OCCUPATIONAL HEALTH AND SAFETY MANAGEMEN

OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

INTRODUCTION

The purpose of this document is to assign health and safety responsibilities and authorities within the organizational framework (Government of Alberta departments and the Alberta Union of Provincial Employees) and positions by hierarchy within the Government of Alberta.

Occupational Health and Safety responsibilities among departments are inter-related, and departments work together in the development, implementation and delivery of the Government of Alberta Occupational Health and Safety Program. However, each department and employee with the Government of Alberta has specific responsibilities and accountability for health and safety.

The responsibilities are assigned based upon which position or function is ultimately accountable for them. Activities that contribute to completing a responsibility may be assigned to subordinate positions.

By assigning health and safety responsibilities, the Government of Alberta promotes a culture that values health and safety in work activities and workplaces.


The Public Service Act assigns responsibilities and authority for the Public Service Commissioner and Deputy Ministers in the Government of Alberta. It also identifies what responsibilities and authority may be delegated by those positions to others within the department.

The Occupational Health and Safety Act defines and establishes responsibilities for the following functions:

- Employer
- Worker
- Contractor
- Prime Contractor
- Supplier

The Occupational Health and Safety Act also indicates that a person may have the occupational health and safety responsibilities for one or more of these functions. The “employer” is required to clearly communicate to “workers” their responsibilities within the Occupational Health and Safety Act, Regulation and Code.
As a partner with the Government of Alberta in health and safety, the Alberta Union of Provincial Employees helps the Government of Alberta build and continuously improve the Government of Alberta Government Occupational Health and Safety Program. The Alberta Union of Provincial Employees also provides its members occupational health and safety representation and resources to help them carry out their responsibilities.

In this document, as throughout the Government of Alberta Occupational Health and Safety Program, the term “employees” includes all public servants under the Public Service Act. “Deputy Ministers,” “Department Executive Managers,” “Managers” and “Supervisors” are also “Employees.”

**STANDARD**

- Managers are the Government of Alberta’s representative for the purposes of implementing and applying health and safety practices at their workplaces.
- Managers assign health and safety responsibilities to subordinate employees within their business unit.
  1) Formal general occupational health and safety responsibilities, assignments and authorities, as well as the qualifications required to perform them, must be written into position descriptions.
  2) Temporary occupational health and safety responsibilities and assignments for the year, including training required to maintain health and safety competency, must be included in an annual performance plan.
  3) Changes to temporary responsibilities and assignments in annual performance plans must be updated as required during the performance period.
- Managers may assign activities and authorities to subordinates on an assignment-by-assignment basis.
- Managers must advise their employees whenever the occupational health and safety responsibilities and/or authorities included in their job description or performance plan change on particular assignments.
- When they assign work, supervisors must clearly communicate to employees their health and safety responsibilities and authorities.
  1) Supervisors must inform subordinate employees about assignments where they are designated the Government of Alberta’s representative, with the associated activities and authorities under the Occupational Health and Safety Act, Regulation and Code.
  2) When applicable, supervisors must communicate to subordinate employees when they may be a Contractor, Prime Contractor and/or Supplier, with the associated activities and authorities to carry out those responsibilities under the Occupational Health and Safety Act, Regulation and Code.
• Managers assess employees’ performance for their assigned health and safety responsibilities at the conclusion of the annual performance plan period. Results are assessed for both ongoing occupational health and safety responsibilities assigned in the position description and temporary occupational health and safety assignments reported in the performance plan. The results are recorded on the performance plan.

The Public Service Commission

• Develop, recommend and maintain all elements of the Government of Alberta Occupational Health and Safety Program in collaboration with departments and with the Alberta Union of Provincial Employees.
• Develop and recommend Occupational Health and Safety Plans for the Government of Alberta.
• Co-chair the Government of Alberta Health and Safety Committee.
• Consult with departments on all aspects of occupational health and safety, including implementation of the Government of Alberta Occupational Health and Safety Program, legislative requirements, industry best practices and other resources for the identification, evaluation and control of health and safety hazards at workplaces.
• Identify occupational health and safety training needs, approve training content and lead the development and delivery of common training courses for Government of Alberta employees.
• Lead and deliver services as a Certifying Partner for the Government of Alberta within Partnerships in Injury Reduction.
• Track and coordinate with departments the administration of regulated health monitoring programs for exposed employees.
• In collaboration with departments, monitor, evaluate and report on the effectiveness of the Government of Alberta Occupational Health and Safety Program in meeting established indicators for occupational health and safety performance.

Alberta Union of Provincial Employees (AUPE)

• Participate as a partner in building and continuously improving the Government of Alberta Government Occupational Health and Safety Program.
• Promote employee well-being and a culture of health and safety.
• Co-chair the Government of Alberta Health and Safety Committee.
• Appoint AUPE-member employees to Health and Safety Committees and Contacts.
• Lead, direct and consult with AUPE-member employees about the following:
  1) hazards and alternative control measures related to their tasks
  2) health and safety responsibilities, participation and cooperation
  3) health and safety legislation and best practices
  4) resolving health and safety concerns
5) Health and Safety Committee and Contact membership, roles and responsibilities
6) imminent danger and the responsibility to refuse work

- Provide occupational health and safety training to AUPE-member employees in collaboration with the Government of Alberta.

**Service Alberta**

- Maintain the Government of Alberta human resource information system.
- Enter and maintain incident information as reported by supervisors and managers within departments.
- Administer workers’ compensation claims for departments with the Workers’ Compensation Board.

**Department Human Resource Services**

- Help department managers promote employee well-being and a culture of health and safety at their workplaces, including support for employee involvement and participation related to their health and safety.
- Consult with department management and Health and Safety Committees and Contacts on all aspects of occupational health and safety, including the following:
  1) implementation and compliance with the Government of Alberta Occupational Health and Safety Program standards and standard processes
  2) industry best practices
  3) legislation for the identification, evaluation and control of health and safety hazards at workplaces
- Draft, recommend or provide direction on the development of department-specific occupational health and safety policy, procedures and practices in accordance with guidelines provided within the Government of Alberta Occupational Health and Safety Program.
- Draft, recommend or provide direction on the development of the department’s annual Occupational Health and Safety Plans.
- With department management identify, develop and arrange for the delivery of specialized operational training needs for department employees.
- Coordinate within departments the administration of regulated health-monitoring programs for exposed workers in accordance with the standards and standard processes of the Government of Alberta Occupational Health and Safety Program.
- Lead or assist in investigations on serious incidents upon request by department managers.
Consult with management and chairpersons on the organization and operation Health and Safety Committees and Contacts.

Coordinate or conduct evaluations of and report results on the effectiveness of the Government of Alberta Occupational Health and Safety Program within the department.

Participate as a stakeholder with the Public Service Commission and provide recommendations and feedback on the Government of Alberta Occupational Health and Safety Program and initiatives.

Champion the integration of the Government of Alberta Occupational Health and Safety Program within the department.

**Public Service Commissioner**

- Provide leadership and direction in Occupational Health and Safety for the Government of Alberta.
- Ensures the Government of Alberta Occupational Health and Safety Program is consistent with policy, goals and guiding principles within the Occupational Health and Safety Directive and in compliance with provincial and federal legislation.
- Consult with and advise Deputy Ministers and other stakeholders on Government of Alberta Occupational Health and Safety Program changes, plans and initiatives.
- Approve occupational health and safety initiatives within the Government of Alberta Workforce Plan.
- Establish occupational health and safety performance measures.
- Recognize department and employee accomplishments in the implementation and delivery of the Government of Alberta Occupational Health and Safety Program.
- Provide executive sponsorship for the Government of Alberta Health and Safety Committee.

**Deputy Minister/Department Executive Managers**

Each department and agency is responsible to provide healthy and safe workplaces and to ensure the health and safety of its employees and other people at those workplaces. This requirement means department and agency management representatives must implement and maintain the Government of Alberta Occupational Health and Safety Program in their business units, operations and workplaces.
Deputy Ministers and Department Executive Managers ultimately have the following responsibilities:

- Allocate funds, time and human resources to implement, maintain and evaluate the operation of the Government of Alberta Occupational Health and Safety Program, Goal and Plans within the department.
- Direct the implementation and operation of the Government of Alberta Occupational Health and Safety Program within the department.
- Champion and demonstrate the department’s commitment to health and safety:
  1) Approve and communicate any department-specific occupational health and safety procedures and practices.
  2) Approve and communicate department Occupational Health and Safety Goals and Plans.
  3) Provide leadership to executive management on health and safety initiatives.
  4) Communicate and recognize department results and employee accomplishments for health and safety performance.
- Provide executive sponsorship for the Department Health and Safety Committee, which recommends strategies and plans to implement, maintain, monitor and evaluate the operation of the Government of Alberta Occupational Health and Safety Program within the department.
- Assign health and safety responsibilities to department management.
- Monitor the operation and effectiveness of the Government of Alberta Occupational Health and Safety Program in the department and provide feedback and recommendations on program changes to the Public Service Commissioner.

