
EMPLOYEE SAFETY AND LOSS CONTROL TRAINING

PURPOSE: This policy was created to provide each employee with training appropriate to his/her job assignment in order to minimize or eliminate workplace accidents, injuries, illnesses, and/or equipment and facility damage.

I. Policy Statement

Each work-related accident or illness is caused by the unsafe act of an individual, an unsafe physical condition in the workplace, a lack of awareness of job hazards, or a combination of the above. These incidents can most often be prevented by eliminating or altering unsafe acts or correcting unsafe conditions. Safety and loss control training is based on needs developed from job descriptions, job safety analyses and reports of previous occupational injuries, illnesses, and losses. Hence, appropriate University departments should establish effective safety and loss control training programs that consider the following principles:

- All accidents have causes that are subject to control.
- It is possible and practical to eliminate or minimize workplace hazards.
- Management is responsible for providing a safe and healthful workplace.
- First-level supervisors are the critical link to identifying hazards and maintaining a safe workplace.
- Good safety practices are always an integral part of effective work behavior.

II. Scope

Prevention of accidents is the responsibility of all employees.

III. Responsibility

A. New Employee Orientation and Initial On-the-job Training

1. Responsibilities of the first-level supervisor:

- a) Instruct new employees on University policies and procedures relating to safe and healthful work practices.
- b) Introduce new employees to fellow employees, instruct them on the specific working conditions and procedures related to their position, and provide them with safety and loss control training opportunities through on-the-job training or the use of in-house or outside programs.
- c) Observe new employees at work and demonstrate correct and safe methods of work.
- d) Set a good work example.
- e) Coordinate specific topical training as appropriate for the employee.

B. Incident Reporting and Record-keeping

1. Responsibilities of the first-level supervisor and *Human Resource Services*:

- a) Supervisors shall keep an employee-initialed or signed record of orientation and on-the-job safety training and send the document to Human Resource Services for filing. Human Resource Services shall

store records of all such safety and loss control training for each employee and make that record available upon request.

- b) Supervisors shall advise all employees to promptly report any work-related incidents, accidents or illnesses to their immediate supervisor.

C. Job Description and Annual Performance Appraisal/Evaluation

1. Responsibilities of the classified and supervisory/managerial staff:

- a) Job descriptions for classified and supervisory/managerial staff should reflect appropriate levels of responsibility for safety and loss control training.
- b) Each classified and supervisory/managerial staff member should be reminded that “workplace environment and safety” appears as one of the core performance competency factors on their Performance Evaluation Plan and as such, be appraised as meeting or not meeting minimum performance standards.