

ENVIRONMENTAL HEALTH & SAFETY MANAGEMENT SYSTEM MANUAL

Mount Royal University is committed to providing, promoting and maintaining a safe and healthy environment for all employees, students, contractors and visitors to the University. This is achieved by promoting a collaborative and supportive health and safety culture that integrates Occupational Health and Safety (OHS) requirements and Environmental Health & Safety Management System (EHSMS) elements into all Mount Royal University (MRU) academic and administrative operations.

The Environmental Health and Safety Management System (EHSMS) provides the framework to ensure that the University remains compliant with applicable occupational health and safety (OHS) legislation. It enables MRU to:

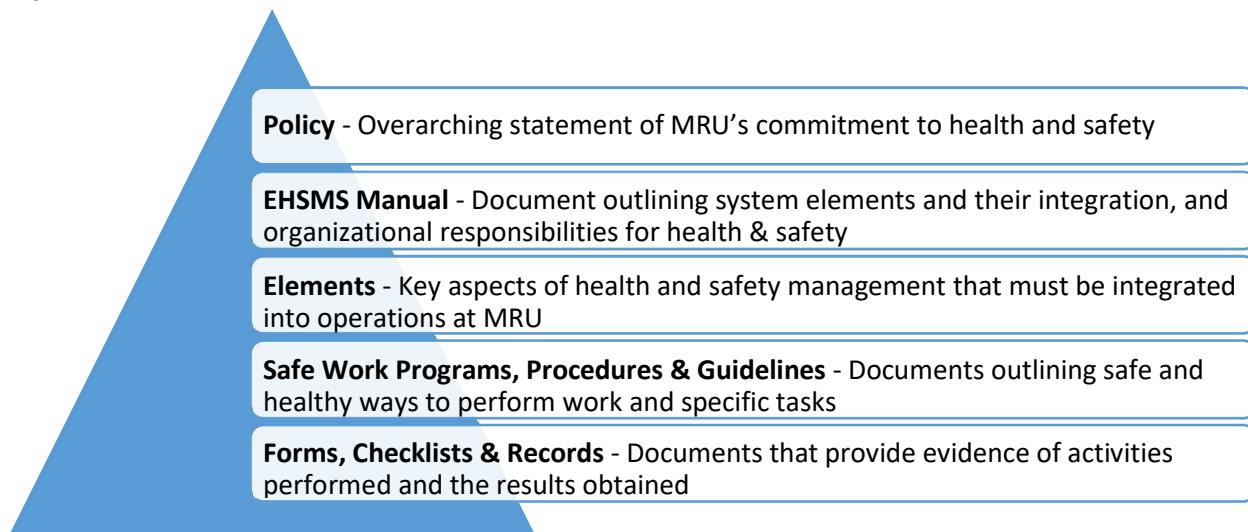
- Identify health and safety strengths and establish organizational best practices
- Identify system weaknesses and focus improvement efforts where they can have the most effect
- Analyze health and safety performance trends to assess the effectiveness of improvement efforts and hazard controls
- Demonstrate MRUs commitment to the health and safety of the University community

The EHSMS consists of the following:

- Environmental Health & Safety Policy
- Seven Elements of EH&S
 - Organizational Commitment
 - Hazard Management
 - Orientations, Training & Competency
 - Inspections & Preventive Maintenance
 - Emergency Preparedness
 - Incident Reporting & Investigation
 - Program Administration & Auditing
- Safe Work Programs, Procedures & Guidelines
- Forms, Checklists & Records

The hierarchy and description of these pieces is provided in Figure 1.

Figure 1: EHSMS Levels



SAFE WORK PROGRAMS, PROCEDURES AND GUIDELINES

Safety Programs, Safe Work Procedures and Safe Work Guidelines are developed as administrative controls for identified hazards. Administrative controls change the way people work to reduce the risk of injury, illness, or damage while performing a task.

- **Safety Programs** are created to address hazards that present higher risks on campus or that affect multiple stakeholders. They often require multiple safe work procedures or guidelines to address the risks associated with the hazard. Examples include the Asbestos Management Program and the Ergonomic Program.
- **Safe Work Procedures (SWPs)** are written, step-by-step instructions outlining how to complete a task safely and efficiently from start to finish. Most SWPs are developed by individual departments or sub-departments to address tasks that must be completed in a specific way in order to keep individuals safe. Tasks that are performed by multiple departments, high risk tasks, or tasks that are part of a Safety Program may be developed by EH&S or JOHSC and shared with all affected groups on campus.
- **Safe Work Guidelines (SWGs)** are a written set of "dos and don'ts" on how to perform a task safely. They provide general guidance rather than step-by-step instructions. As with SWPs, they may be developed within a specific department, or developed by EH&S or JOHSC to be shared with multiple groups on campus.

