

March 30, 2022  
Metabolic and CVD Lab,  
Li Ka Shing Centre UofA

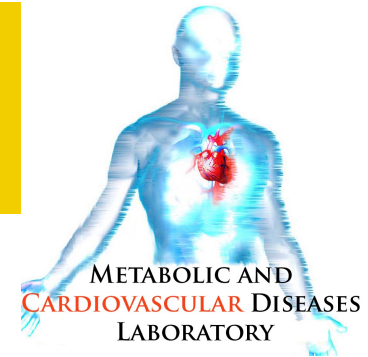
# Senior Leader/Unit Safety Stand Down Information Session



UNIVERSITY  
OF ALBERTA

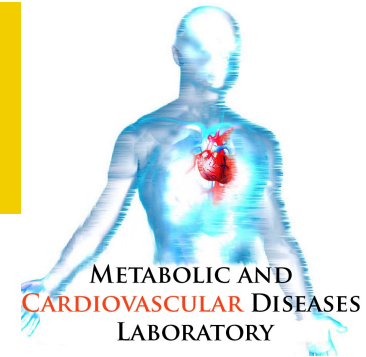


# Treaty Acknowledgement



The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

# Agenda

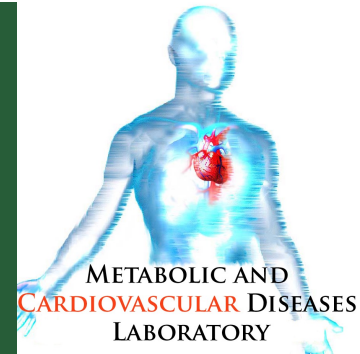


1. What are Safety Stand Down Meetings and who should conduct them?
2. Unit safety stand down meeting structure and requirements
3. Review of resources available to help groups
4. Initiating and Following up on Process
5. Questions

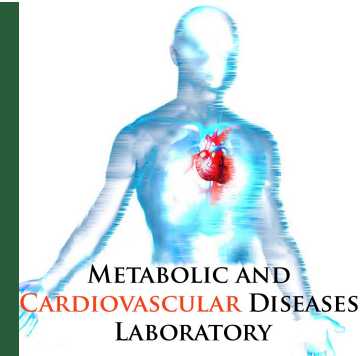
# Safety Stand Down Meetings

A safety stand down meeting is:

1. A proactive event to prevent work-related fatalities and injuries
1. An opportunity to:
  - a. confirm our shared health and safety responsibilities
  - b. talk specifically about safety and to reset expectations
  - c. Identify any gaps in safety practices and take corrective action
1. These meetings are about the need for the university to reset its health and safety practices



# Safety Stand Down Meetings

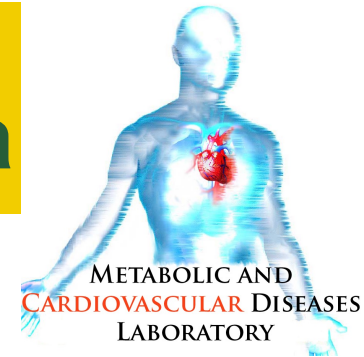


Who should conduct these meetings?

- Supervisors
- Managers
- Directors
- Principal Investigators

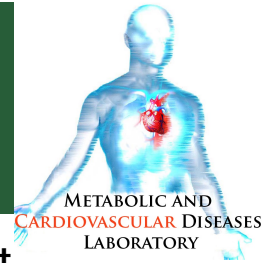
Will be dependent upon your work area.

# Sample: Unit safety stand down agenda



1. What is a safety stand down meeting
2. The university's seven stated commitments to safety
3. A supervisor's legislative responsibilities
4. The current state and recent incidents
5. Areas to be discussed today
6. Next Steps

# University Safety Commitment



The University has a stated commitment on safety - Now we must live it

Safe behaviour is the shared responsibility of all University of Alberta faculty, staff, students, contractors and visitors. It is a legal and ethical obligation that prevents injuries and illness, saves lives and contributes to a rewarding working, learning and living experience. As university leaders, supervisors, staff and students, we understand that we must work together to promote and sustain a culture of safety at the U of A.

