

Safety, Health, and Environmental Infraction Violation Procedure

If issues are not resolved to the satisfaction of the OSHS office, the immediate supervisor, or any superior supervisor, the following procedure will be used. All communications must be copied to OSHS office for verification and compliance.

1. Subsequent to verbal and written communication of the infraction to the responsible person, (student, staff, faculty member) and that person's refusal or failure to correct the safety or environmental infraction
 - a. A written notice will be posted (by OSHS office) at the site of the infraction stating the infraction.
 - b. A separate written notice will be communicated to the individual's supervisor, the supervisor's supervisor and the Human Resources Office.
 - c. A time limit for response of corrective action will be noted in each of these communications.
2. Supervisors will review steps required for a prompt and reasonable resolution to the infraction. Quick resolution for corrective action, correction plan, procedure alteration(s) will be proposed by the supervisors.
 - a. If the issue is not satisfactorily resolved to correct the infraction between the cited party and their immediate supervisor, then the supervisor's supervisor is responsible to resolve the issue in a prompt fashion.
 - b. An individual failing to correct safety, health, and environmental infractions will receive a written reprimand in their personnel file in Human Relations Office. Failure to comply with Safety, Health, and Environmental regulations can result in termination from the University.
 - c. Supervisors to compel corrective actions or halt activities which create a safety, health, and/or environmental infraction may:
 - Remove individuals from specific activities (labs, computer laboratories, machine shops, print shops, shops, photography units, creation of fire hazards, etc.) and/or suspend activities in these areas.
 - Freeze the use of funds (research in conjunction with Vice President for Research or others funds) associated with the infraction. The freezing of funds in any account for a safety violation will trigger notification of the Chief Financial Officer, the Sr. Vice President for Advancement and Marketing, and the Vice President for Research.
 - Remove the individual associated with the infractions from supervision of the activities.
 - Suspend and/or dismiss the individual associated with the infraction(s) from the university.
 - Remove space and/or equipment associated with the infractions(s) from the individual and/or the unit associated with the infraction.