



University Facilities Safety Statement and Culture

University Facilities

Internal Procedure: July 1, 2013

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Approved by: Bob Wells

1.0 POLICY STATEMENT

The Occupational Safety and Health Act of 1970 clearly defines the requirement to provide safe and healthful working conditions for all employees. Therefore, the safety and health of our employees is the first consideration in operating this business. The policy of Clemson University Facilities (UF) is to ensure that safety is a part of every operation. In order to do this, we must constantly be aware of conditions in all work areas that can produce injuries. To the greatest degree possible, management will provide all mechanical and physical activities required for personal safety and health, in keeping with the highest standards.

2.0 OBJECTIVE

It is the objective of UF to enforce a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. The primary goal is zero accidents and injuries.

3.0 SCOPE

- 3.1 Conducting safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to fully comply with OSHA safety and health standards for every job.
- 3.2 Training all employees in good safety and health practices while providing mechanical and physical safeguards to the maximum extent possible.
- 3.3 Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.

- 3.4 Investigating, promptly and thoroughly, every accident to find out what caused it, and correct the problem so it will not happen again.

4.0 RESPONSIBILITIES

- 4.1 It is the intent of UF to recognize that responsibilities for occupational safety and health are shared.
- 4.2 **Employer**- UF accepts responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe work conditions.
- 4.3 **Supervisors**- are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- 4.4 **Employees**- are responsible for wholehearted, genuine operations of all aspects of the safety and health program- including compliance with the rules and regulations, and for continuously practicing safety and health while performing their duties.

5.0 PROGRAM GOALS

- 5.1 Safety begins at the top and goes downward throughout UF. The primary goal of UF is to continue operating while protecting employees from injuries or illness. This can be achieved by delegating responsibility and accountability to all involved in UF operations. In other words, in order to reach our goal of safe workplace, everyone needs to take responsibility and be held accountable.
- 5.2 The benefits of achieving these goals are:
 - 5.2.1 Minimizing injuries and accidents
 - 5.2.2 Minimizing the loss of property and equipment
 - 5.2.3 Elimination of potential fatalities
 - 5.2.4 Elimination of potential permanent disabilities
 - 5.2.5 Elimination of potential OSHA fines
 - 5.2.6 Reductions in Workers' Compensation costs
 - 5.2.7 Reductions in operating costs
 - 5.2.8 Having the best safety and health conditions possible in the workplace

6.0 MANAGEMENT COMMITMENT

6.1 UF is committed to building an effective injury and illness prevention plan, putting it in writing, and integrating it into the entire operation. Management is committed to the safety policy, and to provide direction and motivation by:

- 6.1.1 Appointing Safety Coordinator(s) and/or Safety Committee Chairmen.
- 6.1.2 Establishing UF safety goals and objective.
- 6.1.3 Developing and implementing this written Safety and Health program.
- 6.1.4 Ensuring total commitment to the Safety and Health program.
- 6.1.5 Facilitating employees' safety training.
- 6.1.6 Establishing responsibilities for management and employees to follow.
- 6.1.7 Ensuring that management and employees are held accountable for performance of their safety responsibilities.
- 6.1.8 Establishing and enforcing disciplinary procedures for employees.
- 6.1.9 Reviewing the Safety and Health program annually, and revising or updating as needed.

7.0 LABOR AND MANAGEMENT ACCOUNTABILITY

7.1 All employees, both labor and management, need to understand their responsibilities under OSHA rules and be held accountable for complying with the rules as well as the related policies

7.2 It is the responsibility of UF to provide a safe and healthful work environment for their employees. However, holding everyone accountable for their part in workplace safety and health is critical for a successful injury and illness prevention plan.

8.0 EMPLOYEE INVOLVEMENT

8.1 Employees are required to work in compliance with the safety rules, report all accidents and near misses, and report all unsafe conditions or unsafe practices. To demonstrate our commitment to support employees in these responsibilities, UF will do the following:

- 8.1.1 Encourage employees to inform UF management about workplace hazards without fear of reprisal.
- 8.1.2 Establish and maintain a strategically located "Safety Bulletin Boards" where current, relevant information may be easily reviewed by employees.
- 8.1.3 Schedule general employee meetings at which time safety is freely and openly discussed by those present. These meetings will be regular, scheduled, and announces to all employees and managers to achieve maximum attendance.
- 8.1.4 Establish and maintain strategically located "Safety Suggestion Boxes" throughout operational areas to be reviewed by the UF Safety Coordinator regularly.

9.0 HAZARD IDENTIFICATION AND CONTROL

- 9.1 Hazard control is essential to an effective injury and illness plan. Periodic inspections and procedures for corrections provide methods of identifying existing or potential hazards in the workplace, and eliminating or controlling them. Employees are encouraged to report possible hazardous situations, knowing their reports will be given prompt and serious attention.
- 9.2 Hazards, where possible, will be corrected as soon as they are identified. For those that cannot be immediately corrected, a target date for correction will be set. UF will provide interim protection for workers while hazards are being corrected.

10.0 ACCIDENT/INCIDENT INVESTIGATION

Employer and safety committees are required to investigate or assign responsibility for investigating accidents. These accidents/incidents will be investigated by trained personnel, with the primary focus of understanding why the accident/incident occurred, and determining what actions can be taken to prevent recurrence.

11.0 TRAINING

11.1 It is the purpose of Clemson University Facilities (UF) to ensure that all employees are knowledgeable about the materials and equipment with which they work, what known hazards are present, and how they are controlled. OSHA rules require each employer to train workers for any job or task they are assigned. Our plan includes training and instruction:

- 11.1.1 For all employees when they are first hired.
- 11.1.2 For all employees given new job assignments for which training has not already been received.
- 11.1.3 Whenever new substances, processes, procedures, or equipment are introduced into the workplace and present a new hazard.
- 11.1.4 Whenever UF is made aware of a new or previously unrecognized hazard.

12.0 PERIODIC PROGRAM EVALUATION

A periodic review will be scheduled to look at each critical component of the safety and health plan to determine what is working well and what changes, if any, are needed. All employees are encouraged to participate by keeping management informed of their concerns regarding the elements of this safety and health plan.

Safety Manager: Cecelia Jackson