FORMS, CHECKLISTS AND RECORDS

Forms, checklists and records are all documentation that support the EHSMS. These items are required for compliance monitoring and to demonstrate due diligence for audits or incident investigations. They may be department/ faculty specific or may be created by EH&S and supplied to departments when the documentation needs to be consistent across the University.

Examples include, but are not limited to:

- Field Level Hazard Assessment forms
- Position Hazard Assessment forms
- Forms or spreadsheets created to track completion of preventive maintenance or safety training
- Inspection and maintenance checklists
- Training certificates
- Meeting minutes and attendance

OHS LEGISLATION

The EH&S program and all underlying standards must meet or exceed the requirements of applicable legislation. The legislation includes, but is not limited to:

- Alberta Occupational Health and Safety (OHS) Act, Regulations and Code
- Alberta Employment Standards
- Alberta Waste Regulation
- Canadian Environmental Protection Act
- Canada Human Pathogens and Toxins Act and Regulations
- Canada Human Rights Act
- Criminal Code of Canada
- Hazardous Products Act
- Transportation of Dangerous Goods

As per the Alberta OHS Act, MRU must provide access to current versions of the Alberta OHS Act, Regulations and Code to all employees. This information can be found on the [EH&S website](#).

INTERNAL RESPONSIBILITY SYSTEM

The Internal Responsibility System (IRS) is the underlying philosophy of OHS legislation across Canada. It's based on the principle that everyone in the workplace, both employees and employers, share responsibility for their own health and safety, and that of their coworkers and other people within the workplace.

The IRS requires every individual to perform and participate in health and safety by identifying issues or problems and looking for ways to improve work processes. It encourages problem solving and continuous improvement at both an individual and organizational level.

Within the IRS, responsibility and authority for health and safety is delegated from the top down, while accountability for health and safety flows upward.

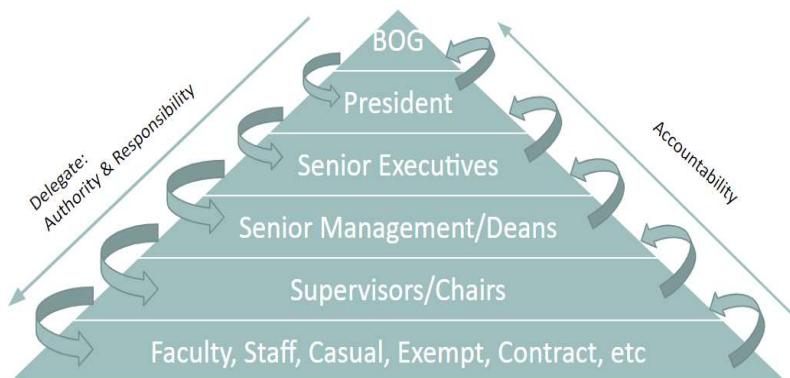


Figure 2: Internal Responsibility System

EHSMS ELEMENTS

1. ORGANIZATIONAL COMMITMENT

Management and University commitment to safety is formalized in the Environmental Health and Safety Policy, but leadership and involvement goes beyond a statement of intent. Strong health and safety culture depends on the attitudes and behaviors of the organization and its leadership towards health and safety. Workplace leaders must continuously reinforce their commitment to a safe and healthy workplace.

Health and safety leadership at MRU can be demonstrated in a variety of ways, such as:

- Performing your own work safely and leading by example by following MRU health and safety programs, procedures and guidelines.
- Providing ongoing skills training to ensure employee competency with their tasks.
- Incorporating health and safety discussions in team meetings.
- Setting clear safety expectations for your direct reports.
- Committing adequate resources to safety, including time for employees to participate in safety activities such as inspections, audits or Safety Advisory Groups.
- Encouraging employees to report hazardous conditions, safety incidents and health or safety concerns and engaging employees when developing corrective actions.
- Sharing, discussing, and acting on the results of incident investigations and worksite safety inspections with your team (excluding confidential information as outlined in FOIP).
- Monitoring safety progress within your department and responding to incidents and concerns in a timely manner.

