

TITLE

WORKPLACE HEALTH AND SAFETY**SCOPE**

Provincial

APPROVAL AUTHORITY

People Executive Committee

SPONSOR

Workplace Health & Safety

PARENT DOCUMENT TITLE, TYPE AND NUMBER

Not applicable

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1121

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June 3, 2022

NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

If you have any questions or comments regarding the information in this document, please contact the Policy & Forms Department at policy@ahs.ca. The Policy & Forms website is the official source of current approved policies, procedures, directives, standards, protocols and guidelines.

OBJECTIVES

- To ensure a safe and healthy work environment for all **workers** that complies with applicable legislation, standards, accreditations, and organizational governance, and which promotes their health and well-being.

PRINCIPLES

Alberta Health Services (AHS) is committed to providing a healthy and safe work environment and to managing its operations in a manner that protects the health and safety of workers.

The health and safety of workers is fundamental to the provision of safe and quality health services.

Health and safety is a shared responsibility between individuals, teams, and leadership. Everyone has an obligation to assist in preventing and, where necessary, correcting unsafe conditions and situations in the workplace.

All **incidents** are preventable and therefore all workers are obligated to take reasonable care to protect the health and safety of themselves and of other persons.

Employees, Physicians, and volunteers feeling safe, healthy, and valued in the work environment are necessary for AHS to advance patient- and family-centred care.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, Students, Volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

ELEMENTS

1. AHS Responsibilities

1.1 AHS **Senior Leaders** are responsible for:

- a) meeting health and safety expectations and for complying with legislation, policies, procedures, safe work practices, programs, and directives;
- b) ensuring **AHS workers** have the appropriate training needed to be competent and safe at work; and
- c) setting health and safety objectives, leading continuous improvement of health and safety performance, and preventing incidents in their department or portfolio through the implementation of safety practices and programs.

2. Leader Responsibilities

2.1 All **leaders** are responsible for:

- a) attending training to ensure that they understand their obligations for health and safety in the workplace;
- b) ensuring AHS workers have and use the resources needed to be safe at work;
- c) ensuring that all department *Hazard Identification, Assessment, and Control* (HIACs) documents are reviewed with workers regularly, are up-to-date and provide workers with resources to control and mitigate workplace risks in order to ensure healthy and safe work environments;
- d) working collaboratively with AHS workers to complete incident and hazard investigations by ensuring the appropriate root causes have been identified and corrective actions have been implemented and communicated;
- e) proactively identifying hazards and implementing strategies to reduce the number of work-related injuries, illnesses, property damage, and workplace violence and harassment within AHS through the use of the **Workplace Health and Safety Management System**; and
- f) working collaboratively with all internal and external stakeholders to ensure continuous improvement of health and safety performance.

3. AHS Worker Responsibilities

3.1 All AHS workers are responsible for:

- a) taking every reasonable precaution for the prevention and avoiding any actions that may cause work-related incidents, injuries, illnesses, property damage, and workplace violence and harassment;
- b) participating, as required by AHS or legislation, in health and safety investigations and working collaboratively with management to identify root causes and implement appropriate corrective actions;
- c) participating, as required by AHS or legislation, in workplace inspections and other initiatives to proactively identify hazards in the workplace;
- d) participating in the development and review of HIAC documents related to their job position and being aware of any potential hazards and the appropriate controls related to those hazards;
- e) complying with controls (Elimination, Engineered, Administrative, and Personal Protective Equipment) identified in their department HIAC documents and other documents identifying controls necessary to ensure a safe and healthy workplace; and
- f) reporting all workplace hazards and incidents directly to their **supervisor** and in MySafetyNet.

4. Workplace Health & Safety Responsibilities

- 4.1 Workplace Health & Safety is responsible for developing, implementing, and evaluating a strong Workplace Health and Safety Management System based on the *Canadian Standard Association (CSA) Z1000* standard and the *CSA Standard Z1003 – Psychological Health & Safety in the Workplace* standard for understanding and managing organizational risks.

5. Delegation by the AHS Executive Leadership Team

- 5.1 The AHS Executive Leadership Team is committed to high standards of health and safety in the workplace. The AHS Executive Leadership Team delegates responsibility to the Senior Program Officer, Workplace Health & Safety to establish, manage, and operate an organization-wide Workplace Health and Safety Management System.

6. Workplace Health and Safety Management System

- 6.1 The Workplace Health and Safety Management System and related programs and services shall include, but are not limited to, the following elements:
- a) Leadership, Commitment, and Participation;
 - b) Objectives and Targets;
 - c) Risk Management;

- d) Legal and Other Requirements;
- e) Operational Controls and Procedures;
- f) Competence, Training, and Awareness;
- g) Occupational Health;
- h) Procurement and Contractor Management;
- i) Incident Reporting, Investigation, and Management; and
- j) System Evaluation and Corrective Action.

7. Contracted Service Providers

7.1 All contracted service providers are responsible for:

- a) having a health and safety management program as required by Alberta Occupational Health and Safety legislation;
- b) participating in AHS joint workplace health and safety committees when applicable;
- c) working collaboratively with AHS to ensure the health and safety of workers at the worksite, and
- d) holding valid Workers Compensation coverage where applicable.

DEFINITIONS

AHS worker means AHS employees, members of the medical and midwifery staffs, students, and volunteers, but **excludes** contracted service providers.

Incident means an unplanned event that may result in, or does result in an undesirable consequence. Incidents include all occupational injuries / illness, damage to property and equipment, and all near-miss events.

Leader means supervisors, **managers**/medical leaders, executive management, and all senior leaders.

Manager means the individual(s) who has the delegated human resource authority for directly planning, monitoring, and supervising direct reports.

Senior Leader means the President and Chief Executive Officer, all executive positions that report directly to the President and Chief Executive Officer, and any other positions so designated by the President and Chief Executive Officer.

Supervisor means a person, whether unionized or non-unionized, who has charge of a work site or authority over an AHS worker.

Worker means AHS employees, members of the medical and midwifery staffs, students, volunteers, and workers of contracted service providers.

Workplace Health and Safety Management System means part of the overall management system that facilitates the management of the WHS risks associated with the business of the organization. This includes the organizational structure, planning activities, responsibilities, practices, procedures, processes, and resources for developing, implementing, achieving, reviewing, and maintaining the organization's WHS policy.

REFERENCES

- Alberta Health Services Governance Documents:
 - *Hazard Identification, Assessment, and Control (HIAC) Standard (#WHS-PCS-01)*
 - *Incident Reporting and Investigation Standard (#WHS-PCS-06)*
- Alberta Health Services Resources:
 - *Our Values – AHS Cares*
 - *Our People Strategy*
 - *Patient First Strategy*
 - *Workplace Health and Safety Management System*
 - *Workplace Inspection Process*
- Non-Alberta Health Services Documents:
 - *Occupational Health & Safety Act, Regulations and Code (Alberta)*
 - *Canadian Standard Association (CSA) Z1000 (CSA Group)*
 - *CSA Standard Z1003 – Psychological Health & Safety in the Workplace (CSA Group)*

VERSION HISTORY

Date	Action Taken
April 24, 2010	Revised, includes change in Title from "Responsibilities for Occupational Health and Safety"
March 3, 2014	Revised, note change in Document Number from SWE-03
June 3, 2019	Revised
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