EMERGENCY TELEPHONE NUMBERS

In case of emergency, fire, police and/or medical assistance, call SECURITY SERVICES at:

555 or 9341 from any U of M land line telephone. Radio - 681-10. If calling from a Rogers or MTS cell/smartphones dial #555 or 204-474-9341.

RED SECURITY PHONES, ELEVATOR PHONES and CODE BLUE STATIONS have a direct link to Security Services.

REMEMBER

In case of an emergency, Security Services MUST be called first so that they can meet and escort any emergency vehicles into the Fort Garry or Bannatyne Campus.

IMPORTANT TELEPHONE NUMBERS

Fort Garry Campus

Security Services (non-emergency): 204-474-9312
Physical Plant Work Order Desk: 204-474-6281
Training and Safety Coordinator, Physical Plant: 204-474-7460
Environmental Health and Safety Office: 204-474-6633

Bannatyne Campus

Security Services: 204-789-3330
Physical Plant Reception: 204-789-3636
(If no answer, press “0” and your call will be forwarded to Security Services.)
Training and Safety Coordinator, Physical Plant: 204-474-7460
Environmental Health and Safety Office: 204-789-3613

In case of MECHANICAL PROBLEMS (water breaks, major electrical and heating problems, etc.) call: Fort Garry Campus 204-474-6281 or Bannatyne Campus 204-789-3636.

FOR OTHER EMERGENCIES CALL SECURITY SERVICES AT 204-474-9341 OR BANNATYNE CAMPUS 204-789-3330, AND ASK FOR ASSISTANCE.
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INTRODUCTION

The purpose of this manual is to provide you with information and guidelines to become acquainted with both the organization and operation of Physical Plant Department at the University of Manitoba.

The responsibilities associated with your position in Physical Plant Department are essential to the efficient operation of the University.

The information provided is general in nature. It is not intended to be a comprehensive guide; or job specific.

Specific information that relates to more particular audiences; i.e., carpenters, electricians, or plumbers, can be obtained from other publications or from your supervisor.

This manual is divided into seven sections:

1. Introduction
2. University of Manitoba
3. General Information
4. Safety
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UNIVERSITY OF MANITOBA

President
Dr. David T. Barnard is the President of the University of Manitoba.

Vice-Presidents
There are four vice-presidents:

Dr. Joanne C. Keselman (Academic) & Provost
Mr. Paul Kochan (Administration)
Dr. Digvir Jayas (Research)
Mr. John Kearsey (External)

PHYSICAL PLANT DEPARTMENT

Mr. Brian Rivers, Director of Physical Plant reports to Mr. Paul Kochan, Associate Vice-President (Administration).

Mr. Rivers is assisted in his duties by Mr. Rod Berscheid, Assistant Director.

Physical Plant Department is responsible for the planning, design, construction, operation and maintenance of the Fort Garry and Bannatyne Campuses, Glenlea Research Station, Delta Marsh and Star Lake Field Stations, and the President’s residence.

The Fort Garry and Bannatyne Campuses contain more than 100 buildings with a total area in excess of 6.3 million gross square feet. The Fort Garry and Bannatyne Campuses consists of over 581 acres, of which 325 acres is developed land.

Physical Plant is responsible for the administration and management of operating funds, utilities and capital projects. Physical Plant has about 400 full time employees.

The Project Domino and the acquisition of the 120-acre Southwood Golf Course property planned for November 2010 will substantially increase the areas maintained by Physical Plant.

Physical Plant recently achieved the Certification of Recognition (COR) awarded by the Construction Safety Association of Manitoba. The COR certification is a nationally recognized safety program and the University of Manitoba’s Physical Plant is the first post-secondary institute in Canada to achieve this accreditation.

The Department is comprised of the Director’s Office and the following core service groups:

1. Administrative Services;
2. Architectural & Engineering Services;
3. Caretaking Services;
4. General Services;
5. Sustainability;
6. Trade Services and Central Energy Plant; and
7. Training and Safety.

**Supervision**

In the event of the absence of the Director of Physical Plant from the University, Rod Berscheid, Assistant Director (-6307) will be in charge of all operations.

In the event that the Director and Assistant Director are absent at the same time, any emergency or controversial decision should be referred to Bill Schellenberg (-6322) and/or Joe Lucas (-7350). Any budgetary decisions should be referred to Nancy Laxdal (-6288).

**Vision Statement**

To provide the optimum physical environment necessary to enhance the University of Manitoba's position as among the best research-intensive institutions and the leader in demonstrating a commitment to the education of a broad sector of society.

**Mission Statement**

To provide, maintain and optimize physical resources and environments through the integration of people, technology, and innovative work practices in order to support and promote the University's mission and goals.

**Values**

Physical Plant has adopted an attitude of stewardship, which encompasses a commitment to excellence, pride in workmanship, and loyalty to the University.

We strive to be responsive to our customers, accountable and fiscally responsible. We adapt to the changing needs of the University Community and the world around us in terms of technology, processes, and strategies.

Our people are our most valuable resources, and we support personal and professional development, empowerment, and communication. Above all, we value honesty and integrity in our workplace and in our dealings with others.

**Services**

There are many activities in campus buildings. Therefore, it is only natural that staff and students may occasionally ask you to do things which are not a part of your normal duties. If the request does not require much time and can be accomplished rather easily, it is advisable to provide the assistance. It will certainly help to develop good working relationships with staff and students.

If you are asked to perform duties which are difficult to perform by yourself, advise the individual requesting the service to contact your supervisor.
There are occasions when more than one Physical Plant Work Unit is tasked with an activity. Two examples are: Set-up for special events such as convocation and flood control.

**WHEN IN DOUBT, CONTACT YOUR SUPERVISOR.**

**Core Activities**

1. Administrative Services provides the following services
   - Payroll/Employee Records and Administrative support.
   - Contract Administration, Project Scheduling and Financial Management.
   - Maintenance Management (Work Order System).
   - Dispatch/Fuel Management.
   - Utilities Tracking.
   - Database administration/computer network and desktop support.
   - Bulk Mail services; Shipping / Receiving, Mail Sorting, Metering, etc.

2. Architectural & Engineering Services provides the following services
   - Long-term planning for managing change and growth of the University's campuses.
   - Project management for all capital improvements and major maintenance upgrades to achieve the best value for the University with a focus on durability, flexibility and life cycle costing.
   - Architectural, Engineering, Landscaping, Interior Design and Furniture consulting services and guidance to our clients, and to our external partners.
   - Conducting comprehensive review process on all new construction projects prepared by outside designers.
   - Facilitating necessary changes and additions to the buildings, utilities and landscapes of our campuses.
   - Maintain hard copy and digital databases of all buildings and infrastructure to not only assist with planning but also to provide for campus orientation (maps), space assignment and general building information (plans).
   - Providing estimates for proposed grant funded projects to ensure success of the final project.
   - Establishing and continually updating construction Standards, Guidelines, and Details that include methods and materials that best meet the University’s changing needs and integrating sustainable development standards and practices in all projects.
   - Applying our Quality Commissioning process throughout each project from initial concept through to a two-year warranty inspection.
   - Facilities asset management program.
   - Monitoring utility usage and identifying areas of concern and potential problems.
   - Identifying and quantifying new efficiency opportunities that contributes to the overall quality and performance of the University infrastructure.

3. Caretaking Services provides the following services
   - Routine, specialized and emergency response cleaning of most University buildings.
   - Assistance in departmental moves and set up services for Special Functions.
   - Ice making and custodial services for Max Bell Centre and the Investors Group Athletic Centre and day to day operation of the campus swimming pool.
   - Groundwork and snow removal around buildings.
   - Maintenance of clocks and janitorial equipment.
   - Coordinate pest control services.
   - Paper and cardboard recycling program.
• Inspection of fire doors, eyewash stations and visual inspection of fire extinguishers.

4. General Services provides the following services
   • Grounds maintenance and snow removal.
   • Waste management.
   • Transportation of Students & Staff with disabilities.
   • Truck Messenger service.
   • Mail, Central Stores, Audio/Visual & Library deliveries.
   • Set ups and coordination of special events, such as Convocation, examinations, Campus Beautification Day, student events, and departmental moving.
   • Maintenance of fire extinguishers, fire hoses, signage, parking lots, parkade, roads, sidewalks, vehicle and equipment fleet.
   • Respond to emergencies, e.g. flooding, snowstorms etc.

5. Sustainability provides the following services
   • Coordinate existing initiatives and advocate for new programs to foster an environmentally sustainable campus.
   • Introduce ecological, economic and social considerations at all levels of strategic planning and operations within the University.
   • Increase profile and effectiveness of all sustainability efforts.

6. Trades Services and Central Energy Plant provides the following services
   • Regular and preventive maintenance for all architectural, mechanical and electrical systems at the University.
   • Trades support for renovations, new construction and active participation in project commissioning.
   • Effective operation of all building and infrastructure systems.
   • Provide essential services to all the faculties, this includes fire alarm systems, electrical power, heating, ventilation, air conditioning, domestic cold and hot water, reverse osmosis water system, natural gas service, emergency power, etc.
   • Efficiently operate and maintain the Central Energy Plant to provide the essential heating and air conditioning to most buildings on Campus.
   • Monitor all building systems and respond immediately to trouble calls, mechanical/ electrical failures and emergencies twenty-four hours a day, seven days a week.

7. Training and Safety provides the following services
   • Development of a comprehensive training program that includes more than 260 Safe Work Practices, Safe Job Procedures and Workshops classified in three major areas: Safe Work Practices, Trade Specific and Wellness.
   • A must take (normally in the first day on the job), Orientation Workshop which introduces new staff to Physical Plant and the University of Manitoba, emphasizing the importance of safety in the workplace.
   • During the first year of employment and depending upon an individual’s classification, employees are required to take workshops such as Asbestos Awareness, Asbestos Decontamination, Confined Space, Due Diligence, Fork Lift Safety, Health and Safety Orientation, Lab Safety, Ladder Safety, Service Excellence, Steam Safety, Workplace Hazardous Materials Information System, etc.
GENERAL INFORMATION

Absence From Work

Absence from Work or Sick at Home

If you are absent from work or sick at home, it is your responsibility to contact your supervisor as early as possible so that arrangements can be made.

Absence Due To Adverse Weather Conditions

If you are absent due to adverse weather conditions, (such as snow storms, flooding), you have the choice of taking the time off with pay by utilizing vacation owing, time off without pay or banked time. In all cases you are required to notify your supervisor as soon as possible on the first day of being absent, and your expected return to work.

If you fail to notify your supervisor of your absence—unless you can show that notification was not possible due to circumstances beyond your control—you may be considered absent without authorization. If the absence is for 3 or more consecutive days, the Employer may consider that you have resigned.

