

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).

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.