

Safety and Health

Purpose

This policy outlines Manitoba Liquor and Lotteries Corporation's (the Corporation) responsibilities and commitment to establishing and promoting our position on the importance of Safety and Health in the workplace, in line with The Workplace Safety and Health Act and regulations.

Statements

1. The Corporation is committed to the prevention and reduction of workplace related injuries and occupational illness by providing a safe, healthy, and respectful environment for all Employees.
2. Everyone has a shared responsibility to prevent workplace injury and illness. This responsibility extends across all levels of the organization for being accountable to foster and maintain a safe and secure work environment.
3. Through the oversight of the Vice President, Human Resources, and with the assurance of executive management, the Corporation is committed to a safe and healthy workplace environment by:
 - Promoting Employee rights and responsibilities.
 - Ensuring Employees overseeing the work of others are trained, supported, and held accountable for fulfilling their workplace Safety and Health responsibilities.
 - Supporting workplace Safety and Health Committees in fulfilling their responsibilities.
 - Establishing a strong Safety and Health culture that includes Employee and Leadership shared involvement.
 - Placing responsibility for workplace Safety and Health on everyone in the workplace as an essential part of their job.
 - Ensuring the effectiveness of the Safety and Health Program (the Program), which sets the foundation for all Safety and Health initiatives across the organization.
 - Identifying Safety or Health hazards, while providing appropriate control systems, safe work practices, tools, equipment, and training to perform the work safely.
 - Prioritizing the promotion and maintenance of both the physical and mental well-being of Employees.

Policies are subject to amendment. The approved version of this document is retained by the Policy and Regulatory Compliance Office and shall be the governing version. Upon request, a copy of this policy will be provided in an accessible format.

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Management Responsibilities

4. All Leadership positions overseeing the work of others have a responsibility for ensuring the Safety and Health of their Employees. This includes, but is not limited to:
 - Managing the Safety and Health performance of the Leaders under their supervision.
 - Knowing, informing, and training Employees of any Safety or Health hazards they may encounter in the course of their work and the mitigating control measures. This involves ensuring Employees have the appropriate supervision, experience, and certification(s) to perform their jobs safely. Additionally, ensuring Employees understand and follow established safe work procedures and practices, use appropriate equipment, and wear personal protective equipment suitable for the tasks and environment in which they are working.
 - Taking precautions to protect the Safety, physical and psychological well-being of Employees in the workplace.
 - Participating and co-operating with the Safety and Health department, and the Safety and Health Committee(s)/Representatives.

Employee Responsibilities

5. All Employees have a personal and shared responsibility for working cooperatively to prevent work-related injuries and occupational illness by:
 - Knowing and making best efforts to avoid hazards in the workplace and following control measures to prevent injury or illness.
 - Working in a manner that ensures the Safety and Health of themselves or other persons affected by their actions or workplace hazards.
 - Wearing all personal protective equipment and using all Safety equipment and devices.
 - Refusing work where the Employee believes on reasonable grounds that the work constitutes a danger to their Safety, Health or another Employee.
 - Reporting unsafe acts and workplace hazards.
 - Reporting incidents, near miss incidents, injuries, and work-related illnesses immediately to their supervisors.
 - Participating and co-operating with management, Safety and Health department, the Safety and Health Committee(s)/Representatives in their duties to support the Program and comply with The Workplace Safety and Health Act and regulations.

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Committee(s) Responsibilities

6. Safety and Health Committees ensure the Safety and well-being of Employees in the workplace by identifying and addressing potential hazards. They will be responsible to:
- Participate in the identification of risks to the Safety or Health of Employees, arising out of or in connection with activities in the workplace. Recommend control measures for responding to those identified risks and follow-up on their effectiveness.
 - Consult with Employees and management on concerns and complaints related to occupational Safety and Health. Provide recommendations in a timely manner with an emphasis on protecting and promoting Safety and Health in the workplace.
 - Make recommendations for improving the Safety, Health, and the environment of Employees.
 - Make recommendations to the Safety and Health department on educational and training programs promoting the Safety and Health of Employees.
 - Participate in workplace inspections, incident investigations, dangerous occurrences, work refusals, and inquiries as required.
 - Maintain records related to concerns and matters related to the Safety and Health Committee.

Contractor / External Service Providers Responsibilities

7. All contractor / External Service Providers, when providing services within or to the Corporation, are responsible to:
- Ensure that all work processes performed, and equipment used does not create a risk to the Safety and Health of their Employees, or the Corporations Employees.
 - Prime contractors will communicate and co-operate with the Corporation's Construction Project Managers, Facilities staff and Safety and Health Officers on Safety and Health related matters.
 - Abide by the Corporation's policies, respective procedures, and Safety and Health requirements.

Definitions

Employee – as referenced in the Workplace Safety and Health Act an employee is defined as the following:

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- Any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not.
- Any person engaged by another person to perform services, whether under a contract of employment or not 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
 - Works or performs services in a workplace which is owned or operated by the person who engages them to perform services.
- Any person undergoing training or serving an apprenticeship at an educational institution or at any other place.

External Service Providers – refers to prime contractors, owners, suppliers, service professionals and delivery personnel, contractors, contracted employers and self-employed persons who are working at a facility owned or operated by the Corporation.

Health – The condition of being sound in body, mind and spirit.

Leader, Leadership – For the purpose of this policy, the term leader or leadership refers to a person, who is in charge of a workplace, has authority over an employee, implements management’s policies and directs the work of others.

Safety – The prevention of physical injury to employees and the prevention of physical injury to other persons arising out of or in connection with activities in the workplace. Safety is a state in which hazards and conditions leading to physical, psychological or material harm are controlled in order to preserve the health and well-being of individuals and the community. It is an essential resource for everyday life, needed by individuals.

Safety and Health Committee – a workplace safety and health committee established as stated under The Workplace Safety and Health Act.

Safety and Health Representative – a person designated as an employee or employer (management) safety and health representative as stated under The Safety and Health Act.

References

The Workplace Safety and Health Act and regulations

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Executive Responsible

Vice President, Human Resources

Applies To

All employees

Approved

Original Approved by - Gerry Sul

President & CEO

January 16, 2024

Date

Policy History

Updated On	Revisions	Approved By
Jan. 16,2024	New template, formatting, purpose. Revised/added 1-7.	President & CEO
Feb 28, 2019	Revised 3, 4, 5, 6. Added 7, 8, 9. Removed 2, 4, Definitions.	President & CEO
Mar 28, 2014	New policy.	President & CEO
Oct. 28, 2013	MLCC policy retired.	President & CEO

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