Address change

In the event that you have a change of mailing address, report the change to your supervisor. This is important and is required for administrative reasons.

Class Specifications and Job Descriptions

Class Specifications and Job Descriptions can be obtained at the University Home Page, or you can request a copy from your supervisor.

Clean Indoor Air Policy

University policy prohibits smoking in any University building, facility or vehicle. Smoking is not permitted within 8 metres (25 feet) of all University building entrances.

At Bannatyne Campus smoking is not permitted anywhere.

Computer Usage Policy

The University has regulations related to Responsible Computer Usage (Usage Agreement, Policy Number 238). Computers are to be used only for legitimate University business. Therefore, computers are provided and available for use by Physical Plant staff for work related matters. Questions regarding their interface must be directed to Admin Support Services / LAN Admin (-9798).

Equipment Off-Site Location Record

An Off-Site Location Record Form must be prepared for every piece of University-owned equipment that may be located off-campus for any length of time. A copy of the completed form is to be forwarded to the Director of Physical Plant for approval. The Equipment Off-Site Location Record form can be found in the Forms Section of this manual.
Keys and Access

Access to Restricted Areas

Any contractor or group requiring access to an area of the campus must submit an “Access Authorization Form” to the Central Energy Plant engineer 24 hours in advance of the required access time. The form is available from Physical Plant Reception Desk, and is included in Forms Section of this manual.

Keys

The security of all buildings, offices and equipment is very important.

- Day shift caretaking staff is generally responsible for unlocking buildings and selected classrooms.

- Caretaking staff or Security Services are responsible for locking and securing buildings.

- The area supervisor is responsible for assigning keys to staff.

- You are responsible for keys assigned to you that are lost or stolen. Therefore,
  - Do not lend your keys to anyone.
  - Do not leave keys in an unlocked cabinet.
  - Do not unlock doors for anyone. Refer any such request to Security Services.
  - You must return your keys upon job termination change of job, change of job location, while on vacation and when instructed by your supervisor.
  - If you lose your keys, please report it to your supervisor immediately.

Staff Card/Access

You may be required to carry a Staff Access Card. The University has many areas that require card access to gain entry. If it is necessary for you to enter any of these areas, it is your responsibility to ensure that you have a properly encoded card.

UNICAN Pushbutton Locks

If you need to access a room which has a pushbutton lock, you can contact the Work Order Desk (6281[Fort Garry], 789-3636 [Bannatyne]) for the name and location of the contact person for that room. If the contact person is in a different building the Work Order Desk can telephone the contact person and ask him or her to meet you at the room to open the door.

Under no circumstance should Physical Plant engineers, or Campus Security Services, be approached to open the door. Their override key must be used only in the event of an emergency (fire, flood, etc.).
Name change

In the event that you change your name, report the change to your supervisor. This is important for administrative reasons; for example, pay.

Pay

You will be paid every two weeks through “direct deposit” to your bank account, and receive a “Record of Earnings and Deductions” from the University Payroll Department. If you have any questions regarding your pay, contact your supervisor immediately.

Personal Identification Card and Staff Card/Access

Identification cards are required for Physical Plant staff. There are two types; Personal Identification Card, and Staff Card/Access. Depending upon your employment, you may be required to carry both.

For instructions to obtain one or both of these cards, contact your supervisor.

Personal Identification Card

To promote security and safety, all Physical Plant personnel, are required to prominently wear a Personal Identification Card issued by the University of Manitoba. It displays the individual’s photograph, name, position, and department.

This Card will not be encoded in any way and will only be used for identification.

Property Damage

Any damage to U of M property must be reported to your supervisor immediately. If the damage is greater than $500, a “Property Damage Report” must be completed by the manager or assistant manager within 5 working days and submitted to the Assistant Director. A copy of the “Property Damage Report” can be found in the Forms Section of this manual. The Assistant Director will review the report and determine if further action is required.

Recreation Facilities

The University of Manitoba offers excellent recreation facilities on both the Fort Garry and Bannatyne campuses for your use. For information regarding recreation facilities and recreation facility passes contact the Customer Services Desk, Frank Kennedy Centre ( -6100).

Reimbursement of expenses related to professional development events (training, workshops, conferences) which are held off campus, in Winnipeg

Meal tickets, or meal reimbursement, will not be approved, as employees have the same options for lunch that they would have if they were working in their normal work location. Likewise, if employees use their personal vehicle to drive directly to the training location, they are not entitled to travel (km) reimbursement as this expense is the same as the expense of getting to their normal work location. However, if the training is only for a partial day and the employee has to come to his/her normal work location and THEN drive to the training location, they are entitled to be reimbursed for km’s from work to the training location. If the employee has to pay for parking at a training event, the cost of parking is reimbursable.
Security Services

If someone becomes unruly, breaks in, attempts to remove property, or engages in any unacceptable conduct, you are to call Security Services immediately at 474-9312 or from any land line telephone at 555. If calling from a MTS pay phone at 474-9341. Cell Phone Users (MTS and Rogers only) at #555. Radio-681-10. RED SECURITY PHONES, ELEVATOR PHONES and CODE BLUE STATIONS have a direct link to Security Services.

“Scent Sensitive” Environment

Physical Plant is a “scent sensitive” environment in consideration of those people who are highly sensitive to certain fragrances found in perfumes, colognes or other scented products. Staff is to refrain from excessive use of such products at work. This will make for a healthier environment for everyone and will be much appreciated by those who suffer the effects of these products.

Staff Parking

For information regarding parking and rates, you must contact the University Parking Office (-9483).

Suggestions

Any suggestions to improve the operation of Physical Plant or your Work Unit should be discussed with your supervisor.

Sustainability

Sustainability is a priority for the University of Manitoba. Physical Plant plays an important role in implementing sustainability initiatives, including water and energy conservation programs, greenhouse gas emissions tracking, green building, sustainable grounds maintenance and green caretaking. All of these initiatives and more contribute to a greener, more sustainable campus.

Physical Plant is also responsible for waste prevention and recycling at the University. The Waste Prevention Coordinator (-9608) works to reduce, re-use and recycle the waste produced by the University through implementing and managing a wide range of recycling programs and re-use programs such as the Re-shop and the mini-bin programs. Additionally the coordinator works to affect behavioral changes within the university community by creating and implementing awareness campaigns and educational materials to support the vision of a zero waste campus.

Time and Overtime Sheets

Depending upon your employment, you may be required to fill out one of the time sheets used in the Physical Plant (see Forms Section of this manual). For example, Caretaking Services has a “Time Sheet” for recording both regular and overtime hours. There is a “Worker’s Overtime Sheet” that is required for overtime hours. There is also the “Charge and Assistant Engineers Monthly Shift Premium Report.” If in doubt as to whether or not you require to complete a time sheet, check with your supervisor.
Tools

Machine Shop

If you require the use of any Machine Shop Equipment, you must receive prior verbal approval from the machine shop supervisor. In addition, anyone using the equipment must be competent in its operation and report any deficiencies with the equipment to the Machine Shop supervisor immediately. Each employee granted permission must ensure that they leave the area clean and tidy when the work is completed.

General Services

General Services has a tracking system to ensure that tools are readily available to staff, trade shops and zones to perform their duties.

Tools can be picked up or returned to the tool room by calling the Assistant Manager (681-81), or the Service Coordinators of General Services (681-83 or 681-87).

Training

You are encouraged to talk with your supervisor if you believe that you require training in a specific area. Your supervisor in consultation with the Training and Safety Coordinator, and depending on your job description will determine what training you require. Training is conducted in the classroom and on line. Some of the training that is available:

- Asbestos (Awareness, Technical, Operational, Management),
- Confined Entry,
- CPR and Emergency First Aid,
- Fall Protection,
- Operation of Loaders and Skid Steer Loaders, and
- Workplace Hazardous Management Information System (WHMIS).

Voluntary Reduced Work Days

If you are a member of the CAW, you may apply for time off as part of the “Voluntary Reduced Work Days” by filling in the proper form (see Forms Section of this manual). Your application is to be made by March 1 of each year.

Working Hours

Normal Working Hours

Most Physical Plant staff work from 8:00 A.M. to 4:15 P.M., Monday to Friday. This is referred to as normal working hours. Normal working hours are 7 3/4 hours per day with a total of 38 3/4 hours per week. (Most Power Engineers work 12-hour shifts.) Your work unit (for example, Caretaking Services), may work outside of the 8:00 A.M. to 4:15 P.M. shift. Your supervisor will advise you of your hours of work.

During your work day, you are entitled to two work breaks (15 minutes each that includes travel time), and a lunch break (30 minutes that includes travel time).
Work Performed Outside Normal Working Hours

If you (or an outside contractor) must perform work outside normal working hours (8:00 A.M. to 4:15 P.M.), you must inform the Central Energy Plant by completing a “Access Authorization Procedure” form (see Forms Section of this manual). This will help ensure that Physical Plant provides a safe and secure environment.

Work–Shift Premium

If you are required to work between 6:00 P.M. and 6:00 A.M., a shift premium will be paid to you for each hour worked during that time.

Work Performed in Duff Roblin, Psychology Animal Holding Facility (AHF)

If you are to perform any work in Duff Roblin, Psychology AHF, you are to contact the Work Order Desk (-6281). They, in turn, will contact Dr. Roger Wilson (-8268 or 269-4210) prior to entering and undertaking any work due to the sensitivity of the environment.
SAFETY

Accessing/Reaching Equipment

In order to reduce accidents and injuries, disturbances and property damages, proper procedures must always be followed when maintaining and servicing equipment in high locations.

Step ladders or other proper lift systems must always be used to reach this equipment. Stepping on pipes is not permitted because it can result in asbestos disturbances and/or the possibility of the pipe breaking causing serious injuries or property damage.

Incident and Near Miss Reporting

Incidents and Near Misses (no matter how minor) must be reported immediately to your supervisor. In case of an emergency or if you have difficulty reaching your supervisor, contact Security Services. You will be advised what to do. You will be taken to the hospital if medical attention is required.

‘Serious Incidents’ (as defined by the Workplace Safety and Health (WS&H) Division of Manitoba Labour) will be reported to and investigated by that Division. ‘Serious Incidents’ will also be investigated by the appropriate manager, in cooperation with the Training and Safety Coordinator, EHSO and members of the PPLASH or the University Central Workplace Health and Safety Advisory Committee.

Incidents and Near Misses are investigated to identify the cause, to recommend possible changes to equipment, procedures and to ensure the safety and health of academic, support staff and students.

All Incidents and Near Misses are reported on the appropriate form (see Forms Section of this manual). All investigations shall be completed by the supervisor responsible for the work activity or injured worker, in cooperation with the worker or workers involved and if required a representative of the Physical Plant Local Area Health and Safety Committee (PPLASH). The Training and Safety Coordinator (7460) and / or a staff member from the Environmental Health and Safety Office (EHSO, -6633) is available to assist in undertaking the investigation.

