

COVID-19 Safety Plans: Guidelines for Reviewing and Resubmitting by Business Units

Revised January 2021

The COVID-19 Safety Plans for a specific business unit should be responsive to the dynamic and evolving safety environment. Each business unit is responsible for:

- Reviewing, revising, and implementing; and
- Resubmitting their Safety Plans **when significant changes have been made**

1. Review and revise Best practices for reviewing of Safety Plans, in part or whole, include the following:

- Ongoing, in response to feedback from staff and students
- Minor changes to implementation with evolving circumstances at work sites
- what is not considered significant – e.g. grammar changes

2. Resubmitting “triggers”

Should a significant change be identified or implemented as part of a review, and following HSS consultation, business units are required to re-submit to the RCT. Triggers include:

- Expansion of work into new locations / worksites
- Prior to commencement of new semester (e.g. update and resubmit for upcoming term if significantly changed)
- Employee/student numbers on site increase
- Changes to Government of Alberta direction regarding safety recommendations/requirements for Post-Secondary Institutions, Groups, Restaurants, Services, Regulatory colleges / bodies or other business activities
- After a COVID-19 significant incident, review the Safety Plan and revise to address the root cause / gap as necessary
- Upon direction from Executive or the COVID-19 Advisory Committee (CAC) which determines that updates to Safety Plans are required
- The addition of a new strategic objective which was not previously addressed in the CSP
- HSS advisory to resubmit, resulting from an investigation, advisory or similar rationale

3. Re-submitting process

When submitting (or resubmitting) a Safety Plan to HSS for consultation/review, please use the following filename convention in order to ensure that safety plans may be distinguish between iterations. Programs may choose to re-submit using tracked changes to highlight what was addressed.

Finalized and updated COVID-19 Safety Plans are to be submitted to the HSS. [HSS@nait.ca](mailto:HSS@nait.ca) with:

- Subject: COVID-19 Safety Plan – business unit/date of issue
- Subject: COVID-19 Safety Plan – business unit/date – for review.

Example: Safety Plan - Professional Meat Cutting and Merchandising 2020-07-01.docx

Table: Roles and Responsibilities

Business Units	HSS
<ul style="list-style-type: none"><li>- Responsible for the development, maintenance (i.e. review, revise, resubmit), operationalization and the implementation of Safety Plans for the given business unit.</li><li>- Monitor NAIT’s COVID-19 microsite for updates.</li><li>- Submit drafts of Safety Plans to HSS for review / consultation</li><li>- Submit finalized Safety Plans to HSS</li><li>- Resubmit Safety Plans as required by significant changes</li></ul>	<ul style="list-style-type: none"><li>- Review and provide consultation for the development of Safety Plans</li><li>- Safety consultation services for implementing controls</li><li>- Maintain a copy of finalized CSP from business unit, including updated submission</li></ul>