Overview

The University of Alberta is committed to establishing and sustaining a culture based on a healthy, safe, and environmentally responsible work and learning environment. To achieve this goal and to meet legislative requirements, the university mandates and supports the development and implementation of a robust Environment, Health, and Safety Management System (EHSMS) that takes a proactive and practical approach to minimizing the risk of injury, illness, and property loss; protecting the reputation of the university; and supporting legislative compliance.

An EHSMS is woven into the framework of the university through goal setting, planning, implementing, monitoring, measuring, and continuously improving. Each of these activities contributes to a culture with environment, health, and safety at its core.

The EHSMS follows the University of Alberta Policies and Procedures Online (UAPPOL) framework. It is established through the Environment, Health, and Safety Policy and supported by the Assignment of Accountabilities and Procedures. The EHSMS also includes program and information documents available on the Health, Safety and Environment website. These programs and information documents provide key environment, health, and safety practices that must be followed by the university community to ensure legislative compliance; to provide a safe and healthy workplace for staff, students, and the general public; and to prevent incidents that could negatively affect people, the environment, or property.

Purpose

The purpose of this procedure is to direct senior administrators and other supervisors to implement environment, health, and safety program management and leadership in their respective units. This procedure also enables the creation and implementation of additional EHSMS tools and resources.
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PROCEDURE

Program Management

The University of Alberta’s Department of Health, Safety and Environment (HSE) has developed an EHSMS that includes the following elements:

1. Program Management and Leadership
2. Hazard Management
3. Training and Competency
4. Inspections and Maintenance
5. Incident Management
6. Emergency Preparedness
7. Contractor Management
8. Environmental Management
9. Program Evaluation
10. Program Promotion

HSE will continue to improve the EHSMS by doing the following:

- Reviewing and updating EHSMS content
- Performing legislative scans to determine inputs and appropriate references in its governance documents, programs, practices, and information resources
- Leading compliance activities related to environment, health, and safety legislation, codes, standards, etc.; their related regulatory bodies; and university policies and procedures
- Leading proactive consultations with applicable regulators and stakeholders to ensure that the university’s needs are considered during legislative development processes
- Developing and providing environment, health, and safety related training, resources, and tools
- Providing support to the Joint Work Site Health and Safety Committee (JWSHSC) and faculty/portfolio environment, health, and safety committees

Program Leadership

The President, Provost, Vice Provost, Vice Presidents, and Deans must demonstrate leadership and support the EHSMS by doing the following:

- Ensuring environment, health and safety goals, objectives and strategies are incorporated into the University’s Institutional Plan and that they align with the EHSMS
- Supporting HSE initiatives at an institutional level
- Understanding their environment, health, and safety responsibilities as identified in the University of Alberta’s Environment, Health, and Safety Policy, Appendix “B”
- Providing appropriate resources such as time, money, and personnel to achieve the environment, health and safety goals within the institutional plan
- Ensuring supervisors are informed of their environment, health, and safety responsibilities and are held accountable
- Creating and implementing governance systems to define, implement, and manage environment, health, and safety obligations in departmental spaces including shared spaces
- Following up on incidents to ensure corrective actions have been implemented and the results of incident reports are communicated to prevent reoccurrence
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- Providing and participating in training or certification as required

Chairs, AVPs, Executive Directors, Directors, and Supervisors must demonstrate leadership and support the program by doing the following:

- Reviewing their environment, health, and safety responsibilities as identified in the University of Alberta’s Environment, Health, and Safety Policy, Appendix “B”
- Establishing environment, health and safety objectives, goals, and plans that align with the University’s Institutional Plan and the EHSMS
- Providing appropriate resources such as time, money, and personnel to implement, check, and review the plans
- Informing supervisors of their environment, health, and safety responsibilities and holding them accountable
- Following up on incidents to ensure corrective actions have been implemented and the results of incident reports are communicated to prevent reoccurrence
- Endorsing environment, health, and safety plans by doing the following:
  - Setting the example by modeling health and safety best practices
  - Participating in inspections at least annually
  - Providing feedback
  - Celebrating milestones and successes relative to environment, health, and safety performance goals
- Promoting environment, health, and safety plans within their respective units
- Providing and participating in training or certification as required, including the following:
  - Using hazard assessments to identify training needs
  - Completing the mandatory Supervisory EHS Professional Development Course for those who supervise others
- Communicating applicable environment, health, and safety information to employees through departmental channels such as:
  - agendas
  - emails
  - staff meetings
  - newsletters
- Incorporating environment, health, and safety responsibilities into job descriptions
- Establishing and maintaining environment, health, and safety related records
- Reporting on the progress of environment, health, and safety plans

For detailed information, consult the standards 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]
## U of A Policies and Procedures On-Line (UAPPOL)

### Environment, Health, and Safety Management System
A University of Alberta framework that reflects best practice for organizing environment, health, and safety policy; assignment of accountabilities; and related procedures. The framework reflects integrated processes, roles and responsibilities, and clear accountabilities.

### Senior Administrators
The President, Provost, Vice-Provost., Vice-Presidents, Associate Vice Presidents, Deans, Chairs, Executive Directors, and Directors.

### Supervisor
A person who has charge of a worksite or authority over a worker.

### Training
Information and explanation to a worker with respect to a particular subject matter and to require a practical demonstration that the worker has acquired knowledge or skill related to the subject matter.

### Unit
Entities that are part of the legal entity "The Governors of the University of Alberta" including 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
- [Hazard Assessment Web Application](#)
- [Training Record Template](#)

Should a link fail, please contact uappol@ualberta.ca. [▲Top]

### Related Links
- [University of Alberta Environment, Health and Safety Policy and Appendix “B”](#)
- [Alberta Occupational Health and Safety Act, Regulations and Code](#)
- [Hazard Identification, Assessment, and Control Procedure](#)
- [Supervisory Environment, Health, and Safety Professional Development Training](#)
- [University of Alberta Institutional Plan](#)

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List any related links in alphabetical order. Try to link to lead sites that will remain current (eg: the Government of Alberta’s Queen’s Printer main page).