

- b) incorporate into operational policies, procedures, programs and projects adequate provisions for safe working conditions and practices;
 - c) monitor and evaluate safety within their respective areas of responsibility and recommend measures to improve conditions; and
 - d) be familiar with the contents of the Brandon University Emergency Procedures Manual.
3. Laboratory Instructors, Faculty and Supervisory Staff shall:
- a) ensure that students and student demonstrators are given adequate direction, training and instruction in the respective areas of their assignments so as to enable the safe performance of their study/work without undue risk;
 - b) ensure that all accidents and near accidents are reported to the University Safety and Health Office for such investigation as required, and that action is taken to prevent a recurrence; and
 - c) be familiar with the contents of the Brandon University Emergency Procedures Manual.
4. All Members of the University Community (including employees, students, visitors and contractors and their employees) shall:
- a) practice safe work habits;
 - b) observe all safety rules and procedures established by Federal, Provincial and Municipal authorities, and by Brandon University or its authorized officials or agents;
 - c) report hazardous or unsafe equipment, conditions, procedures or behaviour promptly to a supervisor and, where appropriate, make suggestions for corrective action. When a supervisor is not available and the situation warrants, or after repeated unsuccessful and unsatisfactory dealings with the supervisor, report to another appropriate University authority. The employee will make every possible attempt to resolve the issue;
 - d) report immediately to the supervisor all work related accidents or injuries, arrange for appropriate medical treatment without delay when such treatment is necessary;
 - e) properly use and adequately care for personal protective equipment provided by Brandon University; and
 - f) in the event of an emergency, implement the appropriate measures as described in the Brandon University Emergency Procedures Manual.