

Original Approval Date: November 16, 2015

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

## Assignment of Accountability: 9.0 Program Evaluation

<b>Office of Administrative Responsibility:</b>	Environment, Health and Safety
<b>Approver:</b>	Vice-President Finance and Administration
<b>Scope:</b>	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.

### Overview

Measurement of environment, health and safety performance is fundamental to continuously improving workplace environment, health and safety programs. Evaluation tools include **audits, perception surveys**, statistical analysis of incidents, and annual review of **environment, health and safety plans**.

### Purpose

The purpose of this document is the continuous improvement of environment, health and safety practices in the workplace through program evaluation. **Senior administrators** are responsible for overseeing and participating in program evaluation strategies in their respective **units**.

### **ACCOUNTABILITIES**

Senior administrators must demonstrate commitment to the program evaluation process through the following:

- Provide support and allocate resources for program evaluation
- Determine opportunities for program improvement and develop environment, health and safety plans based on evaluation findings.

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. [\[▲Top\]](#)

<b>Audit</b>	The systematic and documented process for obtaining evidence and evaluating it objectively to determine the extent to which criteria are fulfilled.
<b>Senior administrator</b>	The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director
<b>Perception Survey</b>	Feedback collected directly from employees at all levels of the organization, providing a leading set of indicators of program quality and effectiveness.
<b>Environment, health and safety plans</b>	A set of goals and objectives for the purpose of continuously improving environment, health and safety programs
<b>Unit</b>	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.

**FORMS****RELATED LINKS**

No links for this procedure