

College of Forestry 110: Management Commitment to Safety

Safety Policy & Procedure Manual

Section 100: College of Forestry Safety Program

Effective: 01 January 2007

Revised: 08 November 2006

PURPOSE

The purpose of this section is to define the College of Forestry Safety Code and to assign the responsibilities for the implementation of the Safety Code. In addition, the academic department and service group are defined.

Applicability

All academic and research personnel, students, staff, and visitors in the College of Forestry

POLICY

College faculty, staff, students, and visitors who perform any job-related activities in the College of Forestry are required to perform their work activities in compliance with the College Safety Code.

Procedure

Definitions

An *Academic Department* in the College of Forestry is defined as one of the four major departments: Forest Engineering, Forest Resources, Forest Science, or Wood Science and Engineering. It includes all administrative staff, students, employees, and faculty

(including adjunct, emeritus, courtesy, etc.) who report directly or through their supervisor to the Academic Department Head.

A ***Service Group*** in the College of Forestry is defined as a collection of those groups or individuals who provide a primary support role to the Academic Departments. This includes the Dean's Office, College Computing Facilities, College Business Office, College Projects and Maintenance, College Forests, College Student Services, Forestry Media Center, College Communications, and others. It includes all administrative staff, students, employees, and faculty (including adjunct, emeritus, courtesy, etc.) who report directly or through their group leader to the College Director of Operations, Executive Associate Dean, or Dean.

It is the responsibility of all Academic Department heads and Service Group leaders to institute and communicate to all employees, students, and visitors, the *College Safety Code*. The Code:

1. Adds safety to the core values of the College, on the same level and with the same support as other values defined by the Forestry Executive Committee.
2. Recognizes that the Academic Department Head or Service Group Leader is the role model for the unit, and all of his or her actions and decisions add to or detract from the credibility of the safety commitment.
3. Ensures that the Forestry Executive Committee personally sets the standard for safety performance.
4. Establishes a comprehensive evaluation that includes a safety audit of the College, to identify existing and evolving hazards and to develop an effective system of accountability to ensure that hazards are controlled or abated.
5. Recommends that the College annually undergoes an evaluation and discussion of the College's safety performance.

Each Academic Department and Service Group is responsible for adopting programs, rules and procedures that promote safety and productivity, and minimize potential financial loss to the College. In addition, each Academic Department and Service Group shall designate a department or group Safety Coordinator who shall be responsible for coordinating the department's or group's safety programs and representing the Academic Department or Service Group on the College Safety Committee. The College Safety Committee shall assist all Academic Departments and Service Groups in compliance with this order. The College Safety Committee shall:

1. Adopt a written safety policy/mission statement.
2. Publish and enforce safety standards appropriate to the particular needs of each academic department or service group.
3. Establish a program to promote awareness of safe work practices.

4. Institute and promote training and other educational programs for managers, supervisors, and employees to promote awareness of and competency in safe work practices.
5. Establish a procedure for conducting regular safety inspections/surveys so that potential hazards are detected, corrected and/or controlled in a timely manner.
6. Promote effective investigation and management of accidental loss and workers' compensation claims.
7. Maintain accurate, comprehensive records relating to injuries, accidents, property damage and any other incident that has or potentially will expose the state to financial loss. In addition, these records will be kept for a timely period to help in understanding the underlying conditions of accidents and injuries and lead to possible for prevention strategies.