

Approval Date: November 16, 2015

Last editorial update: January 15, 2020

Parent Policy: [Environment, Health and Safety Policy](#)

Assignment of Accountability: 1.0 Program Management and Leadership

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

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)
- Ensure the establishment and maintenance of records
- Review and 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](#)

Health and Safety	Physical, psychological and social well-being
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 President, Provost, Vice-Provost, 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

[Assignment of Accountability: 10.0 Program Promotion](#)

[Assignment of Accountability: 9.0 Program Evaluation](#)