

SAFETY COMMITTEE

PURPOSE: The Committee will recommend appropriate changes in policy and practices needed to improve the safe working environment at the University or to bring the University into compliance with state and federal laws and regulations. This Committee will also serve as the Joint Loss Management Committee mandated by New Hampshire Law.

POLICY: It is the policy of Franklin Pierce University to protect the safety and health of our employees. Injury and illness losses from accidents are needless, costly and preventable. Employee involvement at all levels of the university is critical for us to be successful in this effort.

DATE APPROVED: May 2001

REVISED: September 1, 2007

PRACTICES & PROCEDURES:

- 1) The safety committee consists of management and employee representatives who have an interest in the general promotion of safety and health at Franklin Pierce. The committee is responsible for making recommendations on how to improve safety and health in the workplace. They have been charged with the responsibility to define problems and remove obstacles to accident prevention; identify hazards and recommend corrective actions; help identify employee safety training needs and establish accident investigation procedures for our University.
- 2) **SAFETY COMMITTEE**
 - a) The Safety Committee will meet monthly throughout the school year as needed throughout the summer break.
 - b) The Safety Committee membership will consist of representation capable of covering campus-wide safety, communications and input, such as, but not limited to, Administration, Classified Employees, Faculty, Students
 - c) The goals of the Safety Committee include:
 - i) The review of and monitoring of accident, incident and hazard reports.
 - ii) Providing for accident/incident/ hazard investigation as needed.
 - iii) Review, development, communication and enforcement of safety and emergency procedures including; general safety, right-to-know, hazardous waste management, risk management, environmental and personal protection and any other health and safety related exposure.
 - iv) Conducting periodic hazard inspections.
 - v) Assisting in environmental health and safety related training programs.
 - vi) Track health and safety regulations and implement as required.
 - vii) Complete the necessary filing of reports to the State of NH as well as to be in compliance with the New Hampshire State Law on Joint Loss Management
 - viii) Provide at a minimum an annual report to the Executive Staff with recommendations for the upcoming budget year funds needed to reduce work place risk and injuries.

3) EMPLOYEE RESPONSIBILITIES

- a) Each employee is expected to assist in maintaining a safe work environment as a condition of employment, to observe all safety and personal protection measures established by the college or individual departments and to report unsafe practices or conditions. An employee may be called upon to assist in training new employees, serving on the Safety Committee, conducting hazard inspections and facilitating abatement of hazards as part of their regular job duties. When unsafe conditions exist, employees may take immediate corrective measures then communicate and document as appropriate to the situation. An Accident/Incident or Hazard report needs to be filled out as soon as possible and submitted to the University Counsel's office within 24 hours.

4) ADMINISTRATORS

- a) Administrators are responsible to communicate to all in their respective area that health and safety for all are of the highest priority. Administrators will support and encourage subordinates in the development and implementation of departmental safety procedures and monitoring the implementation and effectiveness of the safety practices in their unit.

5) SUPERVISOR RESPONSIBILITIES

- a) Supervisors are responsible for the training and education of their employees in safe working practices within respective work areas. Supervisors will supply proper safety equipment and personal protection devices, develop and monitor safety practices appropriate to the area. Supervisors should work in partnership with employees to eliminate hazards and refrain from assigning tasks to employees where training has not been given. Supervisors are responsible for documenting all training and maintaining a record of such for each employee.

6) HAZARD/ACCIDENT REPORTING

- a) Upon discovery of a work place safety hazard, one should first take measures to eliminate or reduce the risk to others. Contact Facilities, Campus Police or other appropriate source for assistance.
- b) Accident Reports are filled out to document a situation that has already occurred, such as a slip, trip, fall, cut finger, or other work place injury. Reports are submitted to the Human Resources and Campus Safety Office within 24 hours of the incident.
- c) Hazard Reports are filled out when a potentially hazardous situation is observed that needs to be investigated. Hazard reports are simply an emailed or written communication forwarded to the Safety Committee Chairperson. A Hazard Report link is located on the Safety web page located on the Human Resources Web page.
- d) The Safety Committee will investigate and respond to the report.