

U of A Policies and Procedures On-Line (UAPPOL)
Original Approval Date: February 9, 2021
Parent Policy: Assignment of Accountability 1.0: Program Management and Leadership

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

Office of Administrative Responsibility:	Health, Safety and Environment
Approver:	Director - Health, Safety and Environment
Scope:	Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues 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

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 **Health, Safety, and Environment Management System** (HSEMS) 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 HSEMS 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 health, safety, and environment at its core.

The HSEMS follows the University of Alberta Policies and Procedures Online (UAPPOL) framework. It is established through the Health, Safety, and Environment Policy and supported by the Assignment of Accountabilities and Procedures. The HSEMS also includes program and information documents available on the Health, Safety and Environment website. These programs and information documents provide key health, safety, and environment 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 health, safety, and environment program management and leadership in their respective units. This procedure also enables the creation and implementation of additional HSEMS 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 HSEMS 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 HSEMS by doing the following:

- Reviewing and updating HSEMS content
- Performing legislative scans to determine inputs and appropriate references in its governance documents, programs, practices, and information resources
- Leading compliance activities related to health, safety, and environment 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 health, safety, and environment related training, resources, and tools
- Providing support to the Joint Work Site Health and Safety Committee (JWSHSC) and faculty/portfolio health, safety, and environment committees

Program Leadership

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

- Ensuring health, safety, and environment goals, objectives and strategies are incorporated into the University's Institutional Plan and that they align with the HSEMS
- Supporting HSE initiatives at an institutional level
- Understanding their responsibilities as identified in the University of Alberta's Health, Safety, and Environment Policy, Appendix "B"
- Providing appropriate resources such as time, money, and personnel to achieve the health, safety, and environment goals within the institutional plan
- Ensuring **supervisors** are informed of their health, safety, and environment responsibilities and are held accountable
- Creating and implementing governance systems to define, implement, and manage health, safety, and environment 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 responsibilities as identified in the University of Alberta's Health, Safety, and Environment Policy, Appendix "B"
- Establishing health, safety, and environment objectives, goals, and plans that align with the University's Institutional Plan and the HSEMS
- Providing appropriate resources such as time, money, and personnel to implement, check, and review the plans
- Informing supervisors of their health, safety, and environment 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 health, safety, and environment 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 health, safety, and environment performance goals
- Promoting health, safety, and environment 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 HSE Professional Development Course for those who supervise others
- Communicating applicable health, safety, and environment information to employees through departmental channels such as:
 - agendas
 - emails
 - staff meetings
 - newsletters
- Incorporating health, safety, and environment responsibilities into job descriptions
- Establishing and maintaining health, safety, and environment related records
- Reporting on the progress of health, safety, and environment 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](#)

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Health, Safety, and Environment Management System	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, 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

<p>Hazard Assessment Web Application</p> <p>Training Record Template</p> <p>Should a link fail, please contact uappol@ualberta.ca. [▲Top]</p>

RELATED LINKS

<p>University of Alberta Health, Safety and Environment Policy and Appendix "B"</p> <p>Alberta Occupational Health and Safety Act, Regulations and Code</p> <p>Hazard Identification, Assessment, and Control Procedure</p> <p>Supervisory Health, Safety, and Environment Professional Development Training</p> <p>University of Alberta Institutional Plan</p> <p>Should a link fail, please contact uappol@ualberta.ca. [▲Top]</p>

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).