

Manitoba Media Production Industry COVID-19 Safety and Health Guide

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*Prepared by On Screen Manitoba
with special thanks to the On Screen Manitoba Producer Committee*

The Manitoba Media Production Industry COVID-19 Safety and Health Guide was drafted by the On Screen Manitoba Producer Committee with input from various local stakeholders including ACTRA Manitoba, the City of Winnipeg Film and Events Office, Film Training Manitoba, DGC Manitoba, IATSE 856, Manitoba Film and Music and the Manitoba Film Liaison. It is intended to complement the [Manitoba Government guidelines listed in Restoring Safe Services: Phase 2](#) (scroll down to Film Production effective June 1) and under [Workplace Guidance for Business Owners](#).

The purpose of this Guide is to help employers, employees, contractors, visitors and subjects (including producers, cast, background performers, interview subjects, crew, guests, visitors, etc.) meet the physical distancing, cleaning and hygiene practices required by the Manitoba Government to reduce the spread of COVID-19 when they are on set, on location, in a production office or in the offices of a production company in Manitoba. This Guide provides basic recommendations for a wide range of types and sizes of production. Please see additional suggested approaches for productions that involve 50 people and more in one location (**Annex 1**) and for “unscripted” and commercial productions (**Annex 2**).

This Guide is subject to change and will be updated regularly to reflect government safety and health orders and recommendations. As with all workplace safety and health requirements, SAFE Work Manitoba will collaborate with the Media Production Industry to ensure government safety and health requirements are implemented.

All productions and production companies must facilitate physical distancing measures in all workplaces (in offices, on set and in the related staging, waiting, preparation, rest, office, etc. areas) for all employees, contractors, workers, cast (including background performers), subjects and approved visitors whenever reasonably possible except for brief exchanges. A brief exchange occurs when people are less than two metres apart for less than ten minutes. When physical distancing is not possible; for example, when applying make-up, fitting costumes, or between performers, then the employer must provide reasonable risk mitigation measures.

The COVID-19 pandemic has required the implementation of an unprecedented number of new protocols to ensure the health, safety, and security of our community. The Manitoba media production industry has consulted with producers, unions and government to develop the Manitoba Media Production Industry COVID-19 Safety and Health Guide to reduce the risk of contracting COVID-19, prevent the spread of COVID-19, and if applicable allow for contact tracing. To help ensure the health and well-being of all, the On Screen Manitoba Producer Committee encourages all productions taking place in Manitoba during the COVID-19 pandemic to limit shooting days to 11 shooting hours plus setup and wrap time. The Manitoba Government guidelines, and the best practices proposed in this document, depend on a high level of commitment and trust from all employees, contractors, workers, cast (including background performers), subjects and approved visitors. We need to be able to count on each other, and hold each other accountable to follow required guidelines and maintain best practices both on and off set.

This guide is supplemental to, and is not a replacement for, the requirements stipulated by the Government of Manitoba to reduce the spread of COVID-19. The intention is to provide recommendations/best practices to assist employers, employees, contractors and others regarding implementation of the distancing, cleaning, hygiene, and related practices required by Manitoba Government regulation. This is a guide only, and while allegiance to its recommendations are at the discretion of the stakeholders, in all events the requirements of the Government of Manitoba must be adhered to.

GENERAL GUIDELINES

Physical (Social) Distancing

Employers must ensure processes, space and materials are available to facilitate physical distancing, and employees, contractors and visitors must work with employers to ensure physical distancing is maintained.

