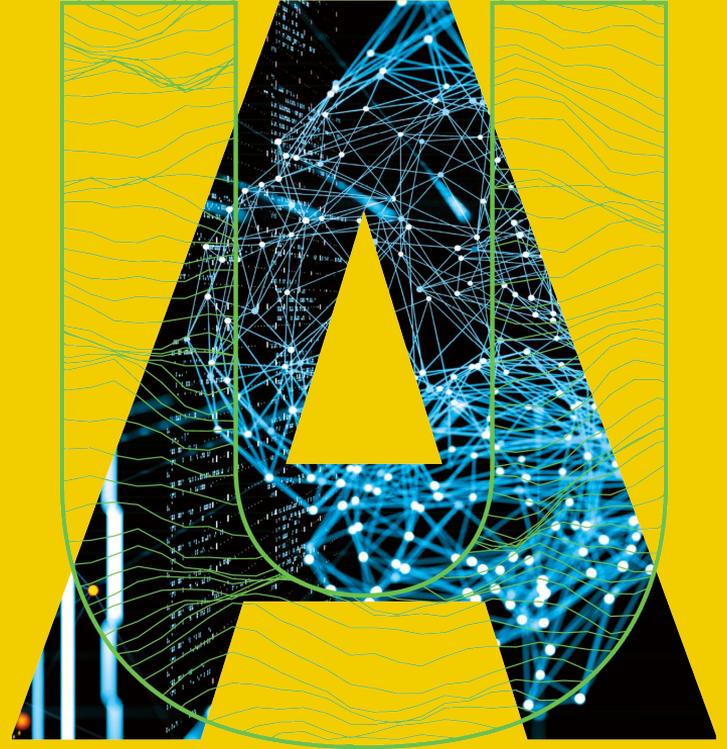


# Introduction to the Supervisor Safety Declaration

Thursday, December 14, 2023



UNIVERSITY  
OF ALBERTA



***The University of Alberta respectfully acknowledges that we are located on Treaty 6 territory, a traditional gathering place for diverse Indigenous peoples including the Cree, Blackfoot, Métis, Nakota Sioux, Iroquois, Dene, Ojibway/ Saulteaux/Anishinaabe, Inuit, and many others whose histories, languages, and cultures continue to influence our vibrant community.***



# Agenda

- Who is a supervisor at the U of A?
- What is the Supervisor Safety Declaration?
- Why does it matter?
- What's involved?
  - Supervisor Safety Declaration
  - Supervising Safely eLearning
- Resources
  - Supervisor's Toolkit
  - FAQ
- Next steps & timelines
- Q & A

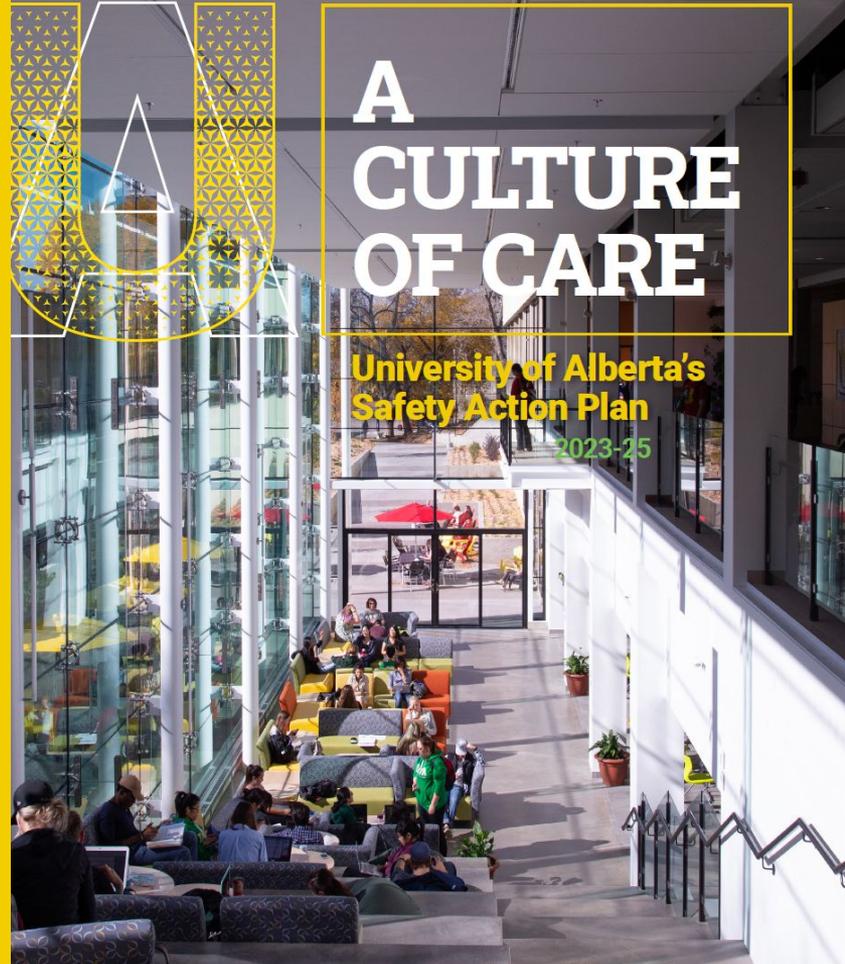
# Who is a Supervisor at the U of A?

