

Culture of Care

Leadership Commitment: Toolkit

As a senior leader at the University of Alberta, you committed to embrace safety as a core value through your signing of the [Culture of Care Leadership Commitment](#).

This toolkit will enable you to turn principles into meaningful action by leveraging the activities and resources associated with each of the commitment statements.

Principle	Action/Resources
We work safely and commit to:	
Accepting that the health, safety and well-being of our faculty, staff, students, contractors and visitors is a legal, moral, ethical, academic and operational imperative.	<input type="checkbox"/> Post the following in your faculty/portfolio: <ul style="list-style-type: none"> <input type="checkbox"/> President's Safety Commitment (French/English) <input type="checkbox"/> The Culture of Care Leadership Commitment
Integrating health, safety and well-being into all aspects of research, teaching and community engagement activities.	<input type="checkbox"/> Watch Safety at the University of Alberta . <input type="checkbox"/> Ensure that the Culture of Care Leadership Commitment principles are shared with new students, faculty and staff during the faculty/portfolio onboarding process.
Maintaining compliance with health and safety legislation and university policies and procedures.	<input type="checkbox"/> Read the Health, Safety and Environment Policy and Health, Safety and Environment Responsibilities . <input type="checkbox"/> Ensure you and your leadership team know your health and safety responsibilities by signing the Supervisors Safety Declaration.
We take responsibility for safety performance and commit to:	
Taking personal accountability and holding peer leaders and direct reports accountable for health, safety and well-being performance.	<input type="checkbox"/> Based on the HSE Dashboard results (under development), set health and safety goals for those leaders in your faculty/portfolio who report to you and include safety performance in their annual evaluations. <input type="checkbox"/> At your senior leader meetings: <ul style="list-style-type: none"> • Discuss major safety issues (i.e. reportable incidents, near misses, Stop Work Orders) as they arise and review the HSE Dashboard on a quarterly basis. • Include a health and safety moment and prepare a rotating schedule of presenters. <input type="checkbox"/> Familiarize yourself with your faculty/portfolio HSE Committee and connect with the chair to demonstrate your

	<p>support.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participate in planned HSE inspections and tour sites within your faculty/portfolio when there is a reportable incident or a Stop Work Order is issued to assess the site, understand what corrective actions are required and communicate your expectation about improving health and safety practices.
Participating in leadership initiatives and training that foster the improvement of health, safety and well-being across the university.	<ul style="list-style-type: none"> <input type="checkbox"/> Complete and ensure that all senior leaders/supervisors within your faculty/portfolio have completed mandatory health, safety and environment training. <input type="checkbox"/> Attend and encourage other senior leaders to attend the annual Safety Summit.
Resourcing, promoting and measuring health and safety performance.	<ul style="list-style-type: none"> <input type="checkbox"/> Leverage unit recognition programs to reward safety best practices and behaviours. <input type="checkbox"/> Ensure the HSE Dashboard (under development) is reviewed quarterly by your leadership team. Take action based on the results. Share the HSE Dashboard results with your faculty/portfolio. <input type="checkbox"/> Allocate staffing and other resources as needed in support of health and safety initiatives.

We champion safety and commit to:

Engaging faculty, staff, students, contractors and visitors in improving health, safety and well-being.	<ul style="list-style-type: none"> <input type="checkbox"/> Include a health and safety moment as a standing item at unit-wide meetings. <input type="checkbox"/> Demonstrate through actions that you are a safety champion. <input type="checkbox"/> Confirm the expectation of all leaders and supervisors in the unit that they need to fulfil the role of safety champions. <input type="checkbox"/> Encourage your staff, students and contractors to attend HSE health and safety webinars, symposiums etc.
Actively building and supporting environments that are safe, welcoming, diverse, inclusive, equitable and respectful for all faculty, staff, students, contractors and visitors.	<ul style="list-style-type: none"> <input type="checkbox"/> Act on what it means to be a safety champion. <input type="checkbox"/> Communicate your expectations around creating a safe and welcoming environment to your full team. <input type="checkbox"/> Act on the strategies within Braiding Past, Present and Future and the university's EDI initiatives.