- Ensure physical distancing of at least 2 metres (six feet) whenever reasonably possible.
- When physical distancing cannot be maintained, appropriate steps must be taken to minimize risk, this may include the use of non-medical personal protective equipment.¹
 - Emerging industry standards recommend that at all times when “on set” where actual shooting is taking place, or whenever within 4 metres of cast members (or in Zone 1 when using the “Team and Zone” Approach), non-medical personal protective equipment should be worn by everyone including at a minimum, a face shield and mask. Consideration may be given to the camera operator to remove their shield when operating the camera.
- When using non-medical personal protective equipment please refer to [Manitoba Government Guidelines for PPE and Non-Medical Masks](#) (scroll down to PPE).
 - The employer is responsible for communicating the required protocols and providing the appropriate information for each department, team, crew member, cast and workplace visitor, concerning the use, changing, reuse, if appropriate, and disposal of non-medical personal protective equipment in accordance with Manitoba provincial regulations.
 - Production will provide non-medical personal protective equipment as required, and if possible, it becomes the responsibility of the individual crew member provided with the non-medical personal protective equipment to clean and maintain it as appropriate.
 - non-medical personal protective equipment must not be shared.
- Maintain a single point of entry and discourage people from leaving and re-entering the premises.
- Congregation of people must be actively discouraged by the employer through the use of posters and floor markings indicating physical distancing. All common spaces such as meal service, rest,

¹ PPE (personal protective equipment) refers specifically to medical grade equipment. Non-medical masks are an impediment and/or barrier for the transmitting of droplets. They are not certified as PPE because there are no standards for their manufacture and no training required for their use.

waiting, staging, preparation, parking and washroom areas may be regulated by the employer to prevent congestion.

- Keep the number of people on set, on location, and in the production office to a minimum. This may include “cohorts,” “teams” or “pods” – essentially organizing people into smaller groups that work together. Staggered start times and/or shorter workdays may also be considered.
- As much as possible, productions and production companies should limit the number of face-to-face interactions by facilitating tele-working whenever reasonably possible including holding pre-production and production meetings and rehearsals virtually.
- Use outdoor locations when possible.
- Limit interactions with the general public.
- Productions and production companies are encouraged to implement an online platform for all paperwork including deal memos and any production document that can be shared, edited and distributed electronically. Sample systems include:
 - <https://www.studiobinder.com/call-sheet-app/>
 - <https://app.circushr.com/profile/contact>.
 - <https://croogloo.com/>

Hygiene

Employers, employees, contractors and approved guests must not go to work if they are sick, they should stay home and seek medical advice as appropriate.

- Employers must provide multiple hand washing (with running warm water)/sanitizing stations in every workspace, near washroom facilities and food and beverage services. This includes at the entrance and exit to all sets, office spaces, trucks, trailers, etc.
- Employers must provide signage regarding recommended COVID-19 health protocols including instructions to:
 - Wash hands frequently and thoroughly (20 seconds), using hand sanitizer when warm running water and soap is not available. This includes upon entering or leaving the premises, before and after meals, after using the washroom, upon moving into a different workspace.
 - Avoid touching your face.
 - Cough or sneeze into a disposable tissue or your elbow. Tissues should be disposed of in the garbage immediately after use and hands should be washed or sanitized.
- Washrooms should be limited to one person at a time.
- Sharing of food and personal items should not be permitted.

Cleaning

Employers must ensure processes, space and materials are available to facilitate cleaning, and employees, contractors and visitors must work with employers to ensure cleaning protocols are implemented.

- All employers, employees, subjects and contractors should clean and sanitize personal phones, laptops or other equipment on a regular basis.

- All workspaces, common areas, especially washrooms, production equipment/supplies and high touch objects must be cleaned and sanitized with Health Canada approved disinfectant that kills viruses, including coronaviruses. This should include at the end of the working day and throughout the working day at appropriate intervals and between use by different people.
- Shared equipment (such as props, camera equipment) must be cleaned/disinfected frequently and after each use (if it cannot be cleaned/disinfected between cast and crew, then it cannot be used).
- Cleaning may be carried out by the cast and crew, but the employer must designate, a trained individual who is responsible for ensuring this is being done properly and consistently. The employer must communicate clearly to cast and crew who is responsible for supervising and implementing cleaning protocols.
- It is the employer's responsibility to provide appropriate sanitization/cleaning supplies, schedules and human resources for workspaces, common areas, equipment/supplies and high touch objects.

Travel

International travel continues to be restricted. Anyone entering Manitoba from an international destination must self-isolate for 14 days. Visit this [Government of Canada website](#) for details. Self-isolation must be completed before attending the work site.

