

# Employee Safety Policy PER 3.0

## Business Affairs

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Applies to: Faculty, staff, student employees and volunteers

### POLICY DATES (required)

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Issued: 7/1/2016

Last Revised:

Reviewed:

University of Mount Union is concerned about the safety and physical wellbeing of the faculty, staff and students who work on our campus. Therefore, we have a commitment to safety! We have a goal to annually reduce workplace accidents, especially those which result in injuries or illness.

To achieve our goals, we promote safety. We provide our employees with various educational opportunities throughout the year. When appropriate, we will bring instructors, trainers, tools and technology to the campus. In addition, we will send faculty and staff offsite for additional educational and training opportunities if necessary.

We will make every reasonable effort, financially and logistically, to either modify the workplace or our work practices to ensure safety. We will work with various safety organizations to create and maintain a safer work environment.

We strongly encourage the faculty, staff and students to report any safety related issues to their supervisors. The supervisor will then escalate the issue to the appropriate department until a reasonable accommodation is made or until the issue(s) is completely resolved.

Employees must follow all safety procedures that have been put into place. Anyone found not following safety procedures could face disciplinary action up to and including termination.

**The following rules have been prepared for the protection of every employee. All employees will receive a copy of these rules and will be expected to abide by them. No rule book can cover every situation. When in doubt about a situation, condition or procedure, ask your supervisor. Under no circumstance are you to risk injury in carrying out your work.**

### Table of Contents (optional; suggested for documents 8-10 pages or longer)

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- I. Policy Details
  - A. General Directives
  - B. Supervisor Responsibilities
  - C. General Safety Rules
- II. Procedures
  - A. Safety Violation Procedures

### Definitions (optional; suggested for terms that have specialized meaning in the policy)

Term	Definition

### Policy Details (required)

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#### A. General Directives

1. All employees of the University, by Law [Sec. 5 (b) Occupational Safety and Health Act of 1970] shall follow these safety rules and practices. Employees must inform their supervisor immediately of any situation beyond their ability or authority to correct.
2. Supervisors shall insist that employees observe and obey every safety rule, regulation, and order as necessary for the safe conduct of the work, and shall take such action as is necessary to obtain compliance.
3. Only qualified and/or licensed employees may operate any piece of equipment.

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4. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition.
5. No one shall knowingly be permitted to work while his or her ability or alertness is impaired by fatigue, illness, or other causes that may unnecessarily expose the individual or others to injury.
6. Work shall be planned and supervised to prevent injuries in all work processes, particularly when working with machinery and equipment or handling heavy materials.
7. Employees shall report any personal injury or damage to property to their supervisor, no matter how trivial, regardless of the amount of damage and irrespective of cause or fault within 24 hours.

#### **B. Supervisor Responsibilities**

1. To set examples of safe practices by their own conduct.
2. To investigate and correct, or have corrected promptly, unsafe conditions which have come to their attention.
3. To know, observe and enforce all the general safety rules and such special instructions as are set up for their department.
4. To thoroughly acquaint each employee with safety instructions and practices.
5. To take part in work place safety and health program activities and contribute to their success.
6. To investigate and report all personal injuries and illnesses sustained on the job by the personnel within their area of responsibility.
7. To investigate and report all property damage accidents.
8. To welcome and utilize, as far as practical, the safety suggestions which may be made by the workers.
9. To thoroughly instruct new personnel on safety and carefully observe them at their work.
10. To see that the workers have access to and utilize personal protective equipment as determined by the safety coordinator.
11. To see that all tools and equipment are and remain in safe and proper working order.

#### **C. General Safety Rules**

1. Be alert to see that all guards and other protective devices are in their proper places and adjusted. Report all deficiencies promptly to your supervisor.
2. Horseplay, scuffling, and other acts which tend to endanger the safety or well-being of employees are prohibited.
3. Follow safety rules applicable to job responsibilities and use safety devices and personal protective equipment as required and directed.
4. Only authorized employees may operate machines and equipment for which they are qualified.
5. Obey all posted warning and/or instructional signs.
6. Do not use equipment that has been tagged out until repairs have been made and the tags have been removed by authorized personnel.
7. Be responsible for housekeeping in your work areas and keep the area clean.
8. Do not wear loose frayed clothing, dangling items, finger rings, etc. around moving machinery or other sources of entanglement.
9. The access to all fire extinguishers, fire hoses, sprinkler valves, electrical panel boxes, and exits must be kept clear at all times. Report any blockage to your supervisor.
10. Keep flammable liquids only in the proper designated storage area.
11. Riders are prohibited on lift equipment unless the equipment is specially designed for this purpose.
12. Guards or safety devices are not to be removed, except by authorized personnel, for purpose of making repairs or cleaning and must be replaced immediately thereafter.
13. Broken pallets should not be used for storage of merchandise. Any broken pallets should be disposed of.
14. Do not walk on, climb over, or crawl under conveyers.
15. The throwing of objects, such as merchandise, rolls of shrink-wrap or tape, tools, etc., is forbidden.
16. Smoking is prohibited in all buildings and in University vehicles.
17. Adequate fire protection equipment, such as hoses, extinguishers, etc. are located at designated points on the campus. This equipment is provided for employee's protection as well as for the protection of property and equipment. All employees should help take care of this equipment.
18. Employees should report any defective, damaged or missing fire protection equipment to their supervisor.
19. All aisles must be kept clear and open for traffic.
20. Employees should never walk under an up-raised load.

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These rules are not meant to be all-inclusive since many departments have more specific rules that are necessary for a smooth and safe operation. Additions deletions or modifications to these rules will be made anytime it is determined to be necessary for the safety and well-being of all personnel.

### PROCEDURE (optional)

There is a four (4) step corrective action procedure;  
First Occurrence: Verbal Warning, Documented in File  
Second Occurrence: Written Warning, Documented in File  
Third Occurrence: Three-Day Suspension, Documented in File  
Fourth Occurrence: Termination

These four steps will be followed at all times with exception of the most serious violations. Serious violations will be handled on a case by case basis depending on their severity. They may result in expedited occurrences and/or immediate discharge on a first occurrence, pending an investigation. Safety Violations Occurrences will be active for a twelve (12) month period. After twelve (12) months they will be removed from your file. Four occurrences in a (12) month period will be grounds for termination. Any manager and/or supervisor is authorized to issue safety violation notices, regardless of the employee's department. Violations will be recorded in the employee's personnel file.

### Responsibilities (required)

Position or Office	Responsibilities
Supervisor	Set examples of safety procedures by his or her own conduct

### Resources (required for any resource referred to in the policy)

### Contacts (required)

Position	Office	Telephone	E-mail/URL
Vice President of Business Affairs	Office of Business Affairs	330-823-6599	<a href="mailto:businessoffice@mountunion.edu">businessoffice@mountunion.edu</a>

### History (required)

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued:

Revised:

Edited:

Reviewed:

Template updated 00/00/0000