

MTU Safety, Health, and Environmental Policies and Procedures

The safety, health, and environmental policies and procedures documented in this manual apply to all students, contractors, visiting scholars and scientists, and employees - regardless of rank - involved in activities associated with the operation of Michigan Technological University or performed on University owned or leased property.

1.0 Responsibilities

1.1 President

- ▶ Ensure that the University has an effective safety, health, and environmental program.
- ▶ Ensure that the necessary resources are allocated to effectively administer and implement the program.
- ▶ Make appointments to the Presidential Committee on Safety and Environmental Health and attend at least one meeting each year.
- ▶ Include a review of the University safety program in at least one meeting with the Vice Presidents each year.
- ▶ Reinforce a positive safety culture by commenting on obvious safety efforts and hazards during visits to campus work areas.

1.2 Vice Presidents

- ▶ Ensure that the divisions under their administration are effectively implementing the University safety and environmental program.
- ▶ Include a safety review in at least one meeting with division reports annually.
- ▶ Recognize and reward excellence in safety performance by division reports.
- ▶ Attend at least one meeting of the Presidential Committee on Safety and Environmental Health annually.
- ▶ Reinforce a positive safety culture by commenting on obvious safety efforts and hazards during visits to campus work areas.

1.3 College and School Deans

- ▶ Ensure that the departments under their administration are allocating sufficient resources and are effectively implementing the University safety and environmental

program through such activities as regular on-site visits and reviews of safety inspection reports.

- ▶ Review the department's safety program with each department chair/director annually.
- ▶ Recognize and reward excellence in safety performance by department chairs and directors.
- ▶ Reinforce a positive safety culture by commenting on obvious safety efforts and hazards during visits to campus work areas.

1.4 Department Directors and Chairs

General Responsibilities:

- ▶ Allocate sufficient budget and personnel resources to implement the University safety and environmental programs and policies.
- ▶ Convey a positive attitude toward the University safety and environmental programs.
- ▶ At least annually, or more frequently as needed, evaluate the effectiveness of department safety efforts by reviewing safety inspection results and injury reports as well as walking through each work area.
- ▶ Recognize and reward excellence in safety performance by department faculty and staff.
- ▶ Direct department activities such that protection of the safety and health of students, visitors, and employees, as well as the environment, is an integral part of each activity.
- ▶ Ensure that students, contractors, visiting scholars and scientists, and employees are informed of their responsibilities within the University safety, health, and environmental protection policies and programs and that they fulfill those responsibilities.
- ▶ Ensure that students, contractors, visiting scholars and scientists, and employees receive appropriate safety and environmental information and training in a timely manner.
- ▶ Maintain up to date and available all necessary written department safety plans, chemical inventories, and material safety data sheets.

Specific Responsibilities:

- ▶ Appoint the department safety liaison and supervise and direct their activities.
- ▶ Department chairs with one or more chemical laboratory must appoint a qualified chemical hygiene officer (see section 10.2.1 of this manual for additional information).
- ▶ Complete and file a research employee exit statement for each research faculty, staff, and graduate student leaving the University (see Safety, Health, and Environmental Policies, section 3.3).
- ▶ Approve all exceptions to the University policy on children in the work place (see Safety, Health, and Environmental Policies, section 3.2).
- ▶ Establish a list of the safety and environmental training required for each position within the department and ensure that each employee receives the necessary training. Occupational Safety and Health Services, OSHS, should be consulted for assistance in establishing training requirements.
- ▶ Implement a process for reporting and correcting department safety, health, and environmental hazards and for verifying that appropriate corrective actions have been taken, including those identified as a result of an injury.
- ▶ Complete and return the Annual Department Safety Report to OSHS by June 30 each year.

1.5 Faculty, Managers and Supervisors

- ▶ Integrate safety, health, and environmental protection into the daily activities of students, employees, and any other persons they supervise.
- ▶ Provide training and information to students, employees, and all others they supervise as requested by department administration and as required under University programs and policies.
- ▶ Review new equipment and procedures for recognized safety, health, and environmental hazards and take appropriate precautions before they are used or implemented.
- ▶ Investigate all incidents resulting in injury or property damage and report them to their department administrator and Occupational Safety and Health Services, OSHS (see section 5.7). Close calls must also be investigated and reported if they are found to have had the potential for personal injury or property damage. All employee

fatalities must be reported immediately to OSHS regardless of cause.

- ▶ Enforce safety rules and review work areas daily.
- ▶ Maintain a written record of the content of each training session and the identification of the trainer and all attendees.

1.6 Department Safety Liaison

The safety liaison performs duties related to department safety, health, and environmental protection under the direction of the department chair/director/manager and acts as an intermediary with Occupational Safety and Health Services. All academic departments shall have a department Safety Liaison unless exempted by OSHS.

1.7 All Students and Employees

Each student and every employee is responsible for the safety of their own actions, both for themselves and for their coworkers. They are also responsible for attending all training and informational meetings as requested, following proper work procedures, wearing assigned or required personnel protective equipment, and reporting all hazardous conditions and incidents to their supervisor, instructor, or other applicable person. Employees are also expected to participate in the development of safe work procedures and methods of protecting the environment through their involvement with safety committees or other means of providing feedback to the University.

1.8 Occupational Safety and Health Services

Occupational Safety and Health Services, OSHS, provides technical support to assist the University Administration in developing and implementing a safety, health, and environmental program and evaluating its effectiveness. OSHS responsibilities include:

- ▶ Acting as a University liaison with local, state, and federal regulatory agencies.
- ▶ Keeping those responsible for compliance informed of changes in safety, health, and environmental regulations.
- ▶ Providing the technical resources needed by the University to protect the safety and health of students and employees.
- ▶ Maintaining the safety, health, and environmental records necessary to document the University's programs and as required by specific regulations.