Responsibilities of Support Staff (Administration)

1. Understand and comply with the University’s OHS policy and applicable health and safety laws to facilitate the protection of the health and safety of people within your areas of responsibilities.
Purpose 1 The purpose of this policy is to:
   a) define the roles and responsibilities for occupational health and safety within the University community;
   b) identify accountability for establishing a system to facilitate the protection of members of the University community from accidents and hazards; and c) comply with applicable law.

Scope 2 This policy applies to Employees, Contractors, students, post-doctoral fellows, Volunteers, and visiting scholars.

Definitions 3 In this policy:
   a) “Board” means the Board of Governors of the University.


   c) “Contractor” means an individual, corporation, or other entity who agrees to furnish materials to, or perform services for, the University for consideration.

   d) “Employee” means an individual who is a worker as defined under the OHS Act and includes both University employees and non-employees such as postdoctoral scholars and students who are performing work on behalf of the University or their instructor.

   e) “Manager” means an Employee who has management responsibility. For clarity, this term includes an academic staff member or a management and professional staff member who has management responsibility. All members of SLT are Managers.

   f) “OHS Act” means the Occupational Health and Safety Act of Alberta (as amended from time to time).

   g) “OHSMS” means the Occupational Health and Safety Management System and includes all components (e.g. procedures, instructions, directives, programs, standards) of the OHSMS.
h) “Partnerships in Injury Reduction” is a voluntary pricing program that operates through the combined efforts of the Workers’ Compensation Board – Alberta, Alberta Employment and Immigration, industry partners, safety associations, employers and labour groups.

i) “Regulation” means the Occupational Health and Safety Regulation of Alberta (as amended from time to time).

j) “Supervisor” means an individual who supervises or directs the work of Employees.

k) “SLT” means the Employees who, at the relevant time, are designated as members of the Senior Leadership Team.

l) “University” means the University of Calgary.

m) “Volunteer” means an individual who, on a voluntary basis, provides a service or materials to the University.

Policy Statement  4  General

4.1 The University is committed to providing, promoting, and maintaining a safe work environment.

4.2 The University will establish and maintain an OHSMS that meets or exceeds applicable standards established by the Partnerships in Injury Reduction Program (or any successor or replacement program) and all applicable laws.

4.3 Occupational health and safety considerations will be incorporated into daily job duties and business decisions as appropriate.

4.4 Individuals, corporations, and other entities subject to this policy will cooperate in the success of the OHSMS by complying with the OHS Act, the Regulation, the Code, all other applicable laws, this policy and all components of the OHSMS.

Violations

4.5 Individuals who violate this policy may be subject to disciplinary action under University policy, their agreements with the University (including their employment or collective agreements or their agreements for the supply of materials or services), and under provincial and federal law.

Responsibilities  5  5.1 The Board is responsible for establishing occupational health and safety policies consistent with applicable law.
5.2 The Vice-President (Finance and Services) is responsible for:

a) having systems in place to protect the occupational health and safety of the University community;
b) establishing and maintaining the OHSMS so that operational activities are managed in a manner consistent with applicable law and this policy;
c) ensuring, as far as it is reasonably practicable to do so, that the OHSMS describes the responsibilities of Employees, Contractors, students, postdoctoral fellows, visiting scholars and Volunteers under the OHS Act, the Regulation, the Code, and all other applicable laws.

5.3 The Environment, Health and Safety Department is responsible for:

a) knowing and understanding the University’s obligations under the OHS Act, the Regulation, the Code, and all other applicable laws;
b) administering the OHSMS;
c) monitoring compliance with the OHSMS including procedures relating to:
   i. hazard identification and control;
   ii. workplace inspections; and
   iii. incident investigations.
d) conducting inspections or investigations relating to occupational health and safety when required;
e) providing training on matters relating to occupational health and safety;
f) promoting awareness of the OHS Act, the Regulation, the Code, all other applicable laws, this policy, and all components of the OHSMS;
g) acting as a resource to the University community on matters relating to occupational health and safety; and
h) collaborating on, and participating in, the University’s emergency response plan.

5.4 Managers and Supervisors are responsible for facilitating the protection of the health and safety of people within their areas of responsibilities by:

a) knowing and understanding the components of the OHSMS that apply to their areas of responsibility;
b) communicating and reinforcing this policy and the components of the OHSMS that apply to their areas of responsibility;
c) complying with the components of the OHSMS that apply to their areas of responsibility; and
d) implementing the components of the OHSMS that apply to their areas of responsibility into the unit-specific standard operating procedures.

5.5 Employees, Volunteers, visiting scholars, post-doctoral fellows, students, and Contractors are responsible for:

a) knowing and understanding their obligations under the OHSMS;

b) taking reasonable care to protect their own health and safety and the health and safety of others who may be affected by their acts or omissions;

c) carrying out their work, research, or study in accordance with the components of the OHSMS that apply to their areas of responsibility; and

d) reporting workplace hazards.

5.6 In addition to their responsibilities under 5.5, Contractors are responsible for knowing, understanding, and complying with their obligations under the OHS Act, the Regulation, the Code, and all other applicable laws.
2. Understand and comply with Alberta OH&S Act 1 as it relates to safety of workers and employees.
   

3. Complete the following training courses and ensure all members of the lab do as well
   
   1) Orientation
   2) HACF training
   3) WHMIS
   4) Incident Investigation

4. Complete the HACF for the workplace (teaching/administrative and International travel if applicable)

5. Identify all additional training required using the HACF and any other requirements not specifically included in the HACF

6. Enroll and complete HAC identified training

7. Conduct incident investigations when any incidents occurs using OARS and implement corrective actions identified during the investigation.