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

Program Management and Leadership Assignment of Accountability

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 <i>Recruitment Policy</i> . Undergraduate, graduate, and Continuing Education students; postdoctoral fellows; emeriti members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

Overview

Effective health, safety, and environment program management and leadership helps to minimize the risk of injury, illness, property damage or environmental release arising from the **worksite**. The commitment of **senior administrators** is essential to develop, maintain, and continuously improve an effective health, safety, and environment management system.

Purpose

The purpose of this procedure is to mandate senior administrators to establish health, safety, and environment objectives and plans for their respective **unit(s)**.

ACCOUNTABILITIES

Senior administrators must demonstrate leadership through the following activities:

- Provide appropriate resources to plan, implement, check and review **health, safety, and environment plans**
- Participate in the planning stage as required
- Endorse health, safety, and environment plans
- Promote health, safety, and environment plans within their respective unit(s)
- Establish and maintain records

- Report on progress of health, safety, and environment plans

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Worksite	On or off campus location where a member of the university community works including but not limited to the following: laboratory, classroom, vehicle, office, shop, store room, farmland and research site, retail facility.
Senior administrator	The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director.
Unit	A designation used to denote academic and non-academic departments, faculties, schools, institutes, and centres at the University of Alberta.
Health, safety, and environment plan	A set of goals and objectives for the purpose of continuously improving health, safety, and environment programs.

FORMS

There are no forms for this Assignment of Accountability.

RELATED LINKS

There are no related links for this Assignment of Accountability.

*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>