

Policy Title: Safety Policy			
Policy #:	FA-CPS-010		
Responsible Office:	Campus Public Safety		
Responsible Administrator:	Vice President for Finance and Administration		
Date Reviewed:	August 2014	Revisions Made? Yes ____ No <u>X</u>	
Date of Next Review:	August 2017		

PURPOSE

The purpose of this policy is to ensure managers, supervisors and employees are aware of safety requirements in the work place and to emphasize safety, reduce injury and prevent time loss.

AUDIENCE

WOU managers, supervisors, and employees

DEFINITIONS

N/A

POLICY STATEMENT

It is the policy of Western Oregon University to embrace the Oregon Safe Employment Act of 1973 and pursue every reasonable effort to provide a safe and healthful work environment for employees and our students. The safety and health of our employees and students is of the highest priority in operating the University.

The President and President's Staff are committed to safety at every part and level of University operations. It is our intent to comply with all laws and ensure no employees are required to work at a job they know is not safe. All employees are urged to identify and report hazards and, in turn, help control them, as a condition of employment. All employees must immediately inform their supervisor of any on-the-job injury or accident and complete the required accident forms.

As a matter of policy, the University administration will take the initiative to prevent occupational-induced injuries where possible and consider work safety over operating productivity when necessary. The administration will ensure current policies and procedures are in place at all times and, to the greatest extent possible, provide all equipment and physical

support for personal safety that keep within industry and lawful standards.

PROCEDURES

Supervisor Responsibility:

1. Conduct written detailed injury investigation;
2. Correct hazards immediately;
3. Complete a Supervisor Accident / Incident report form.
4. Complete a SAIF 801 form only if employee seeks medical attention from a medical facility / practitioner;
5. Inform employees of agency work rules and practices;
6. Maintain weekly contact with injured employee, Human Resources and the doctor;
7. Have modified work available at all times;
8. Monitor recovery of employee.

Employee Responsibility:

1. Employees are required to notify their immediate supervisor if they are injured on the job.
2. Employees are required to assist in determining the cause of the accident.
3. Employees are to assist in completing the SAIF 801 form.
4. If injured, employees are to keep their supervisor informed of recovery status on a weekly basis.
5. If the employee is treated by a physician, they are to be advised about the availability of light-duty work.
6. With a physician's approval, the employee must return to work (part time, temporary, light-duty or regular status) on the next scheduled shift.

FORMS

N/A

AUTHORITY

Name & URL of authority:

ORS 654.001 - 654.991(<http://www.oregonlaws.org/ors/chapter/654>)

Oregon Safe Employment Act (<http://www.oregonlaws.org/ors/654.295>)

Oregon Administrative Rules, Chapter 437

(http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_437/437_001.html)

Oregon/Federal OSHA (<https://www.osha.gov/>)

RESPONSIBILITY

Campus Public Safety is responsible for this policy and may be contacted at 503-838-8481 or safety@wou.edu.

The Safety program, services and oversight for compliance to statutes and rules is the responsibility of the Vice President of Business and Finance through Campus Public Safety / Occupational Environmental Safety division. In addition, all supervisors and managers are responsible for the health, safety, welfare and training of those employees under their supervision.

Alternate formats of this policy may be requested from the Office of Human Resources.