**Department Managers**

- Manage funds, time and human resources to implement, maintain and evaluate the operation of the Government of Alberta Occupational Health and Safety Program, Goals and Plans within their business units.
- Implement and maintain the Government of Alberta Occupational Health and Safety Program within their business units:
  1) Develop occupational health and safety procedures and practices to meet operational requirements within their business units.
  2) Develop Occupational Health and Safety Plans for their business units.
  3) Assign health and safety responsibilities to supervisors and employees.
- Demonstrate the department commitment to health and safety:
  1) Provide leadership and direct staff in the achievement of Occupational Health and Safety Plans in their business units.
  2) Conduct workplace observations to encourage health and safety practices.
3) Approve employee training requests based on individual performance improvement and development plans.

4) Stop work that is an **imminent danger** or immediately dangerous to life.

- If designated as the Workplace Manager, manage the Workplace Health and Safety Committee and Workplace Health and Safety Contacts.
- Implement the Standard Process to write and maintain hazard assessments on employee activities and ensure hazard and control measures are communicated to employees within the business unit.
- Determine and implement hazard controls based on risk analysis for hazards of activities at workplaces.
- Determine the types of potential emergencies at their workplaces through Hazard Assessment, Elimination and Control (e.g., rescue, fire, building evacuation, medical, first aid, workplace violence, chemical spill, etc.).
- Develop, implement and manage the operation of emergency response plans for the workplace:
  1) Organize and prepare teams, equipment and procedures.
  2) Train and operate regular practices and drills.
  3) Communicate plans and the results of practices and drills.
- Coordinate and conduct inspections and implement corrective measures at the workplace.
- Implement the Standard Process for Incident Management:
  1) Review incident investigations conducted by supervisors and follow up on the implementation of corrective measures.
  2) Oversee the communication of incident investigation results and recommend the implementation of preventative measures in other business units.
  3) Establish teams and participate in or oversee Incident Investigations for serious incidents.
- Manage employee competency and achievement of their health and safety performance plans.
- Evaluate operation and effectiveness of the Government Occupational Health and Safety Program within the business unit and provide feedback and recommendations on changes to department Human Resource Services.
Supervisors

In some cases, supervisors may be the designated representative for their department at workplaces, in which case they will have the responsibilities and accountabilities described for managers. Managers may also assign responsibilities to supervisors in addition to those outlined here.

- Recommend maintenance requirements and maintain facilities, vehicles, furniture and equipment in safe operating condition for employee use.
- Identify and communicate to employees the hazards of their work and the use of required controls to perform the work safely.
- Participate in the hazard assessment process, including the identification of hazards and controls.
- Instruct employees in the safe work procedures and practices.
- Supervise, monitor and initiate enforcement measures related to the safe use of the appropriate equipment and safe work procedures and practices.
- Stop work where there is an immediate life threatening hazard to workers.
- Conduct assigned workplace inspections to identify hazards. Recommend and implement approved corrective measures.
- Recommend employee training needs to the manager and schedule employees to attend approved training courses.
- Provide new employees, visitors and contractors to the workplace with health and safety orientation or instruction.
- Investigate incidents to identify causes; recommend and implement approved preventative measures.
- Report to their manager on health and safety responsibilities and performance by employees in relation to the performance cycle.
- Participate on workplace emergency response teams (e.g., rescue, fire, building evacuation, medical, first aid services, etc.) or operate regular practices and drills.
- Communicate emergency response plans and the results of practices and drills to employees.

Employees

All employees must take reasonable care to protect their own and other people’s health and safety present at the workplace.

- Cooperate with their supervisors and managers and actively participate in the Government of Alberta Occupational Health and Safety Program.
- Participate in and perform responsibilities as assigned to:
  1) Health and Safety Committees and Contacts
  2) hazard assessment teams
3) inspection teams
4) incident investigation teams
5) emergency response teams
6) Occupational Health and Safety Plans

- Perform work safely using the appropriate equipment.
- Follow safe work procedures and practices.
- Inform co-workers of and report to their supervisor on new hazards and that occur during performance of their work.
- Report to their supervisor on equipment that isn’t working safely and use the appropriate safe work practice to prevent other employees from using it.
- Inform their supervisor and do not perform activities if imminent danger exists or is created through the performance of an activity.
- Report all incidents, including near misses, to their supervisor.
- Participate with their supervisor in performance plans and identify training opportunities and instructions required for performance improvement.
- Follow written workplace emergency procedures in emergencies.
IMMINENT DANGER – RESPONSIBILITY TO REFUSE WORK

INTRODUCTION
This standard clarifies responsibilities where an employee believes an imminent danger exists. It helps employees make informed decisions about when imminent danger exists and outlines the standard process to resolve the concern.

The responsibility to refuse work is each employee’s responsibility and normally applies to that employee’s refusal to perform a task — not all the tasks that make up the work, the job or the type of work performed by a group of employees.

STANDARD
Employees must refuse to carry out a task where they believe an imminent danger exists to themselves or to other employees present at the workplace. Imminent danger to an employee may also be present when another employee fails to perform a task or perform a task safely.

When an employee identifies imminent danger:

- The employee must immediately alert other affected employees to the imminent danger and report the refusal to work because of the imminent danger to the supervisor.
- The supervisor must stop all work that may be affected by the source of the perceived imminent danger and must secure the workplace to prevent a potential incident from occurring.
- The supervisor must investigate the incident in accordance with direction provided by his or her manager.
- The manager must provide a written response to the employee and implement corrective measures to address the hazard.

Disciplinary action will not be taken against employees, supervisors or managers for actions taken in accordance with this standard.

STANDARD PROCESS
This standard process is a collaborative approach that uses Alberta Public Service values to resolve perceived incidents of imminent danger. However, an employee may report a complaint to Alberta Labour, Occupational Health and Safety Contact Centre at any time.

Prior to New Work Being Done
The supervisor informs employees of:

- identified hazards in the work to be performed
- the appropriate controls to use for the hazards
their individual responsibility to notify the supervisor and to refuse work that may involve or cause imminent danger to themselves or other employees at the workplace.

The following five steps must be used to address perceived incidents of imminent danger.

1. **When an Employee Believes Imminent Danger Exists**

The employee, believing imminent danger exists, will:

- stop performing the task
- notify other employees at the workplace if the imminent danger affects them
- immediately notify the supervisor of the imminent danger and that he or she is refusing to perform the work task until corrective actions are taken and/or he or she believes the imminent danger no longer exists
- complete a [Workplace Near Miss Incident Report](#) and submit it to the supervisor

2. **Response to the Work Refusal**

The supervisor:

- stops the work and secures the workplace, removing employees, materials and equipment from potential injury, damage or loss.
- reassigns the affected employees to other activities, if available
- informs the manager of the perceived imminent danger and refusal by the employee to perform the task and of actions taken by the supervisor.

3. **The Investigation**

The manager:

- directs the supervisor to carry out the investigation
- appoints others to participate with the supervisor in the investigation team, if necessary (e.g., another employee with the occupational expertise)
- informs the department Human Resource Services of the work refusal and investigation
- leads the investigation where a subordinate manager or supervisor is the employee who has refused to perform the work

The supervisor:

- conducts the investigation
- coordinates the activities of the investigation team if appointed to determine if imminent danger exists
- implements corrective measures and completes part 2 of the [Workplace Near Miss Incident Report](#)
- reviews with the manager the investigation results and any corrective measures taken
4. The Manager’s Decision

The manager:

- determines if imminent danger is present
- approves that the corrective measures implemented by the supervisor have satisfactorily addressed the identified hazard or directs the supervisor to implement additional corrective measures
- completes part 3 of the *Workplace Near Miss Incident Report* and forwards it to Service Alberta, WCB Administration with a copy to the department Human Resource Services
- explains his or her decision and any corrective measures that were implemented to the employee and supervisor
- reviews and gives a signed copy of the *Workplace Near Miss Incident Report* to the employee
- directs the employee to resume the task

5. The Employee’s Response

- The employee resumes work or files a complaint with Alberta Labour, *Occupational Health and Safety Contact Centre* if he or she believes the imminent danger still exists.
- Based on the decision of the investigating Occupational Health and Safety Officer from Alberta Labour, Occupational Health and Safety, the employee may request a further review by the Occupational Health and Safety Council.
HEALTH AND SAFETY COMMITTEES AND CONTACTS

INTRODUCTION

The Government of Alberta Occupational Health and Safety Program has a clear goal: “We promote a culture that values health and safety by proudly working together and integrating Alberta’s Public Service values in all our work activities and environments.”

Health and Safety Committees and Contacts put this goal into practice by demonstrating the Alberta Public Service Values—respect, accountability, integrity and excellence—in their internal operations, their representation of employees and their interactions with management. They are key resources that help management “foster continuous improvement and excellence in our work and well-being.”

