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Parent Policy: [Health, Safety, and Environment Policy](#)

Environmental Management Assignment of Accountability

Office of Administrative Responsibility:	Health, Safety and Environment
Approving Authority:	Associate Vice-President (Human Resources, Health, Safety and Environment)

Purpose

The University of Alberta is committed to conducting its activities in an environmentally responsible manner. To achieve this goal and to fulfill legislative requirements, all Unit(s) must complete Hazard Assessments and implement approved disposal, monitoring and reporting practices associated with hazardous materials.

The purpose of this document is to mandate Senior Administrators to implement practices that identify, minimize and manage Environmental Hazards in their respective unit(s).

Definitions

The attached definitions table outlines the terms used in this policy document and any specific rules of interpretation that apply.

Scope

Compliance with this policy document extends to all academic staff, administrators, colleagues and support staff as outlined and defined in the *Recruitment Policy*; undergraduate, graduate, and Continuing Education students; postdoctoral scholars; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

Accountabilities

To demonstrate environmental responsibility senior administrators must engage and enable the University Community to:

- Follow the *Hazard Identification, Assessment, and Control Procedure* and *Environmental Management Procedure* to:
 - Identify environmental hazards
 - Implement Controls
 - Evaluate the effectiveness of implemented controls
- Report Incidents
 - Spills or releases
- Monitor emissions if applicable
- Safely dispose of waste
- Include decommissioning procedures and costs prior to all activities with environmental impacts.

Definitions Table

<i>Any definitions listed here apply to this policy document only with no implied or intended institution-wide use. For clarity, defined terms listed here include grammatical variations thereof.</i>	
Control	Measures designed to eliminate or reduce the risk of hazards and to eliminate or control loss.
Environmental	Impacting the natural world, particularly land, air, and water.
Hazard	A situation, behaviour, condition or thing that may be dangerous to the environment and to the safety or health of the University Community.
Hazard Assessment	A process used to identify environmental, health and safety hazards and evaluate the risk associated with tasks.
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).
Senior Administrator	President, Provost, Vice-President, Vice-Provost, Deputy Provost, Associate Vice-President, Dean, General Manager, Chief of Staff, Chair, Director

Unit	A designation used to denote academic and non-academic departments, faculties, schools, institutes, and centres at the University of Alberta.
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), postdoctoral scholars, contractors, volunteers, suppliers, invited visitors and those who are acting on behalf of the university or performing university related business.

Parent Policy Suite

- [Health, Safety, and Environment Policy](#)
- Environmental Management Assignment of Accountability
- Environmental Management Procedure

Related Policy Documents

- Hazard Identification, Assessment, and Control Procedure

Related Links

- [Health, Safety and Environment Management System](#)
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History

- November 16, 2015 Approved.
- March 23, 2025 Editorial amendment. Formatting and links.

For questions surrounding policy document interpretation or implementation, please contact the Office of Administrative Responsibility.

The official version of this document may be obtained from <https://www.ualberta.ca/policies-procedures/index.html>