Assignment of Accountability:
1.0 Program Management and Leadership

<table>
<thead>
<tr>
<th>Office of Administrative Responsibility:</th>
<th>Environment, Health and Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver:</td>
<td>Associate Vice- President (Risk Management Services)</td>
</tr>
<tr>
<td>Scope:</td>
<td>Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B), including Third party contractors, Visiting speakers, Volunteers, Professors Emeriti, Undergraduate Students, Graduate Students, Post-Doctoral Fellows, Visitors to Campus.</td>
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Overview

Effective environment, health and safety program management and leadership helps to minimize the risk of injury, illness, property damage or environmental release arising from the workplace. The commitment of Senior Administrators is essential to develop, maintain and continuously improve an effective environment, health and safety management system.

Purpose

The purpose of this procedure is to mandate senior administrators to establish environment, health and safety 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 and review environment, health and safety plans
- Participate in the planning stage as required
- Endorse environment, health and safety plans
- Promote environment, health and safety plans within their respective unit(s)
- Establish and maintain records
- Report on progress of environment, health and safety plans

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]

| **Workplace** | 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** | Entities that are part of the legal entity “The Governors of the University of Alberta.” This would include faculties, departments, schools, operational units such as parking services and housing and food services, academic centres and institutes, and some affiliated centres and institutes |
| **Environment, health and safety plan** | A set of goals and objectives for the purpose of continuously improving environment, health and safety programs |

FORMS

RELATED LINKS

Communication and General Promotion Assignment of Accountability
Program Evaluation Assignment of Accountability