

Environment, Health and Safety Policy

Classification Health, Safety and Environment	Table of Contents <u>1</u> Purpose 1 <u>2</u> Scope 1 <u>3</u> Definitions 1 <u>4</u> Policy Statement 2 <u>5</u> Responsibilities 2 <u>6</u> Related Policies 3 <u>7</u> Related Information 4 <u>8</u> References 4 <u>9</u> History 4
Approval Authority Board of Governors	
Implementation Authority Vice President (Services)	
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1 Purpose

The purpose of this policy is to:

- a) affirm the University’s commitment to promoting and maintaining a healthy and safe working, learning, and living environment for all members of the University Community.
- b) define the roles and responsibilities for managing environment, health, and safety at the University.

2 Scope

This policy applies to all members of the University Community.

3 Definitions

In this policy:

- a) “Academic Staff Member” means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the applicable Collective Agreement.
- b) “Act” means the *Occupational Health and Safety Act (Alberta)*.
- c) “Appointee” means an individual who is engaged to work for the University, or whose work is affiliated with the University, through a letter of appointment, including adjunct faculty, clinical appointments, and visiting researchers and scholars.
- d) “Board” means the Board of Governors of the University.
- e) “Collective Agreement” means any collective agreement between the Governors of the University of Calgary and (i) the Faculty Association of the University of Calgary, (ii) the Alberta Union of Public Employees, (iii) the Graduate Students’ Association, (iv) the Postdoctoral Fellows Association of the University of Calgary, or (v) any other

association or union representing Employees, in each case, in effect at the relevant time.

- f) “Contractor” means an individual or a corporation or other entity who agrees to furnish materials to, or perform services for, the University for consideration.
- g) “Employee” means, an individual who is a worker as defined under the Act and includes both University employees and non-employees such as Students, Volunteers, or Appointees who are performing work on behalf of the University.
- h) “Environment, Health, and Safety” or “EHS” means the University department mandated to develop, implement and maintain the EHSMS.
- i) “Environment, Health, and Safety Management System” or “EHSMS” means the framework for the healthy, safe, and responsible conduct of activities at the University in a manner that meets or exceeds all applicable regulations related to environment health and safety.
- j) “Executive Leadership Team” or “ELT” means the executive leadership team at the University, which is comprised of the President, Vice-Presidents, and General Counsel.
- k) “Joint Worksite Health and Safety Committee” or “JWHSC” means the advisory group consisting of management and employee representatives who consider occupational health and safety issues in the workplace as set out in the Committee’s Terms of Reference and the Act.
- l) “Manager” means the individual at the University who is not a member of a bargaining unit and who supervises or directs the work of an Employee.
- m) “Postdoctoral Scholar” means an individual who has completed a doctoral degree and is carrying out research at the University under the direction or mentorship of a supervising Academic Staff Member.
- n) “Supervisor” means an individual who directs or oversees a person, group, department, organization, or operation for the University.
- o) “Senior Leadership Team” or “SLT” means the individuals who, at the relevant time, are designated as members of the Senior Leadership Team.
- p) “Student” means an individual who is registered in a university course or program of study.
- q) “University” means the University of Calgary.
- r) “University Community” means all Academic Staff Members, Appointees, Employees, Postdoctoral Scholars, Students, Contractors, and Volunteers.
- s) “Volunteer” means an individual who, on a voluntary basis, provides a service or materials to the University.

4 Policy Statement

General

- 4.1 The University is committed to providing, promoting, and maintaining a healthy and safe working, learning, and living environment. This includes complying with, or, exceeding all applicable environment, health, and safety regulations.

