

Level 4 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 4 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: _____
- Key employee(s) completed **Hazard Identification, Risk Assessment, and Control** seminar.
 Completed by: _____ Training date: _____
 Completed by: _____ Training date: _____
- Key employee(s) completed **Orientations and Training for Staff** online.
 Completed by: _____ Training date: _____
 Completed by: _____ Training date: _____
- Key employee(s) completed **Employer Information** seminar (WCB).
 Completed by: _____ Training date: _____
 Completed by: _____ Training date: _____

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- Key employee(s) completed **Emergency Response Planning** online.
Completed by: _____ Training date: _____
Completed by: _____ Training date: _____
- Key employee(s) completed **Harassment & Violence in the Workplace** online.
Completed by: _____ Training date: _____
Completed by: _____ Training date: _____
- Key employee(s) completed **Workplace Inspections** online.
Completed by: _____ Training date: _____
Completed by: _____ Training date: _____
- Key employee(s) completed **Other Parties in the Workplace** online.
Completed by: _____ Training date: _____
Completed by: _____ Training date: _____
- Key employee(s) completed **Incident Reporting & Investigation** seminar.
Completed by: _____ Training date: _____
Completed by: _____ Training date: _____
- Key employee(s) completed **OHS Management System Review and Maintenance** online.
Completed by: _____ Training date: _____
Completed by: _____ Training date: _____
- Key employee(s) completed **Return to Work (modified work)** seminar (WCB) (within the last 5 years).
Completed by: _____ Training date: _____
Completed by: _____ Training date: _____
- Key employee(s) completed **Psychological Injuries in the Workplace** seminar (WCB).
Completed by: _____ Training date: _____
Completed by: _____ Training date: _____

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

- Health & safety committee/representative terms of reference
- Completed formal hazard assessments (completed/reviewed within the last year)
- Formal hazard assessment review policy
- Site-specific hazard assessment policy & template
- Workplace inspections policy
- Property-specific inspection form(s) and report template(s)
- Emergency response policy
- Emergency response procedures
- Harassment policy
- Harassment procedures
- Violence policy
- Violence procedures
- System to evaluate, select and regularly monitor other parties at the worksite (contractors & self-employed persons)
- Orientations are given to other parties at the worksite (contractors & self-employed persons & visitors)
- Incident reporting and investigation policy(s)
- Incident reporting/ incident investigation procedures
- Incident report form
- Claims management policy
- Worker injury package
- Employer injury package

Orientation Checklist in place at the property and includes at minimum:

- 3 Rights (right to know, right to participate, right to refuse)
- Emergency response procedures
- Rules of enforcement
- Reporting of hazards, near misses, incidents, illnesses & work refusals

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