All Health and Safety Committees and Contacts have a shared purpose to promote collaborative work, employee participation and continuous improvement in health and safety within the scope of their operation. The following table shows the basic membership and additional primary purpose of each committee and contact.

<table>
<thead>
<tr>
<th>Committee/Contact</th>
<th>Membership</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace Health and Safety Contacts</td>
<td>One or more employees appointed to represent employees at an administrative workplace.</td>
<td>Identify health and safety hazards at an administrative workplace and recommend corrective measures to supervisors and managers.</td>
</tr>
<tr>
<td>Workplace Health and Safety Committee</td>
<td>Employees appointed to represent Government of Alberta employees at a workplace.</td>
<td>Identify health and safety hazards at a workplace and recommend corrective measures to supervisors and managers.</td>
</tr>
<tr>
<td>Department Health and Safety Committee</td>
<td>Appointed representatives from each major business unit or workplace in a department.</td>
<td>Identify and recommend opportunities to improve the operation and effectiveness of the Government of Alberta Occupational Health and Safety Program in the department.</td>
</tr>
<tr>
<td>Government of Alberta Health and Safety Committee</td>
<td>Representatives from the Public Service Commission, Workplace Health, the Alberta Union of Provincial Employees and employee groups in various departments.</td>
<td>Identify opportunities and recommend health and safety initiatives and improvements in the Government of Alberta Occupational Health and Safety Program.</td>
</tr>
</tbody>
</table>
Health and Safety Committee co-chairpersons and Workplace Health and Safety Contacts handle employee *health and safety concerns* within their mandate and redirect other concerns to the appropriate committee or contact.

The responsibilities of Health and Safety Committees and Contacts may include the promotion, planning and coordination of employee wellness initiatives, or departments may operate separate committees for these purposes.

Although the Workplace Health and Safety Contacts and Health and Safety Committee co-chairpersons maintain awareness of other Workplace Health and Safety contacts’ and Workplace Health and Safety committees’ activities thorough shared or posted reports and meeting minutes, no formal reporting relationship exists among them. However, an assigned Human Resource/Health and Safety Consultant within the department’s Human Resource Services serves as a common communication link between all Health and Safety Committees and Contacts operating in the department. The department’s Human Resource/Health and Safety Consultant also counsels committees and contacts on their mandate, responsibilities, operations and activities in accordance with their own committee Terms of Reference and the Government of Alberta Occupational Health and Safety Program.
WORKPLACE HEALTH AND SAFETY CONTACTS

INTRODUCTION

This document establishes the framework agreed upon by the Government of Alberta (GoA) and the Alberta Union of Provincial Employees for the responsibilities and operation of a Workplace Health and Safety Contact at an administrative workplace.

A Workplace Health and Safety Contact is appointed to represent all employees or a specific group of employees at an administrative workplace. The contact reports to and is a knowledgeable resource for the Workplace Manager in the operation of the Government of Alberta Occupational Health and Safety Program at the administrative workplace.

The Workplace Health and Safety Contact:

- identifies health and safety hazards and employee concerns
- makes recommendations to the Workplace Manager related to health and safety issues to support the operation of the Government of Alberta Occupational Health and Safety (OH&S) Program at the administrative workplace
- promotes healthy and safe employees and administrative workplaces
- encourages employees to participate in health and safety activities at the administrative workplace

STANDARD

- The size of the administrative workplace, including the number of work sites represented within the administrative workplace, is determined by the Workplace Manager.
- Workplace Health and Safety Contacts are required at administrative workplaces where the employees are not represented by a Workplace Health and Safety Committee.
- The Workplace Health and Safety Contact Bulletin is posted, communicated and accessible to employees at the workplace.
- The Workplace Manager sends copies of the Workplace Health and Safety Contact Bulletin to:
  1) the department Human Resource Services Director or designate
  2) Workplace Health, the Public Service Commission
  3) The Health and Safety Representative (or designate), the Alberta Union of Provincial Employees (when contacts represent union employees)
• The Workplace Manager retains copies of the *Workplace Health and Safety Contact Bulletin*, all activity reports and other files for at least three years after the term of the Workplace Health and Safety Contact.

**Workplace Health and Safety Contact Responsibilities**

• Promote health and safety to employees at administrative workplaces. Organize events and encourage everyone to participate in health and safety activities at the administrative workplace.

• Identify hazards and concerns and make recommendations to employees, supervisors and managers:
  1) Identify health and safety concerns during formal staff meetings and informal discussions with employees.
  2) Conduct an annual *inspection* of each administrative workplace, as scheduled in coordination with the Workplace Manager, to identify hazards and recommend corrective measures.
  3) Review incident statistics or summaries of incidents to identify incident causes and trends and to recommend incident prevention measures when appropriate.

• Accept employee concerns and follow the GoA *Health and Safety Issue Resolution – Standard Process* to address concerns that remained unresolved by the employee’s workplace supervisor or manager.

• Validate health and safety issues.

• Make recommendations and pursue resolution of valid health and safety issues through the GoA Health and Safety Issue Resolution – Standard Process.

• Make recommendations to the Workplace Manager who manages the continuous functioning of the Workplace Health and Safety Contact(s) within the workplace and supports operation of the Government of Alberta Occupational Health and Safety Program within the business unit.

• Research *best practices* and make recommendations to the Workplace Manager.

• Undertake other responsibilities assigned by the Workplace Manager to maintain a safe and healthy workplace, operations and employees.

**Workplace Manager Responsibilities**

• Assign the Workplace Health and Safety Contact other responsibilities related to the Occupational Health and Safety Plan for the department or business unit.

• Implement, monitor and maintain the continuous function of Workplace Health and Safety Contacts at the workplace in accordance with this standard.

• Review recommendations made by the Workplace Health and Safety Contact on health and safety issues in accordance with the GoA Health and Safety Issue Resolution -
Standard Process; provide a written response to the issue, and implement appropriate corrective measures.

- Establish a communication and reporting process with the Contacts to keep informed of their activities, employee concerns, issues and recommendations made.
- Keep the management team advised of the Workplace Health and Safety Contacts’ activities.

**Reporting**

- Workplace Health and Safety Contacts are required to complete and present an activity report at least annually to their Workplace Manager.
  1) A copy is sent to the department Human Resource Services Director or designate.
  2) Upon request, a copy is sent to Workplace Health, the Public Service Commission.
  3) A Workplace Health and Safety Contact representing union employees forwards copies of each activity report to the Health and Safety Representative (or designate), Alberta Union of Provincial Employees.

- The report must contain:
  1) the name of the Workplace Health and Safety Contact
  2) the department, workplace and employee group represented by the Workplace Health and Safety Contact
  3) inspections completed, incident summaries reviewed, other events organized and activities completed by the Workplace Health and Safety Contact
  4) concerns identified and discussed and recommendations made to workplace supervisors and managers
  5) the status of validated health and safety issues and recommendations made or of resolutions made through the GoA Health and Safety Issue Resolution – Standard Process

**Training**

- Workplace Health and Safety Contacts must complete the following Government of Alberta training courses within 12 months of their appointment:
  1) [Fundamentals in Occupational Health and Safety (eLearning)](https://www.elearn.gov.ab.ca)
  2) [Workplace Health and Safety Committees/Inspections](https://www.elearn.gov.ab.ca)

- The Workplace Manager must complete the following Government of Alberta training courses within 12 months of designation as the Workplace Manager and the assignment for a Workplace Health and Safety Contact:
  1) [Fundamentals in Occupational Health and Safety (eLearning)](https://www.elearn.gov.ab.ca)
  2) [Workplace Health and Safety Committees/Inspections](https://www.elearn.gov.ab.ca)
See the Inspections element of the Government of Alberta Occupational Health and Safety Program for training requirements to conduct inspections, including ergonomic assessments.

STANDARD PROCESS – WORKPLACE HEALTH AND SAFETY CONTACT SELECTION

This standard process applies to new Workplace Health and Safety Contacts selected and appointed after implementation of this Government of Alberta Occupational Health and Safety Program.

- A workplace may have more than one Workplace Health and Safety Contact to represent different employee groups (occupational groups, bargaining unit, opted-out and excluded or management employees).
- The Workplace Manager consults with employees at the workplace to determine the number of Workplace Health and Safety Contacts required to represent different employee groups.
- The Workplace Manager appoints Workplace Health and Safety Contacts representing non-union employees.
- The Workplace Manager requests the President, Alberta Union of Provincial Employees, or designate, appoint a Workplace Health and Safety Contact to represent union members at the workplace.
- The President, Alberta Union of Provincial Employees, Occupational Health and Safety Representative or designate appoints the union member contact and notifies the Workplace Manager within 14 days of the request.
- The Workplace Manager may appoint the union member contact and notify the President, Alberta Union of Provincial Employees, if the notice of an appointment is not received within 14 days.
- Where employees agree to have a single Workplace Health and Safety Contact for both union and non-union employees, both the Workplace Manager and the President, Alberta Union of Provincial Employees, or designate, approve the selected contact.

