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**Most Recent Approval Date: May 28, 2014**

**Parent Policy: Environment, Health and Safety Policy**

## **Environment, Health and Safety Policy**

### **Appendix B: Environment, Health and Safety Responsibilities**

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| <b>Office of Administrative Responsibility:</b> | Office of Associate Vice President, (Risk Management Services)      |
| <b>Approver:</b>                                | Board of Governors (Board Safety, Health and Environment Committee) |

#### 1.0 INTRODUCTION

This appendix identifies environment, health and safety responsibilities to the **University Community**.

#### 2.0 REQUIREMENTS *(Certification/training, established procedures, legislated requirement, best practice)*

- Orientation to the **Environment, Health and Safety Management System (EHSMS)**.

#### 3.0 RESPONSIBILITIES

Members of the University Community may have multiple roles as described below.

##### 3.1 President

- Ensures an effective Environment, Health & Safety (EHS) Policy exists, and that resources are available to implement it
- Approve and support the environment, health and safety governance model that includes Faculty/Portfolio environment, health and safety committees
- Designate accountability for the overall management of the EHS policy

##### 3.2 Senior Administrators

Champion and demonstrate the **Faculty/Portfolio** commitment to environment, health and safety through the following activities:

- Disseminate environment, health and safety management initiatives
- Approve and communicate the annual Faculty/Portfolio environment, health and safety goals and plans
- Provide leadership to **Faculty members** and **Supervisors** on implementation of the EHSMS
- Liaise with Faculty/Portfolio environment, health and safety committees

- Ensure that environment, health and safety forms an integral part of the design, construction, purchase and maintenance of all, equipment and work processes
- Facilities and Operations ensure that environment, health and safety forms an integral part of the design, construction, purchase and maintenance of all buildings.
- Provide resources and support to implement and maintain the EHSMS within faculties and operational **units**
- Establish and sponsor the Faculty/Portfolio environment, health and safety committees
- Monitor the operation and effectiveness of the U of A - EHSMS and provide feedback and recommendations on system changes to the Associate Vice-President, Risk Management Services (AVP-RMS)
- Participate or assign a designate to be a member of the University EHS Senior Administrators Committee

### 3.3 University Environment, Health and Safety Senior Administrators Committee

- Chaired by the AVP-RMS
- Members of the University EHS Senior Administrators Committee, are the Chairs of the Faculty/Portfolio environment, health and safety committees
- Recommend initiatives to promote participation in environment, health and safety committees, collaborative work and continuous improvement in health and safety
- Monitor the implementation and operation of the U of A EHSMS through the reporting of annual Faculty/Portfolio environment, health and safety goals and plans
- Identify opportunities and recommend changes to support the continuous improvement of the U of A EHSMS and to support its implementation and operation within departments

### 3.4 Faculty/Portfolio Environment, Health and Safety Committees

- Senior Administrator and/or their designate chair the Faculty/Portfolio environment, health and safety committees
- Lead the implementation of the U of A EHSMS for the represented Faculty/Portfolio
- Identify opportunities and recommend environment, health and safety management initiatives
- Communicate the annual Faculty/Portfolio environment, health and safety goals and plans to AVP (RMS)
- Promote and encourage the university community to participate in environment, health and safety initiatives
- Make recommendations to Senior Administrators on how to resolve environment, health and safety concerns
- Prepare a Faculty/Portfolio annual report describing overarching trends, incidents, mitigation strategies and lessons learned.

### 3.5 Faculty Members and Supervisors

- Conduct a hazard assessment of the **workplace** in cooperation with **staff** and implement related control measures together with Standard Operating Procedures (SOPs)

- Monitor the workplace to ensure all control measures are in place
- Review and revise hazard assessments as required
- Lead the implementation of environment, health and safety initiatives
- Provide workplace orientation to new or reassigned staff
- Determine training needs for staff and provide or arrange for training
- Assess competency of staff prior to assigning duties
- Report and investigate all incidents and near misses. Implement corrective measures
- Encourage staff participation on environment, health and safety committees
- Inspect workplace for and promptly correct hazardous behaviors and conditions
- Stop work where unsafe practices or conditions exist
- Maintain records of environment, health and safety related activities
- Share worksite related environment, health and safety information with staff and/or **students**
- Review and address workplace environment, health and safety concerns from staff and/or students
- Evaluate and report on the implementation of the EHSMS to environment, health and safety designates or other members of the Faculty/Portfolio environment, health and safety committee.

