

## MASTER TABLE OF CONTENTS

About this HANDI-GUIDE . . . . .	xi
Regulatory Change and Future Editions . . . . .	xi
Regulatory Update	
R-1. Introduction . . . . .	1
R-2. Purposes of WSH Act . . . . .	11
R-3. About WSH Branch . . . . .	13
R-4. About SAFE Work Manitoba . . . . .	13
R-5. Reporting Serious Incidents . . . . .	14
R-6. Enforcement and Compliance . . . . .	18
R-7. WHMIS Update and WHMIS 2015 . . . . .	34
R-8. Operation of Mines Regulation . . . . .	37
R-9. Finding Helpful Resources and Publications . . . . .	37
R-10. About Federally Regulated Employers in Manitoba . . . . .	42
Chapter 1: Key Responsibilities . . . . .	43
1. The Legislative Framework . . . . .	43
2. General Duties of Employers . . . . .	44
3. Duty of Employers to Establish a Formal WSH Program . . . . .	46
4. General Duties of Owners . . . . .	47
5. General Duties of Prime Contractors . . . . .	48
6. General Duties of Contractors . . . . .	49
7. General Duties of Suppliers . . . . .	50
8. General Duties of Supervisors . . . . .	50
9. General Duties of Workers . . . . .	51
10. Duties of Self-Employed Persons . . . . .	52
11. Duties of Those with Multiple Functions under the Act . . . . .	52
12. Core Employer Duties under the WSH Regulation . . . . .	53
13. Administrative Penalty Regulation . . . . .	54
14. Duties Under the Operation of Mines Regulation . . . . .	54
Chapter 2: OHS Due Diligence for Employers . . . . .	57
1. About Due Diligence . . . . .	57
2. Maximum Fines and Penalties under the WSH Act . . . . .	58
3. Due Diligence as a Defence . . . . .	60
4. Due Diligence and a System to Prevent Harm from Occurring . . . . .	64
5. Monitoring and Correction: Helping to Ensure the WSH Program Is Working . . . . .	72

Master Table of Contents

6. The Meaning of “Reasonable” and “Practicable” . . . . .	74
7. Review: A Due Diligence Checklist for Employers . . . . .	75
Chapter 3: Actions for Supervisors . . . . .	79
1. Reviewing General and Specific Duties . . . . .	79
2. Stopping Work for Immediate Safety . . . . .	80
3. Correcting Workers for Future Safety . . . . .	80
4. Applying Discipline as Due Diligence . . . . .	81
Chapter 4: Actions for Workers . . . . .	85
1. Reviewing General and Specific Duties . . . . .	85
2. Knowing Basic Workers’ Rights . . . . .	85
3. Adopting Essential Safety Behaviours . . . . .	87
4. Refusing Unsafe Work . . . . .	88
5. Protection for Workers Against Reprisal . . . . .	90
6. Working Alone or in Isolation . . . . .	91
7. Getting Workplace Safety and Health Information . . . . .	92
8. New Worker Orientations . . . . .	93
9. Knowing the Employer’s Responsibilities . . . . .	94
10. Suggested Behaviours for Workers . . . . .	94
Chapter 5: Joint WSH Committees and WSH Representatives . . . . .	97
1. Important Role of Committees and Representatives . . . . .	97
2. Legal Responsibilities of Joint WSH Committees . . . . .	98
3. About Joint WSH Committee Membership . . . . .	99
4. About WSH Representatives . . . . .	101
5. Employers Must Respond to Joint WSH Committee Recommendations . . . . .	101
6. Education and Training of Joint WSH Committee Members and WSH Representatives . . . . .	103
7. Procedures for Running a Successful Joint WSH Committee . . . . .	104
Chapter 6: Online OHS Resources . . . . .	105
Workplace Safety and Health Act . . . . .	115
Workplace Safety and Health Regulation . . . . .	157
Administrative Penalty Regulation . . . . .	329
Operation of Mines Regulation . . . . .	333
Index . . . . .	455