Workplace Health and Safety Contacts are selected on the following criteria preferences:

- demonstrated interest in occupational health and safety, including participation in health and safety related events and activities
- qualifications, including the completion of occupational health and safety training
- previous Workplace Health and Safety Committee or Contact experience
INTRODUCTION

This document establishes the framework agreed upon by the Government of Alberta and by the Alberta Union of Provincial Employees for the structure, responsibilities and operation of a Workplace Health and Safety Committee.

A Workplace Health and Safety Committee is a group of appointed representatives that assists a Workplace Manager promote and continuously improve health and safety at a workplace. The workplace may consist of all the business units operations in a region, district, location, facility, building or any group of employees, etc. The Workplace Health and Safety Committee reports to and serves as a knowledgeable health and safety resource for the Workplace Manager in the operation of the Government of Alberta Occupational Health and Safety Program at the workplace. The Workplace Manager appoints management and opted out and excluded members but normally does not participate on the Workplace Health and Safety Committee in order not to appear to directly influence committee operations or restrict employees’ freedom to bring concerns to the committee.

In buildings and facilities it is unusual to have Workplace Health and Safety Committees with representatives from multiple GoA tenant departments, e.g. provincial buildings. It is also important that the responsibilities of a tenant committee or emergency response committees be clearly delineated from those Workplace Health and Safety Committees and Workplace Health and Safety Contacts operating within the tenant departments. An exception may be at some institutions, training centers or facilities where the primary department has a representative of the on-site property management personnel as a member or permanent guest on their Workplace Health and Safety Committee.

The Workplace Health and Safety Committee:

- identifies health and safety hazards and employee concerns
- makes recommendations on health and safety concerns and validated issues to support operation of the Government of Alberta Occupational Health and Safety Program at workplaces within the business unit
- promotes healthy and safe employees and workplaces
- encourages employees to participate in health and safety activities at the workplace

STANDARD

- The size of the business unit, including the number of work sites represented within the workplace and the number of representatives appointed to Workplace Health and Safety Committee, is determined by the Workplace Manager.
- All non-administrative workplaces require a Workplace Health and Safety Committee.
The Workplace Manager may decide to have Workplace Health and Safety Committees instead of Workplace Health and Safety Contacts represent administrative workplaces or administrative employees in the business unit.

Workplace Health and Safety Committees may include representatives from both administrative and non-administrative workplaces within the business unit.

A Terms of Reference is required for the committee. It is approved by the Workplace Manager.

The Health and Safety Committee Bulletin includes the list of appointed members and is posted, communicated and accessible to employees at the workplace.

The non-union co-chairperson reports to and keeps the Workplace Manager aware of concerns and discussion at meetings.

Concerns and subsequent recommendations require consensus by the committee members. Co-chairpersons are responsible for achieving consensus through the Alberta Public Service values.

**Terms of Reference**

The Terms of Reference for the committee includes organizational and operational direction for the committee. The committee refers to this document when replacing membership, confirming committee responsibilities and undertaking any matters relating to its operation.

The Terms of Reference includes the following:

- name of the committee, workplace and department
- date of the Terms of Reference
- method of communication and accountability by the committee to the Workplace Manager
- group of employees or workplaces represented by each union member (member scope) for replacing committee membership
- group of employees represented by each opted-out and excluded member (member scope) for replacing committee membership
- business units represented by each management member (member scope)
- membership terms and member replacement schedule
- committee responsibilities
- member responsibilities, including those of the co-chairpersons and secretary
- meetings framework
  1) frequency
  2) agenda
  3) quorum for decisions and recommendations
  4) minute preparation and communication (time frame)
5) method of communication

- position and name of the person at each position of the three levels in the Issue Resolution – Standard Process

**Workplace Health and Safety Committee Responsibilities**

- Make recommendations to the Workplace Manager who manages the continuous functioning of the workplace health and safety committee at the workplace and supports operation of the Government of Alberta Occupational Health and Safety Program within the business unit.
- Identify hazards and concerns and make recommendations to supervisors and managers.
- Conduct an annual inspection of each workplace assigned by the Workplace Manager and recommend corrective measures.
- Review incident statistics or summaries of incidents to identify incident causes and trends and recommend incident prevention measures when appropriate.
- Research best practices on issues.
- Promote safe and healthy employees and workplaces. Organize events and encourage everyone to participate in the committee and in health and safety activities at the workplace.
- Accept and investigate employee health and safety concerns, provide advice to employees, supervisors and managers in order for them to resolve those concerns and follow Issue Resolution – Standard Process to address concerns that remained unresolved by the employee’s workplace supervisor or manager.
- Validate health and safety issues.
- Undertakes other responsibilities assigned by the Workplace Manager to help maintain a safe and healthy workplace, operations and employees.

**Workplace Manager Responsibilities**

- Determine membership structure and follow the Standard Process for membership selection and appointment when establishing or making changes to the Workplace Health and Safety Committee in consultation with employees, the management team and department Human Resource Services.
- Assign the Workplace Health and Safety Committee other responsibilities related to the Occupational Health and Safety Plan for the department or business unit.
- Approve the Terms of Reference for the Workplace Health and Safety Committee.
- Implement, monitor and maintain the continuous operation of the Workplace Health and Safety Committee in accordance with this Standard.
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- Review recommendations made by the Committee on health and safety issues in accordance with the OH&S Issue Resolution - Standard Process; provide a written response to the issues, and implement appropriate corrective measures.

- Establish a communication and reporting process with the non-union co-chairperson of the committee to keep informed of committee activities, employee concerns, discussions and issues including recommendations made.

- Keep the management team advised of committee discussions and activities.

Training

- All committee members must complete the following Government of Alberta training courses within 12 months of their appointment:
  1) Fundamentals in Occupational Health and Safety (eLearning)
  2) Workplace Health and Safety Committees/Inspections

- The Workplace Manager must complete the following Government of Alberta training courses within 12 months of designation as the Workplace Manager and/or assignment for a Workplace Health and Safety Committee:
  1) Fundamentals in Occupational Health and Safety (eLearning)
  2) Workplace Health and Safety Committees/Inspections

- See the Inspections element of the Government of Alberta Occupational Health and Safety Program for training requirements to conduct inspections, including ergonomic assessments.

Meetings

- Meetings are held at least three times per year.
- Meeting agendas are prepared by the committee co-chairpersons.
- Original minutes and records of all committee activities are maintained by the committee secretary.
- Meeting minutes include:
  1) the committee name, department and workplace
  2) the date of the meeting
  3) the names and positions of the committee members and an indication of those members in attendance
  4) inspections completed, incident summaries reviewed, other events planned and organized and activities completed or their status
  5) concerns identified and discussed and recommendations made to workplace supervisors and managers
6) the status of validated health and safety issues and recommendations made or resolutions made through the Issue Resolution – Standard Process

- Meeting minutes are approved by both co-chairpersons.
- Meeting minutes are prepared by the secretary and distributed to employees or posted at the workplace within 14 days after the meeting.
- Meeting minutes are forwarded to the department Human Resource Services.
- Upon request to the co-chairperson or secretary, a copy of the meeting minutes will be sent to Workplace Health, the Public Service Commission and the Alberta Union of Provincial Employees.
- Upon replacement of the committee secretary, committee meeting minutes and all other committee records, including inspection reports, issue resolution forms, etc., are forwarded to the new committee secretary.
- Upon termination of the committee, the file of all meeting minutes and committee activities is forwarded to the department Human Resource Services.
- The department Human Resource Services Director retains all Workplace Health and Safety Committee meeting minutes for at least three years after termination of the committee.

GUIDELINES – MEETINGS

- Workplace Health and Safety Committees may use the template Meeting Agenda – Health and Safety Committee to prepare their meeting agenda form. The template includes standing business items for meetings.
- Workplace Health and Safety Committees may use the template Meeting Minutes – Health and Safety Committee to report their meeting minutes, or they may prepare their own form to report meeting minutes. The standard identifies information that must be contained on the meeting minutes form.

STANDARD PROCESS – COMMITTEE MEMBERSHIP SELECTION

This standard process applies to new committee members selected and appointed after implementation of this Government of Alberta Occupational Health and Safety Program.

Although the Workplace Manager determines the scope of the committee, the committee may recommend changes to its membership, particularly when organizational changes affect the workplace and employee representation on the committee.
Committee Membership

- The number of members on the committee is determined by the Workplace Manager.
- The number of non-union representatives cannot exceed the number of union representatives.
- Non-union members include management and opted-out and excluded employees.
- Committee members are selected on the following criteria preferences:
  1) demonstrated interest in occupational health and safety, including participation in health and safety related events and activities
  2) qualifications, including the completion of occupational health and safety training
  3) previous Workplace Health and Safety Committee or Contact experience

Member Appointments

- Non-union members are appointed by the Workplace Manager.
- For new committees, the Workplace Manager requests the President, Alberta Union of Provincial Employees, or designate, to appoint union member representatives. The request includes the number of union members required and the occupational group, business unit and/or workplaces from which each representative is to be appointed.
- For existing committees, the union co-chairperson requests the President, Alberta Union of Provincial Employees, or designate, to select and appoint replacement members. The replacement member is from the same employee group, business unit or workplace that was represented by departing member.
- The President, Alberta Union of Provincial Employees, or designate, appoints the union member representative and notifies the Workplace Manager within 14 days of the request.
- The Workplace Manager may appoint the representative for union members and notify the President, Alberta Union of Provincial Employees, if the notice of an appointment is not received within 14 days.

