

**Old Dominion University**  
*Workplace Safety & Health*  
*Program*

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## **I. Introduction**

On October 1, 1999 the Commonwealth of Virginia adopted Executive Order Number fifty-two (EO 52), the Workplace Safety and Health Initiative, which requires agencies of the Commonwealth to develop initiatives to improve safety and reduce employee injuries and illnesses.

Old Dominion University, in accordance with EO 52, has developed a Workplace Safety and Health Program. The Program contains the following core elements:

- **Management Leadership and Employee Participation**
- **Role of the Safety Committee**
- **Hazard Identification and Assessment**
- **Hazard Prevention and Control**
- **Accident Investigations**
- **Job Safety Analysis**
- **Training and Information**
- **Evaluation of Program Effectiveness**

## **II. Definitions**

**Employee** means all persons receiving a paycheck from the University, such as administrators, faculty, classified and hourly staff, student employees and workstudy students.

**Job Safety Analysis** means a technique used to review a job position to uncover potential hazards associated with job tasks and recommend actions to prevent the occurrence of injuries and accidents.

**Program Safety Officer** means an employee from the University's Environmental Health and Safety Office appointed to administer the Workplace Safety and Health Program.

**Safety Committee** means employees of the University who have been appointed by the Vice-President for Administration and Finance to oversee the Workplace Safety and Health Program.

**Supervisor** means any person who is responsible for directing the work of and measuring the performance of another employee.

### **III. Responsibilities**

#### **The Vice President for Administration and Finance shall:**

- Select Safety Committee members and Chairperson.
- Review and approve any changes made to this Program.

#### **The Safety Committee shall:**

- Evaluate the University's Workplace Safety and Health Program and suggest revisions to the Vice President for Administration and Finance.
- Suggest corrective measures needed to eliminate or control recognized safety and health hazards.
- Review safety and health programs, policies and procedures.
- Review reports and other information pertaining to employee injury and accident records, identify trends and patterns, and formulate corrective measures to prevent recurrence.

#### **The Program Safety Officer shall:**

- Conduct both annual and follow-up workplace safety inspections and prepare written reports that outline findings and recommend corrective actions.
- Assist the Safety Committee in evaluating the Workplace Safety and Health Program.
- Be an ex-officio member on the University's Safety Committee.

#### **The Environmental Health & Safety Office (EHSO) shall:**

- Provide the services and technical advice needed for proper implementation of this Program for supervisors and employees throughout the University (e.g. training, inspections, consultation, etc.).
- Develop policies, procedures and training programs to meet the safety needs of the University.
- Conduct specialized safety training and assist supervisors in developing workplace safety training.
- Investigate serious accidents and recommend corrective action.
- Maintain records associated with this Program, such as accident and inspection reports, safety committee minutes, etc.
- Identify a representative for membership on the University's Safety Committee.
- Perform Job Safety Analyses.

#### **The Office of Risk Management (RM) shall:**

- Track work-related injuries and illnesses.
- Investigate serious accidents and recommend corrective action.
- Identify a representative for membership on the University's Safety Committee.

**The Department of Human Resources shall:**

- Assist Supervisors in handling employee acts of willful non-compliance regarding safety.
- Advise that disciplinary action taken against employees who violate safety rules is done so in accordance with University policy.
- Provide employees with First Report of Injury forms.
- Identify a representative for membership on the University's Safety Committee.

**Supervisors shall:**

- Be familiar with and comply with all University health and safety policies and procedures.
- With assistance from the EHSO, instruct and train all employees within their area of responsibility in job health and safety requirements.
- Ensure safety devices and proper personal protective equipment are provided to and properly used by employees.
- Conduct workplace safety and health inspections and take corrective action for unsafe conditions.
- Ensure injured or ill employees complete and submit to Human Resources a First Report of Injury form within 24 hours of notification.
- Take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules.

**Employees shall:**

- Be familiar with and comply with all University health and safety policies and procedures.
- Properly use required safety devices and personal protective equipment.
- Notify their Supervisor immediately of any job-related injury or illness, unsafe workplace conditions/acts and all accidents.
- Complete and submit a First Report of Injury form to Human Resources within 24 hours of an injury or onset of illness.
- Participate in safety training programs.

**IV. Management Leadership and Employee Participation**

Old Dominion University is committed to protecting the safety, health and welfare of its employees.

Supervisors are responsible for the safety and health of individuals engaged in activities under their direction or supervision. They shall ensure adherence to all University policies, relevant regulations and accepted standards for occupational safety and health.

Each employee is responsible for adhering to all University, departmental or office safety policies and procedures as well as any safety directives issued by their supervisor.

The primary responsibility for the coordination, implementation, and maintenance of all occupational safety and health programs has been assigned to the University's Environmental Health and Safety Office (EHSO). An employee from the EHSO shall be appointed as the Program Safety Officer to oversee this Program.

