Workplace Safety (XXXX)
University Staff
University of Wisconsin-River Falls

Policy:

The University of Wisconsin-River Falls is committed to maintaining and promoting a healthy, safe, and injury free environment to all employees with the goal of reducing injuries and illnesses to the lowest possible level. This policy establishes workplace health and safety procedures for University Staff and follows the framework provided in UW System Operational Policy: GEN 11. It endorses efforts which ensure the quality of occupational health and safety by emphasizing incident and accident prevention and the control of risks in the working environment.

Procedure:

All University Staff are required to promote and follow this workplace safety policy. Components of an effective workplace safety program are: management commitment, employee commitment, worksite analysis, hazard prevention and control, training, and emergency preparedness.

Management Commitment

- Lead safety efforts by example.
- Establish written departmental objectives to prevent occupational injuries and illnesses and improve workplace health and safety.
- Establish written expectations for employees in following workplace health and safety rules and hold employees responsible.
- Provide adequate authority and resources so that everyone can meet their assigned responsibilities.
- Establish adequate reporting systems for University Staff to report safety concerns.
- Ensure employees receive performance evaluations that include a written evaluation of the accomplishment of assigned health and safety responsibilities.
- Provide new employee job safety orientation in a timely manner.

Employee Commitment

- Use good judgment in carrying out work assignments and following established policies and procedures.
- Adhere to federal, state, system, and UWRF safety requirements and guidelines.
- Properly use and maintain university supplied materials and equipment.
- Have a personal commitment to safety by solving safety concerns. Concerns beyond personal control/expertise must be reported to supervisor or risk management. For non-urgent concerns, use the online safety concern reporting process. [http://www.uwrf.edu/RiskManagement/SafetyReport.cfm]
- Report work related incidents or injuries within 24 hours to Human Resources.
- Acknowledge that disregard for established policies and procedures may result in disciplinary actions.
• Participate in mandated safety trainings and drills.

Worksite Analysis/ Hazard Prevention and Control
• Actively participate in safety inspections/surveys so that potential hazards are detected and corrected or controlled in a timely manner.
• Recommend solutions to safety concerns as they are identified and implement improvements as needed.

Training
• Complete safety training as required.
• Promote occupational health and safety awareness and safe work practices.

Emergency Preparedness
• Be familiar with campus emergency procedures.
  http://www.uwrf.edu/Emergency/EmergencyManagement.cfm
• Plan and prepare for emergencies by participating in emergency training and drills.
• Participate in department emergency planning and subsequent updates to be prepared at all times.
• Be prepared at home for emergencies so availability for work emergencies is possible.

Safety/Protective Equipment:
Safety and protective equipment will be provided based on job requirements. Employees will be reimbursed for the purchase of safety/protective equipment if required and approved by the employer. See the UWRF Personal Protective Equipment Policy (insert link-upon approval as an administrative policy).

University Responsibilities:
The Office of Human Resources will maintain this policy.

Background:
This policy document was approved on XXXXX and defines the UW-River Falls Workplace Safety procedures as of July 1, 2015.

Related Documents/References:
UW System Operational Policy GEN 11 – Workplace Safety
UWRF Personal Protective Equipment Policy

Contact:
Questions about this policy should be directed to the UW-River Falls Office of Human Resources.