Pursuant to a Manitoba [public health order dated June 25, 2020](#), persons entering Manitoba from locations within Canada who are displaying no symptoms of COVID-19 and who are directly involved in a media production are not required to self-isolate. Read all [current Manitoba Public Health Orders](#).

- In addition, employers, employees and contractors are encouraged to consider the following best practices:
 - Travel during, and leading up, to the production period should be limited to essential trips only. If you must travel for an essential trip, inform your employer immediately.
 - Any out-of-country travel by employers, employees and contractors is subject to the federal government required self-isolation period upon return to Manitoba.
 - Should rapid reliable testing be made available to travelers, and the employer wishes to hire someone who has traveled recently, the employer may arrange for safe isolated transport from the airport to the testing facility and then to a secure accommodation until the results are received.

EMPLOYER RESPONSIBILITIES

Manitoba Workplace Safety and Health legislation requires employers to provide a safe workplace for their workers. Employers must designate a safety and health representative if they have 10 to 19 workers, and a safety and health committee for a crew of 20 or more workers. Employers, representatives and committees should ensure all workers are following Manitoba Health COVID-19 guidance recommendations.

- It is the employer's responsibility to ensure the necessary resources (people, cleaning supplies, non-medical personal protective equipment, information and training) are in place to meet the Government of Manitoba COVID-19 Safety and Health Guidelines.
- Productions and production companies must post information about COVID-19 safety and health guidelines in multiple places within the workspace(s). [Government of Manitoba links to posters and other resources](#).
- Productions and production companies are encouraged to communicate in written and verbal form the Manitoba Media Production Industry COVID-19 Safety and Health Guide and any additional protocols and best practices specific to their premises and/or production to all employees, subjects and contractors.
 - Productions and production companies are encouraged to ensure COVID-19 Safety and Health Protocols for their specific production/workplace are: clearly defined, updated regularly according to government directives and communicated on a regular basis to all employers, employees and contractors.
- Productions with **less than 10 people** working at the same time are encouraged to designate a safety and health representative, who is responsible for ensuring COVID-19 Safety and Health Guidelines are being met on set, on location and in production offices in Manitoba.
- Productions with **more than 50 people** working at the same time are encouraged to hire one person dedicated to communicating and enforcing COVID-19 Safety and Health Protocols. (see *Productions with More than 50 People - COVID-19 Safety and Health Supervisor & Committee Annex 1*).
- Updated July 3, 2020: a sample job description for the role of COVID-19 Safety & Health Supervisor is available in **Annex 5**.
- It is the employer's responsibility to communicate expectations in regard to COVID-19 Safety and Health Guidelines including a zero tolerance policy where employees and contractors who do not abide by all of the COVID-19 Safety and Health Guidelines at all times can be terminated.
 - Employees and contractors should be informed of the process to report employers, employees and contractors who do not abide by all COVID-19 safety and Health Protocols.
 - Productions and production companies are encouraged to require employees and contractors to read and sign their Production and/or Workplace COVID-19 Safety and Health Protocols document along with the employee's/contractor's initial employment agreement/contract. By signing the COVID-19 Safety and Health Protocols document the

employer, the employee(s)/contractor(s) pledge to abide by the COVID-19 Safety and Health Protocols established by the employer.

- It is the employer's responsibility to create an environment of trust where employees, subjects and contractors may call in sick without fear of negative repercussions. If an employee, subject or contractor is sick they must stay home. Employers are encouraged to ensure that when an employee is well again, and if the production they leave is still operating, and their original position remains, that they are given the opportunity to return to the same position.
 - Any person showing symptoms while at work will be sent home by the employer or their designate with the suggestion that they seek medical attention, in accordance with provincial COVID-19 parameters.
- It is everyone's (employers, employees, contractors, subjects, visitors) responsibility to stay informed and ensure Manitoba Government COVID-19 Safety and Health Guidelines and best practices are respected at all times.
- Employers are encouraged to work with the Unions and other organizations to create a list of resources for mental health aid and assistance.
- Employers are encouraged to communicate with all vendors and suppliers to review their COVID-19 protocols and determine internally if these are adequate or if additional protocols are required to ensure cast/crew safety.

