

## University of Wisconsin-Eau Claire Safety Policy

### **POLICY STATEMENT:**

The intent of this policy is to create a Safety Culture on campus which propels the University of Wisconsin-Eau Claire (UWEC) to be a world-class leader in safety, and to be in compliance with UW policy 1230 and state statute 36.115(4). UWEC is committed to maintaining and promoting a safe, healthy, and injury-free environment to all employees, contractors, students, and guests. It is imperative that everyone on campus provide a positive contribution to the safety of our campus. No task is so important and no service so urgent that it cannot be done safely. Safety is a vital part of the education process and a critical component to the total education provided to our students in accordance with UWEC's mission.

### **GOAL:**

The goal of this policy is to ensure safety is a cultural norm on our campus. Leaders at all levels will champion safety in their respective area. Every successful safety program is visible and requires active participation by all.

### **RESPONSIBILITY and ACCOUNTABILITY**

#### **1. Chancellor**

The chancellor has ultimate responsibility for the health and safety of all employees, contractors, students, and guests within the university's community. The university will not accept injuries as an acceptable or normal part of campus life.

#### **2. University Administration**

All Vice Chancellors, Deans, Directors and Department Chairs will:

- a. Ensure that facilities and equipment provided meet requirements for a safe environment for activities being conducted or modify those activities accordingly to ensure compliance with applicable rules, regulations, and standards;
- b. Ensure individuals under their management have the authority and support to implement safety, health, and environmental policies, practices, and programs;
- c. Ensure areas under their management are in compliance with university, state, and federal environmental health and safety policies, practices, and programs;
- d. Establish procedures to implement department policies (i.e. policy approval); and,
- e. Establish procedures for dissemination of policies and other safety-related information (safety policies).

### 3. Human Resources

Human Resources plays a critical role in the overall campus safety program. Human Resources will:

- a. Ensure that the commitment and the importance of safety is communicated to each employee;
- b. Incorporate safety into each annual performance review process;
- c. Understand safety rules are workplace expectations, especially in regards to counseling supervisors on noncompliance safety matters;
- d. Ensure that employees are accountable for their actions in accordance with UWS workplace expectations policy; and,
- e. Partner with Risk Management & Safety in the implementation of UWEC's Workers Compensation, Return to Work, and Pre-Employment Screening programs.

### 4. Risk Management & Safety

The Director of Risk Management & Safety is the University's Occupational Health and Safety Coordinator. As such, the department of Risk Management and Safety will:

- a. Develop and approve campus-wide safety and health policies in order to achieve compliance with regulatory agencies, system policies, and best safety practices;
- b. Provide safety and occupational health technical services;
- c. Monitor the effectiveness of safety and occupational health programs throughout the campus;
- d. Investigate identified hazards and implement corrective actions;
- e. Facilitate a campus-wide safety committee which includes representatives from the student body and other departments and organizations on campus;
- f. Provide training materials, assistance, and programs on safe work practices and maintain documentation of safety training;
- g. Consult with employees and supervisors about safety and health topics; and,
- h. Disseminate information to the university community on legal requirements of appropriate federal, state, and university rules and regulations.

## 5. Faculty and Staff

Each Faculty and Staff member must maintain a safety mindset. All employees will:

- a. Participate in mandated safety trainings and drills;
- b. Properly use university-supplied materials and equipment;
- c. Use good judgment in carrying out work assignments and follow established procedures;
- d. Promptly report unsafe conditions and hazards as well as injuries and illnesses to the supervisor or director. This includes reporting work-related incidents or injuries within 24 hours to the workers compensation administrator in Human Resources;
- e. Adhere to federal, state, and university safety requirements and guidelines; and,
- f. Acknowledge that disregard or chronic negligence of established policies and procedures may result in disciplinary actions

## 6. Students

Each Student should:

- a. Implement the Blugold Code with Respect for Self and Respect for Others by maintaining a safety mindset and ensuring the Student's actions are safe for themselves and for others;
- b. Participate in safety trainings and drills;
- c. Properly use university-supplied materials and equipment;
- d. Follow established procedures and University policy and ask questions of Faculty and Staff if unsure of the correct procedure;
- e. Promptly report unsafe conditions and hazards as well as injuries and illnesses to Faculty or Staff; and,
- f. Adhere to federal, state, and university safety requirements and guidelines.

## EMPLOYEE INVOLVEMENT

All employees, contractors, students, and guests are encouraged to report non-emergency safety concerns via email to [safety@uwec.edu](mailto:safety@uwec.edu). Emergency concerns should be reported to 911. Leaders will ensure there are avenues for campus-wide involvement in safety and health decision-making and problem-solving. These avenues may include serving on committees and ad-hoc problem-solving groups, acting as safety observers, assisting in training, analyzing hazards inherent in site jobs, and developing controls for identified hazards.

## WORKSITE ANALYSIS

The Campus Safety Committee will review near misses, first aid incidents, entries on the OSHA 300 Log, and reports of hazards to determine if any pattern exists that can be addressed. The results of this analysis will be considered in setting the goal, objectives, and action plans for the next year.

## REGULATORY COMPLIANCE

UWEC will ensure compliance with all applicable state, federal, and UW System regulations and laws. To the highest degree practical, UWEC will endeavor to exceed safety standards and not aim to merely achieve minimum safety requirements.

## HAZARD PREVENTION AND CONTROL

Leaders will use a multi-prong approach to protect employees, contractors, students, and guests from safety issues. Control measures should include the following:

1. Hazards will be mitigated when feasible, such as replacing a hazardous chemical with a less hazardous chemical;
2. Barriers will protect persons from the hazard, such as machine guards and personal protective equipment (PPE); and,
3. Exposure to hazards will be controlled through administrative procedures, such as more frequent breaks and job rotation.

Visitors on university property, including contractors, are expected to adhere to all federal, state, and university rules and regulations. If a violation does occur the visitor shall be corrected on the violation. If the violation persists, the offender may be escorted off of the university grounds or project.

## TRAINING

UWEC's safety training program includes, at a minimum, the following elements:

- Identification of employees or jobs to which the training is targeted;
- A new employee safety orientation process, including employees changing work responsibilities, transferring locations, contract employees, limited term employees, and volunteers;
- Documentation containing the following information: Title of training, date of training, trainer's name, syllabus including a list of all training aids, handouts, tests, etc., and attendance verification; and,
- Retraining if hazards change or evacuation routes are altered due to construction

## SAFETY PERFORMANCE

UW-Eau Claire will ensure key responsibilities and tasks for implementing the safety plan are assigned and progress toward completion is monitored. All employees will have periodic reviews, at least annually, of their safety performance and will be coached on how to improve safety performance. Barriers to individual safety performance will be identified and a plan developed to remove the barrier.

## PROMOTING SAFETY

UWEC will establish and maintain safety communications to employees containing important safety-related information such as identification of hazards and general safety information. Safety communications should be easy to read or understand and guide safe actions. Departments should ensure safety is part of group meetings to emphasize safety precautions or positively promote safety.