2. HAZARD MANAGEMENT

The hazard management element establishes a process for the ongoing management of hazardous conditions to reduce the risk of loss or damage. Mount Royal University is a relatively safe workplace, but no work site is completely hazard free. Identification and control of hazards by all employees is necessary to prevent injury and incidents like property or equipment damage, hazardous materials spill or exposure, or security incidents.

Hazard management can be formal or informal. Formal hazard assessment processes used at the University include:

- **Position Hazard Assessment (PHA):** A high-level evaluation of expected hazards associated with a job position, based on typical tasks. The PHA outlines regular tasks associated with a job position; expected hazards associated with each task; and controls to be implemented to reduce the risk of injury or illness from the hazard.
- **Field Level Hazard Assessment (FLHA):** A site-specific hazard assessment performed by workers to identify hazards not addressed in the PHA or hazards for which additional controls may be needed. FLHAs are used by workers that perform jobs with higher risk hazards, perform non-routine work or tasks that are subject to changing conditions, or are performed in varying work environments.

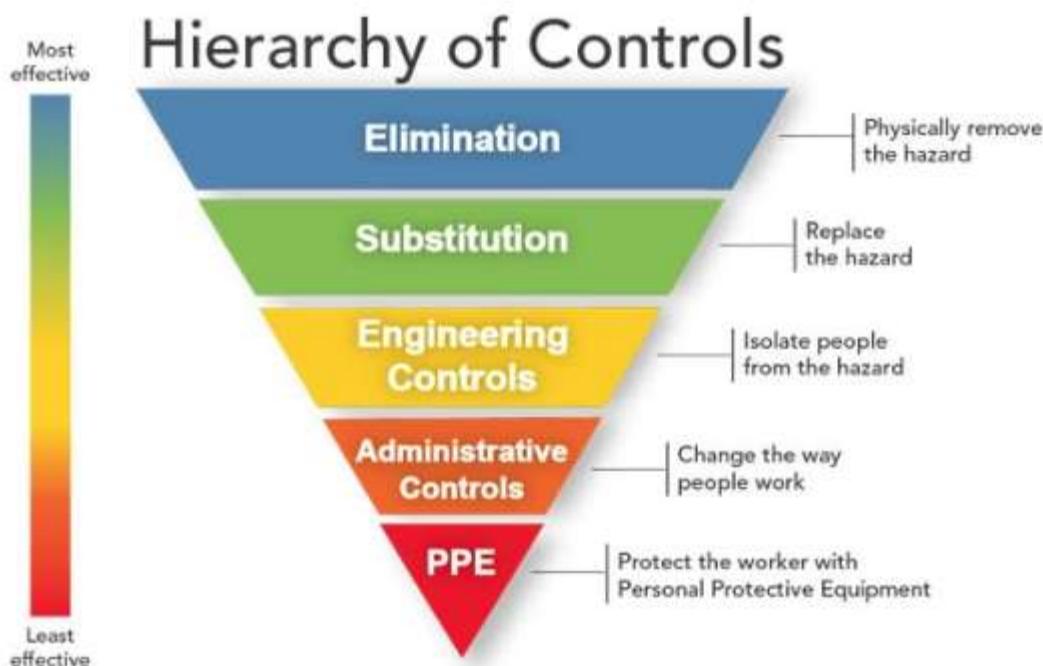
- **Master Hazard Assessment (MHA):** An overall assessment managed by EH&S that identifies all hazards expected on campus, along with a pre-and post-control risk assessment of each hazard. This document helps to ensure that we have lowered the risk of injury or incident when performing identified tasks to an acceptable level through the use of the listed controls.

Informal hazard assessments are performed by all employees at any time. The informal hazard assessment process is simply “looking out for hazards” as you perform a task. Examples include looking ahead for hazards as you walk across campus or scanning a room to ensure that it’s safe to enter. Whenever possible, identified hazards should be addressed before proceeding with work, e.g. wiping up a small spill that could lead to a slip or fall. Where the hazard cannot be easily mended, it should be reported to the appropriate group:

- **Building concerns** (e.g. lighting, temperature, air quality, plumbing, ground conditions, non-hazardous spills): report to [Frontline](#) or 403-440-6417.
- **Security concerns** (e.g. suspicious behavior, speeding vehicles): report to Security at 403-440-5900.
- **Safety concerns** (e.g. unsafe working behavior, unsecured worksites or equipment, hazardous materials spills): report to EH&S at 403-440-6038 or ehs@mtroyal.ca.