Committee Executive Selection

- The non-union co-chairperson is appointed by the Workplace Manager or selected by non-union representatives appointed to the committee.
- The union co-chairperson is selected by the union members that have been appointed to the committee.
- The committee secretary is selected by the committee members. The secretary cannot be a co-chairperson.

The committee secretary maintains, posts or makes the Workplace Health and Safety Committee Bulletin accessible to all workers at the workplace and sends copies to the department Human Resource Services, to Workplace Health, the Public Service Commission and to the Alberta Union of Provincial Employees.
DEPARTMENT HEALTH AND SAFETY COMMITTEES

INTRODUCTION

This document establishes the framework agreed upon by the Government of Alberta and the Alberta Union of Provincial Employees for the function, structure and operation of a Department Health and Safety Committee.

A Department Health and Safety Committee is a program implementation committee that identifies concerns that affect employee health and safety or business operations throughout the department and makes recommendations to address those concerns. The committee is comprised of representatives from each major business unit and employee group within the workplace. It reports to the Deputy Minister and is a knowledgeable resource for the Human Resource Services Director in relation to the operation of the Government of Alberta Health and Safety Program within the department.

The Department Health and Safety Committee:

- identifies opportunities and recommends initiatives to promote health and safety and continuous improvement in the operation and effectiveness of the Government of Alberta Health and Safety Program within the department
- helps department management address employee concerns related to hazardous activities or conditions that affect employee health and safety across the department’s business operations
- promotes and encourages employees to participate in health and safety committees and events at the workplace

STANDARD

- A Department Health and Safety Committee is required in each department.
- The non-union co-chairperson reports to the Deputy Minister and provides briefings on concerns, issues and discussions that occur at meetings.
- A Terms of Reference is required for the committee. It is approved by the Deputy Minister.
- Health and safety concerns, issues and subsequent recommendations require consensus by the committee members. Co-chairpersons are responsible for achieving consensus through the Alberta Public Service values.

Terms of Reference

The Terms of Reference includes the organization and operational direction for the committee. The committee must refer to this document when replacing membership, confirming committee responsibilities and undertaking any matters relating to its operation.
The Terms of Reference includes the following:

- name of the department
- date of the Terms of Reference
- method of reporting by the committee to the Deputy Minister (accountability)
- member scope:
   1) group of employees represented by each union member
   2) group of employees represented by each opted-out and excluded member
   3) business units represented by each management member
- membership terms and member replacement schedule
- committee responsibilities assigned by the Deputy Minister
- member responsibilities, including those of the co-chairpersons and secretary
- meetings framework:
  1) frequency
  2) agenda
  3) quorum for decisions and recommendations
  4) minutes preparation and communication (time frame)
  5) method of communication for meeting minutes

**Responsibilities**

- Monitor the implementation and operation of the Government Alberta Occupational Health and Safety Program within the department through analysis of completed OH&S Program Evaluations.
- Identify opportunities for improvement in the implementation and operation of all elements of the Government of Alberta Health and Safety Program within the department and make recommendations to the Deputy Minister.
- Monitor the implementation of and support the operation of Workplace Health and Safety Committees and Contacts.
- Review, recommend for approval and support the implementation of the annual Department Occupational Health and Safety Plan.
- Receive employee health and safety concerns.
- Validate health and safety issues.
- Make recommendations on and pursue the resolution of health and safety concerns.
- Make recommendations on and pursue the resolution of valid health and safety issues through the Issue Resolution – Standard Process.
- Promote safe and healthy employees. Plan and coordinate events across the department.
- Encourage and support employee participation as Workplace Health and Safety Contacts and as members of Workplace Health and Safety Committees.
• Undertake other responsibilities assigned by the Deputy Minister.

Training
• All committee members must complete the following Government of Alberta training courses within 12 months of their appointment:
  1) Fundamentals in Occupational Health and Safety (eLearning)
  2) Workplace Health and Safety Committees/Inspections

Meetings
• Meetings are held at least three times per year.
• Meeting minutes are approved by the co-chairpersons.
• Meeting minutes are prepared by the secretary and distributed within 14 days after the meeting.
• The secretary sends copies of the meeting minutes to the following:
  1) Deputy Minister
  2) department Human Resource Services
  3) Alberta Union of Provincial Employees
• Upon request from the non-union co-chairperson, a copy of the meeting minutes is sent to Workplace Health, the Public Service Commission.
• Original minutes and records of all committee activities are retained by the committee secretary.
• Upon replacement of the committee secretary, committee meeting minutes and all other committee records are forwarded to the new committee secretary.
• Upon termination of the committee, the file of all meeting minutes and committee activities is forwarded to the department Human Resource Services.

GUIDELINES – MEETINGS
• Department Health and Safety Committees may use the template Meeting Agenda – Health and Safety Committee to prepare their meeting agenda form. The template includes standing business items for meetings.
• Department Health and Safety Committees may use the template Meeting Minutes – Health and Safety Committee to report their meeting minutes, or they may prepare their own form to report meeting minutes.
STANDARD PROCESS – COMMITTEE MEMBERSHIP SELECTION

Committee Membership

- The Deputy Minister determines the number of committee members needed to effectively represent the business units and the employee make-up within the department.
- The committee may recommend changes to its membership, particularly when organizational changes affect employee representation on the committee.
- Committee membership must include a balanced representation of union and non-union members.
- Non-union members include management and opted-out and excluded employees.
- The total number of non-union members, including opted-out and excluded employee and management representatives, must be consistent with their numbers in the department.

Member Appointments

- Non-union representatives are appointed by the Deputy Minister.
- For new committees, the Human Resource Services Director, or designate, requests the Chairperson Standing Committee, Alberta Union of Provincial Employees, or its designate, to appoint union member representatives. The request includes the number of union members required and the occupational group or business unit from which each representative is to be appointed.
- For existing committees, the union co-chairperson requests the Chairperson Standing Committee, Alberta Union of Provincial Employees, or its designate, to select and appoint replacement members. The replacement member is from the same employee group, business unit or workplace that was represented by the departing member.
- The Chairperson Standing Committee, Alberta Union of Provincial Employees, or its designate, appoints the union member representatives and notifies the Human Resource Services Director within 14 days of the request.
- The Deputy Minister may appoint the union member representatives and notify the Chairperson Standing Committee, Alberta Union of Provincial Employees, if the notice of appointed union members is not received within 14 days.

Union member representatives are selected on the following criteria preferences:

- demonstrated interest in occupational health and safety, including participation in health and safety related events and activities
- qualifications, including the completion of occupational health and safety training
- previous Workplace Health and Safety Committee or Contact experience
Co-chairperson and Secretary Selection

- The non-union co-chairperson is a management representative on the committee selected by management and opted-out and excluded representatives on the committee.
- The union co-chairperson is one of and selected by the union member representatives on the committee.
- The committee secretary is one of and selected by the committee members.

Membership Documentation

The committee secretary:

- completes and maintains the Health and Safety Committee Bulletin
- posts or otherwise makes the Health and Safety Committee Bulletin accessible to all workers at the workplace
- sends copies of the Health and Safety Committee Bulletin to:
  1) Department Human Resource Services
  2) Workplace Health, the Public Service Commission
  3) Alberta Union of Provincial Employees
GOVERNMENT OF ALBERTA

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GOVERNMENT OF ALBERTA HEALTH AND SAFETY COMMITTEE

INTRODUCTION

This document establishes the framework agreed upon by the Government of Alberta and the Alberta Union of Provincial Employees for the function, structure and operation of the Government of Alberta Health and Safety Committee.

The Government of Alberta Health and Safety Committee is a program/policy committee that recommends changes to the Government of Alberta Occupational Health and Safety Program. It is comprised of AUPE representatives from departments and all employee groups within the Government of Alberta and reports to the Public Service Commissioner.

The Government of Alberta Health and Safety Committee:

- identifies health and safety concerns that affect employee health and safety or business operations throughout the Government of Alberta
- makes recommendations to the Public Service Commissioner and President, Alberta Union of Provincial Employees (AUPE) to address those concerns
- recommends initiatives to promote employee participation in Health and Safety Committees and Contacts, health and safety events, collaborative work and continuous improvement in health and safety

STANDARD

- The Government of Alberta Health and Safety Committee is an ongoing committee.
- The committee reports to the Public Service Commissioner.
- Committee recommendations require mutual agreement by the co-chairpersons.
- The validation of health and safety issues requires the consensus of the committee members. The co-chairpersons are responsible for achieving consensus through the Alberta Public Service values.
- The committee operates in accordance with a Terms of Reference approved by the Public Service Commissioner.
- The non-union co-chairperson reports to the Public Service Commissioner and briefs him or her on health and safety concerns and issues discussed during meetings.
- The union co-chairperson briefs the president of the Alberta Union of Provincial Employees on health and safety concerns and issues discussed during meetings.
Terms of Reference

The Terms of Reference includes the organization and operational direction for the committee. The committee must refer to this document when replacing membership, confirming committee responsibilities and undertaking any matters relating to its operation.