Asbestos

Asbestos Decontamination

Physical Plant has a procedure that details the steps require to decontaminate and remove safely asbestos fiber from the surface of the skin.

Asbestos Joint Compound: Drywall Removal and Demolition

The removal or demolition of drywall that has a joint compound containing asbestos or is suspected to contain asbestos must follow the procedure contained in Appendix X of the Asbestos Management Program (AMP). The procedure and form is available on the EHSO web page.
Asbestos Management Program (AMP)

Many buildings at the University have some form of asbestos containing materials. Asbestos is a recognized cancer-causing material and there are regulatory requirements to prevent uncontrolled exposure to workers and the public. The University has developed a comprehensive and documented AMP to ensure a safe workplace is maintained for all employees, students and the visiting public.

The AMP provides information, procedures and work practices relevant to management and control of asbestos-containing building materials.

EHSO (-6633) is responsible for administering the AMP.

Asbestos Materials

If in the performance of your duties you encounter material that is suspected to contain asbestos, you must report it immediately to your supervisor. The proper procedures to remove, contain or encapsulate the material must be followed.

If it is necessary to identify the material or advice is required, the EHSO (-6633) must be contacted immediately by your supervisor.

Asbestos Removal -- Ventilation Systems Shutdown

Physical Plant has procedures to shutdown ventilation systems during asbestos removal.

The purpose for isolating the Exhaust and Heating, Ventilation and Air Conditioning (HVAC) systems during asbestos removal is to prevent the spread of airborne asbestos fibres to adjoining areas and to assist in maintaining desired negative pressure where a sealed work enclosure has been constructed.

Asbestos Survey Report

The University is in the process of assessing all buildings for asbestos containing material. The reports are available through the EHSO (-6633), and in the Hazardous Material Inventory System (HMIS) program. The HMIS is a catalogue of asbestos location by building and it is available to all employees.

Confined/Limited Space Entry

Physical Plant has developed a Safe Job Procedure for Confined/Limited Space Entry. Confined spaces refers to work areas which are not intended for continuous worker occupancy, have limited or restricted entry and exit and may contain a hazardous atmosphere. Limited Space Entry refers to areas that do not meet all the three conditions above mentioned.

Physical Plant has purchased the required equipment; and has identified the locations of confined areas. Training in the use of protective equipment and access to confined/limited space areas is provided by Physical Plant.
If you are required to enter any confined space you must first obtain the proper equipment, check it and complete the necessary form (see Forms Section of this manual). In case of doubt, the supervisor must be contacted.

At Fort Garry campus contact either Manager, Central Energy Plant (-6690), or in his absence Training and Safety Coordinator (-7460) to get the necessary equipment. After hours access to the equipment is through the Charge Engineer (-8566), Central Energy Plant (Power House).

At Bannatyne campus contact either Manager, Bannatyne Campus (789-3822), or in his absence Assistant Manager, Bannatyne Campus (272-3078). After hours access to the equipment is through Physical Plant Engineer (223-7575 [cell]). If you encounter difficulties, contact Security Services (-9312), who in turn will contact Physical Plant Engineer by radio.

**Construction Sites**

If you must enter any area that is under construction by an outside contractor, you must comply with all safety regulations such as use of hard hats, safety footwear, etc.

You must also obtain authorization and follow safety guidelines from the superintendent/project coordinator of the project before entering the site as well as authorization from your supervisor.

**Controlled Product Standard**

Controlled products are materials or chemicals that are regulated under federal and provincial legislation including, but not limited to, the Transportation of Dangerous Goods Act, Nuclear Safety and Control Act, Explosives Act, Hazardous Products Act, Pest Control Products Act, Environmental Protection Act and the Workplace Safety and Health Act.

A Controlled Product Standard was developed by EHSO. This standard was prepared to provide guidelines related to construction and renovations of laboratories and other areas that use controlled products. The guidelines were established to meet minimum legal requirements, and establish minimum standards for the use, storage and handling of controlled products at the University.

**Electrical and Mechanical Rooms**

Electrical and mechanical rooms must be kept clean of debris at all times. After completing work in these areas, it is your responsibility to clean up the room and place any debris in the proper garbage container.

**Elevator Unexpectedly Stops Moving**

Every elevator on both campuses is provided with an emergency telephone connected directly to Security Services. If you find that the elevator stops unexpectedly, use the emergency telephone to call Security Services to report it. Remember that you are safe inside the elevator. You will not suffocate.
DO NOT try to leave the elevator on your own.

Remain calm inside the elevator, and wait for a qualified elevator mechanic to get the elevator moving again.

**Emergencies**

**Emergency Work**

If you find yourself in an emergency situation, you must use the proper protective equipment. Without getting yourself or others in danger — and if you are qualified — isolate the area by shutting down services. For example, in the case of steam break, shut down the steam to that area.

Your supervisor must be informed immediately.

**Transport to Hospital**

In the event that an employee is injured or becomes sick at work and requires ambulance transportation to a hospital, Security Services should be notified at 555. Security Services will direct the ambulance to the correct location. Security Services will provide the necessary medical support to ensure the employee is fully stabilized.

At Fort Garry Campus, if the injury is minor, but it still requires medical attention, and the manager or assistant manager determines that an ambulance is not necessary, the employee can be transported to Victoria Hospital using one of the Physical Plant vehicles or personal vehicle.

The vehicle will be operated by an authorized driver and a second person usually the manager or assistant manager will accompany the injured person.

One of the occupants other than the injured person will carry a communication device such as a two-way radio or a cellular phone.

If there is any doubt about the severity of the injury or sickness, an ambulance must be called.

**Use of Two Way Radios**

In case of emergencies, preference must be given to calls related to the emergency and any other call must be avoided. The emergency must be established by the first person responding to and must be announced over the radio as follows:

"681 - 10 THIS IS AN EMERGENCY"

*(Security Services will respond)*

**In an emergency event when you can't speak:** press the button on top of your radio. The alarm sends a signal indicating trouble. Immediate assistance will be provided. (The 'On/Off' volume control knob must be in the 'On' position for button to function).
Equipment Failure or Shutdown

In the event of equipment failure and/or shutdown, you must inform the Work Order Desk (-6281 [Fort Garry], 204-789-3636 [Bannatyne]) and provide the location and nature of the failure/shutdown and (if known) the expected duration. This is necessary so that the Work Order desk can respond to inquiries about the equipment failure or shutdown.

Fire Alarms, Explosions and other Emergencies

University policy requires that whenever a fire alarm sounds, all persons must immediately evacuate the building using the nearest exit. Fire alarms are monitored by Security Services.

If a call is received by Physical Plant regarding fire alarms, explosions and other emergencies, Security Services must be immediately called to report it and start the proper reporting sequence; i.e., informing the Assistant Engineer on shift. Security Services will escort the Fire Department on campus, and will provide crowd control and restrict people from re-entering the affected building areas.

It is very important that all Physical Plant staff take the necessary precautions at all times to ensure their safety.

Fire Safety Concern

If you have to access the ceiling space, make sure ceiling tiles are placed back after the work is completed. Ceiling tile removal creates a fire safety concern.

Hazards Assessments
It is your responsibility to do a pre-job hazard assessment at the work site before performing any task.

Hazards

Since you have access to all buildings, it is your responsibility to report any of the following or similar conditions to your supervisor immediately:

- Water, steam and gas leaks,
- Plugged toilets,
- Water left running,
- Broken windows and door locks,
- Defective steps and floors,
- Loose handrails,
- Missing or defective safety items (fire extinguishers, etc.),
- Vandalism, and
- Any unsafe or unusual conditions.

Labs: Biological, Chemical and Radiation

Since the University is both a teaching and research institution, it has biological, chemical and radiation labs. Such labs are clearly marked with a sign on the door (see Signs Section
of this manual). These labs are not to be entered without prior authorization by your supervisor.

You are not to remove biological, chemical, or radioactive waste. Specially trained individuals handle such waste using containers designed for that purpose. Notify your supervisor immediately if you find this type of material in a waste container.

Spills such as chemical are not to be cleaned up by the caretaking staff. All chemical spills must be reported immediately to your supervisor and the EHSO (-6633).

**Mechanical Rooms and Access to Roofs**

Mechanical rooms and roof access doors must be kept locked at all times. This is a serious safety concern. Immediately report any locks that are not working properly.

**Recording Radio Transmission—’681’ Frequency**

For safety reasons all radio transmissions in the ’681’ frequency are recorded. This is also presently done on all calls handled by Security Services in their own frequency. The recording will assist Physical Plant and Security Services in a variety of ways. For example, calls for emergency assistance would have the date and time, which will assist in ensuring information and reports are accurate. If anyone on the ’681’ frequency calls for assistance but is unable to repeat the call, Security Services will then be able to replay the information.

Further, in emergency situations, one might not have time to record notes about facts surrounding an incident. For situations like this, you could use your radio to record information in the same manner as you would in a normal tape recorder, and then retrieve the information later on to prepare a report. This service is also provided to other users of ’681’ frequency, such as University Centre Security, Housing and Student Life Security, Nursing Station, and Student Records during convocation.

**Reporting of Malfunctioning Equipment**

You are responsible to report immediately any malfunctioning of equipment to your supervisor. This includes broken light sockets, damaged plugs, etc. This is an important safety concern.

**Reporting Safety Concerns**

You are responsible to report immediately any safety concerns to your supervisor or directly to the Work Order Desk (-6281[Fort Garry], 204-789-3636 [Bannatyne]).

**Safety**

Physical Plant recently achieved the **Certification of Recognition (COR)** awarded by the Construction Safety Association of Manitoba. The COR certification is a nationally recognized safety program and the University of Manitoba’s Physical Plant is the first post-secondary institute in Canada to achieve this accreditation.
The purpose of this manual is to provide you with information and guidelines to become acquainted with both the organization and operation of Physical Plant Department. For in-depth information, please refer to your “Safety and Health Manual.”

Your “Safety and Health Manual” contains 14 chapters:

- Chapter 1—Safety and Health Directive
- Chapter 2—Hazard Assessment and Control
- Chapter 3—Safe Work Practices
- Chapter 4—Safe Job Procedures
- Chapter 5—Safety and Conduct Rules
- Chapter 6—Personal Protective Equipment
- Chapter 7—Preventative Maintenance
- Chapter 8—Training
- Chapter 9—Inspections
- Chapter 10—Incident & Near Miss Investigations
- Chapter 11—Emergency Preparedness
- Chapter 12—Statistics and Records
- Chapter 13—Legislation
- Chapter 14—Manitoba Supplement

“Safety is Everybody’s Responsibility”

Physical Plant is committed to provide a safe and healthy environment for staff and students. Therefore, the first priority of Physical Plant is your safety, and the safety of others. You are responsible to carry out your work in a safe manner, and report all safety hazards to your supervisor. Suggestions on safety may be made by completing a “Safety is Everybody’s Responsibility” form (see Forms Section of this manual).