## OUR SHARED COMMITMENT:

- We plan our work and learning so it can be done safely.
- We support psychologically safe working, learning and living environments that are free of harassment, bullying and intimidation.
- We ensure we have the necessary training, skills and tools to work and learn safely.
- We stop unsafe work, alert anyone in danger and act quickly to remedy hazardous conditions and behaviour.
- We report incidents, injuries and unsafe behaviour to improve working, learning and living environments and so that others can learn from our experiences.
- We listen to the safety concerns of others and respond respectfully and with a call to action.
- Above all, we understand that the primary responsibility for safe behaviour lies with each of us.

BILL FLANAGAN  
PRESIDENT AND VICE-CHANCELLOR  
UNIVERSITY OF ALBERTA

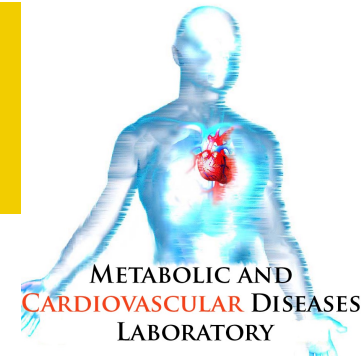
# Priority areas of safety to be discussed



- 1 Confirm any gaps in supervisory guidance on safety
- 2 Confirm that hazard assessments are complete and current
- 3 Confirm that training has been completed and workers have demonstrated competency
- 4 Confirm that emergency plans are in place and workers are trained to respond to an emergency
- 5 Commit to document any deficiencies in items 1 through 4 and to implement plans for corrective actions



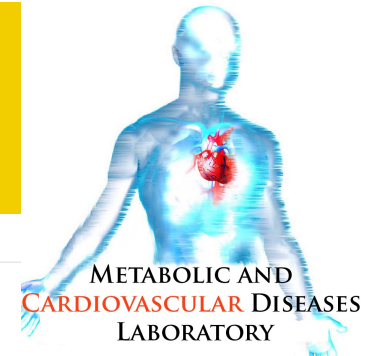
# Review of resources



- [Safety Stand Down Website](#)
  - Supervisors guide to running a successful stand down meeting
  - Safety stand down process and guide
  - Presentation template
  - Links to Google Forms

# Review of process and guide

- The [Process Guide](#) contains information on the questions that supervisors should be asking to determine if there are gaps in their area. It also talks about what compliance will look like for each of the four main topics.
- If the answers to these questions are “no”, there are gaps in this area.



## HAZARD ASSESSMENT AND MANAGEMENT

This element refers to both the legislative requirement to have hazard assessments available to a team, but also ensures team members are aware of the hazards they are working with. Questions include:

- Have hazard assessments been documented and are they current?
- Are hazard assessments reviewed as part of onboarding or training of new workers? (Note: For this exercise, the term “worker” may also include students, if applicable.)
- Are team members aware of how changing conditions may affect the hazard assessment?
- Are assessment of hazards built into development of new processes, or in experimental design?

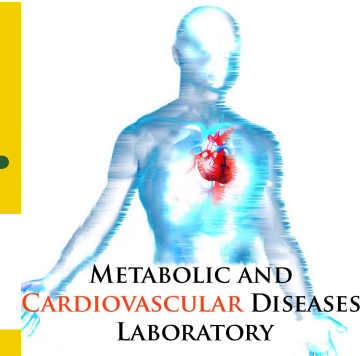
### *What does compliance look like?*

- Identification of hazards in a work site (i.e. ensure all hazards have been identified). All workers should be engaged in this process.
- Documented hazard assessments. These can be developed as part of a Job Hazard Analysis (JHA), or as task specific hazard assessments
- Regular review of hazard assessments, in team or group meetings.

### *Resources Available*

- [Hazard Management Instructions](#)
- [Hazard Assessment Web App \(HAWAP\)](#)
- [Hazard Assessment templates](#)

# Next Steps For Principal Investigators...



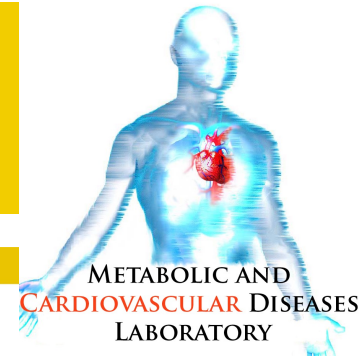
1

Units to complete google form # 1 no later than **Friday April 15** that the meeting has been held and whether deficiencies identified in the four core areas (health and safety supervision, hazard assessment, training, emergency preparedness)

