



WORKPLACE SAFETY POLICY

Approved by Vice-Chancellor of Business and Finance (April 6, 2016)

HR-14-16-2

I. OVERVIEW

Under state law, employers have a duty to provide safe employment, which includes fostering a safe workplace. UW-Green Bay is committed to maintaining and promoting a safe, healthy and injury free environment to all employees.

This purpose of this policy is to attain compliance with the standards set forth in UPS [Operational Policy GEN 11](#).

II. POLICY

RESPONSIBILITIES

All managers and employees are responsible for the following:

1. University Administration (vice chancellors, Deans, Directors and Department Chairs)

- a. Ensure that facilities and equipment provided meet requirements for a safe work environment for activities being conducted or modify those activities accordingly to ensure compliance with applicable rules, regulations and standards;
- b. Ensure individuals under their management have the authority and support to implement safety, health and environmental policies, practices and programs;
- c. Ensure areas under their management are in compliance with university, state and federal environmental health and safety policies, practices and programs;
- d. Establish procedures to implement policies (i.e. policy approval);
- e. Establish procedures for dissemination of policies and other safety-related information (safety policies).

2. Human Resources

- a. Ensures the commitment and importance of safety is written within each employee's job description.

3. Supervisors

- a. Promote safe work practices
- b. Ensure staff are adequately trained and that their training is up-to-date
- c. Conduct task specific and equipment specific safety orientation and training
- d. Monitor the workplace to ensure staff perform work in a safe manner and to identify unsafe conditions
- e. Ensure that necessary safety resources are available to staff

4. Safety Manager and Risk Manager

- a. Serves as UW- Green Bay Safety and Health Coordinator;
- b. Assist in the formulation of safety and health policies;



- c. Provide safety and health related technical services;
- d. Monitor the effectiveness of safety and health related technical services;
- e. Investigate identified hazards and recommend corrections;
- f. Develop and assist in the implementation of safety programs;
- g. Providing training materials, assistance, and programs on safe work practices;
- h. Assist supervisors and employees with safety training and safety issues as needed

5. Faculty and Staff

- a. Participate in mandated safety trainings and drill;
- b. Properly use university supplied materials and equipment;
- c. Use good judgment in carrying out work assignments and follow established procedures;
- d. Promptly report unsafe conditions, hazards as well as injuries and illnesses to the supervisor or director. This includes reporting work related incidents or injuries within 24 hours to the workers compensation administrator;
- e. Adhere to federal, state, and university safety requirements and guidelines.

UW – Green Bay has department specific procedures for employees to report safety concerns as well as participate in the resolution. Avenues are provided for employee involvement in safety and health decision making and problem solving. Employees may serve on committees (i.e. [Health & Safety Committee](#)) and ad hoc problem solving groups, assisting in training other employees, analyzing hazards inherent in site jobs and how to protect against those hazards.

WORKSITE ANALYSIS

The Safety Manager conducts Job Hazard Analyses for hazardous tasks on campus and periodic surveys. The Risk Manager and Safety Manager will review near misses, first aid incidents, and entries on the OSHA 300 Log, as well as employee reports of hazards, to determine if any pattern exists that can be addressed.

Contact information for the UW-Green Bay safety manager can be found through the [UW-Green Bay Safety & Environmental Management website](#) and includes information on reporting safety concerns.

HAZARD PREVENTION AND CONTROL

UW – Green Bay sets a priority to protect persons employed or visiting the university from safety issues. They include:

1. Hazards will be eliminated when economically feasible, such as replacing a hazardous chemical with a less hazardous chemical;
2. Barriers will protect persons from the hazard, such as machine guards and personal protective equipment (PPE);
3. Exposure to hazards will be controlled through administrative procedures, such as more frequent breaks and job rotation.

Visitors on university land, including contractors, are expected to adhere to all federal, state, and university rules and regulations. If a violation does occur the visitor shall be corrected on the violation and if the violation persists, may be escorted off of the university grounds or project.

TRAINING



UW-Green Bay has a safety training process that includes the following elements. This training is required of new employees based upon job duties and made available to all employees.

- Identification of employees or jobs to which the training is targeted.
- A new employee safety orientation course.
- Documentation of the following: title of training, date of training, trainer's name, tests and attendance verification.
- Retraining if hazards change or evacuation routes are altered due to construction.

SAFETY EQUIPMENT

UW- Green Bay Safety and Health Coordinator conducts job hazard analyses on hazardous tasks to determine the requirements for necessary safety equipment. All such equipment will be made available to employees. In some cases, employees will be required to purchase their own equipment and will be reimbursed in accordance with [UW-Green Bay Safety Equipment Procedures](#).

PRE-WORK PHYSICAL ASSESSMENT

UW- Green Bay has contracted with Prevea WorkMed to conduct pre-work physical agility assessments for various positions on campus that require physical duties as part of the essential job functions. For further information on pre-work assessments and positions this is required for please contact Human Resources.

III. RELATED DOCUMENTS

[UW System Office of Risk Management Health and Safety Website](#)

[State of WI Executive Order #194](#)

[UW-Green Bay Safety and Environmental Management Website](#)

[UPS Operational Policy GEN 11: Workplace Safety](#)