Fort Garry Personnel Working at Bannatyne Campus

In order to provide a safer work place, when trade personnel from Fort Garry campus work at Bannatyne campus they must report to Physical Plant Office (789-3636) before starting any work and also when the work has been completed. The trade personnel, while at
Bannatyne campus, are under the responsibility and supervision of the manager of Physical Plant at Bannatyne campus.

Architectural and Engineering staff are also required to report to Physical Plant office at Bannatyne Campus before and after the work is completed.

**Personal Protective Equipment**

As an employer, it is a requirement of Physical Plant to provide approved Personal Protective Equipment (PPE) as necessary in order to minimize injuries.

It is the responsibility of the supervisor to ensure that the PPE is readily available, and in good working order. The supervisor is also responsible for employee training, with the Training and Safety Coordinator as his or her main resource.

As an employee, it is your responsibility to wear the items of PPE as required in each Work Unit and as each job may dictate. It is also your responsibility to ensure the PPE is in good condition and if not, to report it to your supervisor. A replacement will be provided.

Standard and job specific PPE adopted for general use must conform with occupational health and safety regulations.

Depending on the job being performed you may be required to use respirators, hearing protection, gloves, goggles, face shields, safety headgear (hard or bump hats) and any other type of specialized PPE which might be required.

The use of headphone audio systems such as walkman, etc. are not allowed while on the job because they can limit the amount of external sound, which may result in not hearing a potential hazard or warning from other workers.

If in doubt, check with your supervisor prior to starting the job.

**Clothing**

There are no uniforms for Physical Plant staff. Caretaking, General Services, Trades and Central Energy Plant staff are required to wear long pants and shirts with sleeves. Shorts and muscley shirts are not permitted. The requirement to wear long pants and shirts with sleeves was introduced to provide protection and to prevent scratches, injuries due to flying objects when using power equipment, burns, insect bites, sunburns, protection from ultraviolet radiation, etc.

The requirement to wear clothing that is made from a material that does not ignite easily and is resistant to flame was introduced to limit the severity of skin burns if ignition occurs. Clothing made entirely from synthetic fabrics such as nylon and polyester is not recommended. The intention is to provide increased protection from hot metal sparks and open flames but not to require the use of fire fighter type clothing.
Footwear

In order to reduce the risk of injury on the job, Physical Plant implemented a safety footwear directive.

This requirement is in accordance with the University of Manitoba Health and Safety Policy.

All safety footwear shall be CSA approved and marked as such. Safety Footwear Grade I with puncture resistant sole (green triangle) is mandatory for most staff.

Caretaking, General Services, Trades and Central Energy Plant staff are required to wear safety footwear at all times. Note: Caretakers may wear safety footwear that does not contain the shank. In addition, all the staff working on electrical systems shall wear shock resistant footwear.

Architectural and Engineering staff (Project Coordinators and Technicians) are required to wear safety footwear when on job sites, including, renovation and construction sites.

Supervisory staff are required to wear safety footwear when on job sites, including, renovation and construction sites.

Administrative Staff (office staff) are exempt of this requirement unless they go to renovation and construction sites.

Working Alone In Isolated Areas

If you are required to work alone in an area that is not occupied and is isolated your supervisor must be informed before starting the work.

Your supervisor might provide you with a two way radio and will make arrangements to regularly keep in touch with you.

After the work is completed you must inform your supervisor.
VEHICLES

General

You may be required to operate a University of Manitoba vehicle in the course of your duties. If this is the case, you are responsible for the care and safe handling of that vehicle. As a result of this requirement, the majority of class specifications require a valid driver's license. Only those who hold an appropriate driver’s license and a satisfactory driving record will be permitted to drive Physical Plant’s vans, trucks and passenger vehicles. If you do not have a valid driver’s license, you must report this immediately to your supervisor. According to the University Motorized Vehicle Policy, vehicles are to be used for University business only. Personal use of vehicles is not allowed. Prior authorization of the department head must be obtained if the vehicle is to be kept off campus after normal working hours and not returned to campus for overnight storage.

Pre-operating check

You must carry out a vehicle check prior to use any vehicle. Procedures for carrying out a vehicle check may be obtained by contacting your supervisor.

Keys

For safety reasons, vehicles must not be left with the keys in the ignition or running unattended. This applies to all four seasons.

Operation

The use of seat belts is mandatory where such devices are provided. Likewise, beacons, hazard warning lights, backup alarms and similar safety equipment must be used during working operations. You are required to report all defects to your supervisor.

Mobile Equipment Used By General Services Staff

Casual staff is not permitted to operate any mobile equipment. Individual exceptions for the operation of specific equipment may be permitted on the basis of proven competency skills and experience determined by the Assistant Manager, General Services (-6285).

Permanent staff, are permitted to operate any mobile equipment provided they pass a documented competency check for the specific piece of equipment, and are authorized by the Assistant Manager of General Services (-6285).

Vehicle Passengers on Front End Loaders/Road Grader/Trucks

Passengers are not permitted in the cab compartment of any front end loader or the grader. Similarly, the cargo area of pickup trucks, vans or dump trucks are not designed for and cannot be used for passengers.
Vehicle Accidents

All vehicle accidents are to be reported to your supervisor, Security Services, and Manitoba Public Insurance Corporation (MPIC) / Autopac. If the damage is over $1,000 the Winnipeg City Police are also to be notified. Since vehicles are licensed by the Province of Manitoba, an accident is treated by Physical Plant as an Autopac claim. See your supervisor for details.

Vehicles on Sidewalks

University vehicles shall not be driven on any sidewalks at the University, including Princess Royal Walk. In the case of an emergency, and only if you have to drive on the sidewalk, you are to put the hazard warning or beacon light on and drive with extreme care.

If you are required to access any building through Curry Place you must access the areas by opening the padlock that secures the chain at Sidney Smith Street.

Parking Permits

All Physical Plant vehicles are provided with parking permits. This authorizes parking in any Parking Lot at the University with the exception of handicap stalls, Parking Lot “C”, meters, and in front of St. Paul’s College and St. John’s College.

You are allowed to load and unload equipment and materials in loading areas but not to park in these areas. Vehicles will be ticketed if parked in unauthorized areas; i.e., sidewalks, fire lanes.

The Parkade

You are not to use the Parkade for casual parking or for making deliveries. Deliveries are to be made using the loading dock entrance.
DOCUMENTS

A number of useful documents used regularly in Physical Plant are located in this Section.

- Safe Disposal of Photocopier / Printer Toner
- Safety Footwear Specifications
- Safe Work Practice - Incident and Near Miss Investigation
Safe Disposal of Photocopier/Printer Toner:

There have been situations where staff emptying garbage bins have been exposed to photocopier toner because the toner had been emptied directly into the garbage bins by users.

Be sure that all photocopier/printer toner is packaged/disposed of so as to avoid exposure of staff to loose toner powder. This can be achieved by either sealing the waste toner containers with screw top lids or placing the loose waste toner in thick plastic bags which are securely sealed.

Please note that most toner cartridges should not be thrown away, but re-packaged properly and returned to shipping/receiving for recycling. The toner box should be labelled "Used Toner-Recycle".

The Material Safety Data Sheet (MSDS) for the toner should be available to all staff. It has information on handling, storage and provides the health and safety information needed to identify and assess hazards.

Photocopier toner when used properly is of little hazard. The main ingredient is carbon black which is dispersed in a heat sensitive polystyrene acrylic. It can be irritating if inhaled and may cause eye irritation but it is unlikely to cause skin irritation. The health concern with loose toner relates specifically to the aggravation of asthma and other sensitive respiratory conditions.

Please feel free to contact our office for further information on this or any other concerns or visit the Environmental Health and Safety Office webpage at: http://www.umanitoba.ca/admin/human_resources/ehso/
Safety Footwear Specifications

Safety footwear shall conform to the latest edition of CSA Standard Z195 "Protective Footwear" and be labeled in accordance with the standard.

**Marking**

Selection of the grade of footwear for the particular hazard or activity type may be made based on the following selection criteria:

- **CSA logo indicating CSA certified safety footwear with puncture protection.** The color of the triangle indicates the Grade:
  - Green is Grade I;
  - Yellow is Grade II;
  - Red is Grade III.

**NOTE:** The triangle designates a puncture resistant sole able to withstand 135 kg. of pressure, (300 ft. lbs.) without being punctured by a 5 cm. nail.

<table>
<thead>
<tr>
<th>Marking</th>
<th>Criteria</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Green Triangle" /></td>
<td>Green triangle footwear has sole puncture protection with a Grade 1 protective toe (withstand impact up to 125 joules).</td>
<td>Any industrial or heavy work environment, including construction, where sharp objects are present (such as nails).</td>
</tr>
<tr>
<td><img src="image" alt="Yellow Triangle" /></td>
<td>Yellow triangle footwear has sole puncture protection and Grade 2 protective toe (withstand impact up to 90 joules).</td>
<td>Light industrial work environments that need both puncture and toe protection.</td>
</tr>
<tr>
<td><img src="image" alt="White Rectangle" /></td>
<td>White rectangle with orange Greek letter &quot;omega&quot; footwear has soles that provide electric shock resistance.</td>
<td>Any industrial environment where accidental contact with live electrical conductors can occur. (REMEMBER: Electric shock resistance is greatly reduced by wet conditions and with wear)</td>
</tr>
<tr>
<td><img src="image" alt="Yellow Rectangle" /></td>
<td>Yellow Rectangle with green letters &quot;SD&quot; and grounding symbol footwear has soles that are static dissipative.</td>
<td>Any industrial environment where a static discharge can be a hazard for workers or equipment.</td>
</tr>
<tr>
<td><img src="image" alt="Red Rectangle" /></td>
<td>Red rectangle with black letter &quot;C&quot; and grounding symbol footwear has soles that are electrically conductive.</td>
<td>For any industrial environment where low-power electrical charges can be a hazard for workers or equipment.</td>
</tr>
<tr>
<td><img src="image" alt="White Label" /></td>
<td>White label with green fir tree symbol footwear provides protection when using chainsaws.</td>
<td>For forestry workers and others who work with or around hand-held chain saws and other cutting tools.</td>
</tr>
</tbody>
</table>

**Note 1:** The ® symbol indicates the preferred position for the identifying logo or mark or the certifying agency.

**Note 2:** Labels are on the tongue of the right shoe at ankle height. They may also appear at ankle height on the shoe itself (for electrical protection footwear).

