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Parent Policy: Environment, Health, and Safety Policy

Environment, Health, and Safety Policy

Appendix B: Environment, Health, and Safety Responsibilities

Office of Administrative Responsibility:	Office of Associate Vice President, Risk Management Services
Approver:	Board of Governors

1.0 INTRODUCTION

This appendix identifies environment, **health and safety** responsibilities for **workers** engaged in **university affairs**.

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

- All workers must complete one of the following online training outlining health and safety roles and responsibilities in the **work site**:
 - Supervisory Environment, Health, and Safety Professional Development
 - Working Safely at the U of A

3.0 RESPONSIBILITIES

3.1 The University of Alberta will :

- protect the health, safety and welfare of workers engaged in the work, those not engaged in the work of the employer, and others in the vicinity of the work site
- inform workers of their legislated environment, health, and safety rights and duties, and any health and safety issues arising from work being conducted at the work site
- prevent workers from being subjected to or participating in harassment or violence at the work site
- develop supervisors who are familiar and competent with environment, health, and safety legislation
- consult the Joint Work Site Health and Safety Committee (JWSHSC) or representative as required
- act on health and safety concerns in a timely manner
- adequately train workers
- enforce worker compliance with health and safety legislation and policies and procedures
- maintain the land, infrastructure, and any building or premises on the land such that it does not endanger the health and safety of workers or any other person

- operate in compliance with environment, health, and safety legislation

3.2 The Department of Environment, Health & Safety will:

- Develop and administer environment, health, and safety policies, assignment of accountabilities, procedures, and programs
- 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 institutional environment, health, and safety training

- Manage, collect, and dispose of hazardous waste
- Develop program evaluation tools to review the EHSMS against established procedures
- Monitor compliance with 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 to regulatory agencies
- Manage and coordinate the university's response to emergencies
- Lead or assist the investigation of **reportable incidents**
- Provide support to the EHSSAC and to faculty/portfolio environment, health, and safety committees
- 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 of environment, health, and safety noncompliance issues

Workers engaged in university affairs may have multiple roles as described below:

3.3 President

- Ensure that an Environment, Health & Safety (EHS) Policy exists, and that resources are available to implement it
- Support and provide resources for an environment, health, and safety governance model that includes a JWSHSC, the Environment, Health and Safety **Senior Administrators** Committee (EHSSAC) and faculty/portfolio environment, health, and safety committees
- Provide leadership to the University community on implementation of the **Environment, Health and Safety Management System** (EHSMS)
- Delegate accountability for the overall management of the EHS Policy
- Refrain from causing or participating in harassment or violence
- Ensure that workers do not participate in harassment or violence at the work site
- Assess University compliance with environment, health, and safety legislation

3.4 Senior Administrators

Champion and demonstrate the **faculty/portfolio** commitment to environment, health, and safety best practices through the following activities:

- Support hazard identification, assessment, and control processes and legislative compliance
- Promote and disseminate environment, health, and safety management initiatives and

information

- 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 **Environment, Health and Safety Management System** (EHSMS)
- Refrain from causing or participating in harassment or violence
- Ensure that workers do not participate in harassment or violence at the work site
- Liaise with faculty/portfolio environment, health, and safety committees and the JWSHSC
- Ensure that environment, health, and safety considerations are integral to the design, construction, purchase, and maintenance of equipment as well as to the 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)
- Serve on or assign a designate to be a member of the EHSSAC
- Comply with environment, health, and safety legislation and directives from the U of A EHS Department and regulatory enforcement officers

3.5 Joint Work Site Health and Safety Committee

- Review concerns and complaints respecting the health and safety of workers
- Make recommendations to the employer and to the prime contractor or to the owner regarding the health and safety of workers
- Participate in the identification of hazards to workers or other persons arising from or in connection with activities at the work site
- Develop, promote, and review measures to protect the health and safety of persons at the work site and check the effectiveness of such measures
- Cooperate with an officer exercising duties under environment, health, and safety legislation
- Review, advise on, and promote health and safety information and educational programs
- Inspect the work site at regular intervals
- Participate in investigations of serious injuries and **incidents** at the work site and in accordance with environment, health, and safety legislation
- Maintain records in connection with the receipt and disposition of concerns and complaints and any other matters relating to the duties of the committee
- Comply with environment, health, and safety legislation and regulatory enforcement officers

