

# WCBUPDATE

April 2023

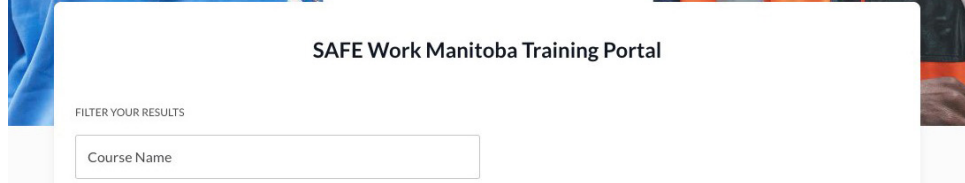
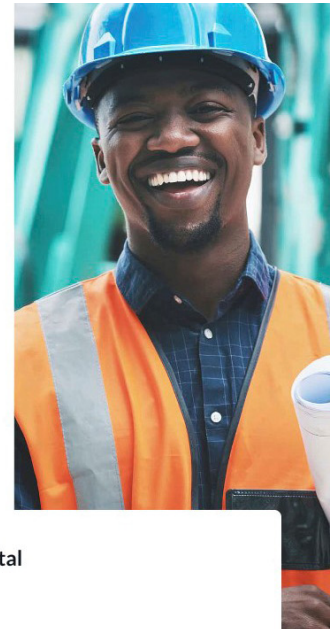
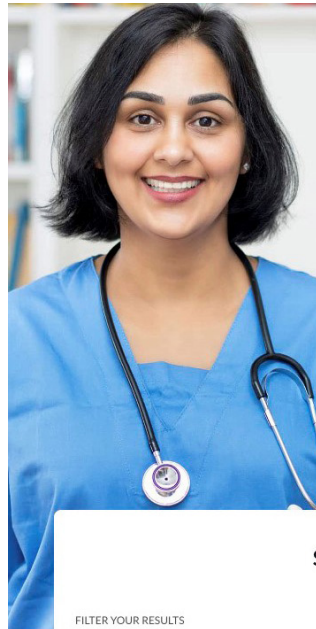
## New Training Portal coming soon!

As an employer, you play an important role in ensuring a safe and healthy working environment for your workers. Ensuring your workers are well trained and competent to do their tasks in a safe manner is one of your primary duties. It helps you meet legislative requirements, reduce workplace injuries and illness and promote a safe workplace culture.

By using the SAFE Work Manitoba Training Portal, you will have access to SAFE Work Endorsed and General training by approved Training Providers - training you can rely on for quality and consistency to help keep your workers safe.

The Portal offers:

- FREE one-stop tool to browse for safety and health training from multiple training providers, to register your workers for training and to view their training certificates
  - easy access to training details such as seat availability, schedule, location, cost, and training provider
  - auto notification of your workers' course expirations
  - access to training records from multiple training providers for all your workers in one place
  - ability for potential employees to share their training history and certificates with you.
- Continue creating a safe and healthy workplace for your workers. Visit [safemanitoba.com/training](https://safemanitoba.com/training) to learn more about the SAFE Work Manitoba Training Portal and SAFE Work Endorsed Training.



## Clearance request system

If you plan on hiring a subcontractor for a project, make sure you obtain a clearance from the WCB before work begins.

A clearance tells you whether or not a subcontractor has complied with the requirements of the WCB. This is important. If the contractor you've hired isn't in good standing with the WCB, you may be liable for the assessment costs on the portion of work they've done for you

The WCB offers a Clearance Request System, an Internet application that allows you to search potential subcontractors and obtain authorized clearance status documents. A registered user can also use the system to compile and store lists of the subcontractors they use most often and be updated automatically via email

whenever change in clearance status occurs.

### Who should get clearances?

General contractors or any business hiring for the purposes of construction, transportation, logging, janitorial, oil and gas, tow trucks, etc. should get clearance information on their subcontractors before work begins. A clearance is important if you're in a contract-based industry. Any service provider that is not registered with the WCB that adds value to the products or services that you provide will be deemed your worker. This means that you'll be required to include the labour portion of the contract payment when reporting payroll to the WCB. And if they are injured in the workplace, your own assessment rates could go up.

Clearances aren't required for businesses that "supply material only."

If you're in a non-contract based industry and you see the status "deemed worker," or if you can't find your vendor in the system, contact the WCB to verify their status at **204-954-4505** or toll-free in Canada at **1-855-954-4321 ext. 4505**. More information is also available at [wcb.mb.ca/clearances](http://wcb.mb.ca/clearances).

