



Safety and Risk Management

Safety responsibilities

Faculty, Employees, Volunteers, and Students: Faculty, employees, volunteers, and students should be aware of all departmental safety procedures. They should report accidents, injuries, or unsafe conditions either to the supervisor or the appropriate university office.

Patients and Visitors: Patients and visitors are responsible for following all posted safety regulations and the directives of authorized personnel in matters pertaining to safety.

Supervisors:

Supervisors play the major role in providing a safe environment for students, patients, visitors, and employees. By definition, anyone who has responsibility to direct, power to control, or authority to hire, transfer, suspend, layoff, recall, promote, assign, reward, discipline, and respond to grievances or to effectively recommend such actions is considered a supervisor. All individuals who are employed in a supervisory capacity are responsible for:

- Being thoroughly familiar with and practicing the safety policies and procedures related to their area.
- Identifying the need for and developing procedures designed to enhance safe working practices and reduce the incidence of employee injuries.
- Ensuring that all employees are trained in the safe performance of assigned tasks and that appropriate safety equipment available and is utilized.
- Enforcing safety policies and procedures for their area either by counseling employees who fail to follow safety procedures and/or by taking disciplinary actions as set forth in the university "Standards of Conduct".
- Submitting Workers' Compensation Accident Reports and Physician Selection Forms as required.
- Conducting periodic inspections of the work area to identify hazardous conditions.
- Reporting dangerous or potentially dangerous situations to appropriate university safety staff for corrective actions.
- Measuring the extent the employee follows established safety practices or correcting the employee's unsafe work practices on the job.
- Assessing workplace hazards and completing a job hazard assessment for each job title within the unit.

Faculty and Staff Liability:

Recent court decisions have established that the faculty and staff of an institution may be personally and legally liable for the accidents of students and employees under their supervision, if the accident results from their negligence, or if the accident causes personal injury or property loss. Liability may also arise from the failure of a superior to adequately supervise a subordinate or failure to establish and implement proper rules of conduct for the unit.



Safety and Risk Management

All personnel should be aware of the fact that they may be liable not only for their own acts or failures to act, but in many cases may be personally responsible for the acts or failure to act of others under their supervision.

Employees who are injured at work as a result of failure to use safety equipment or otherwise fail to comply with safety policies and procedures, may not be eligible for workers' compensation. In addition, classified and other university employees violating the university's safety policies/procedures may be disciplined under the state's Standards of Conduct, which could result in suspension or termination from employment.