

## SAFETY DAY

### What is Safety Day?

Safety Day is one of the Culture of Care: Safety Action Plan initiatives that provides employees an opportunity to participate in a university-wide conversation on **safety**.

This one-day event will be facilitated by leaders and will contextualize the importance of safety within each respective work environment. Several activities have been planned:

- Safety Day Message from Dr. Verna Yiu, Provost and Vice-President (Academic) and Todd Gilchrist, Vice-President (University Services, Operations and Finance)
- Safety Self-Assessment (*Strongly Encouraged*)
- Safety Culture Keynote by Dr. Tracy Raivio, Vice-Provost and Dean (Faculty of Graduate & Postdoctoral Studies) at 1.30 PM
- Safety + Pastry Celebration (PAW Center VVC 2-605) at Noon
- Hidden Hazards team game + 3 Team Prize
- Neighbourhood Tabeing

**Moving Safety Forward!**

## SAFETY SELF-ASSESSMENT

This Safety Self-Assessment activity is intended for all groups, units and portfolios across the University of Alberta. This includes:

- administrative units,
- academic units,
- research groups,
- central university services,
- trades shops.

The Safety Self-Assessment should be led by unit or group supervisors and/or principal investigators.

The assessment will help focus on three areas identified as priorities for 2025 Safety Day under the Culture of Care: Safety Action Plan. The three priority areas include: 1) Hazard Management, 2) Psychological Safety and 3) Safety Culture.



## WHO IS A SUPERVISOR?

A supervisor is defined as a person who has charge of a worksite or authority over a worker. A worksite is defined as any place where work occurs.

*If you were required to complete the Supervising Safety Training*

Examples of U of A worksites include labs, offices, field research sites, construction sites, classrooms and more.

## CALL TO ACTION

As a supervisor you will be leading the Safety Self-Assessment conversation with your group. We recommend you to book a 45-minute team meeting on May 7, 2025. If you are unable to hold this conversation on May 7 the form will remain open till May 21.

We also encourage your team to participate actively in other [Safety Day](#) activities.

## SAFETY CONVERSATION

**During the Safety Self-Assessment, each supervisor is strongly recommended to lead a group conversation with their direct reports.**

*There are 2 customized versions of the form 1) for Administrative Environments, 2) for research, laboratory, workshop, trades environments.*

The Safety Self-Assessment activity will be conducted via a [Google form](#) that will help supervisors and principal investigators lead a series of conversations. Use the [form](#) questions as prompts to discuss your group's safety culture and identify 1) areas of success and 2) areas of opportunity.

You can then utilize the areas of opportunity identified to build an action plan to improve your group's health and safety practices. Areas in which you are performing well should be recognized as *strength(s)*.

It is recommended to spend about 45 minutes on this activity. To pace your conversation, a recommended time for each section of the activity will be provided.

Once completed submit the [form](#) with the most applicable responses and any identified action items.

## HOW TO PREPARE

**The Safety Self-Assessment is intended to be conducted with your group and does not require any preparation. Some examples of questions and assessments found on the [form](#) include:**

**Element 1: Assess Your Safety Practices** (Hazard Management + Emergency Preparedness + Incident Reporting)

Hazard assessments are the first step to assess risks in any activity, job, or task. This involves three stages: identifying, analyzing, and treating/mitigating hazards through a combination of controls.

Emergency Preparedness helps ensure your team is ready in case an activity or task does not go as planned. This will help you to respond in these situations, and recover as soon as possible while reducing impact to people.

**Element 2: Psychological Safety**

Everyone plays a significant role in creating and sustaining a healthy work environment. Understanding the impact you can have in the workplace is essential. Workplace psychological safety is demonstrated when workers feel they can ask questions, seek feedback, report mistakes or propose new ideas without fearing negative consequences.

You will lead an assessment on the Likert scale reading current practices and discuss opportunities.

**Element 3: Safety Culture Self Assessment**

The Hudson Model identifies five stages of an organization's safety culture ranging from a very poor safety culture, to a robust and consistent safety culture.

You will conduct a self-assessment of your group safety culture.