Controls are methods used to eliminate a hazard or reduce the risk of injury or illness due to the hazard. They fall into five categories, outlined in Figure 2. The hierarchy of controls is outlined in the Alberta OHS Code and reflects the preferred order in which controls should be applied, starting with the most effective methods and moving to the least effective.

Figure 3: Hierarchy of controls diagram from the National Institute of Occupational Safety and Health (NIOSH).



For additional information on hazards and controls, consult the EH&S [Hazard Management Procedure](#).

3. ORIENTATIONS, TRAINING & COMPETENCY

A key element of the EHSMS is ensuring employees are trained and competent to perform their tasks safely. Factors that contribute to competency include orientation, training certifications, supervision and mentorship, and hands-on education relating to tasks and the work site.

Employee qualification and certification are important first steps, but to determine if the employee is fully competent to perform their work safely, Management must observe the employee's work practices. It is the responsibility of the individual's direct supervisor to ensure that they receive the appropriate training and any mentorship, oversight or hands-on training they may need to perform their tasks safely.

Managers shall provide training that stresses safety, work methodologies, and hazard assessments, whether supplied internally or by an external training provider.

New employees must receive a workplace orientation from their direct Supervisor (or designate) within the first week of their employment. The orientation includes a review of the applicable Position Hazard Assessment, emergency response procedures and any other safety training specific to their role. New employees must also complete the EH&S Health & Safety Orientation and the WHMIS (Workplace Hazardous Materials Information System) training available through EH&S.

4. INSPECTIONS & PREVENTIVE MAINTENANCE

Inspections and preventive maintenance are ways to identify and control hazards proactively to prevent incidents.

Worksite safety inspections look for hazards in the worksite and eliminate or control them as much as possible. Inspections also help to confirm if existing hazard controls are effective.

Action items from workplace inspection reports are promptly addressed or corrected by the department where possible. Action items that may require a specific skill set are reported to Mount Royal University and assigned to the trained individuals responsible for the work at MRU, such as Building Operations.

Regular inspections will:

- Proactively identify potential hazards that may have not been previously noted
- Identify equipment that is damaged, substandard, inadequate or improperly used
- Identify improper work practices
- Identify accurate and current work processes
- Confirm the effectiveness of hazard controls already in place
- Demonstrate leadership commitment to health and safety through employee participation and a formal reporting/monitoring process to assist with continuous improvement

Formal inspections of Faculty/Department work places (excluding common areas, such as classrooms) are conducted at least quarterly by the area Safety Advisory Group (SAG). A formal space audit is also completed by Facilities Management on an annual basis.

Informal inspections should be performed regularly by the employees in the Department. This is typically a daily visual inspection where any hazards spotted are immediately corrected or reported to be corrected.

Other types of inspections include scheduled and pre-use inspections of equipment, and preventive maintenance programs. Preventive maintenance is regular, routine maintenance completed to keep tools and equipment running smoothly and safely. It's a way to proactively address hazards that can occur if equipment is allowed to run down.

For more information on Workplace Inspections, please refer to the EH&S Workplace Inspections Safety Program. Requirements for pre-use inspections and preventive maintenance are outlined in task-specific operating procedures, where applicable.

5. EMERGENCY PREPAREDNESS

Emergency preparedness refers to the capacity of an organization to react to emergencies. Risk Management is responsible for the development, implementation and maintenance of the University Emergency Response Plans, and oversees the management of organizational risk to the University.

Emergency Response Plans are available on the Risk Management [website](#). They are also posted in a blue book in classrooms and common areas around campus. Employees should review the plans as frequently as needed to remember what to do in the event of an emergency.

Some departments (such as Recreation, Building Operations, and the Faculty of Science and Technology) require emergency response plans specific to their area that outline additional steps that must be taken to shut down or evacuate. Management must ensure these department-specific plans are created and communicated to all affected employees.

As part of the new hire orientation, employees should be introduced to their local Emergency Wardens; be made aware of the local escape routes, secure in-place locations and nearest muster points; and be trained on any responsibilities they may have in the event of an emergency.

Risk Management can be reached at riskmanagement@mtroyal.ca.

6. INCIDENT REPORTING AND INVESTIGATION

Incident management at Mount Royal University is made up of a number of components that tie together to prevent workplace incidents from occurring. Incidents are managed through hazard assessments, safety training, workplace inspections, and community engagement.

