

## **2.0 ASSIGNMENT OF SAFETY RESPONSIBILITIES**

### **2.1 General Information and Personal Responsibility**

It is important for every individual to accept responsibility for his or her personal safety. All supervisors, department heads, and administrative staff are required to control and limit workplaces hazards in their respective areas. In this section, these responsibilities will be further defined.

Any employee who acts in an unsafe manner is a danger to himself and to others who work around him. Whenever hazardous job performance is discovered, corrective action should be taken. Area supervisors and, if necessary, administrators should be informed of these activities. Supervisors should counsel the employee and notify him or her of any unsafe acts. This consultation should be documented and kept in the employee's personnel file.

*Any employee who habitually acts in an unsafe manner is subject to reprimands, which may include termination of employment.*

### **2.2 The University President, Provost and Vice Presidents**

The University President is ultimately responsible for campus safety and security. The President also delegates authority among other administrators for safety related issues. Finally, the President reviews internal and external safety audits for ensuring University-wide compliance with state regulations.

The University Provost and Vice Presidents support the Environmental Health and Safety Director to develop safety programs and policies. Vice Presidents also provide authorization to use resources in support of these safety programs. Vice Presidents offer key leadership through their example in adapting safe practices for all of the employees who report to them.

### **2.3 Environmental Health and Safety Director**

The Environmental Health and Safety (EH &S) Director is primarily responsible for executing all safety policies for the University. This responsibility includes:

- Consultation with University administration on safety-related issues
- Organizing campus-based committees to support safety programs
- Coordinating building safety inspections and area safety meetings
- Investigating accidents and incidents
- Analyzing University jobs to make them safer
- Assuring that safety related regulations are enforced
- Facilitating the University hazardous materials (HAZMAT) program

- Working with response personnel in emergency preparedness activities

The EH & S Director implements all University occupational safety training programs. The EH & S Director serves as the liaison between the University and outside state agencies with regard to safety matters. Finally, it is objective of the EH & S Director to teach good safe thinking practices to all employees.

#### **2.4 Deans and Directors**

University Deans and Directors are the focal point in adapting safety awareness and consciousness throughout the campus. They are responsible for appointing Departmental Safety Coordinators (DSC – see section 2.6) and must make sure that safety is integrated into their departmental activities. They are also required to oversee employee occupational training. Specifically, Deans and Directors should verify that all employees under their supervision understand any risks associated with their jobs. Deans and Directors may be asked to participate in accident investigations.

In areas with high-risk jobs, or where job safety analysis is required, Deans and Directors should understand these occupations and the safety procedures that apply to them. This is necessary in order to minimize hazards and incidents. Deans and Directors must ensure that all documentation associated with the University safety program is completed in a professional and prompt manner. Unless otherwise arraigned, the EH & S Director will correspond directly with all Deans and Directors in regard to safety matters.

#### **2.5 Assistant Director, Environmental Health and Safety**

The Assistant Environmental Health and Safety Director (AEH&S) is responsible for supporting the EH&S Director in all facets of the office. Because of the high-risk exposure to the Facilities Management Department, the AEH&S manages its safety. This person works directly under the EH & S Director and provides assistance to other Facility Management areas for maintaining and operating industrial equipment. The AEH&S facilitates safety training for all University employees.

The AEH&S communicates with State and local fire officials in maintaining fire alarm and extinguishing systems throughout the campus. This person is also responsible for ensuring that all fire safety systems on campus are inspected regularly as per the State Life Safety Codes. The AEH&S is responsible for coordinating University fire drill proceedings. University facility improvement and construction projects utilize the AEH&S in complying with any related infrastructure requirements.

#### **2.6 Departmental Safety Coordinators**

Deans and Directors appoint Departmental Safety Coordinators (DSC) to help facilitate the policies and regulations set forth in this manual. The DSC is someone who the Dean or Director trusts to handle these tasks responsibly and in a timely manner. Typically,

one DSC should be appointed for each building on campus. However, in some areas where exposure to hazards is high, more than one person may be required. For example, it may be necessary to appoint one DSC to perform area safety inspections and another to conduct safety meetings. The delegation of these responsibilities is determined by the University administration (see sections 2.1, 2.2, and 2.4).

Specific responsibilities for a DSC can include:

- Conducting quarterly building and area safety inspections for the purpose of identifying any type of hazard (see section 3)
- Conducting quarterly area safety meetings for personnel especially personnel with high-risk occupations (see section 6)
- Participating in area employee safety training classes (see section 7)
- Facilitating all documentation as required in this policy for inspections, meetings, training, and other administrative duties
- Coordinate hazardous materials activities such as disposal, containment, and spillage recovery (see section 11)
- Participate in accident investigations including reporting procedures (see section 4)

The DSC should be someone who is experienced in the department's day-to-day operations. This person must understand which components of his or her department is most susceptible to accidents. To do this, the DSC should be familiar with the operation of equipment and facilities within his or her area. The DSC should have good communication skills. Training for DSC personnel shall be arranged by the EH & S Director (see section 7.3). DSC personnel are appointed or reappointed by their dean or director at the beginning of each academic year (usually in the beginning of August).

## **2.7 Supervisors, Maintenance Foreman, and Lab Managers**

These persons are a key component in enforcing safety policy because they have regular interaction with all employees. Supervisors and Maintenance Foremen serve as the liaison between administration and campus employees. They should be able to easily identify workers who act carelessly or who have a tendency to be involved in unsafe acts. Once identified, Supervisors and Maintenance Foreman should initiate corrective action and notify their respective administration or directors for long-term solutions. The primary purpose of this responsibility is to incorporate safe ethics throughout the workplace.

Lab Managers share similar responsibilities with Supervisors and Maintenance Foremen concerning any employees or students who work under them. However, because of the inherited danger associated with scientific experimental apparatus, Lab Managers should also ensure that the facilities they manage are free of hazards. Most of this equipment is very technical in nature, and can be difficult to identify dangerous conditions. Lab Managers must be familiar with equipment operating instructions and pay special

attention to any safety warnings or documentation. If such equipment requires special labeling, Lab Managers should make sure this information is easily visible to all operators (see section 10 for more details). Also, if the laboratory utilizes chemicals, the Lab Manager must be familiar with the laboratory's Chemical Hygiene Plan (see section 11).

## **2.8 University Employees**

Every University employee and student is responsible for his or her own personal safety. No task performed at the University is worth getting hurt. Particularly, campus employees should be familiar with their personal workspaces and ensure that they are utilized professionally and effectively. They should pay attention to spillage and assure good housekeeping practices with respect to cleanliness and tidiness.

Additionally, campus employees should understand the building layout in which they work – specifically any information related to emergency preparedness. Information about building safety shall be available to each employee. This information will include a floor plan of the specific building identifying the location of all applicable fire systems and emergency evacuation routes (see section 1.5). Finally, employees must be alert and conscientious of unsafe working conditions. When discovered, these conditions should be reported to a supervisor so that corrective action can be initiated.

## **2.9 Campus Safety Committees**

In order for this program to develop professionally, it is necessary for the University to form several safety committees. University committees that relate to matters of safety include:

- General Safety Committee
- Violence-Free Workplace Committee
- Radiation Safety Committee
- Hurricane Preparedness Committee/Emergency Response Team
- Institutional Biosafety Committee
- Insurance Committee

The EH & S Director serves on each of these committees. Employees with regular exposure to hazards should be encouraged to join these committees. Each committee meets at least once yearly. Committee meeting agendas should include review and revision of any applicable policies, discussion of recent accidents and the investigation that followed (if applicable), hazardous areas of concern within the campus, and safety-related training ideas for all employees.