

Culture of Care

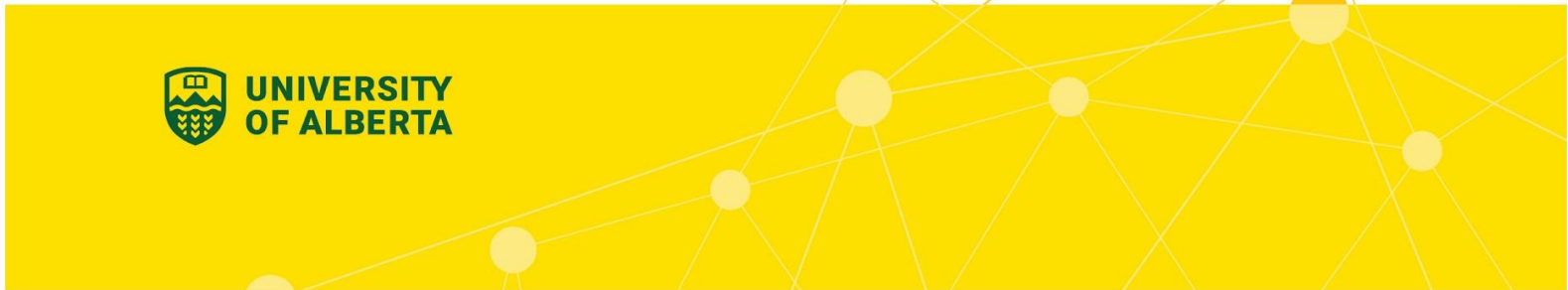
Supervisor Safety Declaration: Toolkit

As a supervisor at the University of Alberta, you committed to embrace safety as a core value through your signing of the [Supervisor Safety Declaration](#).

This toolkit will enable you to turn expectations of that declaration into meaningful action by defining required activities and providing links to related resources.

I have completed the following mandatory training:	
<input type="checkbox"/>	Supervising Safely
<input type="checkbox"/>	Workplace Violence and Harassment Prevention (supervisor version)
As far as it is reasonably practicable, for the worksites that I am responsible for, I can confirm that:	
<input type="checkbox"/>	<p>I am actively creating and supporting environments that are safe, welcoming, diverse, inclusive, equitable and respectful.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Module 1: Foundations in Equity, Diversity, and Inclusion and further modules in development. <input type="checkbox"/> Together with your team, review the U of A's Equity, Diversity and Inclusion Education and Awareness resources and complete EDI modules to understand how to integrate EDI into policies, processes, practices and interpersonal relations.
<input type="checkbox"/>	<p>I am available to provide effective, onsite supervision to workers under my care and will designate an appropriately competent alternate supervisor in my absence.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule a check-in with your workers at least biweekly. <input type="checkbox"/> Identify an alternate supervisor and work with them to document a plan in case you are absent (include emergency response plan, summary of work being done in the space and by each worker, etc.). <input type="checkbox"/> Ensure that alternate supervisor has completed mandatory supervisory training and is competent to take over duties temporarily. <input type="checkbox"/> Notify other workers that an alternate supervisor has been designated in case of your absence.
<input type="checkbox"/>	Workers have completed all required safety training and maintain currency.

	<ul style="list-style-type: none"> <input type="checkbox"/> Complete a training & competency assessment for each worker and keep on file for the duration of their employment. <input type="checkbox"/> Track training for workers and review periodically to update expired training.
<ul style="list-style-type: none"> <input type="checkbox"/> 	<p>Hazard assessments and procedures are completed before workers start new tasks, when the work significantly changes or when new work is pursued.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work with new employees (or those conducting new or modified tasks) to conduct a hazard assessment of their duties before work begins. (Hazard management instructional/template/app)
<ul style="list-style-type: none"> <input type="checkbox"/> 	<p>Hazard assessments and safe work procedures/standard operating procedures are available and up to date.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Store hazard assessments and SOPs in a location that is accessible to all workers (e.g., Shared Drive or binder of printed documents); ensure that everyone knows where it is and can access it easily.
<ul style="list-style-type: none"> <input type="checkbox"/> 	<p>Workers have reviewed and understand the hazards associated with their work, and use appropriate control measures.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Together with your team, review existing hazard assessments and SOPs and update as necessary to ensure that all hazards have been identified, assessed and controlled. (Hazard management instructional/template/app/SOP template)
<ul style="list-style-type: none"> <input type="checkbox"/> 	<p>Workers will properly use or wear appropriate personal protective equipment including additional protection for specialized tasks with unique hazards as identified and documented in the hazard assessments and safe work procedures/standard operating procedures.</p> <ul style="list-style-type: none"> <input type="checkbox"/> N/A - no PPE required (e.g., office environment) <input type="checkbox"/> Together with your team, review PPE information webpage for instructions related to basic PPE and additional training required for use of specialized PPE.



<input type="checkbox"/>	<p>If applicable, any off-campus research activities (field research) have plans that address hazards in these environments, and these plans are prepared and approved as required by university protocols;</p> <ul style="list-style-type: none"> <input type="checkbox"/> N/A (no field research activities) <input type="checkbox"/> Together with your team, review the Field Research Pre-Planning webpage and follow instructions to prepare a Field Activities Plan and other documents well in advance of proposed field research dates
<input type="checkbox"/>	<p>Working alone activities are only permitted for work that can be safely undertaken by a lone worker and a working alone plan is in place to adequately support lone workers.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the Working Alone Guidelines and prepare and post a working alone procedure for your team; ensure that everyone understands the process and begins to use it.
<input type="checkbox"/>	<p>Incidents or potentially serious incidents (near misses) that occur on any worksite are reported to the University of Alberta through the ARISE Incident Reporting portal and that serious incidents (i.e injury incidents, fires, explosions, building/crane collapse) are immediately reported to the Unified Control Centre (UCC) at 780-492-5555 by requesting to speak to the HSE Officer on-call. (Any external reporting will be handled by the University of Alberta.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Together with your team, review the Incident Management webpage and watch Tips for Incident Reporting. Ensure you are familiar with what to report and how to report it.
<input type="checkbox"/>	<p>Workers are familiar with emergency preparedness plans and the location and use of emergency supplies and equipment.</p> <ul style="list-style-type: none"> <input type="checkbox"/> As a group, review the U of A Emergency Information and Procedures webpage and prepare or review your emergency preparedness/unit action plan.
<input type="checkbox"/>	<p>I support the university and workers in achieving compliance with federal, provincial, municipal health and safety legislation.</p>