### There are two options for accessing the system:

**1. General Public Access:** Search for businesses by their WCB account number or business name and immediately see their standing with the WCB. Enter as many names as you want and get immediate information on each one. General Public Access is available at [wcb.mb.ca/clearances](http://wcb.mb.ca/clearances).

**2. Registered User:** Using a secure Internet connection, registered users can create customized, interactive lists of subcontractors. If a business changes status, the Clearance Request System will automatically flag the business's name in your file and email you about the change in status the next business day. To register, call. To register, call **204-954-4803** or **1-866-751-9245** (toll-free in Canada).

### Contact us:

Assessment Services is available to assist you from Monday to Friday, 8:30 AM to 4:30 p.m. by calling **204-954-4505** or toll-free in Canada at **1-855-954-4321 ext. 4505** (except on statutory holidays). You can also contact us 24/7 through our online chat by visiting [www.wcb.mb.ca/contact-wcb](http://www.wcb.mb.ca/contact-wcb) and clicking on Start Chat.

## Day of Mourning - April 28

Across Canada on April 28 the National Day of Mourning is dedicated to remembering those who have lost their lives, suffered injury or illness on the job, or experienced a work-related tragedy.

April 28 is not only a day to remember those who have lost their lives, but to also contemplate ways to improve worker safety moving forward.

Everyone is welcome to take part in the SAFE Workers of Tomorrow Leaders' Walk on April 28. The walk begins at 11:30 a.m. at Union Centre (275 Broadway). The walk will proceed west to the Workers' Memorial at Memorial Park.



## Steps for Life

Steps for Life provides a chance to unite around a worthwhile safety and health cause, and registration is open now. Steps for Life - Walking for Families of Workplace Tragedy - is a national fundraising and awareness walk aimed at promoting the importance of workplace safety

and health, while supporting families affected by work-related fatalities, life-altering injuries and occupational disease. You can walk on your own or team up with family, friends and colleagues.

**Event Date:** Sunday, May 7, 2023

**Event Time:** Registrations Opens at

9:15 a.m.; Opening Remarks at 10:15 a.m.

**Event Location:** Kildonan Park, 2015 Main St, Winnipeg, North Field Picnic Shelters

More information is available at [https://secure3.convio.net/thread/site/TR?fr\\_id=1333&pg=entry](https://secure3.convio.net/thread/site/TR?fr_id=1333&pg=entry).

# Protecting your people and your business.

## That's the VALUE of SAFE Work.



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## Ask the Safety Expert: How should our committee be involved in job hazard analysis?

Q: How should our committee be involved in job hazard analysis?

Answered by Natalie Oree, Prevention Consultant  
Great question! Your committee could be involved in one of three ways in the job hazard analysis process.

1. A committee member may be the worker providing input into the job hazard analysis as they are performing the task at the workplace. They are the one most familiar with the tasks and most likely to have insight into the jobs that a casual observer may not notice.
2. A committee member may also be part of the team to assist the worker in the creation of the job hazard

analysis. They may communicate to the workers who are or will be performing the job that a new job hazard analysis has been created as well as the resulting safe work procedure, if needed.

3. A committee member could also be part of the review process when the job hazard analysis has come up for review, as part of your safety and health program, or when an incident has occurred.

Every three years (at a minimum), your workplace must review your job hazard analysis to ensure that it remains current and continues to address hazards and help reduce workplace incidents and injuries. This aligns with Part 7.4(5) (k) Content of a Program

of the Workplace Safety And Health Act, indicating that “A workplace safety and health program must include a procedure for reviewing and revising the workplace safety and health program every three years or more often if circumstances at a workplace change in a way that poses a risk to the safety or health of workers at the workplace”. This ensures due diligence on the part of the employer and subsequent workplace.

Even if the job has not changed, it is possible that during the review process you will identify hazards that were not identified in the initial analysis. It is particularly important to review the job hazard analysis if an injury or illness occurs on a specific job or task. Any time you revise a job hazard analysis, you must ensure that the safe work

procedure is also updated, and provide training for all affected employees on the updated procedure.

SAFE Work Manitoba offers a number of resources on job hazard analysis, including:

- A sample job hazard analysis form
- Tips on how to conduct a job hazard analysis
- Bulletin 249 (1 of 2) Job Hazard Analysis
- Identifying hazards through task analysis

For further information on job hazard analysis, call our toll free line at 1-855-957-SAFE (7233) or 204-957-SAFE (7233) in Winnipeg, email us at [information@safeworkmanitoba.ca](mailto:information@safeworkmanitoba.ca)

Return undeliverable copies to:  
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