**Will there be other markings?**

Yes. An "internal protection code" is also required. This code will be permanently marked on the outside or inside of at least one shoe/boot.

**Protection Code**

<table>
<thead>
<tr>
<th>Position:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark:</td>
<td>1</td>
<td>P</td>
<td>M</td>
<td>E</td>
<td>X</td>
</tr>
</tbody>
</table>

Position:

1 -- level of toe protection (1 for Grade 1, 2 for Grade 2, 0 for neither)

2 -- presence of puncture-resistant sole (P if present, 0 if not)

3 -- presence of metatarsal protection (M if present, 0 if not)

4 -- type of electrical protection (E if shock resistant, S if static dissipative, C if conductive, 0 if no protection)

5 -- chainsaw protection (X if present, 0 if not)

From: "Z195.1-02 Guideline on Selection, Care and Use of Protective Footwear"
COR™ Certified

SAFE WORK PRACTICE

1.8 – Incident & Near Miss Investigation

Last Review Date: April 2012

Authorized by: 

Assistant Director 

Worker Rep

This Safe Work Practice (SWP) is to outline the requirements to carry out Incident and Near Miss Investigations.

A requirement of our workplace is to meet compliance under the Workplace Safety and Health Act and Regulation regarding Incident Investigations. The aim of this investigation is to identify the cause(s) of the Incident and must take place within a rigid timeframe in order that corrective actions can be implemented to help prevent another occurrence.

Investigations of Incident Investigation’s in Physical Plant are grouped by serious, full and abbreviated. A near miss is treated as an Abbreviated Investigation. The particular group is decided upon by the degree of seriousness of the incident. Each group has a specific set of rules.

All investigations must be reported on appropriate forms; Internal Notification, e-mail Notification, Notice of Injury (Green Card), Incident spreadsheet and Report.

If the incident was due to a medical condition and did not create an injury or unsafe condition, then an investigation is not necessary and a green card is sufficient.

The successful application of this SWP will be achieved by everyone exercising their responsibilities in a timely manner as specified in the Safe Job Procedure.
FORMS

A number of useful forms used regularly in Physical Plant are located in this Section.

- Absence Due to Adverse Weather Form
- Access Authorization Procedure
- Incident Investigation Forms/Samples
  - Incident Process
  - Internal Notification Form
  - Notice of Injury - Green Card
  - Workers Compensation Board of Manitoba: Employer’s Incident Report
  - Incident Investigation Report (Physical Plant) and Sample
  - Abbreviated Incident Investigation Report Form
- Application for Voluntary Reduced Work Days
- Equipment Off-Site Location Record
- Hot Work Procedure Permit #
- Maintenance Request
- Physical Plant Department Work Communication Slip
- Property Damage Report
- Safety or Health Suggestion Form
- Time Sheet
- Worker’s Overtime Sheet
ABSENCE DUE TO ADVERSE WEATHER FORM

(Please Print/Except Signature)

EMPLOYEE NAME: _________________________________

CLASSIFICATION: _________________________________

DAYS ABSENT (NUMBER): _________________________________

DATES ABSENT: FROM __________ TO __________

I ELECT TO TAKE THE TIME OFF AS FOLLOWS:

[Please mark "X" to indicate your selection(s)]

____ Vacation

____ Banked Time

EMPLOYEE SIGNATURE: _________________________________

DATE: _________________________________

Month/Day/Year

SUPERVISOR SIGNATURE _________________________________

DATE: _________________________________

Month/Day/Year

EMPLOYEE: Please return completed form to Supervisor.

SUPERVISOR: Please forward completed copy to Physical Plant Office.
ACCESS AUTHORIZATION PROCEDURE

University of Manitoba – Fort Garry Campus

The following form must be completed and faxed to 474-7547 or delivered to the Work order Desk at 89 Freedman Crescent – 24 hours in advance of accessing a restricted area on Campus. The Work Order Desk will then notify the Powerhouse of the request. On the date requested, individuals will go to 33 MacLean Crescent to sign in at the Control Room (Powerhouse). Access is gained to the Control Room through the West door of the Powerhouse which is equipped with a door bell.

Fort Garry Campus Department to fill out Section A and B.

Contractor to fill Section B

Today(s) Date: __________________________

Section A – Fort Garry Campus

Department Name: ____________________________________________

Contacts Name: ___________________________ Phone Number: ___________________________
(must be signed by Dean/Director/Administrative Assistant)

Section B – Contractor/Company

Company Name: ___________________________ Phone Number: ___________________________

Employee Name: _______________________________________

Date(s) Access Required: __________________________

Duration of Site: ___________________________ From: ___________________________ To: ___________________________
(Hour, Day(s), Month) (Time) (Time)

Building to be accessed: _______________________________________

Reason for Access: _______________________________________

Individuals must notify the Powerhouse in person or by phone @ 474-8566 of their departure to insure the area is secure and to sign out.

INDIVIDUALS MUST ADHERE TO ALL UNIVERSITY SAFETY PROCEDURES WHILE ON SITE

Authorized by: ___________________________ (Print name) (Signature)
(Must be signed by Physical Plant Manager/Assistant Manager)

11/3/08
## INCIDENT PROCESS (revised October 2010)

<table>
<thead>
<tr>
<th>SERIOUS</th>
<th>FULL</th>
<th>ABBREVIATED</th>
<th>MINOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Notification e-mailed to <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a>. To be sent as an MS Word attachment.</td>
<td>Internal Notification e-mailed to <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a>. To be sent as an MS Word attachment.</td>
<td>Internal Notification e-mailed to <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a>. To be sent as an MS Word attachment.</td>
<td>Internal Notification e-mailed to <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a>, including recommendations if any. To be sent as an MS Word attachment.</td>
</tr>
<tr>
<td>Investigation carried out.</td>
<td>Investigation carried out.</td>
<td>Investigation carried out.</td>
<td>Investigation carried out.</td>
</tr>
<tr>
<td>Incident Investigation Report - print copy, fill in (with all signatures), then scan to: <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a></td>
<td>Incident Investigation Report - print copy, fill in (with all signatures), then scan to: <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a></td>
<td>Abbreviated Incident Investigation Report - print copy, fill in (with all signatures), then scan to: <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a></td>
<td></td>
</tr>
<tr>
<td>TSC reviews report with supervisor. TSC Recommendations e-mailed to Asst Dir, copy to <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a></td>
<td>TSC reviews report with supervisor. TSC Recommendations e-mailed to Asst Dir, copy to <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a></td>
<td>TSC reviews report. TSC Recommendations e-mailed to supervisor, copy to <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a></td>
<td></td>
</tr>
<tr>
<td>Asst Dir reviews report. Asst Dir directives e-mailed to supervisor, copy to <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a></td>
<td>Asst Dir reviews report. Asst Dir directives e-mailed to supervisor, copy to <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implementation is carried out. When complete, supervisor e-mails notification to <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a></td>
<td>Implementation is carried out. When complete, supervisor e-mails notification to <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a></td>
<td>Implementation is carried out. When complete, supervisor e-mails notification to <a href="mailto:ppincident@umanitoba.ca">ppincident@umanitoba.ca</a></td>
<td></td>
</tr>
<tr>
<td>Finish</td>
<td>Finish</td>
<td>Finish</td>
<td>Finish</td>
</tr>
</tbody>
</table>
INTERNAL NOTIFICATION FORM (to be sent by e-mail)

INSTRUCTIONS:

Form must be submitted within 24 hours from the time of the incident.

- Supervisor must complete and e-mail this Notification Form to Training & Safety Coordinator (TSC) at ppincident@umanitoba.ca.
- “Green Card” must be scanned by supervisor to Green Card Group
- Original Green Card to Confidential Secretary for employee file.
- One notification form may be used for an incident that involves multiple employees.

<table>
<thead>
<tr>
<th>Type of Incident:</th>
<th>(TSC)</th>
<th>File #:</th>
<th>(TSC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Type description:</td>
<td>Timeframe – this form:</td>
<td>Action:</td>
</tr>
<tr>
<td>SERIOUS</td>
<td>IMMEDIATELY</td>
<td></td>
<td>See SJP – Serious (Investigation Required)</td>
</tr>
<tr>
<td>FULL</td>
<td>SAME DAY</td>
<td></td>
<td>See SJP – Full (Investigation Required)</td>
</tr>
<tr>
<td>ABBREVIATED</td>
<td>Within 24 HRS</td>
<td></td>
<td>See SJP – Abbrev. (Review Required)</td>
</tr>
<tr>
<td>MINOR</td>
<td>Within 24 HRS, with Green Card</td>
<td></td>
<td>(Recommendation to be inserted in this form immediately)</td>
</tr>
</tbody>
</table>

Note:
- Minor - If worker and supervisor both agree to this. If only one agrees or the worker requests somebody from the PPLASH then Abbreviated Review is needed.
- Manager is responsible for implementing prevention recommendations

Category: (TSC)

Date and Time of Incident:

Name of Person Involved:

Seeking Medical Practitioner Attention: Yes ____, No ____, Maybe ____ (mark with “X”)

Is Time Off expected: Yes ____, No ____, Maybe ____ (mark with “X”)

Trade Shop / Unit/ Contractor:
Describe the work being done at time of Incident (Be specific):

Location of Incident:

Being precise, describe what happened—“what” and “how” the contributing factors (i.e., the task, worker, material/equipment, management and/or environment) played a role in the incident, nature of injury or damage resulting:

If “Minor”; provide clear-cut recommendations to prevent this type of incident:

**Green Card** scanned to Green Card Group Yes____, No____ (mark with “X”)

Name of Supervisor:
(Signature not required because this is electronic version)

Date:

**Form must be submitted within 24 hours from the time of the incident.**

(Revised – July 2012)
Notice of Injury  (Green Card)
Form to be completed for all injuries, including time loss. Worker's Compensation Employee and Employer Reports should be completed for time loss or accidents requiring medical assistance. Employees may call 954-4100 to report a claim to the WCB.
Forms are located on our Web site at:

Name of Injured Person ____________________________________________ Date of Injury ________________
Department ____________________________________________ Supervisor Phone # ___________
Location ____________________________________________ Time: _______________ a.m. __ p.m.__

Has a Safety & Health Committee member been advised of this incident? Yes ___ No ___
Do you wish to have a S & H Committee member involved in the incident investigation? Yes ___ No ___
Name of S & H Committee member ____________________________________________

Cause of Injury ____________________________________________

What were you doing at the time of Injury? ____________________________________________

What was injured? (Please note left or right, if applicable). ____________________________________________

Did you report the accident immediately? ___________ To whom? ____________________________
If not what was your reason? ____________________________________________

Have you seen or do you plan to see a doctor? ________________________
(If you miss work due to an accident, you must see a doctor on the first day you miss work and provide medical updates until you return to work.)