The Terms of Reference includes the following:

- date of the Terms of Reference
- method of reporting by the committee to the Public Service Commissioner (accountability)
- number of members
- members representing each employee group
- membership terms and member replacement schedule
- committee responsibilities assigned by the Public Service Commissioner
- member responsibilities, including those of the co-chairpersons and secretary
- meetings framework:
  1) frequency
  2) agenda
  3) quorum for decisions and recommendations
  4) minutes preparation and communication (time frame)
  5) method of communication for meeting minutes

Responsibilities

- Identify opportunities and recommend changes to support the continuous improvement of the Government of Alberta Health and Safety Program and to support its implementation and operation within departments.
- Monitor the development of and provide support for the operation of Department and Workplace Health and Safety Committees and Contacts.
- Review, recommend for approval and support the implementation of Occupational Health and Safety initiatives identified in the Alberta Workforce Plan.
- Receive employee health and safety concerns.
- Validate health and safety issues.
- Make recommendations on and pursue the resolution of valid health and safety issues through the Issue Resolution – Standard Process.
- Promote safe and healthy employees. Plan and coordinate events across the Government of Alberta.
Encourage and support employee participation as Workplace Health and Safety Contacts and members in Health and Safety Committees.

Undertake other responsibilities assigned by the Public Service Commissioner.

Committee Membership

Member Scope

- Committee membership includes a balanced representation of union and non-union representatives.
- Non-union representatives include management and opted-out and excluded employees.
- The total number of non-union representatives, including opted-out and excluded employee and management representatives, must be consistent with their numbers in the Alberta Public Service.

Member Appointments

- Non-union representatives are appointed by the Public Service Commissioner.
- The Public Service Commissioner advises the president of the Alberta Union of Provincial Employees on the number of union representatives required to establish the committee.
- The president of the Alberta Union of Provincial Employees appoints union representatives.
- The union co-chairperson will replace union representatives within 14 days of a position opening.

Co-chairperson and Secretary Selection

- The Director, Physical Sector, Workplace Health, the Public Service Commission is the non-union co-chairperson.
- The President of the Alberta Union of Provincial Employees appoints the union co-chairperson.
- The secretary is mutually agreed upon by the co-chairpersons and is not a committee member.

Training

- All committee members must complete the following Government of Alberta training courses within 12 months of their appointment:
  1) Fundamentals in Occupational Health and Safety (eLearning)
  2) Workplace Health and Safety Committees/Inspections

Meetings

- The committee meets at least three times per year.
- Meetings are chaired by the co-chairpersons or by designates in their absence.
• The meeting agenda is prepared by the non-union co-chairperson.
• The meeting minutes are approved by the co-chairpersons.
• Meeting minutes are prepared by the secretary and distributed within 14 days after the meeting.
• Copies of meeting minutes are sent to:
  1) Public Service Commissioner
  2) President of the Alberta Union of Provincial Employees
  3) Human Resource Services Directors
  4) Co-chairpersons of Department Occupational Health and Safety Committees
• Meeting minutes are posted on the Human Resource Community intranet site.
• Original minutes and records of all committee activities are retained by the committee secretary.
• Upon replacement of the committee secretary, committee meeting minutes and all other committee records are forwarded to the new committee secretary.
INTRODUCTION

This component outlines a standard and a standard process to help employees resolve health and safety concerns that remain unresolved to their satisfaction by their supervisor. The Collective Agreement between the Government of Alberta and the Alberta Union of Provincial Employees supports this process by indicating that union members’ health and safety concerns are resolved through the appropriate Health and Safety Committee or Contact rather than the grievance procedure.

All employees, including Health and Safety Contacts and Committee members, are encouraged to identify concerns that may affect their own or their co-workers’ health and safety. Employees should always discuss and suggest plausible solutions to their concerns with their supervisor. Although employees may refer health or safety concerns directly to the Occupational Health and Safety Contact Centre, Alberta Labour, at any time, this component is designed to help with unresolved health and safety concerns.

Employees are also encouraged to consult with their department occupational health and safety or human resources consultant or with the Alberta Union of Provincial Employees, Health and Safety Representatives for advice and direction on their concerns before, after and at any time during the Standard Process – Issue Resolution.

Health and Safety Committees and Contacts use Alberta Public Service values and a systematic approach to seek resolution of those concerns and issues with department management. Contacts and committee members also have additional occupational health and safety knowledge and training to resolve health and safety concerns.

Health and Safety Committees and Contacts operate through consensus to determine if health and safety concerns raised are valid issues within their scope and may be resolved through the Standard Process described in this component. The standard includes an Issues Chart and additional information that identifies the health and safety issues that the Health and Safety Committees and Contacts can resolve through the Standard Process – Issue Resolution within this component.

Not all employee concerns are directly related to health and safety or are included within the Government of Alberta Occupational Health and Safety Program and provincial health and safety legislation that establish clear standards of performance. To maintain the integrity of Health and Safety Committees and Contacts, not all types of concerns can be accepted for resolution through this component. Committees and contacts will recommend alternative approaches to resolve such concerns, including the grievance procedure in the collective agreement if necessary.
STANDARD

- Employees, Workplace Health and Safety Contacts and Workplace Health and Safety Committee co-chairpersons must discuss and attempt to resolve employee concerns with the employee’s work site supervisor or manager before this component applies.

- Each Health and Safety Committee and Contact must decide whether an employee’s concern is within their scope and redirect those concerns that are not within their scope to the appropriate Health and Safety Committee or Contact.

- Workplace Health and Safety Contacts or the appropriate co-chairperson (union or non-union) communicates the status of the health and safety concern and the outcome through the Standard Process – Issue Resolution to the employee who raised the concern.

- Committee meeting minutes will reflect the issue, decision and results.

**Issue Validation**

- The validation of health and safety issues requires consensus by Health and Safety Committee members. Co-chairpersons are responsible for achieving consensus through the Alberta Public Service values.

- Employee (union member) concerns that are not validated as health and safety issues in the Issues Chart and this standard may be eligible for resolution through Article 29 (Grievance Procedure) of the collective agreement.

- Non-union employees may pursue concerns that are not included in the Issues Chart and this standard through the department’s normal chain of command.
Issues Chart

The following table summarizes the health and safety issues and concerns to which each Health and Safety Committee and Contact can apply the Standard Process – Issue Resolution.

Only valid health and safety issues identified in the Issues Chart may be resolved through the Standard Process – Issue Resolution in this component.

<table>
<thead>
<tr>
<th>Committee/Contact</th>
<th>Standard Process – Issue Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace Health and Safety Contact</td>
<td>Validated health and safety issues related to hazardous activities and conditions or legislated requirements at an administrative workplace.</td>
</tr>
<tr>
<td>Workplace Health and Safety Committee</td>
<td>Validated health and safety issues related to hazardous activities and conditions or legislated requirements at a workplace.</td>
</tr>
<tr>
<td>Department Health and Safety Committee</td>
<td>Validated health and safety issues related to:</td>
</tr>
<tr>
<td></td>
<td>• the operation of the Government of Alberta Occupational Health and Safety Program within the department</td>
</tr>
<tr>
<td></td>
<td>• a hazardous activity or condition that affects employee health and safety across the department’s business operations</td>
</tr>
<tr>
<td>Government of Alberta Health and Safety Committee</td>
<td>Validated health and safety issues related to:</td>
</tr>
<tr>
<td></td>
<td>• changes required in the Government of Alberta Occupational Health and Safety Program</td>
</tr>
<tr>
<td></td>
<td>• the implementation and operation of the Government of Alberta Occupational Health and Safety Program in all departments</td>
</tr>
<tr>
<td></td>
<td>• a hazardous activity or condition that affects employee health and safety across all government business operations</td>
</tr>
</tbody>
</table>

The following are examples of concerns that are not included as valid health and safety issues for the Standard Process – Issue Resolution:

- employee concerns simply related to employee comfort or wellness
- employee concerns related to the application of industry guidelines, including those in the Government of Alberta Occupational Health and Safety Program or other departments (e.g., the Alberta Infrastructure “Indoor Air Quality Guideline”).
- employee concerns related to staffing and other human resources practices that are not included in the Government of Alberta Occupational Health and Safety Program
- employee concerns related to the administration of the Partnerships in Injury Reduction program
- employee concerns that constitute an imminent danger to the employee (see Imminent Danger – Responsibility to Refuse Work).
STANDARD PROCESS – ISSUE RESOLUTION

**Workplace Health and Safety Contacts and Committees**

Starting the Process

The issue resolution process begins after:

a) the employee has discussed the issue with the supervisor and the supervisor has failed to satisfy the employee’s concern

AND

b) the Workplace Health and Safety Contact or Committee validates the concern as a health and safety issue in accordance with the Issues Chart

Upon validation of the issue:

- the Workplace Health and Safety Contact or Committee assumes responsibility for resolution of the issue
- the Workplace Health and Safety Contact or Committee co-chairpersons complete an *Issue Recommendation – Workplace Health and Safety*
- the contact or committee seeks resolution of the issue with the following three progressive levels of department management, if necessary:
  1. **Workplace Manager**
  2. Executive Director/Assistant Deputy Minister
  3. Deputy Minister

The person expected to respond has one week from the date on the *Issue Recommendation – Workplace Health and Safety*.

