

Approval Date: November 16, 2015

Last editorial update: April 25, 2022

Parent Policy: Health, Safety, and Environment Policy

Assignment of Accountability: 2.0 Hazard Management

Office of Administrative Responsibility:	Health, Safety and Environment
Approver:	Associate Vice - President (Human Resources, Health, Safety and Environment)
Scope:	Compliance with this university policy extends to all academic staff, administrators, colleagues and support staff as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories) . Undergraduate, graduate, and Faculty of Extension students; postdoctoral fellows; emeriti members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

Overview

Hazard management is fundamental to health, safety, and environment and is a legislated requirement. The three elements of hazard management are the identification, assessment, and control of **hazards**.

Purpose

The purpose of this document is to mandate **senior administrators** to implement hazard management in their respective **unit(s)**.

ACCOUNTABILITIES

Hazard management involves senior administrators engaging and enabling the **university community** to:

- Identify and document situations, behaviours, conditions or things that could cause harm or negatively affect faculty, staff, and students, research, learning, operational activities, equipment, facilities and the environment.
- Assess the degree of risk associated with the hazards.
- Implement control measures.
- Re-evaluate hazards and update controls when changes occur in the workplace, post **incident** and at least every three years.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]	
Hazard	A situation, condition or thing that may be dangerous to health and safety
Senior administrator	The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director
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
University community	All employees, (including but not limited to, academic staff, support staff and administrators), adjunct professors, professors emeriti, lecturers, clinical staff, all students (including undergraduate students and graduate students), post- doctoral fellows, contractors, volunteers, suppliers, invited visitors and those who are acting on behalf of the university or performing university related business
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 (includes near misses).

FORMS
RELATED LINKS

Hazard Identification, Assessment, and Control Procedure

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Hazard-identification-assessment-control-procedure.pdf>

Hazard Identification, Assessment, and Control Procedure Appendix A: Additional Requirements for Working with Regulated Biohazardous or Biological Materials

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Appendix%20A%20Additional%20Requirements%20for%20Working%20with%20Regulated%20Biohazardous%20or%20Biological%20Materials.pdf>

Hazard Identification, Assessment, and Control Procedure Appendix B: Violence Prevention

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Appendix%20B%20Violence%20Prevention.pdf>

Hazard management resources (HSE website)

<https://www.ualberta.ca/human-resources-health-safety-environment/environment-and-safety/hazard-management/index.html>