

DEFINING HEALTH & SAFETY MANDATES AND SERVICES

Key health and safety mandates and services have been mapped to stakeholder roles and responsibilities. A summary table of the results is below:

Safety Office Mandates/Services	Safety Office SME	Executives and Department Management	Supervisor /Principal Investigator	Health & Safety Coordinator
Establish and manage the health and safety management system, strategic objectives and operational activities	R, A	C	I	S, I
Develop, communicate and periodically review safety programs, standards and protocols	R, A	I	C	C, I
Manage OHS regulatory compliance, monitor external environment and legal requirements and plan for risks or opportunities	R, A	C, I	I	I
Manage institutional safety training framework for employees	R, A	I	I	S
Manage and deliver job-specific training, based on identified hazards	S	A	R	S
Manage safety training compliance	S	R, A	R	S
Manage OHS auditing and monitoring functions, performance reporting and continuous improvement	R, A	C	I	C
Manage and support research activities requiring licenses or permits under federal jurisdiction (biosafety, radiation, cannabis)	R, A	A	R	
Manage work-related incidents and illnesses	R, S	R, A, C	R	S, C, I
Conduct workplace inspections and other first line of assurance activities according to established University practice	S	A	R	R
Conduct second line of assurance inspections, audits and evaluations to ensure compliance and consistent application of programs, standards and best practices	R, A	C	I	I
Conduct, maintain and update work-specific/local risk assessments and maintain departmental Hazard Register	S, C	R, A	R	S, I
Manage Faculty or Department OHS activities and procedures based on established University practice	C	A	R, A	R, S
Manage hazards and risks associated with work under areas of supervision	C	A	R	S, C
Delegate, manage and communicate HSEMS responsibilities within the faculty, department and work areas	S	A, R	R	C, I
Escalate uncontrolled risks, incidents or issues to department/Faculty leadership and Safety Office	I	A, R	R	C
Maintain a chemical inventory program to support emergency personnel when responding to an incident	R	A, R	R	S
Oversee the Asbestos Management Program, including maintaining an inventory, providing education and coordinating asbestos assessment activities.	R, A	I	I	I
Safety Communication & Documentation	R, A	S, C, I	I	S, I
Lead emergency preparedness activities (Emergency Preparedness, Planning & Response)	R, A	R	R	S
Manage hazardous waste disposal, including chemical, biological and radioactive waste	R, A	I	R	I

Descriptions

R	Responsible - Assigned to complete the task or deliverable.
A	Accountable - Has final decision-making authority and accountability. Is ultimately answerable for the completion of the deliverable, and often the one who delegates the work to those responsible.
S	Support - Provides support during implementation. Resources that are allocated to those responsible.
C	Consulted - An adviser, stakeholder, or subject matter expert accountable for providing guidance based on functional expertise and experience, highlighting issues, and raising alternatives.
I	Informed - Must be informed after a decision or action. Involves only one-way communication.