Although incident prevention is the goal, incidents can still happen. Incident management processes such as reporting, investigation and the application of corrective actions work to prevent incident recurrence.

All workplace safety incidents should be reported to your immediate supervisor and EH&S within 24-hours of the event, whenever possible. Safety incidents include injuries, property and environmental damage, security incidents, and close calls.

Incidents involving harassment, bullying or interpersonal violence between employees are investigated by Human Resources. Incidents of harassment, bullying or interpersonal violence that involve students are

investigated by the Office of Student Conduct (OSC). These types of incident may be reported through the EH&S portal, or directly to HR or the OSC.

Reporting your injury/incident means that appropriate care and attention will be given to meeting your workplace needs after an injury/incident, including but not limited to, accommodation requirements.

Once the incident is reported, it is assigned to the appropriate incident manager and an investigation is conducted to identify gaps in the health and safety system. Corrective actions can then be developed to prevent a recurrence of the incident.

The extent of the investigation and the incident manager (person responsible for conducting the investigation) will depend on the type and severity of the incident. The JOHSC will participate in investigations of serious and potentially serious incidents (as defined by Alberta OHS), which must also be reported to Alberta OHS. JOHSC may also be involved in the investigation of workplace harassment or violence incidents, at the request of the complainant.

Further information on incident reporting and investigation can be found on the EH&S [website](#) and in the Incident Reporting & Investigation Safe Work Procedure.

7. PROGRAM ADMINISTRATION AND MANAGEMENT

The elements of the EHSMS are implemented in a cooperative effort between the University Leadership Group (ULG) and Environmental Health & Safety (EH&S). EH&S acts in an advisory capacity, supporting the development of safe work programs, procedures, and guidelines and aids in employee education. The ULG is responsible for implementing, supporting and promoting the EHSMS in their divisions.

Safety performance of the University and individual departments will be reviewed and monitored by EH&S, in partnership with the ULG to determine the effectiveness of the system and processes developed to control risk. This review is critical for Management to recognize where they are meeting their safety objectives and where improvements are needed.

Key performance metrics to be monitored may include, but are not limited to:

- The number of employees trained and oriented
- The number of daily hazard assessments completed
- The number of workplace inspections and equipment inspections performed
- Percent of positions in the department that have developed Position Hazard Assessments (PHAs)
- Number of PHAs reviewed annually
- Number of hazards identified and corrected
- Number of close call incidents reported
- Number of workplace incidents reported
- Percent of corrective actions implemented
- Effectiveness of corrective actions implemented

Where areas of improvement are identified, EH&S will work with leaders and affected members of the University community to establish improved systems and controls. The intent of this continuous improvement approach is to ensure that the conditions put in place to support workplace health and safety are functional, that they are followed, and that they are achieving desired goals.

The EHSMS is made available to all employees through the EH&S website. Elements of the EHSMS are communicated through the EH&S Newsletter, My Community, and other communication formats when necessary. Educational and informational communications are also passed onto employees via Management, EH&S, and SAG representatives and directed communications to affected departments.

Department-specific communications such as safety talks and safety alerts may also be shared in department meetings by Management or employees, posted on workplace bulletin boards, or shared via email within the department. The methods of communication will depend on the best-fit for the department.

For questions, concerns, and feedback related to the EH&S Program, please contact ehs@mtroyal.ca.

ROLES, RIGHTS AND RESPONSIBILITIES

EMPLOYEES

The Alberta OHS Act outlines three key employee rights:

- The right to know about health and safety, including:
 - Their rights and duties under OHS legislation.
 - Known or foreseeable hazards in the workplace and how to control or manage them to reduce the risk of injury or incident.
 - Safety information, training and education required to conduct work safely.
- The right to refuse dangerous work if the work conditions present a danger to the worker or others until the unsafe conditions are corrected.
- The right to participate in health and safety, including hazard assessments, safety discussions and occupational health and safety groups or committees.

These apply to all employees of MRU as defined by the Act, including management and staff; faculty; volunteers and interns; full or part time employees; permanent, contract and casual employees; and union members or exempt employees.

All Employees are responsible for ensuring that their work environment and activities reflect the OHS standards outlined in the EHSMS to protect themselves and others in the work place. Under the EHSMS, the term "Employee" includes staff, faculty, contract and sessional instructors, short-term contract workers, interns and volunteers.