BEFORE YOU GO TO WORK

If you feel sick or have any COVID-19 symptoms, you must not come into work. Call your employer/supervisor to inform them of your illness. It is recommended that you contact Manitoba Health links and/or a medical professional to determine whether you need medical attention.

Screen and Testing

Everyone (producers, cast, crew, contractors, visitors, subjects, etc.) must complete the [Shared Health Manitoba Screening Tool](#) each day prior to reporting to work.

- Productions may wish to implement an additional daily COVID-19 Questionnaire (see sample in **Annex 3**, and **Annex 4** for details on working with a medical professional).
- Productions may require that everyone have their temperature checked with a contactless thermometer prior to entering any production area at a designated check point outside of the secured work area. For details on procedure for temperature checks and privacy see **Annex 4**.

SOME SPECIFIC REQUIREMENTS

Meal and Craft Services

- Providing meals on set/location must follow applicable restaurant guidelines. Buffet-style eating is prohibited. Read the [Manitoba Government COVID-19 Safety and Health Guidelines for restaurants](#) (scroll down to Restaurants).
 - Prepackaged or preordered meals from set menus made to order may be considered.
 - Onsite snack bars, coffee bars and other confectionery style refreshment counters should be closed.
- Congregating for meals should be avoided. Physical distancing, cleaning and hygiene protocols must be in place in all meal areas.
 - Meal times may be staggered and adequate space should be provided to maintain physical distancing during meal times.
 - Outdoor eating areas are encouraged whenever possible.
 - Employers, employees and contractors should physically distance while eating and only eat near members of their “team” or department.
 - Food and beverages should not be shared.
 - Employees should be discouraged from leaving production areas during lunch break.

Dressing Rooms and Washroom Facilities

The Manitoba Government Guidelines include the following:

- encourage individuals to shower at home and limit use of dressing area;
- minimize in-person wardrobe fittings as much as possible, and minimize the number of staff attending in-person fittings;
- remove any common use items from dressing rooms;
- post signage for guidance on shower area use to maintain physical distancing;
- modify the use of dressing rooms to maintain physical distancing, including those involved in fittings;
- provide disinfectant spray or wipes for participants to disinfect dressing room surfaces before and after use; and
- ensure enhanced and frequent cleaning and disinfection of dressing rooms.

Transportation

Transportation required to and from sets and locations must follow applicable transportation guidelines as per the [Manitoba Guidelines](#) (scroll down to transportation). Some suggested best practices are listed below:

- Encourage travel to the workplace by individual transport.
- Whenever public transport is required, suggest crew member uses non-medical mask and travels at low volume times.

- High density transport to be used only as a last resort and vehicle sharing should be limited.
- Out of town cast and crew airport pickups permit one passenger per production van to maintain physical distance standards. When sharing transportation is required, passengers are required to wear non-medical personal protective equipment.
- Cast and crew are responsible to clean up after themselves (any garbage etc.).
- No food permitted at any time in vehicles. Any personal beverages will be kept in containers kept to the person and only consumed if necessary.
- All production vehicles must include sanitizer/disinfectant.
- All production vehicles must be sanitized daily on an ongoing basis and after each new passenger load (especially door handles, seatbelts, windows buttons)
- Cleaning procedures should include use of non-medical personal protective equipment (i.e. masks and gloves while cleaning)
- All transport drivers should wear non-medical masks at all times due to ventilation issues and potential violation of physical distancing requirements within vehicles
- If a production is following the “Team” or “Pod” protocols, any persons needing to travel together, must travel with only with people from their own Team/Pod and when possible Teams/Pods should always use the same vehicle.

