

POLICY STATEMENT

It is the policy of the University of North Carolina at Greensboro, to provide a safe and healthful environment, free from recognized hazards which may cause serious injury to students, employees, and visitors. This is accomplished by maintaining a comprehensive safety, health, and environmental program which involves all university employees. The University of North Carolina at Greensboro will conduct all of its activities in compliance with applicable standards, codes, regulations, and laws. Each and every person at the institution understands that safety and health is not an additional job responsibility, but that it is an integral part of every task. If any function is not being performed safely, then it must be stopped, and then altered so that it can be performed safely. In carrying out its responsibility for, and commitment to provide a safe and healthy environment, the University has established the Office of Safety and three Safety and Health Committees. These organizations are a resource for every person at the University. The Office of Safety will develop policies and procedures to accomplish the goal of a safe and healthful environment. These policies will be reviewed by the Safety and Health Committees. Each member of the university community will abide by established safety and health policies and procedures. It is the intent of the University to accomplish this goal through training and education. Failure by and faculty, staff, or administrative person to follow established policies and procedures will require the initiation of disciplinary procedures. The University of North Carolina at Greensboro believes that its most valuable resource is the people who teach, learn, and work at this institution, and will do all that is reasonable to protect them.

RESPONSIBILITIES

VICE CHANCELLOR FOR BUSINESS AFFAIRS

The Vice Chancellor for Business Affairs has been delegated the overall responsibility for safety and health by the Chancellor. The Vice Chancellor for Business Affairs is to maintain the programs necessary to insure the University's goal of providing a safe and healthful environment. These programs will include the Office of Safety, which reports to the Associate Vice Chancellor for Facilities, and insuring funding sources to address safety and health issues.

OFFICE OF SAFETY

The UNCG Office of Safety will develop and manage an on-going comprehensive occupational safety and health program with written policies and procedures mandated by the North Carolina Employees' Workplace Requirements Program for Safety & Health and the NC Department of Labor, Division of Occupational Safety and Health.

The Office of Safety shall identify and address safety and health needs as required by the NC Department of Labor, Division of Occupational Safety and Health, NC Department of Environment, Health, and Natural Resources, NC Department of Insurance, Greensboro Fire Department and other applicable federal, state, and local regulatory bodies.

The Office of Safety shall establish goals and objectives based on the University's needs related to occupational safety and health. The Office of Safety will also determine the best mechanism for addressing occupational safety and health issues and initiate solutions.

SAFETY AND HEALTH COMMITTEES

The Safety and Health Committees will assist the Office of Safety by identifying hazards, reviewing policies and procedures, and reviewing work practices. Further, the committees will assist the Office of Safety as needed with evaluating programs, accident investigations, and employee training.

The committees' structures and responsibilities are outlined in the Safety and Health Committees Section of the UNCG Safety and Health Policy and Procedure Manual.

SAFETY OVERSIGHT COMMITTEE

The Safety Oversight Committee, as charged by the Chancellor, shall monitor the overall efforts toward campus safety. The committee shall provide oversight, and at least annually review policies, practices, and campus conditions relating to safety and health. An annual report to the Chancellor shall be prepared by July 1 of each year. The report is to address campus progress, appropriate recommendations for improving the safety program, and comments relating to the adequacy of the program.

The committee's structure and responsibilities is outlined in the Safety and Health Committees Section of the UNCG Safety and Health Policy and Procedure Manual.

DEPARTMENT HEADS

Department heads shall enforce occupational safety and health policies and procedures at the departmental level, review departmental policies, practices and procedures, establish budgetary allowances for specific departmental needs, and purchase safety equipment, supplies, etc. as required.

SUPERVISORS

Supervisors at all levels shall enforce safety and health policies and procedures as established and make disciplinary decisions within the framework of existing policy, as needed. Supervisors shall provide on the job training and advise department heads of employee concerns with regard to unsafe work conditions, equipment, hazards, practices, etc. and maintain records, where required, for each employee.

EMPLOYEES

Each employee shall adhere to all safety requirements, policies, procedures, practices and perform his/her duties in a safe manner. Employees are responsible for reporting unsafe acts, unsafe conditions, potential hazards, accidents, and risks of any kind to the immediate supervisor as soon as he/she is aware that they exist.

STUDENTS AND VISITORS

The University recognizes its responsibility to provide a safe and health environment for its students and for visitors to the campus. Students and visitors are responsible, however, for adhering to posted safety and health regulations and for complying with any procedures of which they might be informed by University officials. Students and visitors are encouraged to report accidents, unsafe conditions, or risks of any kind to appropriate university personnel.