

## Oregon Institute of Technology

### Safety OIT-50-020

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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