Annex 1

Productions With 50 Or More People - COVID-19 Safety & Health Supervisor/Committee

- Productions that involve 50 and more people should form a COVID-19 Safety and Health Committee. This practice is encouraged for all productions that involve multiple departments, employees and contractors.
- In the case of productions with 50 people and more, the Committee should be chaired by a producer representative who is dedicated only to the COVID-19 protocol enforcement (*the COVID-19 Safety and Health Supervisor*).
- The presence of a COVID-19 Health & Safety Supervisor/Committee will not replace individual responsibility to follow proper hygiene, cleaning, and physical distancing protocols.
- Suggested structure for COVID-19 Health & Safety Committees: include a representative for the Producer, a representative from each department and from cast (or in the event a “teams” approach is used a member of each “team”).
 - The department or team lead should be responsible for ensuring the general and any specific COVID-19 Safety and Health Protocols are in place and being respected.
 - They should provide their department or team with any necessary updates regarding safe health practices. They will communicate any COVID-19 concerns within their group to the Committee and will monitor the response.

Annex 2

“UNSCRIPTED” INCLUDING COMMERCIAL PRODUCTION

Due to the unique nature of unscripted productions including commercial, in addition to the general protocols described above, the following is required:

- When filming on location in Manitoba all interview subject agreements will include a COVID-19 clause stating that they are free of symptoms and agree to follow the social distancing and safety guidelines outlined above for film production.
- Production will have a crew member on location ensuring these guidelines are followed.
- When filming on location, the production company will provide all interview subjects and cast with standard COVID-19 Safety and Health equipment, including: shields, masks and gloves when they are not on camera, and easy access to hand sanitizer.
- All releases and paperwork should, as much as possible, be electronic.
- Cast and interview subjects will either be boomed or put on their own microphones when needed.
- Microphones will be cleaned before and after each user.

Annex 3

STANDARD DAILY COVID-19 HEALTH QUESTIONNAIRE FOR PRODUCTIONS

To be completed by all employers, employees, contractors, visitors and subjects (including producers, cast, background performers, interview subjects, crew, guests, visitors, etc.) prior to each work day whether on set, on location, in a production office or in the offices of a production company in Manitoba.

Date: _____

Name: _____

Team or Pod if applicable: _____

1. Have you completed the Shared Health Manitoba Screening Tool? Yes _____ No _____
2. Did the Shared Health Manitoba Screening results advise that you should consult a medical professional? Yes _____ No _____
3. Have you travelled outside of Manitoba any time in the last 14 days? Yes _____ No _____
4. Have you been in contact with anyone who has travelled outside of Manitoba any time in the last 14 days? Yes _____ No _____
5. Have you, or anyone you've been in contact with, experienced any COVID-19 symptoms? Yes _ No _
6. Have you tested positive for COVID-19 Yes _____ No _____
7. Have you been in contact with anyone who has contracted the COVID-19 virus? Yes _____ No _____

I, _____ affirm that all of the above is truthful and I agree that I will immediately notify the Producer or their designate (COVID-19 Safety and Health Supervisor/Department head (must indicate who to report to)) of any information that would change my answers to these questions.

Signature

Annex 4

TESTING/ILLNESS

- Productions should clearly communicate. Their protocol for determining if someone should be sent home due to illness. For example, if the sample daily COVID-19 Questionnaire is being used and someone doesn't complete the Questionnaires or answers "YES" to any questions on the COVID-19 Questionnaire, is determined to be symptomatic, or where temperature tests are used, registers a temperature of 37.5 Celsius or higher, the employer may wish to seek input from a medical professional to determine whether that person may work that day.
- If temperature checks are to be requested then the following will be put in place:
 - Individuals collecting questionnaires and taking temperatures must be trained in using the testing equipment and wear required PPE (i.e. masks, face shield, gloves) and/or work behind a plexiglass barrier.
 - The questionnaire and temperature testing locations will be located away from high traffic areas and will ensure:
 - Adequate physical distancing while testing and awaiting results;
 - Proper sanitization protocols in testing locations and for equipment;
 - The privacy of participants, including tracking methods and storage of personal information. For further clarity, the collection, use, storage, and communication of personal and health information must be managed in accordance with applicable privacy laws).
- In the case where there is a *COVID-19 Safety and Health Supervisor* (see below) and a FACS/set medic they will be called to the check point to investigate.
 - If anyone is unable to complete the Covid-19 Questionnaire as required, the *COVID-19 Safety and Health Supervisor* will not allow the person to enter the production area.
 - If anyone test with a temperature of 37.5 Celsius or higher, a retest will be conducted by the FACS/set medic (wearing PPE) in the presence of the *COVID-19 Safety and Health Supervisor*. If the symptoms are confirmed, the *COVID-19 Safety and Health Supervisor* will not allow the symptomatic person to enter the production area. The person will be encouraged to take appropriate action including seeing a physician.