Employees shall:

- Take reasonable care to protect the health and safety of themselves and others at the worksite when working.
- Comply with the University's EH&S Policy and the underlying EHSMS programs and procedures.
- Consult and cooperate with Management Employees, the Joint Occupational Health and Safety Committee and local Safety Advisory Groups.
- Know and understand emergency response procedures and their roles and responsibilities in the event of an incident or emergency.
- Participate in safety training as required by legislation, EH&S Program Administration or their department.

- Participate in safety meetings as required for their position.
- Report hazards and safety incidents, including close calls (also known as “near misses”), to their direct supervisor and participate in incident investigations as required.
- Perform and participate in Position Hazard Assessments and Field Level Hazard Assessments, identifying and controlling hazards as outlined to reduce the risk of injury or incident.
- Wear personal protective equipment and use safety equipment as required by legislation or by EH&S or departmental programs or procedures.
- Refrain from causing or participating in harassment or violence.
- Comply with Alberta OHS legislation and cooperate with any person performing their duties as outlined in that legislation.

EMPLOYER RESPONSIBILITIES

Employer responsibilities are also outlined in Alberta OHS legislation. Under the OHS Act, the Employer includes any employee that represents the organization and has authority over a worker. At MRU, the Employer is represented by all Management Employees, as defined in this document.

In general, the Management Employees shall ensure, as far as reasonably practicable:

- The health and safety of workers engaged in the work on behalf of Mount Royal University.
- The health and safety of contractors and suppliers present at the University when working for another employer.
- The health and safety of other persons at or in the vicinity of the work site who may be affected by hazards originating from the work site, including students and visitors.

OHS Employer responsibilities are delegated throughout MRU organizational levels as outlined below. For more information on leadership requirements at MRU, refer to the MRU Leadership Safety Training.

PRESIDENT AND VICE-PRESIDENTS (VPS)

- Commit to the development of a strong health and safety culture throughout the organization and inspire Employees at all levels to the same commitment.
- Communicate and endorse the rights and responsibilities outlined in this Policy.
- Delegate authority for the development, management, communication, administration and enforcement of the EH&S Management System.
- Establish and maintain a University-wide Joint Occupational Health & Safety Committee (JOHSC) that meets the requirements outlined in the Alberta OHS Act.
- Provide resources required to facilitate and operate the EH&S Program.
- Ensure that the Board of Governors is kept informed of health and safety matters as appropriate.

ASSOCIATE VPS, DEANS

- Ensure that Alberta OHS legislation, the MRU Environmental Health & Safety Policy and underlying programs, procedures and guidelines are communicated, understood and followed within their areas.
- Consider health and safety implications in business decisions, consulting EH&S, JOHSC or other stakeholders as subject matter experts, as needed.

- Assess and eliminate or control hazards in the workplace in a timely manner to prevent injury or ill-health to members of the University community.
- Ensure resources are available to support worker health and safety and maintain a safe and healthy work environment.
- Ensure that no employees are subjected to or participate in harassment or violence at the University.
- Understand the University's legal responsibilities under Alberta's OHS legislation.
- Incorporate EH&S into the agendas of leadership meetings.
- Ensure that EH&S performance is monitored and enforced within their area.
- Provide competent leaders as needed within their area and ensure the leaders are trained on their EHS responsibilities.
- Ensure that injuries, incidents and close calls are reported in a timely manner and that appropriate investigations are conducted and corrective actions implemented (with assistance from EH&S or JOHSC, as appropriate).
- Ensure that formal workplace safety inspections of their area are completed at least quarterly and any deficiencies identified are corrected in a timely manner.
- Take reasonable steps to correct or avert dangerous conditions if they have reason to believe that they do or may exist.
- Provide oversight to ensure correct use and retention of all health and safety documentation for their department, such as Position and Field Level Hazard Assessments, safety training certificates, worksite and equipment inspection reports, and incident investigation reports.
- Consult and cooperate with the JOHSC, local Safety Advisory Groups and EH&S as required.