3.6 Environment, Health, and Safety Senior Administrators Committee

- Recommend initiatives to promote participation in environment, health, and safety committees; collaborative work; and continuous improvements to health, safety, and the environment
- Monitor the implementation and operation of the 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 EHSMS and to support its implementation and operation in faculties/portfolios

3.7 Faculty/portfolio Environment, Health, and Safety Committees

- Lead the implementation of the 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 the 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 efforts to improve environment, health, and safety practices in the workplace

3.8 Faculty Members and Supervisors

- Conduct a hazard assessment of the work site in cooperation with **staff** and implement related control measures
- Monitor the work site to ensure that all required control measures are in place
- Review and revise hazard assessments as required
- Lead the implementation of environment, health, and safety initiatives
- Refrain from causing or participating in harassment or violence
- Ensure that workers do not participate in harassment or violence at the work site
- Provide work site 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, participate in incident investigations as required, and implement corrective measures
- Encourage staff participation on environment, health, and safety committees
- Inspect work sites for and promptly correct hazardous behaviors and conditions
- Stop work where unsafe practices or conditions exist
- Maintain and keep current, records of environment, health, and safety related activities
- Share work site related environment, health, and safety information with staff and/or **students**
- Review and address work site environment, health, and safety concerns from staff and/or students
- Implement the EHSMS in respective units
- Comply with environment, health, and safety legislation and directives from the Chief Environment, Health and Safety Officer, U of A EHS staff and regulatory enforcement officers

3.9 Workers engaged in university affairs

- Comply with the university's Environment, Health, and Safety Policy and Procedures
- Complete required work site environment, health, and safety training and incorporate this training into work site activities
- When the nature of the work requires, use all devices and personal protective equipment designed to protect the health and safety of workers
- Report to their supervisor unsafe work site behaviours or conditions, including a **dangerous condition** in which a refusal to work may apply
- Report incidents and near misses and participate in incident investigations as required
- Participate in work site environment, health, and safety activities
- Refrain from causing or participating in harassment or violence
- Cooperate with work site environment, health, and safety initiatives
- Work safely and protect the safety of others

- Comply with environment, health, and safety legislation and directives from the Chief Environment, Health and Safety Officer, U of A EHS Department, and regulatory enforcement officers

3.10 Students engaged in university affairs

- Comply with the university's Environment, Health, and Safety Policy and Procedures
- Complete required learning environment, health, and safety training and incorporate this training into learning activities
- When the nature of the activity requires, use all devices and personal protective equipment designed to protect the health and safety of the student
- Report to their supervisor unsafe learning environment behaviours or conditions, including a ***dangerous condition***
- Report incidents and near misses and participate in incident investigations as required
- Participate in learning environment, health, and safety activities
- Refrain from causing or participating in harassment or violence
- Cooperate with learning environment, health, and safety initiatives
- Undertake safe practices and protect the safety of others
- Comply with environment, health and safety legislation and directives from the Chief Environment, Health and Safety Officer and the U of A EHS Department

3.11 A number of other parties have specific responsibilities that are prescribed by health and safety legislation:

- Suppliers
- Service providers
- Contractors
- Prime contractors
- Self-employed persons
- Temporary staffing agencies

For details surrounding these roles and responsibilities, refer to the Alberta Occupational Health & Safety Act, Regulations and Code.

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	Includes physical, psychological, and social well being
Worker	A person engaged in an occupation (includes senior administrators, faculty, staff, graduate students, post-doctoral fellows, contractors, volunteers, etc.).
University affairs	Any activity that is directly related to or arising out of the operations of the university at any location

Work site	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 Provost, Vice-Provost, President, Vice-Presidents, Associate Vice Presidents, Deans and Chairs, Executive Directors, Directors
Faculty / portfolio (department)	Refers to all faculties, schools or campuses that make up the University of Alberta. Portfolio refers to the six vice-presidential portfolios and the departments or units within the portfolio.
Faculty member	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
Supervisor	Anyone who has charge of a work site or authority over a worker.
Environment, Health and Safety Management System (EHSMS)	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.
Unit	Entities that are part of the legal entity "The Governors of the University of Alberta" This includes faculties, departments, schools, operational units such as parking services and housing and food services, academic centres and institutes, and some affiliated centres and institutes.
Incident	An occurrence, arising in the course of work, that could or did result in an injury, illness, property damage or release to the environment (including near misses).
Staff	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
Student	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
Dangerous condition	Work involving health and safety hazards that are not normal for the job



U of A Policies and Procedures On-Line (UAPPOL)

Reportable incidents	Any environment, health or safety incident that is required to be reported to a regulatory body.
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