JACKSONVILLE STATE UNIVERSITY

Manual of Policies and Procedures

POLICY NO.: I:06 **DATE: March 1990**

REVISION/REVIEW DATES: Nov 1991, Sept 2013, June 2020

SUBJECT: Safety and Environmental Health

APPROVED: Dr. Don C. Killingsworth Jr., President

PURPOSE

It is the intent of Jacksonville State University (JSU) to provide a healthful, safe, and secure environment for students, faculty, staff, and visitors.

POLICY

In furtherance of this intent, a comprehensive program incorporating safety and environmental health is to be maintained and regularly evaluated.

The purpose of the JSU Safety and Environmental Health Program is as follows:

- To establish general guidelines under which the safety and environmental health program is to operate.
- To define relationships as they relate to the safety function throughout JSU.
- To set responsibilities for safety and environmental health throughout JSU.
- To identify assistance available for safety-related matters.

In furtherance of the implementation of this program, the following guidelines have been adopted.

1. The storage, use, and disposal of any potentially hazardous substance or material shall be in accordance with federal, state, and JSU regulations and with manufacturer recommendations.

2. The occupancy and use of buildings and other facilities shall be in accordance with all applicable codes adopted and enforced by the State of Alabama Building Commission and the Alabama State Fire Marshall including those codes and standards incorporated by reference.

3. The vehicular traffic should be in accordance with the vehicular code. Parking accommodations should be safe and secure, and sidewalks and footpaths free of recognized hazards.

4. Fire Safety and Life Safety should in accordance with the International Fire Code (2015) and all standards of the National Fire Protection Association endorsed by the Alabama State Fire Marshall.

5. Food, water, and waste management systems should be in accordance with federal, state, and JSU regulations.

RESPONSIBILITIES

The President

The President has the overall responsibility for safety throughout JSU. He/She may choose to delegate all or a portion of his/her authority in connection with this safety responsibility to another individual designated to act on his/her behalf.

The University Executive Council

The University Executive Council (UEC) reviews safety and environmental health matters that cannot be resolved by the University Safety and Environmental Health Committee or the Chief Safety Officer. Its recommendation is forwarded to the President.

The University Safety Committee

The University Safety Committee acts on behalf of the President to review the policies and programs pertaining to safety. The Chief Safety Officer serves on the Committee in an *ex-officio* role.

The Department of Public Safety (University Police Department)

The Chief of Police is charged with the responsibility for monitoring fire safety, vehicle safety, university-wide emergency management system, campus security, and the enforcement of criminal laws under the Code of Alabama (1975).

The Chief Safety Officer

The Chief Safety Officer is charged with the responsibility for monitoring environmental, health, and safety practices on Campus except for vehicle safety, university-wide emergency management systems, campus security, and the enforcement of criminal laws under the Code of Alabama (1975). The Chief Safety Officer is to assist as a subject matter expert in Fire Safety and Life Safety for the Chief of Police, ensuring adherence to applicable codes governing these areas and assessing current fire prevention technology.

The Chief Safety Officer's main function is to provide advisory guidance and recommendations to the President and the President's Cabinet on matters related to the University's environmental, health, and safety program. The Chief Safety Officer reports to the Chief of Program Operations.

Risk Management

The Senior Vice President, Finance and Administration, is the Risk Manager and has broad responsibility for the protection of Jacksonville State University, its students, its faculty, its staff, and its visitors from preventable loss. The Risk Manager advises the President and the President's Cabinet on all potential sources of loss and makes recommendations on how to best minimize or eliminate loss. Duties also include the overall responsibility for establishing loss prevention methods, engineering controls, risk transfer devices, claims handling and settlement, and the procurement of consulting services to carry out this responsibility.

Unit Heads

The term "unit head" applies to individuals who oversee discrete administrative entities. Examples include, but are not limited to, deans, directors, and department heads. Each unit is required to have a written, effective, up-to-date safety and environmental health program that addresses both the general safety of the unit as well as those areas that may present unique problems peculiar to the unit.

It is the responsibility of each unit head to ensure that such a program exists, that it meets the safety and environmental needs of the unit, and that it is current. The authority for the establishment and ongoing management of the unit's safety programs may be delegated by the unit head to his/her chosen safety representative. ***The safety responsibility must remain with the unit head.*** Each unit must submit its written program to the University Safety Committee for review and approval prior to implementation. Subsequent revisions or changes to written programs must also be submitted to the Committee for review and approval.

Assistance in preparing a written safety and environmental health program is available upon request from the Chief Safety Officer. Problems may also be addressed directly to the University Safety Committee for consideration and resolution. Periodic review of the unit safety program to ensure its adequacy and effectiveness are the responsibility of the unit head. Reports detailing the results of these reviews should be sent to the University Police Department and to the University Safety Committee in a timely manner. A report of the results of this review and/or program revisions must be submitted to the Chief Safety Officer. It is suggested that these periodic reviews be made at least on an annual basis. The University Police Department will maintain current copies of all University safety plans.

Each JSU Employee

All JSU Employees have responsibility to themselves, their supervisor, and to JSU, to conduct all activities on campus in a safe manner. Therefore, all employees shall read and acknowledge the institutional safety regulations found in the JSU Safety Manual and be familiar with the administration thereof.

Additionally, unsafe conditions, activities or potential hazards are to be reported to one's supervisor immediately and to the University Safety Officer or the Risk Manager as soon as practical.

Individuals are to report all work-related injuries, illnesses, and incidents directly to their supervisors. Supervisors and Unit Heads are required to report these cases to the Office of the Senior Vice President, Finance and Administration. The reporting of safety-related information must be accomplished without fear of reprisal on the part of the employee. Employees are to be familiar with their unit's safety program and to comply with its provisions. Failure to comply with safety requirements willfully, or otherwise, may lead to disciplinary action.

Reporting Safety and Environmental Health Hazards

Any potential or imminent safety or environmental hazards must be reported, and appropriate corrective actions taken. Individuals who report safety problems but do not wish to identify themselves for whatever reason, may pass along the information confidentially to the Chief Safety Officer, Risk Manager, the University Safety Committee, or use the Whistleblower provisions of the Code of Conduct and Ethics (I.05.04).

If any person feels persecuted or penalized for having reported a safety violation, he/she may bring the problem to the attention of the Chief Safety Officer, Risk Manager, or the University Safety Committee. An investigation shall be conducted, and the individual will be informed of the final resolution.

Injury/Illness/Incident Reporting - Injuries, illnesses, and incidents, other than traffic-related accidents (which should be reported to the Jacksonville State University Police Department or appropriate local law enforcement agency) that occur on University property or affect our personnel or equipment must be reported to the Office of the Senior Vice President, Finance and Administration, using Form 60, who will provide a copy to the Chief Safety Officer. This is the responsibility of the Unit Head.

All job-related injuries and illnesses are included in this reporting system. Additionally, any near injuries, accidents resulting in loss or damage, near-accidents, or other incidents which in

themselves resulted in no loss or injury but had significant accidental loss potential, should also be reported using this system.

One primary use of this information is to identify unsafe conditions so that they can be corrected to prevent future accidents and injuries. It is only through accurate, timely accident reporting that many conditions can be identified and remedied.

RESPONSIBILITY

The Chief Safety Officer is responsible for this policy.

EVALUATION

This policy will be evaluated at least every five (5) years.