EXECUTIVE DIRECTORS, DIRECTORS, MANAGERS, SUPERVISORS, CHAIRS AND TEAM LEADS

- Provide direct oversight of Employees, ensuring they have the correct safety training, equipment, and experience to perform their tasks safely.
- Identify work areas or tasks requiring hazard assessments and complete the assessments with assistance from EH&S and affected Employees.
- Develop controls to address identified hazards, including safety programs or procedures, with assistance from EH&S where needed.
- Ensure that their direct reports work in accordance with applicable legislation; MRU safety programs, safe work procedures, and safe work guidelines; and manufacturer's recommendations.
- Maintain safety records for their department, including safety training certificates, worksite and equipment inspections, and investigations (providing copies to EH&S).
- Ensure prompt reporting of EH&S incidents and concerns.
- Participate in and assist with incident investigations as required.

CONTRACTORS

- Third-party contractors assigned to be Prime Contractors shall ensure that Alberta OHS legislation is complied with when working on University projects.
- Contractors performing work where the University is acting as Prime Contractor shall provide internal programs that meet or exceed Alberta OHS legislation and University requirements, or follow the University EH&S Management System as applicable to their work scope.

- Contractors are responsible for prequalifying and managing any subcontractors that are engaged for work at the University.
- Any additional responsibilities are outlined in the [EH&S Third Party Contractor Safety Program](#).

ENVIRONMENTAL HEALTH & SAFETY (EH&S)

- Build and administer the EHSMS.
- Provide organizational oversight, leadership and coordination of safety processes across the University, including documentation audits when necessary (e.g. safety training certificates, inspections, and investigations).
- Developing and monitoring EHSMS performance metrics for MRU as a whole and for individual Faculties / Departments.
- Reviewing the University Environmental Health & Safety Policy and recommending updates to the President's Executive Committee as required.
- Stay current on applicable OHS legislation, requirements and best practices.
- Provide advice to all Employees and Contractors on matters relating to health and safety.
- Reviewing and assisting leaders with hazard control programs and Position Hazard Assessments and recommending updates when required.
- Act as lead investigator for serious injuries and incidents and provide assistance to Management Employees and the JOHSC in completing all other incident investigations that involve Employees or Contractors, including unsafe work refusals.
- Work with Management Employees to ensure that effective corrective actions are put in place to address deficiencies.
- Identify and develop, or assist in the development of Procedures to this Policy that may be required.
- Develop and deliver safety training and educational programs and materials as required.
- Develop training and safety documentation databases and train / communicate to all departments
- Advising and educating employees on health and safety and injury prevention opportunities, and other topics related to OHS and the elements of the EHSMS.
- Collaborate on and participate in the University's emergency response plan, including a review of emergency response investigations.
- Notify Alberta OHS of all injuries or accidents deemed reportable by occupational health and safety legislation, regulations and codes.
- Issue stop work orders on behalf of the University, when necessary, for all contractors and Employees.
- Ensure that safety equipment and engineering controls meet the required safety standards and legislation.
- Maintain authority to enter all University work sites.
- Participate in the Joint Occupational Health and Safety Committee (JOHSC) and train SAG members on responsibilities.
- Reviewing the administration of SAGs and completion of workplace safety inspections by the same.
- Assist with planning of short-term events on campus and perform inspections to ensure events are conducted in a safe and healthy manner.
- Address concerns of room occupancy limits.

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

A Joint Occupational Health and Safety Committee (JOHSC) is a group of Employer and Employee representatives working together to identify and solve health and safety problems at the work site.

As per the Alberta OHS Act, the JOHSC will:

- Receive and address concerns and complaints regarding the health and safety of Employees (including Volunteers) and Contractors.
- Participate in the identification of hazards to people arising out of or in connection with activities performed at the University.
- Develop and promote health and safety education and information programs.
- Make recommendations to the Executive to improve the health and safety of all Employees at the University.
- Participate in regular work site safety inspections.
- Participate in the investigation of serious injuries and incidents at the University or off-campus work sites.
- Maintain records in connection with the duties of the committee.
- Other duties as specified in the Alberta OHS Act, Regulations and Code.

Additional information may be found in the JOHSC Terms of Reference, available on the EH&S [website](#).

SAFETY ADVISORY GROUPS (SAGS)

Faculties/Departments are required to participate in Safety Advisory Groups (SAGs).

SAGs are not policy making bodies, but are groups of Employees committed to promoting health and safety within their Faculty or Department. SAGs report to the JOHSC and assist with the completion of selected JOHSC tasks. Members act as accessible front-line contacts for Employees with health and safety concerns. Members can act immediately to assist with local concerns, or can escalate them to the University JOHSC or EH&S if needed.

