

## Preparing for a Safety Officer Visit

Manitoba Workplace Safety and Health (WSH) conducts targeted enforcement activities to ensure high risks are effectively managed. Manitoba Workplace Safety Officers could visit your workplace at any time for targeted enforcement or to check that your safety program is in place and is in compliance with the Manitoba Workplace Safety and Health Act and Regulations. A Safety Officer visit may also occur in cases of a serious incident, work refusals, harassment and violence, and worker or customer safety complaints.

### What's the Danger?

A Workplace Safety and Health Officer has the authority to inspect your workplace and obtain documentation on request without a warrant. Removing them from your workplace or refusing to cooperate with their requests is not an option. Planning in advance and learning how to deal with a safety officer can reduce panic and minimize off-topic discussions and behaviors that can increase your liabilities leading to orders, and fines.

### What can I do to Prepare?

<b>Assign a Greeter</b>	Always have a point person along with Safety Committee Members or other Managers informed as back-ups. Greeters are those who know your safety program, your facility and are familiar with the Manitoba Workplace Safety and Health Act and Regulations.
<b>Co-Chairs Prepared</b>	Train your committee to expect Safety Officer visits. Most officers will immediately ask for the worker co-chair to accompany them on the inspection. They should also ask for a Manager or the Employer Co-chair. If they are not available, another safety committee representative will be requested.
<b>Develop a Comprehensive Safety Program</b>	One sure way to have a successful Safety Officer visit is to have a comprehensive safety program that meets legislative requirements.
<b>Conduct Regular Inspection</b>	Conducting regular inspections that identify unsafe conditions and acts with effective corrective actions is another way to avoid orders and fines. Inspection items should include high-risk safety hazards (i.e., chemicals, electrical safety, MSI, eyewash stations)
<b>Training</b>	Conduct regular training and <b>DOCUMENT</b> sign-off on Safe Work Procedures and other training such as WHMIS, lockout training, and new worker orientations.
<b>Keep Documentation Accessible</b>	The greeter and the safety committee should know where all documentation is including training documents, safety committee minutes, safety board, SDS sheets, orientations, incident investigations, and other pertinent safety records.
<b>Listen Carefully to the Officer</b>	Comply with the officer's requests in a calm manner. Do not panic and talk about everything in the company's safety program or the lack thereof. Only answer questions asked by the officer to the best of your ability. If you don't know something, ask someone who knows or let the officer know you will send an answer/confirmation later by email.



## Safety Tips

- ✓ Only answer questions you are asked and provide concise answers.
- ✓ Only provide the documents you are asked for.
- ✓ Do not falsify records.
- ✓ If you do receive orders, respond by the due date with your response or ask for an extension.
- ✓ In the case of a fatality or a disabling injury it is recommended to contact a labour employment lawyer.
- ✓ Contact S2SA to assist in clearing any orders you receive and to review incident reports prior to sending.

NOTE: Improvement orders and Stop Work Orders are required to be posted on the Safety Bulletin Board

## Demonstrate

Show your safety committee and managers where important safety information is located.

## Discussion

What are the reasons why a Safety Officer may visit your workplace?

Who is your Greeter or who should you call if a Safety Officer visits?



**Manitoba Workplace Safety and Health Act and Regulation**

Manitoba Workplace Safety and health Act – Powers of Safety and Health Officers 24(1)

**Workers Involved in this Safety Talk**

**Date:** \_\_\_\_\_

Name	Signature

Name	Signature

**Notes**

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