



Health and Safety Responsibilities Procedure

Office of Administrative Responsibility	Agri-Food Discovery Place
Approver	Executive Director
Scope	Compliance with this procedure extends to all employees, faculty, students, researchers, clients, contractors, sub-contractors, visitors and suppliers at Agri-Food Discovery Place

Overview

Agri-Food Discovery Place is committed to providing a safe environment for its staff, students, contractors, sub-contractors, visitors and suppliers. An effective health and safety management system that supports preventive and responsive attitudes and behaviors at all levels of management, supervision and staffing will help to ensure a safe environment. **Health and Safety** is a shared responsibility.

The emphasis on the legal liability or accountability of management, supervisors and/or “persons in authority” at a workplace has increased in recent years. Managers and supervisors directly responsible for the action of their employees can be held responsible for the actions of their employees. In some cases, workers and other persons may also be help personally liable for their actions in the event of an injury.

Anyone whose regular duties involve management, supervision, or acting as a “person in authority”, can be help personally liable for the actions of his/her employees.

Alberta’s Occupational Health and Safety Legislation expects that certain health and safety responsibilities are clearly identified in a workplace to ensure a safe work environment.

Purpose

To convey Agri-Food Discovery Place’s objective of preventing workplace incidents and provide a safe environment for all staff, students, contractors, sub-contractors, visitors and suppliers and to delineate the responsibility for achieving this objective.

Scope

This policy applies to all staff, students, contractors, sub-contractors, visitors and suppliers at Agri-Food Discovery Place.

Responsibilities

Health and Safety is an equally shared responsibility that requires compliance with all relevant legislative standards as well as University policies and procedures. All employees and students will be equally responsible for minimizing incidents within our facilities, while working cooperatively to achieve zero harm. Well defined and communicated responsibilities for all employees are a key factor in achieving our health and safety goals.

Executive Director

The Executive Director has the ultimate responsibility for the health and safety of all people affected by the activities of Agri-Food Discovery Place



It is the responsibility of the Executive Director to:

- a) Ensure adequate resources and support are available to implement the appropriate health and safety policies, procedures and guidelines.
- b) Designate accountability for the overall management of the health and safety program.
- c) Ensure the health and Safety Policy is reviewed on an annual basis.
- d) Support the health and safety governance model that includes department health and safety committees, technical committees and the necessary policy approval committees.
- e) Hold managers and supervisors accountable for workplace health and safety.

Managers

- a) Ensure that this procedure is effectively implemented in their areas of control.
- b) Ensure that health and safety management strategies are implemented and monitor for effectiveness.
- c) Integrate health and safety into day to day activities and include safety as a component of all meetings.
- d) Ensure risks are identified, evaluated and controlled within their area of responsibility.
- e) Ensure regular review of workplace health and safety practices in their area of responsibility.
- f) Provide opportunities for appropriate training in workplace health and safety
- g) Support managers and supervisors in ensuring health and safety policies and procedures are implemented, including effective communication and relevant information
- h) Hold managers and supervisors accountable for workplace health and safety in areas under their control
- i) Allocate appropriate resources to ensure effective implementation of the policy
- j) Ensure documentation of all health and safety activity is completed by their staff

Supervisors

- a) It is the responsibility of the supervisors to develop specific health and safety guidelines and safe work procedures for their area of supervision through hazard assessments. Unit shall maintain written records of these hazard assessments.
- b) Integrate health and safety into day to day activities, including a safety component at all meetings.
- c) Supervisors in cooperation with staff shall identify hazards and implement appropriate measures to eliminate or control the hazards
- d) Supervisors ensure all staff under their supervision have the required skills and are competent to perform their tasks in a safe manner, using the appropriate safe work procedures,
- e) Working with this framework, supervisors provide or arrange for health and safety training, regular inspection of their areas for hazardous conditions, and promptly correct unsafe work practices or hazardous conditions and document these activities. This includes stopping work until any unsafe condition has been corrected.
- f) Supervisors address all safety and health concerns expressed by their staff.
- g) Supervisors will report and investigate all incidents as required by the AFDP policy and procedures
- h) Supervisors will investigate all incidents to determine root cause and corrective action plans.
- i) Supervisors will participate and encourage staff participation on health and safety committees.
- j) Ensure documentation of all health and safety activity is completed by their staff



Health and Safety Coordinator

- a) Review safety policies and procedures on annual basis or when there is changes in regulation
- b) Report all incidents at AFDP to Environmental Health and Safety or Agriculture and Rural Development as required by the AFDP policy and procedures.
- c) In corporation with managers and supervisors to investigate all incidents and refusal to work to determine root cause and corrective action plans.
- d) Maintain documentation of all health and safety related activities.
- e) Provide general safety orientation to new hires.

Staff, students, visitors and suppliers:

- a) Comply with AFDP health and safety policies and procedures,
- b) Conduct their activities in a manner that will prevent personal injury, injury to others and property damage
- c) Cooperate and actively participate in AFDP's health and safety management system
- d) Report all incidents and all hazardous condition or acts.
- e) Report all near miss incident that could result in harm or loss
- f) Refuse work when the task puts him/herself or other workers in an imminent danger situation

Contractors and Sub-contractors

- a) To comply with all Federal, Provincial, Municipal legislation and AFDP rules, regulations, policies and procedures while working on an AFDP site.
- b) To ensure that they understand all requirements which are applicable to their work activity prior to commencing that activity. Where the contractor or consultant is unsure, they are to contact the appropriate AFDP department for clarification.
- c) To obtain the proper authorization and/or work permits prior to commencing any work activity.
- d) To conduct a hazard assessment and if necessary a safe work plan prior to the commencement of work.
- e) Report all incidents, hazardous occurrences and near misses.
- f) Where work requires the use of self-contained breathing apparatus (SCBA), or work in area where self-contained breathing apparatus may be required for emergency escape, shall ensure that all persons engaged in that activity has received proper training in the use of such equipment.
- g) Where work requires the use of fall protection the contractor or consultant shall ensure that all persons engaged in that work activity has received proper training and the fall protection equipment has met the requirements stated on Alberta Health and Safety Code, if it is brought in by the contractor or consultant.
- h) To ensure that no firearms, illegal drugs, alcohol, fighting, stealing or willful damage are permitted anywhere on the AFDP site.
- i) To maintain in a safe operating condition, all contractor equipment brought on site. To comply with provincial Electrical Safety Branch regulation, all electrical equipment must be certified to CSA standards. AFDP reserves the right to remove or ban faulty and/or unsafe equipment, or equipment not complying with the necessary approval requirements.
- j) Cranes and hoisting equipment brought onto AFDP property shall be operated only by authorized persons. Operators shall inspect the hoisting equipment at the beginning of each shift and shall test limit-switches, breaks, circuit-breakers, and other control devices. Any



defect which are identified that affect the safe operation of the equipment will require the equipment to be removed from service until the defects are repaired.

Where a contractor encounters any potentially hazardous or toxic substance which may endanger any person, the AFDP contact shall immediately be informed and the Contractor shall cease operation until it can be assured that standard practices for hazardous materials management are being complied with.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use

Table with 2 columns: Term and Definition. Rows include Contractor, Executive Director, Health and Safety Coordinator, Manager, Supervisor, Supplier, Worker, and Worksite.

Approval:

Executive Director

Date

Chair WHSC

Date