SAGs shall include both Employee and Management members, shall meet at least quarterly and shall keep meeting minutes. The minutes will be shared with JOHSC to help manage health, safety, and environmental concerns.

SAG members shall also:

- Complete safety inspections of their Faculty/Department work places (excluding common areas, such as classrooms) at least quarterly.
- Identify situations or conditions within their work areas that may be unhealthy or unsafe and make corrective action recommendations to Faculty/Department Management.
- Review incidents and corrective actions, and communicate learnings applicable to their department (without any personally identifying information).
- Provide and communicate to their Faculty/Department any updates to the University Health & Safety Program and learning moments on health and safety topics, as provided by EH&S or the JOHSC, or developed within their Faculty/Department.

Additional information may be found in the SAG Terms of Reference, available on the EH&S [website](#).

DEFINITIONS

Close Call Incident: A work-related incident or unplanned event that did not result in injury, illness, equipment or property damage but had the potential to do so.

Contractor: An independent legal entity that is engaged in the business of providing work in exchange for payment. An independent legal entity includes an individual, sole proprietorship, partnership or a corporation.

Competent: Someone who has the necessary skills, experience and knowledge to perform a task safely.

Dangerous Work: A task or a work site that an employee has reasonable grounds to believe presents a hazard or danger to the health and safety of the employee or to other people in the work area.

Employee: Volunteers or individuals who are engaged to work for the University under an employment or apprenticeship contract, including Faculty, Staff, exempt Employees, Management Employees, and Undergraduate, Graduate or Postgraduate students carrying out work for the University.

Employer: A person who employs one or more workers, including volunteers, or a person designated by an employer to be the employer's representative. At MRU, this includes all Management Employees as defined herein.

Environmental Health & Safety Management System (EHSMS): The term used to describe the MRU health and safety management system and the health and safety elements that make up the system. This system includes but is not limited to the organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the EH&S policy and program.

Hazard: A situation, activity, or thing that may be dangerous to the health or safety (may cause an injury, illness, or loss) of employees/workers, students, volunteers, and visitors.

Hazard Assessment: A thorough check of the work environment, performed to identify potential hazards in the area and appropriate safety measures to be used to mitigate the identified hazards.

Hazard Control: Actions taken to eliminate or lower risk at work, such as procedures, processes, or mechanized equipment intentionally used to protect the worker from hazards in the workplace. Common hazard controls fall under engineering controls (e.g. ventilation), administrative controls (e.g. training), and personal protective equipment (e.g. safety glasses).

Hierarchy of Controls: The order that control methods are to be considered/ applied, as outlined in Alberta's Occupational Health and Safety Code, Part 2, Section 9(1–5).

Incident: An unplanned, undesired event that resulted in or had the potential to cause physical injury or illness to a person, damage to property, or damage to the environment. Includes events that result in injury or damage and close calls, where injury or damage could have occurred but is avoided.

Management Employee: The President, Vice-Presidents, Associate Vice-Presidents, Deans, Directors, Executive Directors, Managers, Supervisors, Chairs, Team Leads and all Employees classified by Human Resources to have accountabilities or oversight over other employees.

Organizational Risk: A term for risk that affects an entire organization and includes material, strategic, reputational, regulatory, legal, security and operational risks.

Prime Contractor: A contractor that has been assigned health and safety responsibility for a defined work zone, as outlined in the Alberta Occupational Health and Safety Code.

Project Manager: An employee of MRU who has hired a third party contractor to perform work at the University.

Reasonably Practicable: In health and safety, this term is used to describe hazard controls and indicates that employers should take steps to control the hazard(s) that are possible or feasible, as well as suitable and rational to the conditions. The steps typically follow industry standards or best practice and would be considered a reasonable response by a jury of peers.

Risk: The chance of injury, damage or loss.

Subcontractor: A form of contractor that is hired by another contractor (usually the prime contractor) to perform work. Responsibility for the safety of subcontractors lies with the prime contractor for the project.

Supervisor: A person who has charge of a workplace, or authority over a worker. Depending on the particular reporting relationship, a Supervisor includes, but is not limited to any of the following: Manager, Associate Dean, Director, Vice President or President.

Training: The process of instructing employees on the skills necessary to do a job competently and safely.

Volunteer: Unpaid individual working under the direction of an Employee of the University. Volunteers do not receive course credits or grades, and the work is not a requirement of graduation.

REVISION HISTORY

Date	Revision	Notes
July 2020	01	Initial release of document