



Original Approval Date: November 16, 2015

Most Recent Approval:

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Parent Policy: Health, Safety, and Environment Policy

Assignment of Accountability:

9.0 Program Evaluation

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

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

Purpose

The purpose of this document is the continuous improvement of health, safety, and environment practices in the workplace through program evaluation. **Senior administrators** are responsible for overseeing and participating in program evaluation strategies in their respective **units**.

Accountabilities

Senior administrators must demonstrate commitment to the program evaluation process through the following:

- Provide support and allocate resources for program evaluation.
- Determine opportunities for program improvement and develop health, safety, and environment plans based on evaluation findings.

For detailed information, consult the procedures under “Related Links.”

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.
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

If any of the links are broken, please contact uappol@ualberta.ca [▲Top]
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