

Safety & Risk Management Policies and Procedures

Title: Health and Safety Policy

Date: August 2001, rev. August 2013

Goals: Develop and implement a comprehensive safety and risk management program that helps identify, evaluate and control risks to the University. Develop and implement a safety audit system to proactively evaluate and measure our effectiveness.

Policy: Southwestern University is committed to providing a safe and healthy campus living, learning and working environment. Faculty, staff, students, and contractors should adhere to the safety program requirements and practice the highest degree of concern for health and safety issues. It is our policy to promote and support the health and safety program in order to prevent occupational injury, illness and financial loss to our institution. Department Heads have the overall responsibility for the implementation, oversight, management and compliance with Health and Safety Policies/Programs in all facilities and operations under their control.

Mission Statement

- The safety and risk management office's mission is to serve the Southwestern University community and the public by building a proactive risk management program for the purpose of creating a safe living, learning and working environment.

Policy Responsibilities:

- The **Director of Campus Safety and Risk Management** is charged with the responsibility for the development, administration and auditing of our health and safety programs/policies.
 - Establish a vision for the continued growth and improvement of the Safety Program
 - Manage the University Accident and Injury Prevention Program
 - Provide health and safety consultation services and risk assessments to the campus community
 - Act as primary liaison to the University, Department Heads/Representative and outside regulatory agencies on health and safety issues
 - Assist Department Heads/Representative in implementing safety management systems to meet safety program requirements and provide evaluation of effectiveness and compliance (conducting audits)
 - Maintain professional development in regulatory law, occupational health and safety practices and safety management
- The **University Safety Committee** is charged with reviewing health and safety issues, assisting with the development/revision and implementation of departmental health and safety programs.
 - Act as liaison to division/department/group – provide 360 degree communication to division/department and committee
 - Review campus safety concerns and current safety/risk management issues
 - Form sub-committees to help develop and implement programs
 - Serve in an advisory role and report issues/progress and recommendations to Administration, Committee's and Councils
 - Provide visible safety oriented leadership across campus divisions
- **Administrators, Managers and Departmental Heads** (Staff/Faculty) are charged with the overall responsibility for the implementation, management, oversight and compliance with the Health and Safety Policy and Programs in all facilities and operations under their control. Department Heads are responsible to identify and keep abreast of safety programs that apply to each employee and ensure employee and departmental active participation in adhering to safety policies and programs.
 - Provide visible leadership and promote safety programs
 - Coordinate with Safety Office and act as central point person
 - Assign responsibilities to implement and oversee safety programs
 - Encourage active participation in safety programs and promptly address unsafe work behaviors
 - Ensure commitment to our Safety Policy and promptly follow-up with corrective actions identified (audits)
 - Build a safety partnership with the Safety and Risk Management Office.

- **Supervisors** are charged with ensuring that safety policies/programs are implemented and all components are followed by all employees under their control.
 - Be familiar with our health and safety programs, requirements and maintain compliance with all components of policies/programs
 - Identify potential hazards for each position and work task – ensure communication to each employee regarding hazards and methods to prevent injury/illness
 - Investigate accidents and correct unsafe behaviors and conditions
 - Add safety behavior as part of job performance evaluations and address unsafe work behaviors and actions as University policy violations
 - Correct unsafe behaviors/procedures – enforce safety policies/programs and personal protective equipment requirements.
 - Investigate and report all accidents and “ incidents “ using established reports and processes
 - Provide recognition and positive feedback for all employees who positively participate in safe work practices and for those that contribute safety ideas for improving our workplace
 - Ensure all employees participate in required safety training programs
 - Build a safety partnership with the Safety and Risk Management Office.

- **Employees** are charged with becoming familiar with and observing our safety policy and programs.
 - Help to identify and report safety hazards
 - Report all accidents and incidents immediately
 - Remind co-workers of safety issues and procedures
 - Follow and adhere to safe work practices, policies and programs
 - Maintain safety equipment in excellent condition

- **Faculty** are charged with becoming familiar with and observing our safety policy and programs.
 - Ensure that students are informed of and follow recognized safety policies/procedures – particularly for chemical and shop safety in the science and arts programs
 - Correct unsafe behaviors in classrooms and labs
 - Ensure compliance with applicable programs such as hazardous waste and hazard communication

- **Students** are charged with becoming familiar with and observing our safety policy and programs.
 - Become familiar with our emergency response plan.
 - Conduct activities in a safe manner with particular attention to fire safety issues
 - Follow safety procedures and practices in all areas with an emphasis in science labs and art studios[chemical usage]

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- **Contractors** are charged with conducting work in a safe and prudent manner, consistent with University safety policies and programs.
 - Provide a safe working environment for employees and campus personal working nearby.
 - Provide a site safety plan [when requested] to University Safety Officer
 - Correct identified/known safety hazards immediately
- **Visitors** are charged with following University safety policies and programs

Date:

Approved (signature and date):

Supervisor _____

Director of Physical Plant _____

AVP for Facilities _____

Vice President for Fiscal Affairs If needed _____

Copy:

All supervisors _____

Related crafts _____

Department Heads _____

VP's _____

President _____