

# **SAFETY AND ENVIRONMENTAL RESPONSIBILITIES**

## **A. Chancellor**

As chief administrator, the Chancellor is responsible for overall direction of the campus safety and environmental program. The chancellor is responsible for establishing policies, assuring that implementation of the policies are facilitated through appropriated resources, and that rules and procedures therein are adhered to by all university personnel and students. The chancellor may delegate certain safety and environmental responsibilities to appropriate levels within the university community.

## **B. Vice-Chancellors, Directors, Deans, and Division/Department Heads & Other Supervisors**

As key administrative elements in the organization of the campus community, Vice-Chancellors, Directors, Deans, and Division/Department Heads and other supervisors implement safety and environmental programs within their respective organizations and assure that implementation and enforcement is in place for all such programs. Other responsibilities include:

1. Have a working knowledge of all safety principles and safety rules applicable to their area of responsibility.
2. Assist with the immediate investigation of all accidents resulting in personal injury to personnel for whom they are responsible and submit a report of the findings, utilizing the "DA 2000 and DA 3000" form.
3. Cooperate with the University Safety Committee when called upon to do so.
4. Promote good housekeeping and proper safety performance.
5. Ensure that employees are trained in the proper use and maintenance of supplied safety equipment, including personal protective equipment and supplied with same.
6. Ensure that the proper tools and equipment are selected for the job and are used correctly.

## **C. Employees, Faculty, Students and Visitors**

1. Obey safety and environmental rules and regulations
2. Report to appropriate authorities any unsafe conditions and procedures.
3. Refrain from actions which could cause injury or damage to property due to their lack of training, their condition, or the condition of the equipment.
4. Look out for their coworkers and others to warn/stop actions on their part which could cause injury or property damage.

#### D. Campus Safety Director

1. Directs the implementation of the University Occupational and Environmental Safety Program.
2. Develops and/or makes recommendations for safety/environmental policies as needed.
3. Serves as Chairman of the University Safety Committee and member of the Emergency Response Team.
4. Serves as the coordinator for federal, state, and local agencies regarding occupational and environmental safety matters.
5. Serves as the coordinator for insurance carriers regarding occupational and environmental safety matters.
6. Make safety/environmental inspections when deemed necessary by virtue of accident frequency and/or obvious hazards.
7. Coordinates, along with Superintendent of Physical Plant, Fire Marshal interface for the campus.
8. Coordinates the campus safety and environmental training program.

#### E. University Safety Committee

The University Safety Committee shall assist the Safety Director in reviewing safety problems, developing means and methods for resolving the problems and in developing the necessary procedures for placing the acceptable means into effect. Specifically, the Safety Committee shall:

1. Assist in developing safety education/training programs designed to create and maintain an interest in job safety.
2. Review reports of serious accidents or fires.
3. Provide suggestions and recommendations to correct hazardous conditions and/or unsafe work practices.
4. Recommend those changes to existing practices or new practices to maximize protection for campus safety and environment.
5. Recommend physical or structural alterations required to eliminate or control hazards.
6. Assist Building Supervisors with quarterly Building Inspections.