### 3.6 Environment, Health and Safety Designate

- Supports the implementation of the U of A EHSMS
- Participate as a member of the Faculty/Portfolio environment, health and safety committee
- Make recommendations on workplace hazards and controls within the department
- Contribute to the annual Faculty/Portfolio environment, health and safety goals and plans
- Consult with supervisors, Faculty/Portfolio environment, health and safety committee, and the Department of Environment, Health and Safety as necessary to resolve environment, health and safety concerns

### 3.7 University Community

- Comply with the University's Environment, Health and Safety Policy
- Complete required workplace environment, health and safety training and incorporate this training into workplace activities
- Report unsafe workplace behaviours or conditions
- Report incidents and near misses and participate in incident investigations as required
- Participate in workplace environment, health and safety activities
- Cooperate with workplace environment, health and safety initiatives
- Work safely and protect the safety of others

**3.8 Department of Environment, Health and Safety**

- Demonstrate a commitment to create a culture of health and safety through the following activities:
  - Advise the University Community of its responsibilities pertaining to the EHS policy.
  - Liaise with the applicable regulatory agencies on behalf of the university.
  - Administer licenses and permits as per applicable legislation and University policy.
  - Develop and administer environment, health and safety training.
  - Manage, collect and dispose of most hazardous waste.
  - Develop program evaluation tools to review the EHSMS against established procedures.
  - Monitor compliance to U of A EHSMS procedures, applicable legislation and best practices
  - Report annually on the implementation of the EHSMS to the AVP-RMS
  - Consult with the university community on hazard management.
  - Collect, interpret and report on environment, health and safety data to the university community and regulatory agencies
  - Manage and coordinate the University's response to emergencies
  - Lead or assist the investigation of **reportable incidents**
  - Provide support to Environment Health and Safety Senior Administrators Committee, faculty/portfolio environment, health and safety committees and health and safety designates.
  - Maintain training of EHS staff to the levels appropriate to the expectations of the position
  - Retain the authority to enter all University **work sites**
  - Inform the Chief Environment, Health and Safety Officer on environment, health and safety noncompliance issues

**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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| <b>University Community</b>                                     | All current University employees and non-employees, and anyone residing on campus  |
| <b>Environment, Health and Safety Management System (EHSMS)</b> | 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, clear accountabilities with roles and responsibilities. |
| <b>Senior Administrator</b>                                     | President, Vice-Presidents, Deans and Chairs, Associate Vice-Presidents, Executive Directors, Directors  |

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| <b>Faculty / Portfolio (Department)</b>         | Faculty refers to all Faculties or Schools or Campuses that make up the University of Alberta. Portfolio refers to the six vice-presidential portfolios.   |
| <b>Faculty Member</b>                           | Means a full-time faculty member (from Category A1.A or A1.5, includes Faculty, Administrative and Professional Officer, Faculty Service Officer, Librarian) who is employed at the University of Alberta under the terms and conditions of the Board/AASUA Agreement - Faculty                    |
| <b>Supervisor</b>                               | Anyone with the authority to direct the activities of another person.  |
| <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. |
| <b>Workplace</b>                                | 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,  |
| <b>Staff</b>                                    | A person employed by the University of Alberta and defined under Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues or Recruitment Policy (Appendix B) Definition and Categories of Support Staff  |
| <b>Student</b>                                  | Means any student enrolled at the University of Alberta either full-time or part-time. The term "student" may be preceded by "undergraduate" or "graduate" or "full-time" for clarification  |
| <b>Environment, Health and Safety Designate</b> | An individual outside of the Department of EHS who is designated by the Faculty or Unit to be responsible for environment, health and safety matters.  |
| <b>Reportable incidents</b>                     | Any environment, health or safety incident that is required to be reported to a regulatory body.   |
| <b>Work site</b>                                | Means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation   |

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