**Anyone who has charge  
of a worksite or authority  
over a worker**

- Principal Investigators (PIs)
  - Instructors
  - Graduate students & postdoctoral fellows
  - Site manager (labs, field research, construction sites, etc.)
  - President, VPs, Deans, Directors, Chairs
- ...and many others

# What is the Supervisor Safety Declaration (SSD)?

- An initiative within the Culture of Care Safety Action Plan
- Designed to:
  - Ensure that supervisors have training in the legal and policy framework of health, safety and environment (HSE) at the university
  - Inform supervisors of their legal and policy obligations
  - Connect supervisors to tools to assist them in fulfilling their obligations



# Why does it matter?

*A workplace where everyone owns their safety and that of others*

*...so we all go home safely at the end of the day*

- The Safety Stand Down held in spring 2022 and planned inspections identified gaps in supervisor safety training
- The university has a legal obligation to ensure that supervisors have competency in health and safety practices
- Supervisors are key to providing health and safety leadership
- Culture of Care starts with leadership actions to build capacity for continued safety culture improvement in years 2 and 3
- The Supervisor's Safety Declaration is the natural next step arising from the Culture of Care Senior Leadership Commitment

# What's involved?

- [Supervisor Safety Declaration](#)
- Supervising Safely eLearning
- Acknowledgement Page
- Supervisor Safety Declaration Toolkit
- FAQ

## YOUR SAFETY PROMISE

To confirm this commitment to safety, supervisors are asked to complete the Supervising Safely course and to sign the Supervisor Safety Declaration. All supervisors are expected to complete the declaration by April 28, 2024. The declaration will be distributed on an annual basis for supervisors to sign and acknowledge their continued commitment to safety.

- Step 1 - Complete the Supervising Safely course by April 28, 2024
- Step 2 - Sign the Supervisor Safety Declaration by April 28, 2024

Complete the Supervising Safely Course

Sign the Supervisor Safety Declaration

*Note: Supervisors who have completed Supervisory HSE Professional Development since August 1, 2023 are encouraged to complete Supervising Safely but have the option to instead review the [summary of changes](#) between the old and new version of the course. Prior to signing the Supervisor Safety Declaration, supervisors must also complete the [Workplace Violence and Harassment Prevention](#) course. This course should already have been completed as it is a requirement during onboarding.*

# What's involved?

- Supervisor Safety Declaration is accessible from the [Acknowledgement Page](#)
  - after you have completed the Supervising Safety eLearning (system will remind you to do this first)
  - Select the Review Button

## 3. SUPERVISOR EXPECTATIONS

Supervisors at the University of Alberta are expected to carry out the following actions that demonstrate a commitment to safety and a supervisor's legal obligations under the OHS Act.

- Complete the following mandatory training:
  - [Supervising Safely](#), and
  - [Workplace Violence and Harassment Prevention](#).
- As far as it is reasonably practicable, for the worksites that a supervisor is responsible for, supervisors will confirm that:
  - they are actively creating and supporting environments that are safe, welcoming, diverse, inclusive, equitable and respectful by:
    - engaging in learning opportunities alone and in their teams, such as completing [Module 1: Foundations in Equity, Diversity, and Inclusion](#) and further modules in development;
    - creating an open environment through leadership that embraces difference and encourages communication while ensuring that workers under their care have regular opportunities to articulate access needs or other inclusion mechanisms;
  - the supervisor is available to provide effective, onsite supervision to workers under their care and will designate an appropriately competent alternate supervisor in their absence;
  - workers have completed all required safety training and maintain currency;
  - hazard assessments and procedures are completed before workers start new tasks, when the work significantly changes or when new work is pursued;
  - hazard assessments and safe work procedures/standard operating procedures are available and up to date;
  - workers have reviewed and understand the hazards associated with their work;
  - workers use all the hazard controls specified in safe work procedures/standard operating procedures when reasonably possible;
  - workers will properly use or wear appropriate personal protective equipment including additional protection for specialized tasks with unique hazards as identified and documented in the hazard assessments and safe work procedures/standard operating procedures;

...and other obligations

# What's involved?

- Supervisor Safety Declaration (SSD) Acknowledgement Page
  - Similar to annual Privacy & Security Awareness acknowledgement
    - Resides on same IST platform & connects to HSE LMS to verify training completion status
    - Allows for Faculty/Portfolio reporting
  - Complete Supervising Safely eLearning + SSD **by April 28, 2024**

## A Culture of Care - Supervisor Safety Declaration

Admin ▾

The university is committed to providing a safe and healthy work environment that enables high quality education, research and university operations. **As a supervisor** (someone who has charge of a worksite or authority over a worker) at the university, you have some specific legal and moral responsibilities (a duty of care) that you need to understand and ensure are carried out. You are also a leader in setting safety best practices, and the university has some clear expectations of you related to safety. **Every university supervisor is required to complete this training and declaration.** For more information please check out the [Supervisor Safety Declaration Website](#).