2

Units to complete google form # 2 by **Friday May 13** to confirm any unit deficiencies have been corrected or plans with completion dates are in place to correct deficiencies

# Google Form #1 - Due April 15, 2022



- Google [Form](#) #1 asks:
  - Faculty, Department and Supervisor
  - Date Stand down meeting was held
  - [Were deficiencies identified](#) (yes/no)
  - Would you like HSE to follow up with you

**6 Questions + Location information**

Stand Down Meeting

When did your stand down meeting occur? \*

Date

2022-03-16

Have you identified potential deficiencies in supervision that require correction?

☒ Yes

☐ No

Clear selection

Have you identified potential deficiencies in hazard assessment and control that require correction?

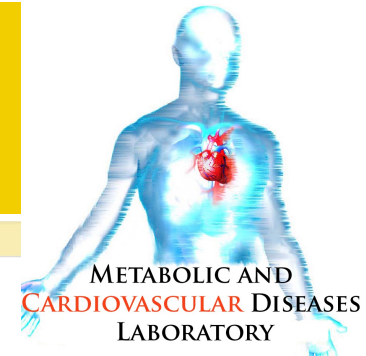
☒ Yes

☐ No

☐ Other: \_\_\_\_\_

Clear selection

# Google Form #2- Due May 13, 2022



- Google Form #2 asks:
  - Questions (yes/no) regarding compliance Safety stand down process and guide
  - If things aren't complete, what is the plan, and when is the anticipated completion date?

**19 questions + location information**

Section 5 of 12

### Hazard Assessment and Management

Description (optional)

Have all hazards in the worksite been identified? \*

☐ Yes

☐ No

Are hazard assessments available? \*

☐ Yes

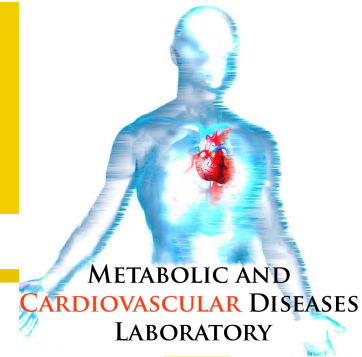
☐ No

Are all personnel aware of the hazards in the worksite and the contents of hazard assessments? \*

☐ Yes

☐ No

# Google Form #2- Due May 13, 2022



If more work is required, a description will be provided, along with a anticipated date of completion

Faculties/portfolios can gain access to the spreadsheet, or request a summary from HSE.

**Safety Stand Down Form 2 : Area Response**

mrooker@ualberta.ca (not shared) [Switch account](#)

**Hazard assessment and Management next steps**

Please describe the work in hazard assessment and management that require work in your area.

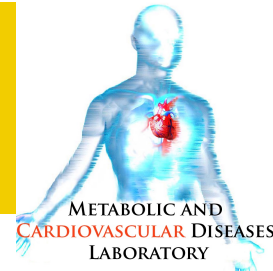
Your answer

What is the expected date of completion for this work?

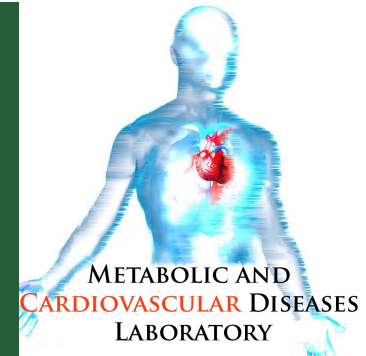
Date

yyyy-mm-dd

# Initiating and following up on the process



1. GMs/Chiefs of Staff to prepare the draft email (on resource website) to be distributed from Dean/VP to unit supervisors (AVPs, directors, chairs, PIs etc)
2. Implement a process that works for your faculty/portfolio
3. Follow up with reminders to ensure the safety stand downs were held
  - a. HSE can provide GMs/Chiefs of staff a summary report or access to the spreadsheet for both Google forms.
4. Remind supervisors of the April 15 deadline - follow up as required
5. Remind supervisors of the May 13 deadline - follow up as required
6. Ensure accountability mechanism in place to ensure corrective actions have been implemented



# Questions and Discussion