Witness Name ____________________________________________ Phone # ___________
Name of Supervisor ____________________________________________ Phone # ___________
Signature of Supervisor ____________________________________________ Date____________
Signature of Injured Worker ____________________________________________ Date____________

Distribution:
Supervisor—original
Cc to Employee – copy
Cc to EH&S—copy Fax 474-7629

Report No. ____________

May, 2009
**Employer Information**

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Address (include Branch where applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Province</th>
<th>Postal Code</th>
<th>Firm Number</th>
<th>Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Worker Information**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Province</th>
<th>Postal Code</th>
<th>Telephone No.</th>
<th>Date of Birth</th>
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<table>
<thead>
<tr>
<th>Social Insurance Number</th>
<th>Male</th>
<th>Female</th>
<th>Job Title</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

**Incident Details**

**Date of Incident**

<table>
<thead>
<tr>
<th>DD / MM / YYYY</th>
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</table>

**Area(s) of Injury**

<p>| |</p>
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</table>

**Date Reported to Employer**

<table>
<thead>
<tr>
<th>DD / MM / YYYY</th>
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**Name and position of person to whom incident was reported.**

<p>| |</p>
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**Please describe the incident in as much detail as possible. (Use separate sheet if necessary)**

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**City and province where incident occurred.**

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</table>

**If the incident occurred out of province, is the worker's usual place of employment in Manitoba?**

- [ ] Yes
- [ ] No

**Had the worker been employed outside of Manitoba for 6 months or longer at the time of the incident?**

- [ ] Yes
- [ ] No

**Did the incident occur on your premises?**

- [ ] Yes
- [ ] No

**If no, specify name and address of premises where incident happened.**

<p>| |</p>
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</table>

**Name and Address of Doctor(s) and/or Hospital(s) who Provided Treatment (If known)**

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<thead>
<tr>
<th>Name</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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</thead>
<tbody>
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</tbody>
</table>

**Time Loss & Wages** (Only complete this section if the worker missed time from work beyond the date of the incident)

**What was the last day and hour worked following the incident?**

<table>
<thead>
<tr>
<th>DD / MM / YYYY</th>
<th>at HOUR</th>
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<tbody>
<tr>
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</table>

**Has the worker returned to work?**

- [ ] Yes
- [ ] No

**If yes, when?**

<table>
<thead>
<tr>
<th>DD / MM / YYYY</th>
<th>at HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Are you continuing to pay the worker during time loss?**

- [ ] Yes
- [ ] No

**What wages were paid to the worker on the last date worked?**

<table>
<thead>
<tr>
<th>$</th>
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</table>

**What are the worker's regular gross earnings? (Specify weekly, bi-weekly, etc.)**

<table>
<thead>
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</table>

**What date did the worker begin employment with your firm?**

<table>
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<tr>
<th>DD / MM / YYYY</th>
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</table>

**What are the worker's total gross earnings for the last calendar year?**

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<th>$</th>
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</table>

**If employed less than one year, what are the worker's gross earnings for the period from the date of employment to the date of the incident?**

<table>
<thead>
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</table>

**If employed more than one year, what are the worker's gross earnings during the twelve months prior to the date of the incident?**

<table>
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<th>$</th>
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</thead>
</table>

**Are you able to accommodate worker in alternate duties?**

- [ ] Yes
- [ ] No

Aussi disponible en français

For Faster Claim Reporting, Please Call 954-4100
**Coverage**

Was anyone not employed by you involved in the incident?  □ yes  □ no  If yes, give name and address.

Is the worker a partner, director or sole proprietor of the company?  □ yes  □ no

a) Is the worker related to the employer?  □ yes  □ no

b) If yes to a), is the worker the spouse of the partner, director or sole proprietor of the company?  □ yes  □ no

c) If no to b), did the worker reside in the same household as the employer at the time of the incident?  □ yes  □ no

d) If yes to c), is the worker married?  □ yes  □ no

Is the worker a sub-contractor?  □ yes  □ no  If yes, specify:  □ Construction  □ Logging  (Complete appropriate sections below)

Is the worker an owner operator?  □ yes  □ no  If yes, specify:  □ Courier  □ Trucking  □ Towing  (Complete appropriate sections below)

**Sub-Contractor or Owner Operator:** (only complete if worker is a sub-contractor or owner operator)

Are you covering the worker under your WCB coverage?  □ yes  □ no  If no, is the worker registered with WCB?  □ yes  □ no

Does the worker work in a partnership?  □ yes  □ no  Does the worker employ other workers?  □ yes  □ no

**Sub-Contractor in Construction**

Does the worker supply any materials or equipment?  □ yes  □ no  If yes, please specify.

**Sub-Contractor in Logging**

Does the worker supply any materials or equipment?  □ yes  □ no  If yes, please specify.

Was the worker cutting on the farm's timber sale, timber permit or sawmill license?  □ yes  □ no  If no, on whose timber sale, timber permit or sawmill license was the worker cutting?

**Owner Operator is a Courier**

What is the gross vehicle weight? (This can be obtained from the Autopac registration)

**Owner Operator in Trucking**

Does the worker haul within a 16 km radius of the city or town in which the home terminal is located?  □ yes  □ no  Is the worker a long distance driver?  □ yes  □ no

Does the worker provide a vehicle?  □ yes  □ no  If yes, how many vehicles?

Name and Position of Person Completing Report  

Date
Incident Investigation Report (Physical Plant)

To be completed by the supervisor for all injuries and incidents that result in, or could have resulted in injury. If medical aid or time loss, attach to WCB Employer’s Accident Report form. (Details at EHSO web page at http://www.umanitoba.ca/admin/human_resources/ehso/occ_health_comp/awcb.html

To be completed by the Supervisor/Manager

Part A- Investigation Report

Prepared by: __________________ Department __________________ Date: ________________

Address ___________________ Tel. _______________ Fax. _______________

Brief Description of Incident

Details of Incident

Location of Incident ________________________________

Date of Incident ________________ Time of day ________________

Name(s) of person(s) involved ________________________________ Staff__ Student__ Visitor__ Volunteer__

What was task person performing when the incident occurred?

Describe in detail how the incident occurred

Describe Injury and/or Property Damage

Describe Actions Taken – First Aid? Emergency Response to contain damage? Was Security Services notified? Yes__ No__

May, 2009
Describe Cause of Incident:
Direct –

Indirect
Task –
Worker –
Material/Equipment
Management –
Environment –

Part B – Persons with Information

Name: ___________________________ Date/Time of Interview ________________
Witness of incident? Yes___ No___
Comments: ______________________________

Name: ___________________________ Date/Time of Interview ________________
Witness of incident? Yes___ No___
Comments: ______________________________

Part C – Training and Competency

What training did person have for task?
Certification required? ____ ______________

What was the experience level of Person performing the task?
Recommendation for training:

Part D – Recommendations

( Be as specific as possible)

(Note: If more space is required, please provide additional information and attach to this form.)

Name of Supervisor ___________________________
Signature: ___________________________ Date: ________________

Name of Worker(s), ___________________________ Signature of worker(s), ___________________________ Date: ________________

Name of Worker(s), ___________________________ Signature of worker(s), ___________________________ Date: ________________

Signatures: Health & Safety Committee Co-Chairs or designates ___________________________ Date: ________________

cc. to EHSO Attention Occupational Health Coordinator (mail to EHSO at 191 Frank Kennedy or Fax 474-7629)

May, 2009
The purpose of an Abbreviated Incident Investigation Report is to determine the task the worker was engaged in, identify direct and indirect contributing factors to the Incident, and what can be done differently to lessen the chances of the Incident happening again.

1. Has a PPLASH Committee member been advised of this Incident or Near Miss? Yes / No (circle one).
2. Do you wish to have a Committee member involved in the investigation? Yes / No (circle one).
3. If Yes, name of the PPLASH Committee member: ________________________________

Work Unit: ________________________________ Location of Incident: ____________________________

Date of Incident: __________________________

**What task was being carried out?**

**Contributing Factor(s)**
Direct:
Indirect (Task, Worker, Material and/or equipment, Management, Environment):

**What is to be done differently to lessen the Incident from happening again?**

When will these changes be implemented by?

Print Name of Supervisor: ___________________________ Signature: ____________________________

Date: __________________________
Name of Worker: __________________________ Signature: __________________________

Date: __________________

Name of Committee member (if participates) Signature: __________________________

Date: __________________

(Return to the Training and Safety Coordinator for comment.)
Comments provided by Training and Safety Coordinator:

Signature: Training and Safety Coordinator Date: __________________

IMPLEMENTATION SECTION

The Supervisor is to (within 30 days following receipt from Training and Safety Coordinator):

<table>
<thead>
<tr>
<th>Action</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide a copy and discuss this Abbreviated Incident Review Form with the worker.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Discuss this Incident at the next Tailgate / Toolbox / Staff Meeting; especially the necessity of carrying out a risk / hazard assessment prior to and during a job.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Implemented changes/recommendations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. <strong>Complete and return this check list</strong>, informing Safety and Training Coordinator that the recommendations are complete.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised: December 2009
APPLICATION FOR VOLUNTARY REDUCED WORK DAYS

Name: ______________________  Dept: ______________________  Employee #: ______________________

As indicated in the Letter of Understanding between the University of Manitoba and the Canadian Auto Workers, Local 3007, during collective bargaining in 2004, full-time regular employees are eligible to apply for a maximum of five (5) days of leave of absence without pay per fiscal year for the purposes of planning time away from work and balancing the demands of non-work life. If possible, please provide the dates.

Number of VRW days requested (maximum 5) __________

I wish to take the VRW days on the following dates:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Supervisor’s Authorization/Denial

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Employee Signature  Date

Supervisor’s Signature  Date

Once VRW days are approved, the employee must take the time off within that fiscal year. Banking of VRW days is not permitted. VRW days shall not be taken in conjunction with vacation days and shall not cause the University to incur overtime costs.

Should a leave (excluding vacation) of 20 days or longer occur during the VRW plan year (April 1 to March 31) participation shall automatically be terminated and the balance of the VRW bank shall either be paid out to the employee or collected back from the employee.

Applications to be forwarded to supervisors by March 1 of each year.