Training module:  
**Supervisor Safety**

To do

Begin Now

**Supervisor Safety Declaration**

To do

Review

My History



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# What's involved?

- Supervisor Safety Declaration is accessible from the [Acknowledgement Page](#)
  - after you have completed the Supervising Safety eLearning (system will remind you to do this first)
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## A Culture of Care - Supervisor Safety Declaration

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The university is committed to providing a safe and healthy work environment that enables high quality education, research and university operations. **As a supervisor** (someone who has charge of a worksite or authority over a worker) at the university, you have some specific legal and moral responsibilities (a duty of care) that you need to understand and ensure are carried out. You are also a leader in setting safety best practices, and the university has some clear expectations of you related to safety. **Every university supervisor is required to complete this training and declaration.** For more information please check out the [Supervisor Safety Declaration Website](#).

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# What's involved?

- Supervising Safely  
eLearning
  - An update of the EHS Professional Development Course (originally launched in 2016)\*
  - Aligns with Culture of Care & U of A HSE Management System (HSEMS)
  - Updated to current OHS Act, Regulation & Code
  - 7 modules on U of A HSE obligations, legislative requirements & HSEMS processes
  - Login with your CCID; 2-3 hours to complete
  - Mandatory for **all** supervisors

*\* If you took the old version after August 1, 2023 you won't have to take Supervising Safely until the annual declaration refresh*

## Supervising Safely

Course

Participants

Grades

Reports

Badges

More ▾

### INTRODUCTION



**This course is mandatory for U of A supervisors, including anyone at the university who has charge of a worksite or authority over a worker. Examples of U of A worksites include labs, offices, field research sites, construction sites, classrooms and more.**



U of A supervisors are required to demonstrate their commitment to safety by completing the Supervisor Safety Declaration as follows:

1. Complete Supervising Safely
2. Sign the Supervisor Safety Declaration

# Resources

- [Supervisor Safety Declaration Declaration Toolkit](#)

- Provides examples, tips & links to resources to assist you
- Aligns with Culture of Care, Safety Stand Down items & the HSEMS

## Culture of Care

### Supervisor Safety Declaration: Toolkit

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

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

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

# Resources

- [Frequently Asked Questions](#)

## Culture of Care Supervisor Safety Declaration: Frequently Asked Questions (FAQ)

### Why is this declaration being launched now?

The Culture of Care: U of A's Safety Action Plan identified an initiative to enhance supervisor's understanding and commitment to safety as part of the Buy-In and Organizational Alignment Pillar of the Hudson Safety Culture Model.

### Why was I emailed about the Supervisor's Safety Declaration?

PeopleSoft identifies you as being someone who has workers who directly report to you and automatically defines you as a "Supervisor."

### What is the definition of a "supervisor"?

The university uses the Alberta Occupational Health and Safety (OHS) Act to define who is a "supervisor".

Supervisors are individuals who have authority over a worker or charge of a worksite.

You may have been identified in PeopleSoft as having direct reports.

You may also have been designated by your PI or leader as being in charge of your work area when they are away or not always present.

### What is the definition of a "worksite"?

According to the Alberta OHS Act a worksite is a location where a worker is or is likely to be engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

### What does it mean that I'm a "supervisor"?

It means that you have an important role to ensure the safety of workers and obligations under the OHS Act and university policy. Ultimately, the university trusts you to exercise a duty of care to help workers be safe at work.

# Important Links

- [Supervisor Safety Declaration](#)
- [Acknowledgement Page](#)
- [Supervising Safely eLearning](#)
- [Supervisor Safety Declaration Toolkit](#)
- [FAQ](#)

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[Complete the Supervising Safely Course](#)

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# A CULTURE OF CARE

University of Alberta's  
Safety Action Plan  
2023-25

## Next Steps

1. Complete Supervising Safely eLearning by April 28, 2024
2. Review and sign the declaration by April 28, 2024
3. Monthly email reminders through January to March, weekly in April
4. System reports available to Faculty & Portfolio leaders to track progress
5. Annual renewal

*...Work together to enhance the Safety Culture at the U of A*

**Q & A**

# Leading with Purpose.



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