Health and Safety Policy Appendix A: Chief Environmental and Safety Officer – Accountabilities and Responsibilities

**Office of Administrative Responsibility:** Office of the Associate Vice-President (Risk Management Services)

**Approver:** Vice-President (Finance and Administration)

Accountabilities and Responsibilities of the Chief Environmental and Safety Officer (CESO)

The Chief Environmental and Safety Officer (CESO):

1. Ensures that effective environmental, health and safety management systems and the associated due diligence programs are in place.

2. Ensures that the University has an environmental, health and safety management team that is responsible for environmental, health and safety compliance. This team will be accountable to the CESO.

3. Ensures that the environmental, health, and safety team has the necessary skills, knowledge and expertise regarding environmental, occupational health and safety, and safety code legislation to meet the environmental, health and safety requirements of the University.

4. Has the authority, which is only subject to the Provost, to act on all environmental, health and safety issues, including the authority to stop any activity or take control of any University infrastructure when:

   a. the activity presents individuals or the University with immediate and significant environmental, health or safety risk as determined by the Director (Environment, Health & Safety), the CESO and the Vice-President (Finance & Administration); or

   b. an unsafe activity continues following no more than two written instructions from Environment, Health & Safety staff and one written instruction from the CESO to correct the activity and it is agreed to by the Director (Environment, Health & Safety), CESO and Vice-President (Finance & Administration) that the activity should be discontinued.

5. Ensures that the environmental, health and safety management team will have the necessary access to all physical university infrastructure to facilitate any University/provincial/federal audit, inspection or investigation.

6. Ensures that all incidents where life and environmental hazards are encountered or situations of non-compliance with provincial or federal occupational, health, safety and environmental legislation are reported as required to relevant agencies.

7. Reports to the University’s Board Safety, Health and Environment Committee where safety, life and environmental hazards are encountered or situations of non-compliance with related University policies and procedures and provincial or federal occupational, health, safety and environmental legislation occur.

8. Appoints members to the following committees and sits as an ex-officio member to ensure that each committee meets its terms of reference.

   a. Bio Safety Committee

   b. Radiation Safety Committee
c. General Safety Committee

9. Ensures that the University/NASA Joint Health and Safety Committee pursuant to the NASA agreement is in place and meets at least quarterly. The CESO will sit as a member of this committee.

10. Has signing authority on behalf of the Governors of the University of Alberta on the following agreements/licences:
   a. All related licences from the Canadian Nuclear Safety Commission
   b. The Government of Alberta’s Radiation Health Administration Regulation
   c. All other agreements/licences on occupational, health, safety and environmental matters requiring the signature of the Governors of the University of Alberta

11. Ensures that annual reports on occupational, health, safety and environmental matters for the University are prepared and submitted to the Board, Safety, Health and Environment Committee.

12. Ensures that annual compliance testing of environmental, health and safety management systems is undertaken and reported to the Board, Safety, Health and Environment Committee.

**DEFINITIONS**

There are no definitions for this Procedure. [▲Top]

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