



Policy Concept Form

All policy proposals including new policy concepts, recommendations to revise, or requests to repeal must be submitted via this form to the University Secretary. The Secretary will forward completed concept forms to the President's Policy Advisory Council for consideration pursuant to I.03.01 Policy on University Policies. When submitting a policy concept form, please keep the following university definition of "policy" in mind:

A University Policy ("Policy") is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University's mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board or the President as a University Policy subject to the Policy- Making Process authorized in section 4. A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.

Name:	Andre Le Duc
Email:	leduc@uoregon.edu
Phone:	541-346-5833
University Affiliation:	Employee/Chief Resilience Officer and Associate VP for Safety and Risk Services

Policy Subject Matter (please included existing policy number(s) if available)

Formerly UO Policy 08.00.02, the policy addresses responsibilities, corrective action and reporting, etc., related to physical and environmental safety on campus.

Statement of Need and Desired Result (please describe what we accomplish with the proposed action)

The proposed changes are to provide accurate and useful information about the responsibilities for establishing and maintaining health and safety at the university and the oversight mechanisms in place when hazards and risk need to be addressed.

Affected Policy Stakeholders (please list all known impacted stakeholders and the nature of those impacts)

All members of the university community are affected by the Safety policy and have responsibility to protect human health and the environment.

Proposed Action (i.e., new, revision, repeal)

Revision

Reason for Policy

To protect human health and the environment, ensure regulatory compliance, and preserve university interests and assets.

Entities Affected by this Policy

All members of the UO community and visitors.

Web Site Address for this Policy

<http://policies.uoregon.edu/policy/by/1/08-health-and-safety/safety>

Responsible Office

Safety and Risk Services, (541) 346-2021, entriskserv@uoregon.edu

Enactment & Revision History

10/05/2010 Title change from University Safety to Safety
02/08/2010 Policy number revised from 8.000 to 08.00.02
10/11/2000 Approved by President's staff

Policy Text

RED-LINED COPY OF PROPOSED POLICY:

~~Under the laws of Oregon, certain federal regulations and ordinances of the City of Eugene, the University of Oregon is responsible "...to assure as far as possible safe and healthful working conditions..." (ORS 654.003). The University also interprets this statute to include responsibility for assuring safe and healthful living and studying conditions for its students and safe environment for campus visitors.~~

~~To monitor its safety and health responsibilities, the University has established Department of Campus Operations, which is responsible for the oversight of the University's total safety and health environment. As needed, the University establishes advisory committees to review and make recommendations on general safety matters or special areas of safety or health concerns. The charges of such committees are described in Section 1.000 of University Policy statements.~~

- I. **Responsibilities**
 - a. Safety is the **shared** responsibility of **everyone** ~~all employees~~. The ~~University~~ **president** expects all **university personnel to support the university's safety policy and associated procedures** ~~its employees to cooperate fully and as promptly as possible to all~~

applicable regulations issued under state, federal and local authorities, to correct defects of deficiencies in its environment. The University expects

- b. The provost and vice presidents are responsible to ensure implementation and enforcement of this policy in all facilities and operations within their respective portfolios.
- c. All administrators, deans, department heads, directors, supervisors and/or principal investigators officers of administration are directly accountable responsible for the safety and health of the total environment(s) (work and/or living) for which they are responsible. That This includes all students, visitors, staff, and the environment and University property for which they have oversight. This also includes establishment and management of safety programs and ongoing support by each unit for safety, including the provision of appropriate training and personal protective equipment.
- d. Safety and Risk Services is responsible for providing training, technical expertise and assistance to campus partners regarding compliance with laws, regulations, and policies and the protection of human health and the environment.
- e. All employees are responsible for reporting accidents, unsafe working conditions or hazards of any nature. Such a report shall be made to an first to their immediate supervisor who shall report the situation to the appropriate person or office for action except in instances of immediate medical attention needs when 9-1-1 should be the first notification.
- f. The University will annually advise employees of the name and contact information of the University Safety Representative.

