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Parent Policy: Health, Safety, and Environment Policy

Assignment of Accountability 9.0 Program Evaluation

Program Evaluation 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

Evaluation of health, safety, and environment performance is fundamental to continuously improving workplace health, safety, and environment programs. Evaluation tools include **audits**, **perception surveys**, statistical analysis of incidents, inspections and other measures, and annual review of **health, safety, and environment plans**.

Purpose

This document describes processes and activities for the continuous improvement of health, safety, and environment practices and performance in the workplace through program evaluation. The University of Alberta will maintain an institutional Health, Safety, and Environment Management System (HSEMS) evaluation program. The evaluation program is managed by the Health, Safety, and Environment (HSE) unit of Human Resources, Health, Safety, and Environment (HRHSE). **Senior administrators** and **supervisors** are responsible for ensuring

program evaluations occur in their faculties/portfolios and/or **units** in accordance with this procedure and the evaluation program.

Procedure

1.0 Responsibilities

Senior administrators are responsible for overseeing and endorsing evaluation initiatives in the following ways:

- Ensure evaluation activities are launched in their area of responsibility such as:
 - Inspections
 - Audits
 - Incident investigations
 - HSE key performance measures and dashboards
 - Other techniques such as perception surveys
- Allocate resources for the evaluation and continuous improvement of HSE in their areas
- Ensure health and safety metrics from HSE and other institutional programs are used to evaluate progress and facilitate continuous improvement activities
- Include evaluation activities and improvement in their HSE annual plan

Supervisors are responsible for the following:

- Reporting on required metrics both internally within their faculty/portfolio and through institutional programs (such as incident reporting)
- Participating in inspections and audits as required by HSE
- Carrying out evaluation activities as required by the faculty/portfolio

Faculty/portfolio health, safety, and environment committees are responsible for the following:

- Receiving and reviewing evaluation metrics.
- Working with senior administrators in their faculty/portfolio to identify continual improvement opportunities based on evaluations.
- Being involved in the planning and implementation of continuous improvement activities specific to the faculty/portfolio or as directed by the U of A.

Health, Safety and Environment is responsible for the following:

- Managing the institutional evaluation program. This program will include:
 - Determination of what parts of the HSEMS need to be monitored and measured and how the monitoring/measurement will occur
 - An evaluation process for various work activities and comparison to the requirements of the HSEMS
 - Frequency of evaluations
 - Provision of evaluation metrics for review by senior administrators
- Providing advice and expertise to faculties/portfolios on how to evaluate and continually improve their health and safety performance.

- Coordinating program evaluation and audit activities with the Internal Audit and Risk Management Unit, as needed.
- Reporting to senior administration about matters related to regulatory compliance, about the suitability of arrangements for health, safety, and environment at the university, and with opportunities for continuous improvement.

2.0 HSEMS Evaluation and Improvement

Health, Safety and Environment develops and manages evaluation and improvement programs on behalf of the U of A. Evaluations will be conducted by HSE on an annual basis or more frequently as needed. These evaluations include conformance to the various elements of the HSEMS including, but not limited to:

- Program management and leadership
- Hazard management
- Training and competency
- Inspections and maintenance
- Incident management
- Emergency preparedness
- Contractor management
- Environmental management
- Program evaluation
- Program promotion

Evaluation results will be provided to senior administrators, faculties, portfolios, and individual units. Senior administrators within faculties and portfolios are encouraged to implement and oversee internal evaluations of the various elements of the HSEMS. Where a significant finding from an internal evaluation impacts the institutional HSEMS, the findings and causal information will be communicated to HSE.

These evaluations include a continuum of activities from single measurements or checks to a full audit of the HSEMS or an HSEMS element.

2.1 Management Review

Senior administrators will review the individual and collective measures arising from evaluation activities on at least an annual basis and develop action plans for continual improvement of the system.

3.0 Inspections

Inspections are expected to be conducted by faculties and portfolios in accordance with the Inspections and Maintenance Procedure. Faculties and portfolios should track their completed inspections and trends found during their inspections to assist in the program evaluation process.

4.0 Incidents and Investigations

Faculties/portfolios are expected to carry out incident investigations in accordance with the Incident Management Procedure. Health, Safety and Environment is responsible for conducting high-risk or potentially serious incident investigations and for any incident that may have a regulatory reporting requirement due to the nature of the incident.

Incident trending will be completed by HSE and shared with faculties and portfolios.

5.0 Other Evaluation Tools

Other evaluation tools may be used by HSE to assist in determining compliance with the HSEMS and driving continual improvement in health and safety across the U of A.

Definitions

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]	
Audit	The systematic and documented process for obtaining evidence and evaluating it objectively to determine the extent to which criteria are fulfilled.
Perception survey	Feedback collected directly from employees at all levels of the organization, providing a leading set of indicators of program quality and effectiveness.
Health, safety, and environment plan	A set of goals and objectives for the purpose of continuously improving health, safety, and environment programs.
Senior administrator	President, Provost, Vice-President, Vice-Provost, Deputy Provost, Associate Vice-President, Dean, General Manager, Chief of Staff, Chair, Director.
Supervisor	A person who has charge of a worksite or authority over a worker.
Unit	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.

Related Links

- [Appendix B: Health, Safety, and Environment Responsibilities](#)
- [Program Evaluation Assignment of Accountability](#)

If any of the links are broken, please contact uappol@ualberta.ca

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