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Parent Policy: Health, Safety, and Environment Policy

Health, Safety, and Environment Policy

Appendix B: Health, Safety, and Environment Responsibilities

Office of Administrative Responsibility:	Health, Safety and Environment
Approver:	Associate Vice President, Human Resources, Health, Safety and Environment

1.0 INTRODUCTION

This appendix identifies health, safety, and environment 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 Health, Safety, and Environment Professional Development must be completed by workers who have a supervisory role.
 - Working Safely at the U of A must be completed by all non-supervisory workers.

3.0 RESPONSIBILITIES

3.1 University of Alberta:

- 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 health, safety, and environment 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 health, safety, and environment legislation.
- Consult the Joint Health and Safety Committee (JHSC) 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 health, safety, and environment legislation.

3.2 Department of Health, Safety and Environment:

- Develop and administer health, safety, and environment policies, assignment of accountabilities, procedures, and programs.
- Lead the liaison with the HSE regulatory agencies on behalf of the university.
- Administer licenses and permits as per applicable legislation and university policy.
- Develop and administer institutional health, safety, and environment training.
- Manage, collect, and dispose of hazardous waste.
- Develop program evaluation tools to review the HSEMS against established procedures.
- Monitor compliance with HSEMS procedures, applicable legislation, and best practices.
- Report annually on the implementation of the HSEMS to the Associate Vice President, Human Resources, Health, Safety and Environment (AVP HRHSE).
- Consult with the university community on hazard management.
- Collect, interpret, and report on health, safety, and environment data to the university community and to regulatory agencies.
- Lead all investigations of **reportable incidents**.
- Provide support to the HSESAC and to faculty/portfolio health, safety, and environment committees.
- Maintain training of HSE 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 health, safety, and environment noncompliance issues.

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

3.3 President:

- Ensure that a Health, Safety, and Environment (HSE) Policy exists, and that resources are available to implement it.
- Support and provide resources for a health, safety, and environment governance model that includes a JHSC, the Health, Safety, and Environmental **Senior Administrators** Committee (HSESAC) and faculty/portfolio health, safety, and environment committees.
- Provide leadership to the university community on implementation of the **Health, Safety, and Environment Management System** (HSEMS).
- Delegate accountability for the overall management of the HSE 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 health, safety, and environment legislation.

3.4 Senior Administrators

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

- Support hazard identification, assessment, and control processes and legislative compliance.
- Promote and disseminate health, safety, and environment management initiatives and information.
- Approve and communicate the annual faculty/portfolio health, safety, and environment goals and plans.
- Provide leadership to **faculty members** and **supervisors** on implementation of the HSEMS.
- 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 health, safety, and environment committees and the JHSC.
- Ensure that health, safety, and environment 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 HSEMS within faculties and operational **units**.
- Establish and sponsor the faculty/portfolio health, safety, and environment committees
- Monitor the operation and effectiveness of the U of A - HSEMS and provide feedback and recommendations on system changes to the AVP HRHSE.
- Serve on or assign a designate to be a member of the HSESAC.
- Comply with health, safety, and environment legislation and directives from the U of A HSE Department and regulatory enforcement officers.

3.5 Joint Health and Safety Committee:

- Participate in the receipt, consideration and disposition of concerns 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 and assessment 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.
- Cooperate with an officer exercising duties under health, safety, and environment legislation.
- Review, advise on, and promote health and safety information and educational programs.
- Review of the employer's work site inspection documentation.
- Receive for information reports of health and safety incidents and work refusals.
- 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 health, safety, and environment legislation and regulatory enforcement officers.

3.6 Health, Safety, and Environment Senior Administrators Committee:

- Recommend initiatives to promote participation in health, safety, and environment committees; collaborative work; and continuous improvements to health, safety, and the environment.
- Monitor the implementation and operation of the HSEMS through the reporting of annual faculty/portfolio health, safety, and environment goals and plans.

- Identify opportunities and recommend changes to support the continuous improvement of the HSEMS and to support its implementation and operation in faculties/portfolios.

3.7 Faculty/portfolio Health, Safety, and Environment Committees:

- Lead the implementation of the HSEMS for the represented faculty/portfolio.
- Identify opportunities and recommend health, safety, and environment management initiatives.
- Communicate the annual faculty/portfolio health, safety, and environment goals and plans to the Director, Health, Safety and Environment.
- Promote and encourage the university community to participate in health, safety, and environment initiatives.
- Make recommendations to senior administrators on how to resolve health, safety, and environment concerns.
- Assist U of A HSE Staff in follow-up on corrective measures arising from incidents, inspections and regulatory enforcement actions.
- Prepare a faculty/portfolio annual report describing efforts to improve health, safety, and environment 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 health, safety, and environment 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 health, safety, and environment 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 health, safety, and environment related activities.
- Share work site related health, safety, and environment information with staff and/or **students**.
- Review and address work site health, safety, and environment concerns from staff and/or students.
- Implement the HSEMS in respective units.
- Comply with health, safety, and environment legislation and directives from the Chief Environment, Health and Safety Officer, U of A HSE staff and regulatory enforcement officers.

3.9 Workers engaged in university affairs:

- Comply with the university's health, safety, and environment policy and procedures.
- Complete required work site health, safety, and environment 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 an **undue hazard** in which a refusal to work may apply.
 - Report incidents and near misses and participate in incident investigations as required.
 - Participate in work site health, safety, and environment activities.
 - Refrain from causing or participating in harassment or violence.
 - Cooperate with work site health, safety, and environment initiatives.
 - Work safely and protect the safety of others.
 - Comply with health, safety, and environment legislation and directives from the Chief Environment, Health and Safety Officer, U of A HSE Department, and regulatory enforcement officers.

3.10 Students engaged in university affairs:

- Comply with the university's health, safety, and environment policy and procedures.
- Complete required health, safety, and environment 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 activities related to health, safety, and environment.
- Refrain from causing or participating in harassment or violence.
- Cooperate with health, safety, and environment initiatives.
- Undertake safe practices and protect the safety of others.
- Comply with health, safety, and environment legislation and directives from the Chief Environment, Health and Safety Officer and the U of A HSE 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](#)]

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
Reportable incidents	Any health, safety, and environment incident that is required to be reported to a regulatory body.
Senior administrator	The Provost, Vice-Provost, President, Vice-Presidents, Associate Vice Presidents, Deans and Chairs, Executive Directors, Directors
Health, Safety, and Environment Management System (HSEMS)	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, clear accountabilities with roles and responsibilities.
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.
Unit	A designation used to denote academic and non-academic departments, faculties, schools, institutes, and centres at the University of Alberta
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).



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

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	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
Undue hazard	in relation to any occupation includes a hazard that poses a serious and immediate threat to the health and safety of a person.

RELATED LINKS

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