## **V. Role of the Safety Committee**

The Safety Committee shall review and recommend changes to occupational safety and health programs, policies and procedures based on accident investigation findings, inspection findings, and reports of unsafe conditions or work practices. The Committee shall review reports and other information pertaining to employee injuries, illnesses and accident records; identify trends and patterns; and recommend corrective measures to prevent recurrence. The Committee shall assist the University in promoting safety and health awareness and participation by employees at all levels of the University through continuous improvements to this Program.

The Vice President for Administration and Finance shall select the Committee members and Committee Chairperson, and shall also select the Program Safety Officer as an ex-officio member. The Committee shall be comprised of equal number of employees and management representatives. Committee members shall be appointed for a one-year term and the Committee Chair shall be appointed for a two-year term.

The Committee shall meet quarterly or more often if needed.

## **VI. Hazard Identification and Assessment**

It is the responsibility of all Employees to identify, report and correct workplace hazards. Employees shall report all accidents, injuries and unsafe conditions to their Supervisors immediately. No such report will result in retaliation, penalty, or other disincentive. Employees who wish to anonymously report a potential health or safety hazard may do so by completing an Employee Safety Recommendation form, which will be made available at each safety showcase location, or they may call the ESHO at 683-4495 or the RM at 683-4009 to report a hazard. Supervisors shall follow up on all suggestions and investigate the concerns brought up through these communication methods, utilizing the EHSO or RM assistance if needed.

Supervisors shall conduct workplace safety and health inspections when safety and health information or a change in workplace conditions indicates that a new or increased hazard may be present. Supervisors shall also evaluate new equipment, materials, and processes for hazards before they are introduced into the workplace. The Program Safety Officer shall conduct formal workplace inspections annually or more frequently if requested to do so and shall provide professional consultation to Supervisors in matters dealing with identified workplace hazards.

At the completion of an inspection, the Supervisor and Program Safety Officer shall discuss their findings with Employees and invite their comments, suggestions and aid. The Program Safety Officer shall prepare written inspection reports, which outline workplace hazards and deficiencies and provide recommendations for corrective action.

## **VII. Hazard Prevention and Control**

All hazards identified shall be promptly investigated and controls measures implemented as indicated. The University recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, shall be coordinated between the Program Safety Officer and affected department.

### **VIII. Accident Investigations**

Supervisors shall investigate all accidents, injuries, occupational illnesses and near-miss incidents to identify the causal factors or attendant hazards. Appropriate corrective action or procedural changes shall be implemented promptly to mitigate the hazards implicated in these events.

To ensure timely accounting for Workers' Compensation procedures, the Supervisor shall ensure that the Employee completes and submits to Human Resources a First Report of Injury form within 24 hours of an injury or onset of illness. The form is available through the Human Resources Office.

Supervisors shall report serious workplace accidents to the RM immediately. The RM shall in turn contact the EHSO. Serious accidents are those which meet any one of the following criteria: 1) result in loss time from work 2) result in permanent disfigurement 3) require hospitalization and 4) any exposure to hazardous substances in which medical care is sought. The RM and EHSO shall investigate such occurrences and a report will be prepared by the EHSO, which outlines recommendations for corrective action.

### **IX. Job Safety Analysis**

A Job Safety Analysis (JSA) shall be conducted for jobs in which there is a high frequency of accidents, for jobs that have had disabling injuries, and for jobs that have the potential for causing severe injury. The EHSO shall perform JSA's with assistance from the Supervisor and Employee. The EHSO shall use the information from the JSA's to make recommendations that would minimize or remove the hazard(s) associated with the job, such as changes in job procedures and use of personal protective equipment.

### **X. Training and Information**

Supervisors shall inform their Employees of the safety rules, policies and procedures pertaining to their jobs. Each Employee shall have access to safety materials, through his or her Supervisor or through the EHSO. Supervisors shall contact the EHSO to schedule specialized safety training for their Employees.

Employees shall be retrained periodically or as required by University safety programs and procedures, and when any changes are made to their work duties or work environment that would warrant safety retraining.

Individual Employees shall be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a Supervisor observes Employees displaying unsafe acts, practices, or behaviors.

The EHSO will use showcases for posting information on safety in locations that are accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted as they become available.

Supervisors should provide time at periodic staff meetings to discuss safety topics. Status reports should be given on safety inspections, hazard mitigation projects, and accident investigation results, as well as feedback to previous Employee suggestions.

**X. Program Evaluation**

The Safety Committee shall evaluate the program at least annually and recommend revisions to the Program as necessary. Changes to the Program shall include any University policy changes and new federal or state regulatory requirements. Recommended changes to the Program shall be submitted to the Vice President for Administration and Finance for review and approval.