

SAFETY RESPONSIBILITIES

Final responsibility for the comprehensive accident prevention and control program rests with management. Management must provide direction for the program by establishing achievable goals along with planning and organization of guidelines and procedures that determine accountability. The following list assigns responsibilities for the variety of positions at Northwestern State University (note that these responsibilities are not all inclusive):

The President and Vice Presidents:

1. Responsible for the comprehensive safety program.
2. Determine and provides funding to eliminate unsafe conditions and provide personal protection to the employee.
3. Coordinates safety policy in accordance with recommendations by the safety committee.
4. Actively participates in the implementation of the safety program by review and response to reports, inspections, and audits; assuring contracts for projects are timely and directed to the most efficient and economical solutions of the problems at hand; and takes a leadership role in application of goals set for the program.

Deans and/or Vice Presidents:

1. Appoint a safety officer within their department/areas with duties, functions, and responsibilities as detailed under "Safety Officer".
2. Ensure that monthly self-inspections in their areas of responsibility are conducted, utilizing the appropriate inspection form as detailed in the "Inspections" portion of this manual.
3. Ensure that all of their employees are reporting all accidents to University Police and the Environmental Health & Safety Office

Environmental Health & Safety Officer:

1. Develops and implements a comprehensive environmental health and safety program with the intent of providing a safe and healthful workplace and campus, with the approval of the appropriate Vice President and President.
2. Completes any initial Worker's Compensation paperwork and forwards the information to the proper office.
3. Reviews and recommends changes or amendments to the safety plan periodically.
4. Recommends necessary actions by department heads in complying with requirements and regulations.

The University Safety Committee:

1. Shall assist the EHS Officer in reviewing safety problems, developing means and methods for resolving the problems and developing procedures for placing acceptable means into effect.
2. Assist the EHS Officer in developing safety education/training programs designed to create and maintain an interest in job safety.
3. Review reports of serious accidents and/or fires.
4. Develop suggestions and recommendations for the correction of hazardous acts, working conditions, and/or unsafe practices.
5. Review and make recommendations to revise as necessary, any new or existing policies to minimize unsafe acts or procedures.

Physical Plant Management:

1. Prioritizes work orders and projects submitted for correction of unsafe conditions and resulting from all safety inspections.
2. Establishes and maintains a schedule and recording procedure for an all-inclusive preventive maintenance program for all systems, equipment and vehicles.
3. Provides funding for all aspects of Physical Plant employees training. This includes travel and course fees for training associated with the employee's job duties.
4. Fully complies with all requirements set forth in the Office of Risk Management Loss Prevention Program for Equipment Management.

Plant Services

1. Provides funding for necessary training for plant services and custodial personnel to ensure proper certification and licensing for required activities and equipment.
2. Complies with the Office of Risk Management's requirements for Building Appraisal Inspections.

Department Heads, and Directors:

As the key figures in the NSU Safety Program, each shall:

1. Appoint a safety officer within their department/areas with duties, functions, and responsibilities as detailed under "Safety Officer", and advise EHS of that person.
2. Have a working knowledge of safety principles and rules applicable to their area of responsibility.
3. Schedule and conduct inspections of areas of responsibility to identify and correct unsafe conditions and procedures or acts which might prove to be harmful to the employee and/or NSU property.
4. Take necessary action (work orders, requests for assistance) to correct unsafe acts and conditions
5. Maintain a clean workplace and assure participation of all employees.
6. Assure that injured employees receive medical attention.
7. Ensure that your employees attend safety meetings for each quarter and that the information is forwarded to the EHS Office.
8. Provides safety training for each new employee and for current employees who must perform new tasks or operate new equipment or whose safety performance is not satisfactory. Training shall include correct work procedures, proper use of equipment, and availability of assistance, when needed. Records will be maintained for each employee.

All Employees:

1. As a condition of employment, observes and complies with applicable safety rules and practices.
2. Uses the proper Personal Protective Equipment for each and every part of job-related activities.
3. When practical, takes initiative to correct unsafe conditions and acts or if it cannot be accomplished, reports them to the supervisor.
4. Utilizes personal protective equipment as needed or required.
5. Makes suggestions or inquiries, which might improve or modify presently accepted work practices.
6. Requests assistance from the immediate supervisor and refers to the EHS Office when all other avenues have been exhausted to correct hazardous conditions.
7. If Employees do not adhere to the responsibilities listed, they are subject to disciplinary action, up to and including termination.

Northwestern State University
Receipt and Acknowledgement of Policy

I have received a personal copy of the Safety Responsibilities for Northwestern State University. I have read and understand all aspects of the policy. I agree, by signing this document to abide by all policies set forth in this policy. I understand that if I do not adhere to the responsibilities set forth in this policy, that I am subject to disciplinary action, up to and including termination.

Signature

Date

Name (printed)

Department

LAST NAME, FIRST NAME (please print)