Responsibilities for Safety

Faculty members in a teaching and/or supervisory role, supervisors, and forepersons are responsible to the chair, director, or department head for implementing and carrying out the following responsibilities for the department head.

Responsibilities of supervisory personnel can be delegated only with specific approval of the department head. Environmental Health and Safety provides training, information, interpretation, and assistance.

1. Provide for training of employees and students before allowing them to work at any hazardous task.
2. Enforce the required use of personal protective equipment.
3. Where appropriate, provide written procedures regarding safe operation and emergencies for specific tasks or equipment.
4. Provide appropriate signs relating to specific departmental activities and procedures.
5. Review accidents and occupational illnesses and send completed reports to the Environmental Health and Safety office.

Responsibilities for Safety

Chairs, department heads or center directors have the following responsibilities:

1. Provide an overall safe place for faculty, staff, and students within the unit’s facilities.
2. When correction of safety-related items or activities is beyond a department’s purview, make written recommendations to the appropriate dean, Provost, or vice president who will review the issue posed. The Environmental Health and Safety office is to be notified of these safety-related items.
3. Annually review tasks to determine that appropriate safety issues, including safety equipment, are addressed. Refer issues as described in item 2.
4. Ensure that appropriate safety and operational procedures and records are prepared and disseminated.
5. Ensure that employees and students are trained in safety procedures, including new employee safety and health orientations.
6. Ensure that an audit is conducted on an annual basis following a standard checklist provided by the Environmental Health and Safety office. The audit is conducted quarterly in all units where personal protective equipment is used.
7. Document to employee files incidences of noncompliance with departmental, environmental, safety and health rules, policies and procedures.
8. Obtain specific items, such as first aid kits, or provide information, such as chemical inventories, as requested in the general or specific safety programs.

Safety and Health Information for Supervisors

Including: Faculty in Teaching or Supervisory Roles, Chairs, and Department Heads

All University faculty, staff, exempt professionals and student employees are required to comply with occupational safety and health regulations that apply to their actions and conduct on the job.

As a person in a supervisory role, you have additional responsibilities. Contact the Environmental Health and Safety office for assistance.

Abstracted from the Policies and Responsibilities Section (3) of the Western Safety Information Book
What You Need To Know

State, federal, and University occupational safety and health regulations require you to:

- Report work-related illness or injury
- Assure the availability of first aid trained personnel and first aid kits, as appropriate
- Establish safety orientation programs for new employees
- Provide and assure the use of appropriate machine guarding safety devices
- Provide and assure the use of personal protective equipment, such as gloves, goggles, hearing protectors, respirators, etc.
- Establish fire prevention and emergency evacuation plans
- Assuring safe storage and handling of hazardous materials
- Provide information and training to employees about hazardous chemicals at work
- Control employee exposure to harmful agents such as toxic substances, carcinogens, flammables, and explosives
- Control employee exposure to harmful environments, such as high noise areas or confined space

A Central Health and Safety Committee and University safety bulletin boards have been established. Unit safety committees and safety boards may be created but are not required.

What You Need To Do

- Encourage employees to report accidents, incidents, and unsafe conditions to you.
- Report all accidents or incidents on the Accidental Illness or Occupational Injury form or the Incident/Potential Hazard form (available from the Environmental Health and Safety office).
- Determine what health and safety training is required for you and for others in your unit. Make sure all training is current and includes information on the particular hazards of a job. Training is available through the Environmental Health and Safety office on hazard communication, first aid, laboratory safety, fire safety and more.
- Set a good example. Follow safety regulations yourself.
- Provide required safety devices, safeguards, personal protective equipment and clothing. This includes equipment covers to reduce noise to acceptable levels, guards on moving parts of machinery, gloves, goggles, hard hats, hearing protectors, etc.
- Assure that periodic audits are conducted for areas under your supervision to identify and correct unsafe conditions or practices.
- Investigate all accidents whether or not an injury is involved to discover potential problems and apply preventive measures for the future.

What You Need To Do

- Remember the goal of accident investigation is to determine cause and prevention, not to establish blame. Employees should not feel threatened by accident investigations.
- Conduct safety orientation sessions for each new or reassigned employee. An employee safety orientation checklist is available to help you design your safety orientation program.

Assistance

The Environmental Health and Safety (EHS) office is available to advise and assist you in developing safety programs. Please call at X3064 or contact Environmental Studies 72.

The EHS office manages worker compensation claims. Call for assistance if an employee is injured or becomes ill on the job. You may be asked to verify information about the accident or illness and to discuss employee return-to-work procedures.