

Implementation of Safety Program – 2002

Goal: To create a broader awareness and responsibility for safety and the environment (regulations) among the faculty, staff, students and administrators, resulting in an improved safety performance and a greater allocation of time for training, and resources for necessary corrective measures.

Principle: Reporting and feedback will follow the outlined responsibilities of each member of the university community as stated in the University Safety Manual.

Major Issues for 2002

1. Occupational Safety Health Services (OSHS) Audits

- a. Audits will occur in April and May
- b. Chair/director will provide to OSHS an update on the previous year (2001) issues and the corrective actions taken prior to the audit as a written response.
- c. Major Audit Issues:
 - Training and Education on Safety
 - Life Safety Issues
 - Environmental issues
 - Improvements from previous audit
- d. Safety Spot checks will be performed.
- e. Training records will be audited.
- f. Pressing life safety issues must be addressed immediately.

2. Reports:

All reports, audits and plans will be written and copied to OSHS office.

- a. OSHS will report major audit issues to the Chair or Director, Dean, appropriate Vice President or Provost, Presidential Committee on Safety and Environment.
- b. Audit results will be provided within 10 working days to the Chair/Director of the unit audited. The Chair/Director will convey this to the faculty and staff within 5 days.
- c. Chair or Director will provide a plan for implementing corrective actions within 2 weeks of receipt of the audit. Corrective Action plan will be submitted to the Dean, Vice President, or Provost.
- d. A reaudit within 60 days will provide a report on the corrective actions taken and other proposed long term actions. The reaudit report will follow the same responsibility reporting structure.
- e. Deans and Directors will submit a summative report of issues and corrective actions undertaken to the appropriate Vice President or Provost, for review and action with a copy to OSHS within 2 weeks of the reaudit.

3. Time line

- a. Audits will be performed in April and May
- b. Response to audit issue items will be provided by the chair or director within the timeline outlined above.
- c. Reaudits will occur in August and September.
- d. Deans and Vice Presidents will report on safety issues (corrected and planned corrections) to the Provost.
- e. The Provost or Vice President will respond to their units' actions and plans presented before the end of January, 2003. (This response will be assisted by the review of actions and plans by the University Safety Office).