Health Program and ensuring compliance through direct reports
- ◆ developing, promoting, implementing, and updating the Employee Health Program including management of Worker’s Compensation Claims and a Modified Work Program
- ◆ reporting to Senior Management with respect to the Employee Wellness Program as required/directed
- ◆ promoting the Corporate Safety and Health Program
- ◆ providing annual safety and health reports to the senior management team
- ◆ appointing Area Managers and the Chief Fire Warden for the Fire Warden Program

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- ◆ contracting out or appointing responsibility for program components as required/outlined in the Corporate Safety and Health Program
- ◆ setting up a Workplace Safety and Health Committee

MICB Safety Officer has responsibilities that include:

- ◆ developing , maintaining, and updating safety policies and procedures for the Manitoba Institute of Cell Biology (MICB) labs and assisting Principal Researchers and Management to monitor compliance with same
- ◆ becoming familiar with and monitoring compliance with CCMB and U of M safety and health programs
- ◆ working together with the Workplace Safety and Health Committee, CCMB Human Resources Advisors, and the U of M Environmental Health and Safety Office, and others in order to address all safety related issues promptly
- ◆ providing safety orientation and training courses for all MICB staff
- ◆ receiving and following up on all MICB occurrence reports
- ◆ reviewing safety issues with the CCMB Human Resources Advisors and the U of M Environmental Safety Office

Radiation Safety Team (RST) is responsible for overseeing radiation safety related to the Medical Physics and Radiation Therapy programs at CCMB. Their responsibilities, which are more fully outlined in the Radiation Safety Manual, include:

- ◆ overseeing the protection of staff and public from radiation hazards associated with sealed radioactive sources and radiation emitting devices owned and used by CCMB
- ◆ representing CCMB in dealing with radiation safety issues encountered when CCMB staff are working with sources which are owned and/or operated by others
- ◆ developing programs, policies, and procedures related to radiation safety
- ◆ ensuring continued compliance with statutory radiation safety requirements
- ◆ identifying, recording, examining, evaluating, and resolving radiation safety and health concerns
- ◆ ensuring the implementation of training and education programs regarding radiation safety
- ◆ working together with other licensees, agencies, and safety committees as necessary to address radiation safety issues
- ◆ reviewing the radiation safety implications of new equipment, programs, or changes to existing programs and ensuring that suitable policies and procedures are in place prior to their being brought on line
- ◆ ensuring that all new facilities are designed, built, and tested to satisfy all applicable radiation protection regulations as well as the principles of ALARA (As Low As Reasonably Achievable)
- ◆ performing an annual review of the Radiation Safety Program and submitting an annual written report to the Chief Executive Officer

Radiation Safety Officer (RSO) works closely with the Radiation Safety Team and is accountable to this team, the Head of Radiation Protection, as well as the Chief Executive Officer. They have responsibilities that include:

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- ◆ ensuring that policies and procedures developed by the RST
- ◆ delivering the radiation safety training program and refresher training
- ◆ reporting and investigating all occurrences involving radiation safety issues
- ◆ performing other radiation safety related activities as directed by the RST

Infection Control Professional reports to the Director of the Infection Control Services and has responsibilities that include:

- ◆ Development and ongoing review and assessment of infection control practices, policies and procedures for CancerCare Manitoba (CCMB) and to work in co-operation with infection control services associated with the institutions with which CCMB is affiliated.
- ◆ Development and performance of health care associated infection surveillance for CCMB including data analysis and information dissemination.
- ◆ Investigation and control of outbreaks or potential outbreaks of infection in CCMB- related facilities in co-operation with infection control services at host- site facilities, when indicated.
- ◆ Responsibility for ongoing surveillance of institutional construction, demolition, renovation, repair and maintenance with regard to infection risk.
- ◆ Provision of ongoing supervision of the practice of infection control precautions for all CCMB staff and consultation with hospital- based areas in matters related to infection prevention and control.
- ◆ Development, implementation and maintenance of teaching programs for patients, their families and significant others and CCMB personnel in all matters related to infection prevention and control.
- ◆ Development of and participation in research studies in areas relevant to infection prevention and control.
- ◆ Participate on the Workplace Safety and Health Committee and provide general expertise on infection control matters that affect the safety and health of CCM clients, contractors and staff

Occupational and Environmental Safety and Health (OESH) provides a contracted service for occupational health services . Their responsibilities, which are more fully outlined in their contract, include:

- ◆ providing a Health Documentation Program
- ◆ providing an Immunization Program
- ◆ providing a Communicable/Infectious Disease program for prevention and follow-up
- ◆ providing an Occupational Exposure/Injury Program as contracted
- ◆ providing annual voluntary antineoplastics medical surveillance for exposed employees
- ◆ providing an Occupational Hygiene Program applicable to indoor air quality and the physical environment
- ◆ providing a hearing Conservation and Noise Control Program as required by statutes
- ◆ participating on working groups to lend expertise as needed
- ◆ providing a Testing Program for Heavy Metals Exposure
- ◆ providing and maintaining employee records as they relate to the above

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Prime Contractors have the responsibility and the authority for maintaining the safety on the construction site. They have responsibilities that include:

- ◆ knowing and following the legislation
- ◆ setting up an effective system to ensure everyone involved in work on the project and who comes into the work site meets their legal safety and health obligations
- ◆ coordinating, organizing and monitoring work on the project to ensure reasonable and practical precautions are in place to effectively control safety and health hazards
- ◆ implementing a safety and health program that meets statutory requirements
- ◆ familiarizing themselves with the Owner's safety and health requirements and ensuring that these are met
- ◆ cooperating with the Owner's safety & health representatives in addressing all safety and health related issues
- ◆ reporting, investigating, and documenting injuries, incidents, and near misses

Contractors have responsibilities that include:

- ◆ cooperating with the prime contractor, other contracted employers, the Workplace Safety and Health Committees, and the Manager Safety & Health in protecting the safety and health of everyone in the workplace
- ◆ ascertaining what their responsibilities are in relation to the safety and health of all workers affected by their activities in the workplace
- ◆ conducting their work in a way that does not endanger anyone's safety and health
- ◆ providing information that could affect the safety and health of others at the workplace
- ◆ knowing and following applicable parts of the contractor's safety and health program
- ◆ knowing and following the legislation
- ◆ reporting, investigating, and documenting injuries, incidents, and near misses

Suppliers have responsibilities that include:

- ◆ supplying products that are safe when used according to instructions
- ◆ providing instructions for the safe assembly, use, and disassembly of products they supply (sell, rent, or lease)
- ◆ making sure that the products they supply comply with legislation