

 BRANDON UNIVERSITY	SAFETY AND HEALTH POLICY		
Board of Governors	Policy Sponsor:	Vice-President, Administration & Finance	First Approved: <i>23 FEBRUARY 2013</i>
	Primary Contact:	Safety and Health Advisor	Last Updated: <i>15 JUNE 2024</i>
	Approved by	Board of Governors	Review Scheduled: <i>JUNE 2029</i>

1. PURPOSE

Brandon University is committed to providing a safe, healthy and productive campus environment for students, staff, faculty and visitors. The University will develop, implement and maintain a Safety and Health Policy to ensure, so far as is reasonably practicable, the safety, health and welfare of all.

2. SCOPE

This policy applies to all members of the University community (including employees, students, visitors, and contractors and their employees).

3. DEFINITIONS

Emergency procedures: means as found in the [Emergency Procedures Manual](#)

Policy: means the *Safety and Health Policy*

President's Executive Council (PEC): The President, Provost and Vice-President Academic, Vice-President Research and Graduate Studies, Vice-President Administration and Finance, Associate Vice-President Indigenous Initiatives, Associate Vice-President People and Talent, and Manager Executive and Board Operations.

University: means Brandon University

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4. POLICY

The University shall:

- a) Provide a safe and healthy campus environment in which to work, study, and participate in educational, social, and recreational activities on campus as far as is reasonable and practicable
- b) Comply with all federal, provincial, and municipal requirements pertaining to safety and health in the workplace
- c) Facilitate effective safety and health programs necessary to the daily operations of the University
- d) Support the operation of the joint employer/employee Workplace Safety and Health Committee; and
- e) Ensure a safe and healthy work environment as a priority in the planning, direction, and implementation of University activities.

5. POLICY AUTHORITY

- **Policy Sponsor:** Vice-President Administration and Finance
- **Primary Contact:** Safety and Health Advisor
- **Approval Authority:** Board of Governors

6. RELEVANT LEGISLATION

[Manitoba Workplace Safety and Health Act and Regulation 2022 \(gov.mb.ca\)](http://gov.mb.ca)

[SAFE Work Manitoba \(safemanitoba.com\)](http://safemanitoba.com)

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7. RELATED POLICY DOCUMENTS

Safety & Health Related Documents can be found at: [Safety and Health | Brandon University](#)

[Safety Policies and Procedures](#)

[WHS Hazard & Incident Reporting](#)

8. PROCEDURES

All members of the University community (including management, employees, students, visitors, and contractors and their employees shall:

- a) Be familiar with the emergency procedures at Brandon University in order to be adequately prepared in the event of an emergency
- b) Observe all safety and health requirements established by federal, provincial, and municipal authorities, and by Brandon University or its authorized officials or agents
- c) Be familiar with the Workplace Safety and Health Act and associated Regulations
- d) Demonstrate safe and healthy work habits through the planning, assessment, evaluation, and implementation of activities ensuring compliance to applicable Safety and Health related procedures and regulations
- e) Incorporate safety and health provisions and practices in all University activities, operational policies, procedures, programs, and projects to ensure a safe and healthy work environment
- f) Report unsafe or hazardous incidents, equipment, conditions, procedures, or behaviour promptly to a Supervisor/Dean and, as appropriate, suggest corrective actions or measures to improve the working environment and conditions. When a Supervisor/Dean is not available and the situation warrants corrective action, or after repeated unsuccessful and unsatisfactory dealings with the supervisor, report to another appropriate University authority. The employee will make every reasonable attempt to resolve the issue prior to escalation to an external authority
- g) Report all work-related incidents to a Supervisor/Dean and the Safety and Health Advisor immediately and
- h) Properly use and maintain all personal protective equipment provided by Brandon University.

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In addition to these responsibilities:

1. The President's Executive Council (PEC) of the University shall:
 - a) Provide the organizational leadership and support necessary to implement and administer this policy, all relevant federal, provincial, and municipal requirements and statutes, and any internal safety and health procedures within the University and
 - b) Ensure the necessary resources are incorporated into operational planning and budgeting for the provision of safety and health programming and a safe and healthy working environment.
2. Deans, Directors, and Managers of Administrative Units of the University shall:
 - a) Provide the managerial support necessary to implement this policy, other relevant safety and health policies and procedures and ensure safe work procedures are accessible and utilized by all employees within their respective areas of responsibility and
 - b) Ensure employees and students are trained in the safe work procedures and personal protective equipment used in the course of their work/study duties.
3. Laboratory Instructors, Faculty and Supervisory Staff shall:
 - a) Provide direction and training to students and student demonstrators to ensure they are adequately prepared to conduct their study and/or work without undue risk and
 - b) Inspect work areas at regular intervals to prevent the development of an unsafe work environment, conditions, and practices. Inspection reports are to be completed and forwarded to the University Safety and Health Advisor for review at the Workplace Safety & Health Committee meetings. Inspection report forms can be found at [WSHC Inspection-Correction-Action-Recommendations Form](#).
4. University Safety and Health Advisor shall:
 - a) Develop, institute, and maintain safety programs, policies, and procedures to ensure compliance with occupational health and safety standards in conformity with both University policy and statutory requirements
 - b) Review and provide assistance to departments and areas to ensure that effective safety programs and safety committees are maintained

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- c) Consider recommendations from the work force, the Workplace Safety & Health Committee and recommend implementation where warranted
- d) Develop an annual inspection plan and facilitate inspections of University facilities in conjunction with the Workplace Safety & Health Committee at appropriate intervals to identify potential hazards and determine if procedures, equipment, and facilities meet acceptable occupational health and safety standards
- e) Investigate all incidents, provide recommendations, and take action as appropriate to prevent recurrence
- f) Advise the Worker's Compensation Board of all reportable incidents and
- g) Train, or arrange training, on campus wide safety and health initiatives.