

Oregon Institute of Technology

Safety OIT-50-020

OIT is committed to reducing or eliminating on-the-job accidents by the use of every reasonable precaution. We will provide and maintain safe work areas, equipment and materials, and establish and require safe work methods and practices for each employee. To monitor its safety and health responsibilities, OIT has appointed a Director of Campus Safety who is responsible for the oversight of the college's total safety and health environment.

Responsibilities

1. Every employee is responsible for working toward the stated goal. Safety is a matter of individual attention to problems that may exist or arise, as well as a matter of teamwork and communication to correct unsafe conditions promptly. Job-related accidents are painful and costly to both the individual and institution.

The unsafe practices of one employee may adversely affect one or more other employees or students. Consequently, each person plays an important part in the accident prevention program. Every employee must actively cooperate in this program and will:

- a) When working, use every reasonable precaution to protect all persons from injury.
 - b) Be alert to and report unsafe conditions or practices to the supervisor immediately. Employees will not continue to work in a manner they believe endangers themselves or others until the condition/practice has been investigated by the supervisor. If the supervisor determines the condition/practice to be safe, the employee will be instructed to continue to work.
 - c) Immediately report all accidents to the supervisor.
 - d) Be familiar with and abide by OIT's safety requirements.
 - e) Cooperate fully with all steps taken to promote safe working conditions and practices.
2. Every supervisor is responsible for promoting safe work practices and effectively controlling conditions that could lead to accidents within the work unit. Each supervisor will:
 - a) Instruct each employee on hazards of the work assigned and how to avoid such hazards.

- b) Maintain safe work conditions within the work unit. Be constantly alert to detect unsafe conditions and work habits. Correct unsafe work habits or conditions immediately, if possible. If immediate correction is not possible, stop the work activity until the condition can be corrected, and report the conditions and action taken to the Director of Campus Safety.
- c) Ensure that each employee understands that the violation of the safety rules will not be tolerated.
- d) Investigate each accident to determine its cause and make recommendations for corrective action. A written report will be forwarded to the Director of Campus Safety for review. Review accidents with each involved employee so that similar accidents may be avoided in the future.
- e) Complete a claim form whenever an accident involves medical attention and/or time loss from the job. This form must be completed and forwarded to the Office of Human Resources within 24 hours of the accident.
- f) Include the improvement of safety awareness and practice in each employee's work plan.

3. The Safety Commission

The Safety Commission is comprised of administrative, staff and student representatives who have an interest in the promotion of safety and health at Oregon Institute of Technology. Its purpose is to bring all areas of the college community together in a non-adversarial, cooperative effort to promote workplace health and safety. The commission is responsible for defining safety problems and removing obstacles to accident prevention, identifying hazards and recommending corrective action, assisting with identifying employee safety training needs, establishing accident investigation procedures for the college, and promoting positive safety attitudes and practices on the campus.

4. Presidential appointment of Radiation Safety Officer and Chemical Hygiene Officer

The Radiation Safety Officer oversees the use of radioactive materials and radiation equipment, and administers the Radiation Safety Program. The Radiation Safety Officer provides consultation and training, radiation surveys, radioactive waste disposal, inventory and record-keeping, inspections, and maintenance of the college radioactive materials use license.

The Chemical Hygiene Officer (CHO) is responsible for compliance with the OR-OSHA Laboratory Standard and the OIT Chemical Hygiene Plan. The CHO is responsible for ensuring safety in the college's laboratories. The CHO provides guidance concerning safe work practices, maintains the Material Safety Data Sheet (MSDS) library and coordinates safety training with the Campus Safety Department.

5. Laser Safety Officer

The Laser Safety Officer (LSO) is a designated individual who has been trained and certified in laser safety with the authority and responsibility to monitor and enforce the control of laser hazards and to effect the knowledgeable evaluation and control of laser hazards.

The primary responsibility of the LSO includes the following: monitoring, evaluating and controlling laser hazards; consulting with laser users on laser safety issues; establishing and overseeing laser safety policies and programs.

Recommended by:

Administrative Council – April 8, 2002
Faculty Senate – April 4, 2002
President's Council – April 9, 2002

Approved: Martha Anne Dow
Martha Anne Dow, President

Date: April 9, 2002

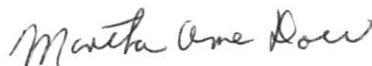
Oregon Institute of Technology
President's Statement on Campus Safety and Accountability

It is the policy of Oregon Institute of Technology (OIT) to provide a safe and healthy place to work and learn. OIT has established safety and health programs that will help identify occupational hazards and prevent workplace illnesses and injuries. Responsibility for the successful implementation of the college's safety programs rests at all levels including administrators, supervisors, employees and students. The OIT safety policy (50-020) outlines the responsibilities of each group.

The President is ultimately responsible for the safety of faculty, staff and students. Responsibility for the success of health and safety programs is delegated to the Vice-Presidents and the Provost. They provide direction and support to supervisors and employees regarding health and safety procedures, job training, and hazard minimization efforts. Supervisors are directly responsible for supervising and training their employees in safe work practices. They promote safe practices and attitudes through training, participation in college safety programs, and through personal example. Supervisors enforce college safety rules and take immediate corrective action to eliminate hazardous conditions and practices. All employees shall participate in college health and safety programs that apply to their position, and to abide by the college's safety rules. Failure to do so will result in appropriate disciplinary action being taken.

The Campus Safety Department administers OIT's safety programs and assists the administration in meeting its health and safety responsibilities. The Department also oversees the security of campus facilities, the prevention of criminal acts, and the protection of students, staff, and visitors while on campus. In addition, OIT has a Safety Commission, which represents all members of the campus community, and is responsible for promoting workplace health and safety.

Accidents result in needless waste and personal suffering. Positive attitudes about safety are a primary means of reducing accidents in the workplace. Ultimately, all employees are directly responsible their personal safety and that of their fellow workers. Please become familiar with the safety programs at OIT and make safety an essential part of your work. The entire OIT community benefits when we all strive to ensure a safe and healthy campus.



Martha Anne Dow
President

April 9, 2002