

Level 1 Hospitality Safety Leadership Certificate Checklist

Exclusive to the hotel industry in Alberta, the **Hospitality Safety Leadership Certificate** is designed to lead employers through the process of developing and implementing a health and safety management system and create a corporate safety culture that will improve the way they do business.

Requirements for each level build on the foundations of the previous levels. Certification is renewed annually, and maintenance requirements are listed on the application forms for each level.

Use the checklist below to help you prepare for what is required for your Level 1 application. Once all items are complete, email safety@ahla.ca to request your application.

- Health & Safety Leadership** training was completed by the current General Manager.
General Manager name: _____ Training date: _____
- Health & Safety Committees/Representatives** (HSC/R) training was completed by a worker representative or H&S Committee co-chairs (1 worker and 1 employer).
HSC/R name (worker level): _____ Training date: _____
HSC name (employer appointed): _____ Training date: _____
- Current copy of the **Alberta Occupational Health & Safety legislation** has been printed or downloaded.
Where legislation located: _____ Legislation date: _____
- Perception Survey** completed in the last 3 years.
Perception Survey completion date: _____
Total number of staff at the property: _____
Number of staff who completed the survey: _____

The following documents are completed and in place at the property:

- Health & safety committee/representative terms of reference

Please email the Alberta Hotel & Lodging Association at safety@ahla.ca to request your application.