

SAMPLE SAFETY MANAGEMENT POLICY

SAMPLE POLICY STATEMENT:

The University of Wisconsin- [REDACTED] is committed to maintaining and promoting a safe, healthy and injury free environment to all employees. This policy endorses efforts which ensure the quality of occupational safety and health by emphasizing incident and accident prevention and the control of risks in the working environment. No task is so important and no service so urgent that it cannot be done safely.

GOAL:

Reduce injuries and illnesses to the lowest possible level.

INTRODUCTION:

A systematic process is necessary to integrate tools with a management led approach that effectively assesses the dynamics of the work environment and workplace safety. Other mechanisms include employee involvement, worksite analysis, hazard prevention and control, and training.

It is the goal of management to ensure that all employees, including themselves, have clearly written safety and health responsibilities included within their job description with appropriate authority. Management ensures all employees, including all levels of management, receive performance evaluations that include a written evaluation of the accomplishment of assigned safety and health responsibilities.

RESPONSIBILITY and ACCOUNTABILITY

1. Chancellor

The chancellor has ultimate responsibility for the health and safety of all employees within the university's community. The university will not accept work related injuries as an acceptable business loss.

2. University Administration:

All vice chancellors, Deans, Directors and Department Chairs are responsible for:

- a. Ensuring that facilities and equipment provided meet requirements for a safe work environment for activities being conducted or modify those activities accordingly to ensure compliance with applicable rules, regulations and standards
- b. Ensuring individuals under their management have the authority and support to implement safety, health and environmental policies, practices and programs.
- c. Ensuring areas under their management are in compliance with university, state and federal environmental health and safety policies, practices and programs.
- d. Establishing procedures to implement policies (i.e. policy approval)
- e. Establishing procedures for dissemination of policies and other safety-related information (safety policies).

3. Human Resources:

- a. Ensuring that the commitment and the importance of safety is written within each employee's job description
- b. Incorporating safety into each annual performance review process
- c. Understanding safety rules are work rules when counseling supervisors on non-compliance safety matters. Ensure that employees are accountable for their actions through a progressive disciplinary action plan
- d. Partner with Safety and Risk Management in the implementation of the university's Workers Compensation "Return to Work" guidelines.

4. Risk Management Officer

- a. Assisting in the formulation of safety and health policies
- b. Provide safety and health related technical services
- c. Monitoring the effectiveness of safety and health related technical services
- d. Investigating identified hazards and recommending corrections
- e. Developing and assisting in the implementation of safety programs
- f. Providing training materials, assistance, and programs on safe work practices
- g. Consulting with employees and supervisors about safety and health topics
- h. Disseminating information to university community on legal requirements of appropriate federal, state and university rules and regulations

5. Faculty and Staff

- a. Participating in mandated safety trainings and drills
- b. Properly using university supplied materials and equipment
- c. Using good judgment in carrying out work assignments and following established procedures
- d. Promptly reporting unsafe conditions, hazards as well as injuries and illnesses to the supervisor or director. This includes reporting work related incidents or injuries within 24 hours to the workers compensation administrator
- e. Adhering to federal, state, and university safety requirements and guidelines
- f. Acknowledging that disregard or chronic negligence of established polies and procedures may result in disciplinary actions

EMPLOYEE INVOLVEMENT

UW- [REDACTED] shall have a procedure for employees to report safety concerns as well as participate in the resolution.

Management ensures that there are avenues for employee involvement in safety and health decision making and problem solving. These avenues may include serving on committees and ad hoc problem solving groups, acting as safety observers, assisting in training other employees, analyzing hazards inherent in site jobs and how to protect against those hazards.

WORKSITE ANALYSIS

A team will review near misses, first aid incidents, and entries on the OSHA 300 Log, as well as employee reports of hazards, to determine if any pattern exists that can be addressed. The results of this analysis are considered in setting the goal, objectives, and action plans for the next year.

Some documents include:

- Forms used for change analyses, including safety and health considerations in the purchase of new equipment, chemical, or materials;
- Job Safety Analysis
- Employee reports of hazards
- Supervisor observations
- Site safety and health inspection results, with hazard corrections noted
- Accident investigation reports, with hazard corrections noted
- Trend analyses and injury data review

REGULATORY COMPLIANCE

UW- [REDACTED] shall determine the applicability of the regulations and the method of compliance with state and federal regulations and laws

HAZARD PREVENTION AND CONTROL

Management ensures that the priority is to protect persons employed or visiting the university from safety issues. They include:

1. Hazards will be eliminated when economically feasible, such as replacing a hazardous chemical with a less hazardous chemical;
2. Barriers will protect persons from the hazard, such as machine guards and personal protective equipment (PPE);
3. Exposure to hazards will be controlled through administrative procedures, such as more frequent breaks and job rotation.

Visitors on university land, including contractors, are expected to adhere to all federal, state, and university rules and regulations. If a violation does occur the visitor shall be corrected on the violation and if the violation persists, may be escorted off of the university grounds or project.

TRAINING

UW- [REDACTED] shall have a safety training process that includes, at a minimum, the following elements:

- Identification of employees or jobs to which the training is targeted
- A new employee safety orientation process, including employees changing work responsibilities, transferring locations, contract employees, limited term employees and volunteers
- Documentation containing the following information: Title of training, date of training, trainer's name, syllabus including a list of all training aids, handouts, tests, etc., and attendance verification.
- Retraining if hazards change or evacuation routes are altered due to construction

SAFETY PERFORMANCE

UW- [REDACTED] shall have a process to ensure key responsibilities and tasks for implementing the safety plan have been assigned, and progress toward completion is monitored. All employees should have periodic reviews (at least annually) of their safety performance and a process should be in place to encourage good safety performance. Barriers to acceptable individual safety performance should be identified and a plan developed to remove the barrier.

PROMOTING SAFETY

UW- [REDACTED] shall establish and maintain safety promotions to communicate to employees important safety related information including identification of hazards and general safety information. Safety promotions should be easy to read or understand and guides safe actions.

Departments should assure safety is part of group meeting discussions where the issue under discussion will have an impact on safety or positively promote safety.

Every successful safety program is visible and requires active participation by all.