- 4.2 Environment, Health, and Safety (EHS) will establish and maintain an integrated Environment, Health, and Safety Management System (EHSMS) consistent with this policy. The EHSMS will focus on proactive risk management, regulatory compliance, and continual improvement.
- 4.3 EHS will review the EHSMS as required to support efforts to meet or exceed any industry standards or other EHS approaches that the University adopts, and whenever applicable laws or regulations relating to health, safety, and the environment change.
- 4.4 Senior Leadership Team members, department heads, directors, Managers, and Supervisors will ensure that Students and Employees are provided with the training and tools required to perform their work and learning safely and will consult EHS when considering changes that may increase environmental compliance or health and safety risk to assess adequacy of controls.

Violations

- 4.5 An individual who is found to have violated this policy may be subject to disciplinary action up to and including termination of employment, expulsion from the University, or termination of any other relationship they have with the University. Disciplinary action will be taken in accordance with the provisions of any applicable Collective Agreement.

Policy Review

- 4.6 EHS will review this policy at least every three (3 years) to ensure it remains relevant, appropriate, and compliant with applicable legal requirements.

5 Responsibilities

- 5.1 The Executive Leadership Team is responsible for:
 - a) ensuring the EHSMS is established and maintained so that operational activities are managed in a manner consistent with applicable law and this policy; and
 - b) assigning accountability for the overall development and implementation of the EHS Policy and the EHSMS.
- 5.2 The Vice President (Services) is responsible for:
 - a) ensuring resources are in place to design and implement the EHSMS; and
 - b) receiving, reviewing, and responding to health and safety matters put forward by the JWHSC to the University.
- 5.3 Environment, Health, and Safety (EHS) is responsible for:
 - a) developing, and implementing the EHSMS and related standards, policies, procedures, programs, and guidelines;
 - b) providing guidance on roles and responsibilities;
 - c) assessing compliance with the EHSMS and related standards, policies, procedures, programs, and guidelines;
 - d) promoting awareness of this policy, all components of the EHSMS, and applicable legal requirements.
 - e) conducting environment, health and safety inspections and investigations;

- f) providing and approving training on matters relating to environment, health, and safety; and
- g) acting as a resource to the University Community on environment, health, and safety matters.

5.4 Senior Leadership Team members, department heads, directors, Managers, and Supervisors are responsible for:

- a) knowing, understanding, and complying with the components of the EHSMS that apply to their areas of responsibility;
- b) supporting the implementation and execution of components of the EHSMS that apply to their areas of responsibility; and
- c) ensuring that employees in their portfolio comply with requirements of the EHSMS and are competent to perform their job safely.

5.5 Members of the University Community are responsible for:

- a) knowing, understanding, and complying with the components of the EHSMS that apply to their work, research, or study;
- b) promptly reporting injuries and other environment, health and safety incidents involving them; and
- c) completing any required training and only performing work if they are trained and competent to do so safely.

5.6 The JWHSC is responsible for reviewing and advising health and safety matters and participating in related activities as described by the Committee’s Terms of Reference and the Act.

6 Related Policies

- [Alcohol Policy](#)
- [Cannabis Policy](#)
- [Code of Conduct](#)
- [Harassment Policy](#)
- [Procedure for Protected Disclosure](#)
- [Sexual and Gender Based Violence Policy](#)
- [Smoking Policy](#)
- [Student Non-Academic Misconduct Policy](#)
- [Workplace Investigation Procedure](#)
- [Workplace Violence Policy](#)

7 Related Information

Environmental, Health and Safety Management System

8 References

- Occupational Health and Safety Act (Alberta)
- Environmental Protection and Enhancement Act (Alberta)
- Canadian Environmental Protection Act
- ISO 45001 – Occupational Health and Safety Management Systems
- ISO 14001 – Environmental Management Systems

9 History

December 8, 2005	Effective. Approved by the Board of Governors (Meeting #3, 2005-06, Agenda Item 7.1).
June 5, 2013	Revised. Approved by the Environmental, Health, Safety, and Security Committee.
October 19, 2016	Editorial Revision.
January 1, 2020	Editorial Revision. Updated format and links.
September 27, 2022	This Environment, Health and Safety Policy replaced the Occupational Health and Safety policy