



**SAFE
WORK**
MANITOBA™

BEING SAFE AT WORK





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WHAT YOU WILL FIND IN THIS BOOKLET



There are laws in Manitoba that protect you at work



People can get hurt at work in lots of ways



Workers and employers share the responsibility for safety at work!



Some things that can hurt you at work



The way people treat you at work can be unsafe too



To work safely you have to



Your employer has the responsibility to



THERE ARE LAWS THAT PROTECT YOU AT WORK!

**Since 1976 the Manitoba government
has had laws that tell employers and
workers what they need to do to keep
everyone safe at work.**

Forty-four (44) regulations on specific topics are covered under the *Workplace Safety and Health Act* (the Act). The most important things in the Act include:

- Your employer's rights and responsibilities

- Your worker rights and responsibilities

- What to do if someone gets hurt at work.

WHY DO PEOPLE GET HURT AT WORK?

Most injuries happen to new workers or workers not properly supervised or trained.

It can hurt if you... ✗

To be safe you can... ✓

✗ Carry objects too far.



✓ Stop and rest for a moment when you get tired.
✓ Use carts to carry items.

✗ Lift too many small objects at the same time.



✓ Put many smaller things in boxes that are easy to lift.
✓ Use carts to carry items.

✗ Holding things too far from your body when lifting them.



✓ Bring things close to you before you lift them.

WORKERS AND EMPLOYERS SHARE THE RESPONSIBILITY FOR SAFETY AT WORK!

According to Manitoba Workplace Safety and Health Legislation, everyone has a duty to contribute to and maintain a safe and healthy workplace. In some cases workers may accept unsafe or dangerous work in order to be seen as a 'good worker', but this is **not** correct.



Agreeing to do unsafe, or dangerous work does not meet the worker and employer duties under the Manitoba Workplace Safety and Health Act and could put you in danger.

Workers with a “good work ethic” are those who follow good established workplace policies and procedures. These can include, but are not limited to:

Reporting unsafe work conditions and work concerns



Arriving to work on time and taking breaks when allocated



Following safe work procedures and practices for every job



Appropriate use of work authority and position



Following workplace rules such as no harassment



Participating in safety programs such daily inspection of work materials before use.

Workers may not understand how to do things safely if there are language or cultural differences at work.



People can get hurt if they use broken equipment or don't know how to use their equipment.



Some people work in dangerous conditions or with dangerous materials.



Some people work alone or in isolation.



Some people don't follow rules for working safely.



Injuries can happen if we don't know what the dangers at work are and how to prevent them.

SOME THINGS THAT CAN HURT YOU AT WORK



Chemicals and biological materials such as mould and asbestos



Slips, trips, falls and obstructions



Working in extreme heat or cold and working with items that are hot or cold



Fires, burns, explosions, and poor air quality



Falling objects



Working at heights



Working with electricity



Moving machinery



Working in confined spaces



Repetitive actions, exertion, heavy lifting



Broken equipment



Violence in the workplace



THE WAY PEOPLE TREAT YOU AT WORK CAN BE UNSAFE TOO

Unfair or unkind actions may be called harassment or discrimination, and include:

- | | |
|---------------------------------------|----------------------------------|
| •
Insults | •
Slander or malicious gossip |
| •
Abuse or violence | •
Unwanted touching |
| •
Being treated differently | •
Intimidation and bullying |
| •
Not given breaks or rest periods | •
Isolation from co-workers |
| •
Threats and sabotage | |

**Workers are protected from
discrimination and harassment.**

**You cannot be fired for
raising safety concerns.**

**In Manitoba all workers have 4 rights,
no matter where they work or what they do.**

The Right to Know	The Right to Participate	The Right to Refuse	The Right to Protection
What rules are in place to keep you safe at work	By asking what makes your work safe	SAY “NO” if it is not safe to do your job and if you are not trained to do your job safely	From discipline or reprisal for exercising your rights or responsibility to work in a safe and healthy manner
How to do your job safely	By talking about workplace safety	SAY “No” if proper equipment and tools are not there to make your job safe	
What hazards are involved in your job	By reporting unsafe conditions		
Where safety equipment is located	By making suggestions to keep work safe for everybody		
Who can help you at work	By being a member of the workplace safety and health committee		
What to do if you are hurt			

TO WORK SAFELY YOU HAVE TO

Learn and follow all safe work procedures for your job



•
Use safety equipment properly

•
Ask for more training to help if you
don't know how to do your job safely

•
Report hazards or dangerous situations
to your supervisor right away.



What are safe work procedures? Safe work procedures are developed based on the risks associated with a work task. As a worker, you must be trained in the safe work procedures for your facility so that you understand the steps and equipment you must use to work safely. Supervisors must ensure that safe work procedures are followed. Safe work procedures should be readily available for you to access and reference.

YOUR EMPLOYER HAS THE RESPONSIBILITY TO

Tell you the rules for being safe at work and make sure you understand them



Train you how to do your job safely and have safe work procedures
in place to protect you from hazards



Show you the safety equipment at work and make sure you know how to use it



Tell you who is in charge of your safety at work



Make sure the workplace is safe and not ask you to do anything that might hurt you



Tell you what to do if you get hurt



Follow the law and make sure you do too!

**Employers have the greatest
responsibility for safety at work!**



SPOT THE HAZARD

Every job has risks and dangers.

You need to be told what they are.

You need to know how to protect yourself.

And, you need to know what steps to follow to keep safe.

ASSESS THE RISK

Once you know the hazards of your job, ask “Can this hurt me?”

Do I need to know how to do this safely?”

FIND A SAFER WAY

If it isn't safe, ask for help, change how you do it, and use proper safety equipment.

EVERY DAY

IF YOU DON'T KNOW — ASK!



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