1. PURPOSE

This document establishes a safety policy designed to promote, create and maintain a safe and secure university environment.

2. POLICY

2.1. The university will provide employees and students with a safe university environment.

2.2. The university will comply with applicable safety regulations.

2.3. The university will work with each division or college to promote a safe and secure university environment.

2.4. Employees will strive to be aware of the potential hazards in their work areas.

2.5. Students will strive to be aware of the potential hazards in their classrooms, laboratories and residential environments.

2.6. No employment objective or research objective is so important that it will be pursued at the expense of safety.

2.7. Each employee and student has the responsibility to prevent accidents and injuries by observing established operating rules.

2.8. Employees will follow the directions of their supervisors and practice the principles taught in safety training.

2.9. Students who participate in laboratory activities will use appropriate required personal protective equipment and safety instruments and/or tools (e.g., eye protection).

2.10. Contractors performing work on university property will be required to comply with safety rules established by the university’s safety office and applicable regulations.
2.11. The university safety officer will identify potential and actual dangers and will work with the appropriate university departments to minimize them.

3. PROCEDURES

3.1. The university safety officer will maintain an occupational and physical safety plan.

3.2. The department hiring the contractors will ensure that contractors working on campus comply with university safety rules.

3.3. The university safety officer will work with the administration to develop in-house safety programs.

3.4. The university safety officer will monitor federal and state rules and regulations to evaluate their effect on the university from a safety perspective.

3.5. The university safety officer will coordinate during emergencies the provision of services with local fire departments and emergency teams.

3.6. The university safety officer will identify and make appropriate efforts to correct unsafe conditions which exist.

3.7. A safety brochure will be provided by the university's safety officer to each employee and given to each new employee during orientation.

3.8. Fire and Physical Safety training will be a functional part of the safety program.

3.9. The university safety officer will prepare reports regarding safety matters to be presented to the Chief Operating Officer.

4. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operating Officer

Review: Every three years, on or before June 1
5. APPROVAL

Approved: [Signature]

Chief Operating Officer

[Signature]

President

06/24/09

Date of President’s Approval