Annex 5

SAMPLE JOB DESCRIPTION: COVID-19 SAFETY & HEALTH SUPERVISOR

The COVID-19 Safety & Health Supervisor reports to and represents the producer (employer) in regard to COVID-19 safety and health policies and procedures. In that role, they are responsible for ensuring the roduction is meeting current government and industry COVID-19 Safety & Health Guidelines and they are responsible for the implementation and enforcement of those guidelines through the employer's COVID-19 safety and health procedures/protocols. The COVID-19 Safety & Health Supervisor chairs the COVID-19 Safety & Health Committee and works proactively with all departments to ensure employees, contractors, subjects and visitors understand and implement COVID-19 safety and health procedures/ protocols.

Responsibilities

- Oversee and ensure COVID-19 safety and health procedures/protocols for the Production are implemented.
- Understand and regularly update the Production's COVID-19 safety and health procedures / protocols and fulfill specific responsibilities outlined by the employer in relation to COVID-19 safety and health.
- Ensure all employees, contractors, subjects and visitors are:
 - advised of all COVID-19 procedures and protocols
 - advised of known or reasonably foreseeable risk to safety and health in the area where the employee, contractor, subject and/or visitor is involved in work
- In cooperation with the heads of all departments, oversee and ensure all employees, contractors, subjects and visitors follow COVID-19 Safety & Health procedures/protocols including the use of all devices, clothing and personal protective equipment required.
- Chair the COVID-19 Safety and Health Committee.
- Provide daily COVID-19 briefing to 1st AD to verbally communicate over walkie to the crew at the beginning of each day. This may include instructions regarding the physical areas for each Zone and Holding Area, the location of all washrooms, washing stations, sanitization station and hand sanitizers.
- Provide daily briefing regarding COVID-19 and preventative measures to call sheets and other daily documents.

Criteria

The COVID-19 Safety and Health Supervisor will be trained in COVID-19 protocols, will stay updated on the latest COVID-19 information updates from federal and provincial governments and the World Health Organization (and any other verified sources).

- Certified medical and/or safety training
- Experience working in production (asset)

NOTE: The role of the COVID-19 Safety and Health Committee must not be confused with the responsibilities of supervisors or employers. See Committee Representative Description on next page.

The COVID-19 Safety and Health Committee

The committee brings together workers' in-depth practical knowledge of specific jobs and managers' knowledge of the organization's big picture to provide input and advice on safety and health matters. The committee should also monitor the workplace COVID-19 safety and health procedures and protocols to ensure that they are effective. The committee provides input and advice. The employer remains ultimately accountable for the final decision. The committee should be used to assess the effectiveness of the workplace safety and health program.

The role of COVID-19 safety and health representative(s)/committee members

The COVID-19 safety and health representative communicates worker concerns to managers and business owners on behalf of all the workers. The role also includes:

- cooperating with all workplace parties to identify hazards to COVID-19 safety and health, and to identify effective systems to respond to the hazards;
- cooperating with all workplace parties to ensure compliance with COVID-19 safety and health requirements in the workplace;
- receiving all matters and complaints with respect to workplace COVID-19 safety and health—and cooperate with the COVID-19 Safety Supervisor/employer to investigate and promptly address these issues;
- participating in inspections, inquiries, and investigations concerning COVID-19 safety and health in the workplace;
- advising on individual non-medical protective devices, equipment, and clothing that best meet worker requirements, in keeping with COVID-19 safety and health procedures/protocols; and,
- recommending improvements to COVID-19 safety and health procedures and protocols for the employer, employees, contractors and visitors.