Rev’d Sept 2009 (bb)
EQUIPMENT OFF-SITE LOCATION RECORD
(If taken off-site from either Ft Garry or Bannatyne Campuses)

Department: ________________________________ Date: ________________________________

A) UM Property #(s): __________________________

Serial #(s): ________________________________

B) Detailed description of equipment:

________________________________________________________________________

________________________________________________________________________

C) Name of staff member using the equipment:

________________________________________________________________________

________________________________________________________________________

C) Off-Site Location of Equipment (must give home address):

________________________________________________________________________

D) Reason for taking the equipment off-site:

________________________________________________________________________

________________________________________________________________________

Agreement:
This equipment is University-owned equipment and must be returned to the University of Manitoba when it is no longer required or when the staff member leaves the University. I also understand that any equipment taken off-site is the responsibility of the undersigned. This means that if the unit is broken (due to misuse) or stolen from a car or someone's home, they are responsible for replacement.

I understand and accept the above-noted agreement

(Signature of Staff Member) (Dean, Director or Department Head)

Return to Ruth Hrycaike, Capital Asset Management
(please retain a copy for your records)

http://www.umanitoba.ca/admin/financial_services/cams/
University of Manitoba Hot Work Procedure Permit  

Instructions:
Hot Work Permit is required where the use of equipment and/or processes may create an ignition source which could result in a fire. The original copy of permit to be kept on file in the Central Energy Plant and a duplicate (second) copy to be retained by the contractor or employee initiating the permit. No work will commence until a risk assessment has been conducted on the area involved and all life safety devices are deactivated by an Authorized University Employee according to the Fire Alarm Protocol which could take up to 48hrs to complete. The contractor/employee in completing the permit acknowledges receipt and understanding of the University of Manitoba Hot Work Procedure. In case of emergency call Security Services at 555 or 9341 or #555 from an MTS or Rogers Cell Phone. The Central Energy Plant can be contacted at 474-8566 or radio #681-9.

Permit to be completed in full by the individual performing the Hot Work (please print clearly). Permit is valid for One Day Only.

Hot work Permit is applied for: Year _______ Month _______ Day _____________________
Person performing the Hot Work:
Contractor ____________________ (or) Employee & Shop ____________________

If the above is a Contractor: Name of Contractor’s Company: ____________________
Contractor’s Phone Number: ____________________
Site Contact Number (if available) ____________________

Date Hot Work Permit will be in effect: Year _______ Month _______ Day _______
Time Hot Work Permit will be in effect: From _______ (am/pm) to _______ (am/pm)

Exact location of where the Hot work will be performed ____________________

(Building, Floor, Room, etc.)

If this Permit is related to work on or adjacent to a roof structure the duration of the Fire Watch is 60 minutes, otherwise the Fire Watch is 30 minutes

Signature of the individual completing the 30 minute Fire Watch: ____________________
Confirmation Smoke and Heat Detectors Deactivated (If Applicable) Yes_______
Signature of the individual(s) requiring the Hot work Permit: ____________________

The Central Energy Plant must be notified on completion of the Hot Work with verification given that the area is secure, that all safety devices are reactivated and the time of completion of the project.

U of M Manager/ Project Coordinator’s Signature ____________________

Revised: May 2008
<table>
<thead>
<tr>
<th>Position</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSIST. ENG.</td>
<td>Building and Area</td>
</tr>
<tr>
<td>CARETAKING</td>
<td>Room No.</td>
</tr>
<tr>
<td>CARPENTER</td>
<td>DESCRIPTION OF PROBLEM:</td>
</tr>
<tr>
<td>CONTROLS</td>
<td></td>
</tr>
<tr>
<td>ELECTRICAL</td>
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<tr>
<td>ELEVATOR</td>
<td></td>
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<tr>
<td>GENERAL SERVICES</td>
<td></td>
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<td>INSULATOR</td>
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<tr>
<td>LOCKSMITH</td>
<td>ACTION TAKEN:</td>
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<tr>
<td>MACHINE</td>
<td></td>
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<tr>
<td>PAINTER</td>
<td></td>
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<tr>
<td>PLUMBER</td>
<td></td>
</tr>
<tr>
<td>REFRIGERATION</td>
<td>Completed?</td>
</tr>
<tr>
<td>SIGNS</td>
<td>Requester's Location</td>
</tr>
<tr>
<td>WELDER</td>
<td>FOAP#</td>
</tr>
</tbody>
</table>

Date ____________________
Time ____________________
Safety Issue? ____________

Requested by ____________________
Telephone ____________________

7010-01
The University of Manitoba
Physical Plant Department

Work Order #: ____________________________  Time: ____________________________

Building: ____________________________  Room#: ____________________________

Your request concerning __________________________________________
has/have not been completed.

It was not possible to complete the work on this call for the following reason:

☐ Referred to other trade  ☐ Waiting for parts

☐ Making arrangements for shutting down services  ☐ Unable to find the problem, please call 474-6281

☐ Unable to access the area, please call 474-6281

For more information, please call 474-6281

Name: ____________________________________________

Trade: ____________________________________________

THANK YOU FOR YOUR COOPERATION
ANNEX A

Property Damage Occurrence Report

INSTRUCTIONS: To be filed within 7 working days. This Report notifies the Assistant Director on any occurrence of property damage within University buildings or property. The Report will be reviewed by the Assistant Director. A more comprehensive investigation report maybe required.

PLEASE PRINT

Date and Time of Property Damage: ____________________________

Shop / Contractor: ____________________________

Description of the damage: ____________________________

Location: ____________________________

Trade involved: ____________________________

Action taken: ____________________________

__________________________

Additional information: ____________________________

Name of Manager/Assistant Manager/ Project Coordinator: ____________________________

__________________________

Signature: ____________________________ Date: ____________________________

Distribution: To Assistant Director
SAFETY OR HEALTH SUGGESTION FORM

In keeping with the letter and philosophy of the Workplace Safety and Health Act and Regulation of Manitoba, the Physical Plant has adopted the position of **safety is everybody's responsibility**. This attitude is made known from the initial New Hire Orientation, through to the daily tasks within each work unit. Our focus is to protect our workers. The Physical Plant embraces the Manitoba Construction Safety Association's Certificate of Recognition (COR) program. The purpose of COR is to develop and maintain a safety and health standard that is recognized across Canada. COR involves everybody; with a special emphasis on those on the shop floor. That is the main reason it works.

With this in mind, you are invited to photocopy this page at any time and send your safety or health suggestions to either your Safety and Health Committee Representative, one of the committee co-chairs, or the Training and Safety Coordinator (-7460).

**Together** we make the Physical Plant the safest and healthiest possible place to work.

For more information on your safety and health program at the Physical Plant, you are invited to call the Training and Safety Coordinator (-7460).

My safety or health suggestion is:

(Your name, signature, or telephone number is not required, but is certainly appreciated).
<table>
<thead>
<tr>
<th>Employee No.</th>
<th>Employee</th>
<th>Shop</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Order No.</td>
<td>Building/Job Description</td>
<td>Completed</td>
<td>Hours</td>
</tr>
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<td>Reg.</td>
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<tr>
<td>Supervisors</td>
<td></td>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>
A number of useful signs used regularly in Physical Plant are located in this Section.

- Caution Radioactive Material
- General Fire Emergency Procedures
- Lab Signs
  - Radioisotope Area Basic Level
  - Radioisotope Area Intermediate Level
  - Radioisotope Area Sealed Source
  - Laser Radiation
- Waste Disposal Chart for Laboratories
- Waste Disposal Chart for Radioisotope Laboratories
- WHMIS
- Workplace Hazard Information Placards
CAUTION

RADIOACTIVE MATERIAL
SHOULD YOU DISCOVER OR SUSPECT A FIRE

R
Request everybody in the area to evacuate the building. Remove anybody in immediate danger.

A
Activate the building fire alarm system by pulling the manual pull station. From a safe location, dial “555” (if using a university phone), “#555” (if using a cellular phone on MTS or Roger’s Wireless), “911” (if using personal phone) or use emergency red phone.

C
Confine the fire by closing all doors and windows.

E
Evacuate or Extinguish the fire using the appropriate fire extinguisher. Do not attempt to extinguish a fire if this will place you in immediate danger.

REMEMBER, THE PRESERVATION OF HUMAN LIFE IS THE PRIMARY CONCERN!

WHEN THE FIRE ALARM SOUNDS

1. Cease all activities. Turn off heat producing devices. Leave overhead lights on.
2. Close all doors and/or windows in the immediate area.
3. Evacuate the building immediately using the nearest safe available stairwell.

DO NOT USE BUILDING ELEVATORS.
4. Remain outside the building until the most senior member of the Winnipeg Fire Department or the University Fire Marshall gives “ALL CLEAR” and the fire alarm system is silenced.

* If “911” is dialed, you must also inform Campus Security at 474-9341
Laser Radiation Lab Signs

![Danger Sign: Laser Radiation Class 4. Avoid eye or skin exposure to direct or scattered radiation. Laser protective eyewear required.]

![Danger Sign: Laser Radiation Class 3B. Avoid direct exposure to beam. Laser protective eyewear required.]

![Danger Sign: Laser Radiation Class 3R. Avoid direct exposure to eyes. Laser protective eyewear required.]

Also see page 6 of:

This poster shall only be removed by
Radiation Safety Staff.
1. Do not eat, drink, store food or smoke in this room.
2. Work surfaces and areas used to store radioactive
   materials shall be clearly marked with the trefoil.
3. The door must be locked if:
   - the room contains radioactive material that is not attended by
     a person listed on the Radioisotope Permit, and
   - the radioactive material is not in a secured enclosure within
     the room.
4. Renovations of this space shall be performed in accordance with
   the current Controlled Product Standard.
5. Maintenance and service of this room by Physical Plant personnel shall follow Physical Plant Radiation Safety
   Procedures.
6. Follow appropriate procedures in the University of Manitoba Radiation Safety Manual and the conditions of the Internal
   Radioisotope Permit(s) posted in this room.
7. In case of a spill or incident involving radioactive material, follow emergency procedures and notify Radiation Safety.

Emergency Contact Information

Permit Holder: ___________________________ Laboratory Radiation Supervisor: ___________________________
(Name & Work Phone #)                           (Name & Work Phone #)                           ___________________________
(Rm&Bldg) .................................. .................................. (Rm&Bldg) ..................................

After hours Room Contacts (Name & phone number): 1. ___________________________ 2. ___________________________
Radiation Safety ................. 789-3613 or 789-3359 Environmental Health and Safety Office .... 474-6633

24-Hour Emergency: Contact Security Services at 555 or 474-9341
1. This poster shall only be removed by Radiation Safety Staff!
2. Lock door when room unoccupied.
3. Persons listed on the Internal Radioisotope Permit shall wear a dosimeter at all times.
4. Only persons listed on the Internal Radioisotope Permit may enter unless accompanied by a person listed on the permit.
5. Maintenance and renovation of this room may only be performed after decommissioning by the Radiation Safety Officer. Maintenance and service of this room by Physical Plant personnel shall follow Physical Plant Radiation Safety Procedures.
6. Do not eat, drink, store food or smoke in this room.
7. All radioactive material shall be attended by a person listed on the Internal Radioisotope Permit or secured in a locked room or enclosure when unattended.
8. Work surfaces and areas used to store radioactive materials shall be clearly marked with the trefoil.
9. Each use of radioactive material shall be recorded on the Radioisotope Log for this room. The most current log shall be visibly posted.
10. Follow appropriate procedures in the University of Manitoba Radiation Safety Manual and the conditions of the Internal Radioisotope Permit(s) posted in this room.
11. Renovations of this space shall be performed in accordance with the current Controlled Product Standard.
12. In case of a spill or incident involving radioactive material, follow emergency procedures and notify Radiation Safety.