II. Imminent Danger

In case of imminent danger to life or health, Environmental Health and Safety (EHS), the University Fire Marshal, and/or a designee of either has authority to suspend an activity immediately until the hazardous condition is abated or adequate measures are taken to minimize exposure of students, faculty, staff, visitors and the environment to that danger.

III. Corrective Action and Reporting

- a. If after reporting to the supervisor that a specific task or assignment may jeopardize personal health or safety, and correction is not made, the employee may refuse to perform such activity without penalty until the appropriate health or safety representative has reviewed the situation and made a finding. Any employee has the right to report any unsafe or hazardous condition directly to a safety representative or to appropriate local, state or federal authorities.
- b. Safety violations, injury reports, and corrections made will be reviewed and reported to the university's Safety Advisory Committee at its regularly scheduled meeting.

IV. Committees

Safety and Risk Services unit may form such committees as the head of that unit deems necessary and appropriate to ensure and maintain regulatory compliance.

One criterion for evaluation of administrative personnel shall be their administration of safety procedures, including prompt and appropriate reporting of safety hazards, implementation of safety corrective actions, cooperation with and responsiveness to safety and environment health professionals.

The University is committed to providing appropriate safety and environmental training for all employees.

CLEAN COPY OF PROPOSED POLICY:

Safety - Physical Space and Environment Policy

I. Responsibilities

- a. Safety is the shared responsibility of everyone. The president expects all university personnel to support the university's safety policy and associated procedures.
- b. The provost and vice presidents are responsible to ensure implementation and enforcement of this policy in all facilities and operations within their respective portfolios.
- c. All administrators, deans, department heads, directors, supervisors and/or principal investigators are directly accountable for the safety and health of the total environment(s) (work and/or living) for which they are responsible. This includes all students, visitors, staff, the environment and university property for which they have oversight. This also includes establishment and management of safety programs and ongoing support by each unit for safety, including the provision of appropriate training and personal protective equipment.
- d. Safety and Risk Services is responsible for providing training, technical expertise and assistance to campus partners regarding compliance with laws, regulations, and policies and the protection of human health and the environment.
- e. All employees are responsible for reporting accidents, unsafe working conditions or hazards of any nature. Such a report shall be made to an immediate supervisor who shall report the situation to the appropriate person or office for action except in instances of immediate medical attention needs when 9-1-1 should be the first notification.
- f. The University will annually advise employees of the name and contact information of the University Safety Representative.

II. Imminent Danger

In case of imminent danger to life or health, Environmental Health and Safety (EHS), the University Fire Marshal, and/or a designee of either has authority to suspend an activity immediately until the hazardous condition is abated or adequate measures are taken to minimize exposure of students, faculty, staff, visitors and the environment to that danger.

III. Corrective Action and Reporting

- a. If after reporting to the supervisor that a specific task or assignment may jeopardize personal health or safety, and correction is not made, the employee may refuse to perform such activity without penalty until the appropriate health or safety representative has reviewed the situation and made a finding. Any employee has the right to report any unsafe or hazardous condition directly to a safety representative or to appropriate local, state, or federal authorities.
- b. Safety violations, injury reports, and corrections made will be reviewed and reported to the university's Safety Advisory Committee at its regularly scheduled meeting.

IV. Committees

Safety and Risk Services unit may form such committees as the head of that unit deems necessary and appropriate to ensure and maintain regulatory compliance.

Related Resources

The UO has a number of standing committees and teams, such as: Safety Advisory Committee, Laboratory Safety Committee, Radiation Safety Committee, Environmental Issues Committee, Accident Review Board, Institutional Biosafety Committee, Incident Management team, and Strategic Enterprise Risk Management and Compliance Committee to uphold the expectations of this policy and to develop procedures for compliance. It also maintains plans required to maintain regulatory compliance.

The responsibilities of the committees include:

- Promoting occupational and personal safety, wellness and environmental consideration.
- Protecting life, property, the environmental, and mission critical essential services and facilities.
- Identifying and correcting health and safety hazards and encouraging students, faculty and staff to report potential hazards.
- Providing information and training related to potential safety hazards.
- Adhering to compliance requirements by federal, state and local authorities.
- Increasing the university's resilience to health and safety conditions impacting its ability to achieve the core mission of teaching, discovery, and service.