Annex 6

BACKGROUND INFORMATION FOR THE EMPLOYER

Understanding the role of “Supervisor” in a Safety & Health Context

A supervisor is defined in the Workplace Safety and Health Act as being “a person who has charge of a workplace or authority over a worker.” Section 4.1 of The Workplace Safety and Health Act sets out the legal duties of supervisors (team leaders, lead hands and workers who are temporary supervisors). The employer remains accountable for what supervisors do and fail to do. Section 4(2)(h) of The Workplace Safety and Health Act states that an employer must “... ensure that all of the employer’s workers are supervised by a person who (i) is competent, because of knowledge, training or experience, to ensure that the work is performed in a safe manner, and (ii) is familiar with this Act and the regulations that apply to the work performed at the workplace.”

- Supervisory training should include such topics as:
 - applicable sections of the Workplace Safety and Health Act;
 - applicable sections of the Regulations; such as, the safe handling, use, storage, production and disposal of substances;
 - how to carry out applicable job procedures and work processes;
 - how to develop, implement and monitor Safe Work Procedures (SWP);
 - the need for, and safe use of, personal protective equipment;
 - emergency procedures;
 - their role in supporting the workplace safety and health committee and its representatives;
 - coaching and motivation; and,
 - any other matters necessary to ensure the safety and health of workers under their supervision.
- Supervisors are often responsible for training their workers. If this is the case, supervisors must have the necessary training and skill to instruct workers in the Safe Work Procedures (SWP) that have been developed.

Responsibilities & What Supervisors need to do their Job

Orientation – Workers must be given the name and contact information of their supervisor to report unsafe conditions at the workplace. See [SAFE Work Bulletin #255](https://www.safemanitoba.com/Resources/Pages/bulletin-255.aspx) (<https://www.safemanitoba.com/Resources/Pages/bulletin-255.aspx>) for all information that must be included in worker orientation.

Training – An employer must ensure that supervisors are given and/or have the proper education, experience and knowledge for their job. At times, supervisors are given their positions because they are good at what they do. This does not mean that supervisors know how to instruct workers and manage the day-to-day activities of others, nor does it mean they will effectively manage workplace safety and health issues. Employers must teach supervisors the specific skills and knowledge they need to be effective, so that supervisors can train other workers on Safe Work Procedures (SWP) for the tasks they supervise.

Strong safety and health policies – Companies must develop strong safety and health policies to ensure supervisors fully understand and put into practice company policies and procedures. Workplace Safety and Health Committee/Representative must be included in the creation of all workplace safety and health related policies and procedures.

Senior management commitment – Supervisors need the support of senior management for training and safety and health policies to be effective. Top level management must make safety and health visible within the organization to show that they are serious when it comes to the safety and health of workers. Tips to think about when considering a supervisory position or when already a supervisor

Employers must provide Supervisors with written safety and health orientation program that can be used with new workers to cover the basics in a consistent way. What supervisors need to know varies with different jobs or industries. Supervisors will train new workers more effectively if they ask questions about specific hazards and written safety procedures.

- Different people learn differently and a “one-size-fits-all” approach for all workers may not be effective.
- Supervisors should watch workers do their work to check that they understand their training. Most new workers are trying to “fit in” with new co-workers and they are only able to absorb so much information.
- Supervisors should encourage all workers to ask questions. New workers often try to impress their supervisors and do not want to appear as though they have not understood something.
- Supervisors should assign a mentor to a new worker - this is strongly recommended. This can help ease the process of “fitting in” and will allow workers to focus on the safety and health aspects of their new job. However, experienced and professional workers do not always follow the rules. They have often integrated bad practices into their day-to-day activities and are not always aware that they are doing them.
- Supervisors should ask for a copy of their written workplace safety and health program (which is required in workplaces with 20 or more workers) and familiarize themselves with the contents. This program symbolizes an employer’s commitment to safety and health.