---

**Emergency Contact Information**

<table>
<thead>
<tr>
<th>Permit Holder:</th>
<th>Laboratory Radiation Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name &amp; Work Phone #)</td>
<td>(Name &amp; Work Phone #)</td>
</tr>
<tr>
<td>Rm&amp;Bldg)</td>
<td>(Rm&amp;Bldg)</td>
</tr>
</tbody>
</table>

After hours Room Contacts (Name & phone number): 1. 2.

Radiation Safety ............ 789-3613 or 789-3359  Environmental Health and Safety Office ............ 474-6633

24-Hour Emergency: Contact Security Services at 555 or 474-9341
1. **This poster shall only be removed by Radiation Safety Staff.**
2. Radioactive materials and areas used to store radioactive materials shall be clearly marked with the trefoil.
3. All radioactive material shall be attended by a person listed on the Internal Radioisotope Permit or secured in a locked room or enclosure when unattended.
4. Renovations of this space shall be performed in accordance with the current Controlled Product Standard.
5. **Maintenance and service of this room by Physical Plant personnel shall follow Physical Plant Radiation Safety Procedures.**
6. Follow appropriate procedures in the University of Manitoba Radiation Safety Manual and the conditions of the Internal Radioisotope Permit(s) posted in this room.
7. In case of an incident involving radioactive material, follow emergency procedures and notify Radiation Safety.

**Emergency Contact Information**

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Radiation Safety .......... 789-3813 or 789-3359 Environmental Health and Safety Office ...... 474-6633

24-Hour Emergency: Contact Security Services at 555 or 474-9341
THE ABOVE CHART IS A GUIDE, MORE INFORMATION IS AVAILABLE THROUGH THE ENVIRONMENTAL HEALTH AND SAFETY OFFICE (EHSO) AT 474-6633. REVISED DECEMBER, 2007

1. NO CHEMICALS ARE TO BE LEFT FOR THE UNIVERSITY OF MANITOBA CUSTODIAL STAFF.
2. All hazardous waste must be labelled with EHSO Hazardous Waste Labels or original labels if original contents.
3. Empty reagent bottles are to be rinsed and have the labels defaced.
4. Contact manufacturer/supplier (e.g. Matheson) for disposal of empty/unused compressed gas cylinders (e.g. Lecture bottles etc.); contact EHSO for consultation.
5. Animal carcasses are to be incinerated.
6. All potentially infectious materials (biomedically involved) must be autoclaved or deactivated using a chemical sterilizing agent prior to disposal.
7. Consult also the University of Manitoba Biohazardous Waste Disposal Guidelines.
8. Radiosotope users should consult the University of Manitoba "Waste Disposal Chart for Radioisotope Users".
Waste Disposal Chart for Radioisotope Laboratories

Radioactive waste disposal to the regular garbage is strictly prohibited!

All wastes generated in the laboratory by the use of radioactive material shall be segregated, contained and marked in accordance with this chart. Before using radioactive materials, consider your experiment and prepare waste containers for all potential waste types.

Written procedure outlining the generation, storage and disposal of Radiological-Biological waste must be approved by the Safety Office.

Only clear autoclave bags are to be used!!! Never use orange or red bags for radioactive waste!

For more information contact the EHSO (474-6633).

<table>
<thead>
<tr>
<th>Incidental Release</th>
<th>Radiological-Biological Waste</th>
<th>ALL Stock Vials/Kit &amp; Contaminated Lead Pigs</th>
<th>Clean Lead Pigs Shielding</th>
<th>Liquids</th>
<th>Dry Solid and Glass</th>
<th>Sharps</th>
<th>Wet Solid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water used to wash hands and glassware may be flushed down lab sinks</td>
<td>As approved on permit. Make prior arrangements with EHSO if you are not authorized to place waste into incinerator directly.</td>
<td>Shield in original shipping containers</td>
<td>Monitor for radioactive contamination.</td>
<td>Keep each type of liquid waste separate or consult with Hazardous Waste Coordinator. Do Not Mix with non-radioactive waste!</td>
<td>&amp; brittle plastic vials, gloves paper</td>
<td>needles, blades</td>
<td>Spill clean up or emptied scintillation vials</td>
</tr>
<tr>
<td>Remove all sharps and seal in strong plastic. As authorized on permit: place directly in incinerator or transfer to EHSO.</td>
<td>Package securely in a small box</td>
<td>Remove all tape, paper and plastic. Pack into a small box</td>
<td>Pour into Barrier Pack Bottles* or suitable size HDPE wide mouth leak-proof bottles</td>
<td>Seal in plastic, then package securely in a box.</td>
<td>Pack in a puncture-proof container</td>
<td>Double bag, package and transfer to the EHSO waste facility as soon as possible.</td>
<td></td>
</tr>
<tr>
<td>Immediately prior to transfer to EHSO, complete the lower portion of the Universal Waste Tag.</td>
<td>Attach the Universal Waste Tag</td>
<td>Attach the Universal Waste Tag</td>
<td>Use a LS counter and measure the activity/volume. Subtract a blank and multiply for the total volume. Convert to MBq (1dps=1Bq)</td>
<td>For each container, estimate the activity in MBq (or uCi) based on the date started as indicated on the waste tag, the usage of radioactive material as indicated on the inventory records for this period and the experimental procedure. Remember to correct for decay!</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transfer to EHSO waste facility

At MICB: Transfer to 5030 CCMB following local procedure, proceed with transfer to EHSO waste facility.

For all other UofM areas: see current Radioactive Waste Calendar. See the Calendar for all other details and dates.
WHMIS
(Workplace Hazardous Materials Information System)

HAZARD CLASSIFICATION

CLASS A - COMPRESSED GAS

CLASS B - FLAMMABLE AND
  COMBUSTIBLE MATERIAL
  1. Flammable Gas
  2. Flammable Liquid
  3. Combustible Liquid
  4. Flammable Solid
  5. Flammable Aerosol
  6. Reactive Flammable Material

CLASS C - OXIDIZING MATERIAL

CLASS D - POISONOUS AND INFECTIOUS
  MATERIAL
  1. Materials Causing Immediate
  and Serious Toxic Effects
  2. Materials Causing Other
  Toxic Effects
  3. Biohazardous Infectious
  Material

CLASS E - CORROSIVE MATERIAL

CLASS F - DANGEROUSLY
  REACTIVE MATERIAL

SYMBOL

WORKPLACE LABELS
These labels are applied at the workplace on controlled
products or containers of controlled products when
A. The original supplier label is missing or becomes unreadable,
B. The material is decanted or transferred from the
supplier's container to another container,
C. The material is produced at the workplace for
use within the workplace.

Workplace labels will include the following information
1. Name/Identity of the Product
2. Safe Handling Information - refers to any precautions that must be followed to minimize the
risks of adverse health effect or injury. This also includes any personal protective equipment
(PPE) e.g., type of gloves, eye or respiratory protection to be worn or other controls to be used
through statements or pictograms (symbols)
3. Reference to the MSDS.

MATERIAL SAFETY DATA SHEET
A MATERIAL SAFETY DATA SHEET (valid for three years)
will include information relating to each of the following categories

1. Product Identification and Use
2. Hazardous Ingredients
3. Physical Data
4. Fire and Explosion Data
5. Reactivity Data
6. Toxicological Properties
7. Preventive Measures
8. First Aid Measures
9. Date and Source of MSDS

and any other hazard information of which the
Supplier is aware or ought reasonably to be aware.

FIRE / MEDICAL EMERGENCIES
555 from 474, 789, 975, 977 exchanges or
#555 from a cell phone (MTS or AT&T)
or
911 from other exchanges. If 911 is called
you must also call Campus Security at
474-9341

CHEMICAL / BIOHAZARDS EMERGENCIES
474-6633
(8:30 am - 4:30 Mon. to Fri.). If busy or after hours, call 555

For further information on WHMIS,
contact the ENVIRONMENTAL HEALTH AND
SAFETY OFFICE at 474-6633.

MANITOBA WORKPLACE HEALTH HAZARD REGULATION 53/88 REQUIRES THAT A COMPLETE AND CURRENT CHEMICAL INVENTORY IS MAINTAINED AT ALL TIMES.
Prior to entering a room, you can use the information on the WHIP placard to help you make safe choices. Be aware that these placards may not cover all hazards that can be encountered in the University community. Assess the risk and contact your supervisor if you are unsure of a situation.

Here is an explanation of the information provided on a WHIP:

**Building Room identification**

**Entrance Requirements** that must be followed by everyone entering the room

**Personal Protective Equipment (PPE)**

Required PPE is bordered in Red

Commonly Used is bordered in yellow

“R” required PPE when handling radioactive materials.

The required PPE is either an entrance requirement or required when handling any controlled product, ASK! Consider what you are planning to do in the room and check your SJP/Toolbox/Tailgate when deciding what additional PPE you need to wear.

**Hazards in the room**, when unattended should be **Contained or Well Marked.**

**WHMIS and hazard symbols** indicate the specific hazards in the room. This is a requirement of the Manitoba Fire Code and the Workplace Safety & Health Act.

For rooms containing **Lasers and Magnetic Fields** look for a red bordered sign on the door that has hazard information.

Areas that have large volumes of **cryogenics** such as liquid helium, may have an oxygen deficiency monitor and therefore a red bordered sign with emergency information.

For **Radioisotope areas** you should look for the “caution triangle” or the “do not enter circle”. Remember STD, shielding, time & distance!

The **Biohazard** containment level is indicated as a 1, 2 or 3. This refers to the requirements for manipulating a biohazard. There may be special entry procedures, this information would be in a red bordered sign on the door. Examples of the other red bordered signs are on the reverse.

**Responsible User/contact for room:**

During working hours, explain what you plan to do and ask about hazards associated with their materials in the room.

If you discover an emergency situation after hours, contact Security Services and implement your emergency procedures.
Other hazard signs

For areas using lasers, strong magnetic fields or oxygen deficiency monitors, additional warning signs with information about the hazard should be displayed on the door in a red bordered frame.