- Reasonable requests for extensions to the established response date can be agreed to by the Workplace Health and Safety Contact or Committee.
- The Workplace Health and Safety Contact or Committee and the person expected to respond will update such date changes on the original and on copies of the *Issue Recommendation – Workplace Health and Safety*.

Level 1

1) The Workplace Health and Safety Contact or Committee co-chairpersons present the *Issue Recommendation – Workplace Health and Safety* to the Workplace Manager, discuss the issue and advise the Workplace Manager of the complete Standard Process – Issue Resolution, including the required date of the response.

2) The Workplace Manager may:
   a) accept the issue as a health and safety *hazard* that requires control or additional *control measures*  
   OR
b) determine no further action is required (a hazard does not exist and the existing controls are appropriate and effective for the risk of the hazard)

3) The Workplace Manager completes his or her response, including an explanation of the rationale, on the Issue Recommendation – Workplace Health and Safety and returns it to the Workplace Health and Safety Contact or Committee co-chairpersons.

4) If the Workplace Manager accepts the issue, he or she may implement the recommendation provided on the Issue Recommendation – Workplace Health and Safety or take other measures that he or she deems appropriate to resolve the issue.

5) The Workplace Health and Safety Contact or Committee co-chairpersons:
   a) accept that the actions taken have appropriately addressed the hazard
      OR
   b) decide the action does not appropriately address the hazard, refer the issue to the Executive Director/Assistant Deputy Minister (level 2)

6) If the issue or resolution is beyond the resources or authority of the Workplace Manager, the issue is forwarded to the Executive Director/Assistant Deputy Minister (level 2).

Level 2

1) The Workplace Health and Safety Contact or Committee co-chairpersons forward the Issue Recommendation – Workplace Health and Safety to the Executive Director/Assistant Deputy Minister, discuss the issue and advise the Executive Director/Assistant Deputy Minister of the complete Standard Process – Issue Resolution, including the required date of the response.

2) A copy of the Issue Recommendation – Workplace Health and Safety is sent to the department Human Resource Services Director.

3) The Executive Director/Assistant Deputy Minister may:
   a) accept the issue as health and safety hazard that requires control or additional control measures
      OR
   b) determine no further action is required (a hazard does not exist and the existing controls are appropriate and effective for the risk of the hazard)

4) The Executive Director/Assistant Deputy Minister completes his or her response, including an explanation of the rationale, on the Issue Recommendation – Workplace Health and Safety, advises the department Human Resource Services Director and returns it to the Workplace Health and Safety Contact or Committee co-chairpersons.

5) If the Executive Director/Assistant Deputy Minister accepts the issue, he or she may implement the recommendation provided on the Issue Recommendation – Workplace Health and Safety or take other measures that he or she deems appropriate to resolve the issue.
6) The Workplace Health and Safety Contact or Committee co-chairpersons:
   a) accept that the actions taken have appropriately addressed the hazard
   OR
   b) decide the action does not appropriately address the hazard and refer the issue to the Deputy Minister (level 3)

7) If the issue or resolution is beyond the resources and/or authority of the Executive Director/Assistant Deputy Minister, the issue is forwarded to the Deputy Minister (level 3).

**Level 3**

1) The Workplace Health and Safety Contact or Committee co-chairpersons forward the Issue Recommendation – Workplace Health and Safety to the Deputy Minister, discuss the issue and advise the Deputy Minister of the required date of the response.

2) A copy of the Issue Recommendation – Workplace Health and Safety is sent to the department Human Resource Services Director.

3) The Deputy Minister may:
   a) accept the issue as a health and safety hazard that requires control or additional control measures
   OR
   b) determine no further action is required (a hazard does not exist or the existing controls are appropriate and effective for the risk of the hazard)

4) The Deputy Minister completes his or her response, including an explanation of the rationale, on the Issue Recommendation – Workplace Health and Safety, advises the department Human Resource Services Director and returns it to the Workplace Health and Safety Contact or Committee co-chairpersons.

5) If the Deputy Minister accepts the issue, he or she may implement the recommendation provided on the Issue Recommendation – Workplace Health and Safety or take other measures that he or she deems appropriate to resolve the issue.

6) If a response is not received by the established response date, the Workplace Health and Safety Contact or Committee co-chairpersons will advise the employee who originally raised the concern of alternate actions available to him or her.

Level 3 is the last step in the issue resolution process.

**Department Health and Safety Committees**

The issue resolution process begins after the Department Health and Safety Committee determines whether or not an employee’s concern meets the criteria of a valid health and safety issue outlined in the Issues Chart.
1) Both the Department Health and Safety Committee co-chairpersons agree upon recommendations for the validated issue and complete an Issue Recommendation – Department Health and Safety.

2) The co-chairpersons present the Issue Recommendation – Department Health and Safety to the Deputy Minister, identifying a date for response by the Deputy Minister on the form.

3) A copy of the Issue Recommendation – Department Health and Safety is sent to the department Human Resource Services Director.

4) The Deputy Minister advises the co-chairpersons if additional time is needed to respond. If so, the co-chairpersons update the established response date on their copy of the Issue Recommendation – Department Health and Safety.

5) The Deputy Minister completes his or her decision and actions taken on the Issue Recommendation – Department Health and Safety and returns it to the co-chairpersons, with a copy to the department Human Resource Services Director.

**Government of Alberta Health and Safety Committee**

The issue resolution process begins after the Government of Alberta Health and Safety Committee determines whether or not an employee’s concern meets the criteria of a valid health and safety issue outlined in the Issues Chart.

1) Both the Government of Alberta Health and Safety Committee co-chairpersons agree upon recommendations for the validated issue.

2) The co-chairpersons present the issue and their recommendations to the Public Service Commissioner.

3) The co-chairpersons presenting the issue identify a date for response. The Public Service Commissioner advises the co-chairpersons if additional time is needed to respond.

4) The Public Service Commissioner makes a decision on what actions (if any) need to be taken and advises the co-chairpersons.
INTRODUCTION

The Government of Alberta has a variety of formal and informal agreements with other governments, private companies, public organizations and groups to provide services. These agreements are for services with low risk, medium risk and high risk work.

Occupational Health and Safety responsibilities exist for contracted work of all risk levels, but the required degree of health and safety management depends upon:

- the function or functions of the Government of Alberta under the Occupational Health and Safety Act
- whether or not the contract manager, as the Government of Alberta’s representative and owner of the workplace, chooses to maintain the function of prime contractor

Just as the required degree of management varies, departments and contract managers also exercise or perform the occupational health and safety responsibilities associated with their functions in a variety of ways.

The purpose of this component is to:

- make Government of Alberta employees aware of their health and safety responsibilities and accountabilities with regard to contracted work
- outline health and safety concerns that should be considered
- recommend approaches that department employees may use to demonstrate due diligence

The process to manage contracted services involves four phases:

1) determine the need to contract services
2) prepare the contract for services
3) administer and manage contracted services
4) conclude the contract for services

Health and safety concerns and considerations and recommended approaches to manage health and safety responsibilities are presented during each phase.

STANDARD

The contract manager is the Government of Alberta’s designated representative in accordance with the functions in the Occupational Health and Safety Act.

Contract Manager Responsibilities

- Manage contracted employers’ compliance with contract requirements for health and safety.
• Use the following process to manage contracted employers so they meet their occupational health and safety contract requirements in the contract:
  1) select the contracted employer
  2) consider health and safety clauses in the contract
  3) manage the contracted employer’s health and safety performance
  4) conclude the contract

• In consultation with department management or in accordance with department practice, determine whether to retain the function of prime contractor.

• Verify the contracted employer has and follows a health and safety program that complies with the Occupational Health and Safety Act, Regulation and Code.

• Verify the contracted employer has identified and documented hazards, control measures and an emergency response plan for operations at the workplace.

• Verify the contracted employer designated as prime contractor is knowledgeable of Occupational Health and Safety legislation and their responsibilities.

• Make every employer at the workplace aware of the hazards or potential hazards of the workplace that may affect the employer’s workers when the contract manager is the prime contractor.

