

Approval Date: November 16, 2015

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Parent Policy: Health, Safety, and Environment Policy

Assignment of Accountability: 1.0 (Health, Safety, and Environment) Program Management and Leadership

Office of Administrative Responsibility:	Health, Safety and Environment
Approver:	Associate Vice-President (Human Resources, Health, Safety and Environment)
Scope:	Compliance with this university policy extends to all academic staff, administrators, colleagues and support staff as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories) . Undergraduate, graduate, and Faculty of Extension students; postdoctoral fellows; emeriti members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

Overview

Effective health, safety, and environment program management and leadership helps to minimize the risk of injury, illness, property damage or environmental release arising from the **worksite**. The commitment of **senior administrators** is essential to develop, maintain, and continuously improve an effective **health, safety, and environment management system (HSEMS)**. The Health, Safety and Environment unit of Human Resources, Health, Safety and Environment is the custodian of the HSEMS.

Purpose

The purpose of this procedure is to mandate senior administrators to establish health, safety, and environment objectives and plans for their respective **unit(s)**.

ACCOUNTABILITIES

Senior administrators must demonstrate leadership through the following activities:

- Provide appropriate resources to plan, implement, check, review, and improve the HSEMS framework in their respective unit(s).
- Participate in the HSEMS as required.
- Endorse and promote HSEMS plans and activities within their respective unit(s).
- Establish and maintain HSEMS records.

- Report on progress of their unit’s HSEMS plans and activities.
- Implement and ensure compliance with other HSEMS roles and activities identified in the Program Management and Leadership Procedure.

For detailed information, consult the procedures under “Related Links.”



DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top]	
Worksite	On or off campus location where a member of the university community works including but not limited to the following: laboratory, classroom, vehicle, office, shop, store room, farmland and research site, retail facility.
Senior administrator	The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director.
Unit	A designation used to denote academic and non-academic departments, faculties, schools, institutes, and centres at the University of Alberta.
Health, Safety, and Environment Management System (HSEMS)	A University of Alberta framework that reflects best practice for organizing health, safety, and environment policy, assignment of accountabilities, and related procedures. The framework reflects integrated processes, clear accountabilities with roles and responsibilities.

FORMS

RELATED LINKS

(Health, Safety, and Environment) Program Management and Leadership Procedure