

## **1100.1 Safety**

To be consistent with the university goals concerning personal and campus safety, it is Facilities Management's desire to foster an environment, which safeguards the health and safety of our employees. Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. All employees' evaluations include a factor rating their performance in safety. As resource managers, all work unit leaders and supervisors are expected to establish proper procedures, encourage and enforce this expectation, as well as set an appropriate example.

A Safety Committee has also been established to assist in providing a safe and healthful work environment for employees, customers, and visitors and to facilitate effective communication between employees and management about workplace safety and health issues. The Safety Committee has responsibility for recommending safety issues for the safety program as well as maintaining and updating the Safety Manual. Supervisors have responsibility for implementing, administering, monitoring, and evaluating the safety program.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to their supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action. Flagrant or repetitive violations concerning personal and campus safety may result in corrective and/or disciplinary action as follows.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of a member of the Safety Team. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefit procedures.