## DETAILED TABLE OF CONTENTS

About this HANDI-GUIDE . . . . .	xi
Regulatory Change and Future Editions . . . . .	xi
Regulatory Update	
R-1. Introduction . . . . .	1
R-2. Purposes of WSH Act . . . . .	11
R-3. About WSH Branch . . . . .	13
R-4. About SAFE Work Manitoba . . . . .	13
R-5. Reporting Serious Incidents . . . . .	14
R-6. Enforcement and Compliance . . . . .	18
R-7. WHMIS Update and WHMIS 2015 . . . . .	34
R-8. Operation of Mines Regulation . . . . .	37
R-9. Finding Helpful Resources and Publications . . . . .	37
R-10. About Federally Regulated Employers in Manitoba . . . . .	42
Chapter 1: Key Responsibilities . . . . .	43
1. The Legislative Framework . . . . .	43
2. General Duties of Employers . . . . .	44
3. Duty of Employers to Establish a Formal WSH Program . . . . .	46
4. General Duties of Owners . . . . .	47
5. General Duties of Prime Contractors . . . . .	48
6. General Duties of Contractors . . . . .	49
7. General Duties of Suppliers . . . . .	50
8. General Duties of Supervisors . . . . .	50
9. General Duties of Workers . . . . .	51
10. Duties of Self-Employed Persons . . . . .	52
11. Duties of Those with Multiple Functions under the Act . . . . .	52
12. Core Employer Duties under the WSH Regulation . . . . .	53
13. Administrative Penalty Regulation . . . . .	54
14. Duties Under the Operation of Mines Regulation . . . . .	54
Chapter 2: OHS Due Diligence for Employers . . . . .	57
1. About Due Diligence . . . . .	57
1.1 About the Due Diligence Defence . . . . .	57
1.2 About Negligence . . . . .	58
2. Maximum Fines and Penalties under the WSH Act . . . . .	58
2.1 Other Penalties . . . . .	58
2.2 Directors' Liability . . . . .	59

## Detailed Table of Contents

2.3 Time Limit on Prosecutions . . . . .	59
2.4 Administrative Penalties . . . . .	59
3. Due Diligence as a Defence . . . . .	60
3.1 Due Diligence and Foreseeability . . . . .	61
3.1.1 Applicable Regulations . . . . .	61
3.1.2 Hazard Assessments and Other Safe-Work Planning Techniques . . . . .	61
3.1.3 Workplace Hazard Identification Systems . . . . .	62
3.1.4 The Experience of Others . . . . .	63
3.1.5 The Experience of the Employer . . . . .	63
4. Due Diligence and a System to Prevent Harm from Occurring . . . . .	64
4.1 Systems of Work to Ensure the Safety and Health of Workers . . . . .	64
4.1.1 Elements of Different Safety Systems . . . . .	66
4.2 Appropriate Equipment, Inspections and Maintenance . . . . .	67
4.3 PPE and Other Protective Devices . . . . .	68
4.4 Effective Training . . . . .	68
4.5 Direction and Instruction . . . . .	70
4.6 Information . . . . .	70
5. Monitoring and Correction: Helping to Ensure the WSH Program Is Working . . . . . . . .	72
5.1 Monitoring and Correction through Observations . . . . .	72
5.2 Monitoring and Correction Through Reports . . . . .	73
5.3 Monitoring and Correction Through Workplace Inspections . . . . .	73
5.4 Monitoring and Correction Through Audits . . . . .	73
6. The Meaning of “Reasonable” and “Practicable” . . . . .	74
7. Review: A Due Diligence Checklist for Employers . . . . .	75
7.1 Key Steps to Avoid Orders, Administrative Penalties or Prosecution . . . . . . . . .	75
7.2 Due Diligence Checklist . . . . .	75
Chapter 3: Actions for Supervisors . . . . .	79
1. Reviewing General and Specific Duties . . . . .	79
2. Stopping Work for Immediate Safety . . . . .	80
3. Correcting Workers for Future Safety . . . . .	80
4. Applying Discipline as Due Diligence . . . . .	81
4.1 Purpose of Discipline . . . . .	81
4.2 Record of Discipline . . . . .	81
4.3 Reprisals Prohibited . . . . .	82
4.4 Tracking Regulatory Change . . . . .	83
4.5 Checklist for Supervisors . . . . .	84
Chapter 4: Actions for Workers . . . . .	85
1. Reviewing General and Specific Duties . . . . .	85
2. Knowing Basic Workers’ Rights . . . . .	85

## Detailed Table of Contents

3. Adopting Essential Safety Behaviours . . . . .	85
4. Refusing Unsafe Work . . . . .	88
5. Protection for Workers Against Reprisal . . . . .	90
6. Working Alone or in Isolation . . . . .	91
7. Getting Workplace Safety and Health Information . . . . .	92
8. New Worker Orientations . . . . .	93
9. Knowing the Employer's Responsibilities . . . . .	94
10. Suggested Behaviours for Workers . . . . .	94
Chapter 5: Joint WSH Committees and WSH Representatives . . . . .	97
1. Important Role of Committees and Representatives . . . . .	97
2. Legal Responsibilities of Joint WSH Committees . . . . .	98
3. About Joint WSH Committee Membership . . . . .	99
4. About WSH Representatives . . . . .	101
5. Employers Must Respond to Joint WSH Committee Recommendations . . . . .	101
5.1 Employers Must Provide Information to Joint WSH Committees or WSH Representatives . . . . .	102
6. Education and Training of Joint WSH Committee Members and WSH Representatives . . . . .	103
7. Procedures for Running a Successful Joint WSH Committee . . . . .	104
Chapter 6: Online OHS Resources . . . . .	105
Workplace Safety and Health Act . . . . .	115
Workplace Safety and Health Regulation . . . . .	157
Administrative Penalty Regulation . . . . .	329
Operation of Mines Regulation . . . . .	333
Index . . . . .	455