

Safety Responsibilities

A. Executive Management - The President & Vice Presidents

1. Responsible for safety of all employees.
2. Assigns safety responsibilities and delegates authority required to implement the safety program.
3. Approves safety policies as formulated by the safety officer.
4. Participates in the safety program as recommended by the safety officer and committee (conducts safety tours, approves safety contracts, reviews and responds to safety reports, ensures safety awareness among key management personnel, evaluates safety programs, and reviews safety audits).

B. University Safety Officer

1. Develops and implements a comprehensive safety program which provides the following:
 - a. Regular reports of facility and equipment inspection
 - b. Investigation of employee job related accidents
 - c. Safety and training programs for supervisors, employees, faculty and students
2. Reports to the executive management on a quarterly basis concerning the status of Safety programs, concerns and problems
3. Maintains accident records.
4. Submits information requested by the Office of Risk Management of all losses.
5. Chairs the University Safety Committee.
6. Maintains current safety manual and distributes new safety information of the university.
7. Conducts educational activities.
8. Responsible for the overall safety program of the university.
9. Has primary responsibility for coordinating the safety operations of the university.
10. Checks for compliance with applicable safety laws and codes.

11. Communicates with building coordinators.

C. Facilities, Management and Campus Services

1. Serves as member of safety committee to ensure safe work conditions
2. Executes work orders promptly.
3. Maintains a regular maintenance schedule on all equipment and keep maintenance records.
4. Makes regularly scheduled inspections and keeps records of inspection.
5. Develops and implements a boiler/machinery preventative maintenance program.

D. Department Heads/Supervisors and/or Foremen

1. Implement safety programs within assigned areas.
2. Provide new employees with job safety requirements and procedures.
3. Enforce safety rules and work regulations within assigned area of responsibility
4. Set a good example through proper attitude, discussions, and observance of safety rules and regulations
5. Inspect work area for compliance with safe work practices and safety rules.
6. Obtain prompt first aid for the injured employees.
7. Report and investigates accidents and works with safety officer to determine cause and correct problem.
8. Hold and/or coordinates contact safety meetings.
9. Ensure that only trained employees operate equipment.
10. Provide protective clothing and equipment necessary to meet OSHA requirements.

E. Instructors

1. Advise students of safety rules, regulations, and standard operating procedures.
2. Ensure good housekeeping practices and strict adherence to lab and classroom safety requirements.

3. Serve as a good role model for students under their instruction.

F. Building Coordinators

1. Coordinate fire and emergency drills with the safety officer.
2. Report any potentially hazardous condition in building to Facilities and/or Safety office.
3. Insure that emergency numbers are posted on near telephones and throughout assigned building.

G. Safety Committee

1. Reviews written safety instructions and/or policies and makes recommendations for improvements.
2. Makes recommendations concerning reports summaries of incident/accident reports and other reports.
3. Promotes safety awareness to the entire campus community.

H. Employees

1. Work in accordance with accepted safety practices.
2. Report unsafe conditions and practices
3. Observe all safety rules and regulations
4. Make safety suggestions
5. Attend safety meetings and safety training as required