• Investigate serious incidents and fatalities and report to the Workplace Health and Safety Contact Centre, Alberta Labour, at workplaces with contracted services where the contract manager is:
  ➢ the prime contractor, or
  ➢ the contractor.

• Stop unsafe work that is imminent danger or immediately dangerous to life until corrections are implemented.

• Identify and communicate with the employee, designated as the department’s contact in the contract, his function and his or her health and safety responsibilities to fulfill that function.

GUIDELINE

It is difficult to recommend how contract managers should perform their responsibilities, even knowing the functions of the Government of Alberta as there are many variables. There are different ways of addressing varied concerns within the contracting phases below. In some contracted work, particularly where the Government of Alberta is the owner but not the prime contractor, the prime contractor and the contract manager should work together to support each other’s efforts in managing health and safety and the contract. The most important recommendation is that the contract manager should consider all the concerns below and seek counsel when necessary to determine how to be involved in managing contracted services.
1. Selecting the Contracted Employer

As an owner the Government of Alberta must show due diligence in the selection of contractors. Selecting knowledgeable and conscientious contracted employers in health and safety will make compliance with health and safety legislation much easier for the prime contractor. It will also make it much easier for the contract manager to manage the contract.

Set Criteria

Contract managers should consider including occupational health and safety criteria in the Request for Tender or Request for Proposal, particularly for high risk work. Criteria may include documentation of the proponents’:

- implemented Occupational Health and Safety Program:
  - a valid Certificate of Recognition (COR) or a Temporary Letter of Certification awarded by a Certifying Partner in Partnerships in Injury Reduction
  - a valid certificate awarded by a standard setting agency (e.g., International Standard Organization) for successfully meeting its standards through an Occupational Health and Safety Program audit or other program evaluation method
  - a copy of the contracted employer’s occupational health and safety program
  - a copy of a safe work plan for similar work performed
  - copies of the pages of agreements where the proponent was the prime contractor for similar work performed for another employer or owner

- past health and safety performance:
  - correspondence from the Workers’ Compensation Board that the employer has coverage and that the rate paid by the employer in the last year is lower than the Industry Rate, excluding any rebates
  - a list of references (a list of previous employers and dates that the contracted employer provided similar services for them)

Verify Criteria

After the above documentation has been supplied with the proponent’s proposal or tender, the contract manager should verify the information provided.

- Verify with the Certifying Partner that the Certificate of Recognition or Temporary Letter of Certification is valid.
- If the proponent submits a certificate from another standard setting agency:
  - verify that it is valid
  - question what standards were achieved and how they were evaluated
  - determine the reliability of the certificate as a measure of a health and safety program and/or health and safety performance
• Compare copies of the proponent’s Occupational Health and Safety Program against the criteria on the Occupational Health and Safety Program Checklist.

• Compare the content of the submitted safe work plan against the content in the Safe Work Plan.

• Verify that the proponent has an active account with the Workers’ Compensation Board.

• Verify that the proponent’s Workers’ Compensation Clearance Certificate (Employer’s Clearance Certificates) is in good standing.

• Compare the proponent’s Workers’ Compensation Board rate against the industry rate (Rate and Industry Description Manual).

2. Consider Health and Safety Clauses in the Contract

The contract manager should consider and discuss the following health and safety concerns with legal counsel. The contract manager may include appropriate clauses in the contract to address health and safety responsibilities and concerns.

Designate the Prime Contractor Responsibilities

The contract manager should consider the following factors to determine whether to assume the responsibilities of prime contractor or designate a contracted employer as the prime contractor:

• number of contracted employers required to complete the work
• number of workplaces/locations where work is performed
• nature of contracted services performed by the contracted employers
• type of hazards and risk involved in the activities that will be performed in the work
• degree of coordination and/or control required by the types of work, the contracted employers and the workplaces
• onsite traffic, public access, work processes, types of equipment and communication methods and requirements
• availability and location of the department’s designated representative
• department designated representative’s:
  ➢ knowledge of the Occupational Health and Safety Act, Regulation and Code
  ➢ knowledge of the work performed and industry best practices to address the hazards
  ➢ assigned responsibility and authority to address compliance of contract

Safe Work Plan

To address the existing hazards at the workplace and the hazards of the work that will be performed by the contracted employer, the contract manager may request a written Safe Work Plan before the contracted work is performed. The contract manager may request that the contracted employer use the Safe Work Plan template or he or she may design a form specifically for the workplace and services being contracted.
The Safe Work Plan should address the hazards of the work performed by the contracted services and potential emergencies related to the work performed and to the specific workplace. In some cases the contracted employer’s Occupational Health and Safety Program may include documented hazard assessments, required control measures and general emergency measures applicable for the services performed under contract. In the Safe Work Plan, however, the hazard assessments, control measures and emergency measures should be specific for the work performed and the workplaces where it will be performed in the contract. The Government of Alberta should know and inform the contracted employers of the known hazards of the workplace before work begins.

The Safe Work Plan should also address the availability of first aid at the workplace.

- The prime contractor is responsible for health and safety compliance at the workplace and the availability of first aid services, supplies and equipment.
- At Government of Alberta workplaces with contracted services, the contract manager should consider how first aid services, supplies and equipment will be provided.
- If the Government of Alberta doesn’t provide the first aid services, supplies and equipment, the contract with the prime contractor or the other contracted employers at the workplace may address how they will be provided.

**Reporting Incidents**

- Employers are required to report incidents to the Workers’ Compensation Board.
- The prime contractor for the workplace is required to report serious injuries and fatalities to the Workplace Health and Safety Contact Center.
- When there isn’t a prime contractor, the contractor or employer responsible for the workplace is required to report.

**Worker’s Compensation Board Accounts**

Some contracted employers are not eligible for Workers’ Compensation Board accounts or may not maintain their accounts for the entire duration of their contracts. If the contracted employer is not covered by workers’ compensation, the Workers’ Compensation Board may charge the department’s account with costs incurred for injuries to the contracted employer’s workers.

The contract manager may not be aware of incidents at Government of Alberta workplaces that result in serious injuries and fatalities and may also result in Workers’ Compensation Board claims charged to the department’s account. The Workers’ Compensation Board may also attempt to recover costs charged to the contracted employer’s account, where the Government of Alberta was responsible for the incident to a contracted worker.

**Compliance with the Safe Work Plan and Occupational Health and Safety Legislation**

The contract manager should consider the following questions:

- Does the contract include penalties to contracted employers when contracted services are not completed on time?
• How does the prime contractor or the department, as a contractor, verify contracted employers comply with the *Occupational Health and Safety Act*, Regulation Code?
• Can the prime contractor or the department suspend contracted work without penalty?

### 3. Managing Contracted Employer’s Health and Safety Performance

Both the prime contractor and the Government of Alberta should exercise due diligence for health and safety at Government of Alberta workplaces. Depending on the functions of the Government of Alberta, the contractor manager should consider how to be involved before and during performance of the contracted services.

**Before Performance of Contracted Services**

- Meet with all contracted employers to review:
  - the roles and responsibilities of the department, the prime contractor, contracted employers and suppliers in relation to the Occupational Health and Safety legislation and the health and safety clauses in the contract
  - the occupational health and safety programs followed by the contracted employers
  - known safety hazards at the workplace
  - each contracted employer’s safe work plan, identifying:
    - hazards and common control measures
    - types of emergencies and corresponding emergency response plans and procedures
  - the orientation of employees, contracted workers and visitors to the workplace, including for:
    - hazards and preventative measures
    - “imminent danger” requirements to refuse work
    - the contracted employer’s procedure to investigate, report findings and implement corrective measures, if required
    - emergency equipment and services available
    - emergency response plans and procedures
  - the procedure for reporting all types of incidents, including serious injuries and fatalities to the Occupational Health and Safety Contact Centre and fatalities to the local police
  - responsibilities for conducting workplace inspections, including the follow-up actions required to address deficiencies
  - the authority to stop unsafe work
  - the Health and Safety Committee Terms of Reference
During the Performance of Contracted Services

- The prime contractor and the department, as contractor, should consider maintaining up-to-date safe work plans throughout the duration of the project as contracted services and hazards change as work is performed.

- Ongoing reports that may be submitted to the prime contractor and the department, as contractor, by the contracted employers include:
  - summaries of contracted worker orientations
  - inspection reports
  - incident investigation reports
  - work refusals for imminent danger
    - Alberta Labour, Occupational Health and Safety Client Contact Reports
    - health and safety committee meeting minutes

- The prime contractor and the department, as contractor, may review and follow up on submitted reports to make sure the implementation and effectiveness of the corrective measures.

4. Concluding the Contract

In order to improve health and safety at Government of Alberta workplaces, and in consultation with the prime contractor, when designated:

- Debrief contracted employers on the safe completion of their contracts.
- Prepare and review health and safety performance assessments with contracted employers.
- Retain health and safety performance assessments for reference checks and for the selection of future proposals and tenders from contracted employers.
- Consider changes in the way contracted employers are selected and managed for future contracted services.
NOTES: