

## Safety & Health Unit Contact Information

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## Incidents & Reporting Procedures

In accordance with MR 217/2006 Part 2 of the Workplace Health & Safety Act, FSH employees will ensure that all workplace incidents are reported & investigated. Should a **serious incident** take place the Workplace Health & Safety Division and the Safety & Health Unit of FSH must be notified.

### **Workplace Health & Safety Division**

(204) 945-9565

<http://www.gov.mb.ca/labour/safety>

### **FSH Safety & Health Unit**

(204) 232-6471

<http://www.gov.mb.ca/fs/whs/>

A **serious incident** is defined as an incident where the worker is killed or suffers from electrical contact; unconsciousness; concussion; fracture of the skull, spine, pelvis, arm, leg, hand or foot, amputation of an arm, leg, hand, foot, finger or toe; third degree burns; permanent or temporary loss of sight; cut or laceration that requires medical treatment at a hospital' asphyxiation or poisoning; collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation; an explosion; fire; flood; an uncontrolled spill or escape of a hazardous substance; or failure of an atmosphere-supplying respirator.

### **WHAT IS AN INCIDENT?**

An incident is any unplanned event that causes injury. A dangerous occurrence is any event that could have caused injury, but did not.

### **WHAT IS AN INCIDENT INVESTIGATION?**

An incident investigation is the accounting and analysis of an incident based on information gathered by examining all contributing factors and causes involved.

# Family Services & Housing

**Safety and Health Unit**  
500-326 Broadway  
Winnipeg, MB R3C 0S5

## Safety Guide

*Family Services &  
Housing is committed to  
preventing workplace  
injuries and to  
maintaining a healthy  
workplace where the  
responsibility for  
workplace safety and well  
being is shared by all  
members of the  
organization.*



## Workplace Safety & Health Statement of Principle

### **Family Services and Housing is committed to:**

- Securing all Family Services and Housing (FSH) workers and other persons in Family Services and Housing workplaces from risks to their safety and health arising out of or in connection with activities in the workplace.
- Implementing the FSH Workplace Safety and Health Policy effective September 2008.
- Establishing and maintaining a Workplace Safety and Health program that meets the requirements of the FSH Workplace Safety and Health Policy and the Government of Manitoba's Workplace Safety and Health Act and Regulations.
- A belief that workplace safety is the responsibility of all workers of the organization including employers, supervisors and workers.
- Involving workers in the management of their own workplace safety and health.
- Working collaboratively with Workplace Safety and Health Committees regarding the workplace safety and health of all FSH employees.
- Complying with all relevant government legislation.



## Rights of the Worker

**The right to know** – about what hazards there are in the workplace and what precautions must be taken to prevent injuries from these hazards.

**The right to participate** – in safety and health activities in the workplace without fear of any form of discriminatory action such as discipline.

**The right to refuse** – work that one reasonably believes can be dangerous to oneself or others.

### Right to Refuse Dangerous Work

#### **What is the Right to Refuse?**

In accordance with section 43 (1) of the WHS Act you can refuse any task that you have reasonable grounds to believe is dangerous to your safety and health or the safety and health of others.

#### **What Are the Steps Involved?**

##### **Step 1**

Report immediately to your supervisor, or to any other person in charge at the workplace, giving your reasons for refusing to work. At this point, the refusing worker and supervisor must attempt to resolve the concern. If the employer resolves the matter to your satisfaction, go back to work. If you still believe the work is dangerous....

##### **Step 2**

If the supervisor and worker cannot resolve the refusal, the worker co-chairperson of the safety and health committee, or a committee member must be asked to help for the purpose of inspecting the workplace. If the dangerous condition is not remedied after the inspection ....

##### **Step 3**

Any of the persons present during the inspection in STEP 2 may notify a safety and health officer of the refusal to work and the reasons for it. The safety and health officer will investigate the matter and decide whether the job situation or task the worker has refused constitutes a danger to the safety or health of the worker or any other worker or person at the workplace. The officer will provide a written decision to the refusing worker, each co-chairperson and the employer.

## Violence and Harassment

Manitoba Family Services and Housing recognizes that the potential exists for harassment, violent acts and threats of violence against their employees. *Any actual or threat of violence or harassment must be reported immediately to your supervisor.*

## Safety Committees

Family Services and Housing currently has several active safety committees.

The primary duties of WSH Committees are to assist workers and management to identify, record, examine, evaluate and resolve workplace safety and health concerns. WSH Committees can also be involved in promoting workplace safety and health awareness, and arranging for education and training programs.

Safety committees are a fun way to promote and improve workplace safety. Having a committee is a way of ensuring everybody has a voice in the safety of their workplace.

