



## UNIVERSITY WORKPLACE SAFETY

No.: \_\_\_\_\_

Date: \_\_\_\_\_

**Authority:** Wisconsin Statutes

§36.115 <https://docs.legis.wisconsin.gov/statutes/statutes/36/115>

Wisconsin Statutes §101.055 Public Employee Safety and Health <http://docs.legis.wisconsin.gov/statutes/statutes/101/I/055>

Wisconsin Statutes §101.11 Employer's duty to furnish safe employment and place, <http://docs.legis.wisconsin.gov/statutes/statutes/101/I/11>

University of Wisconsin System UPS Operational Policy: GEN 11 <http://www.uwsa.edu/personnelsystems/development-documents/ops/list/gen-11.pdf>

State of Wisconsin Executive Order 194, <http://www.uwsa.edu/risk-management/shprog/app1.htm>

Occupational Health and Safety Training for UW Employees Program Review, <http://www.wisconsin.edu/audit/occhealth.pdf>

**Initiator:** Robin Van Harpen, Vice Chancellor, Finance & Administrative Affairs

**Responsible Party:** Department of Human Resources; Shannon E. Bradbury, Department of Human Resources; Department of University Safety and Assurances; Colleen Murphy, Department of University Safety and Assurances

**Purpose:** To establish workplace health and safety procedure parameters for all UWM employees which include the elements required by [Wis. Stat. § 36.115\(4\)](#).

**Policy Background:** In July 1993, Governor Tommy Thompson issued an executive order recognizing the importance of protecting the health and safety of state employees. Executive

Order #194 required all state agencies to develop a comprehensive written occupational health and safety program that included a range of activities designed to improve worker safety in government agencies. Among the required components of the safety program was “...provide adequate health and safety training and education for managers, supervisors and employees.”

Wis. Stat. § 36.115(2) requires the Board of Regents to develop personnel systems that include a workplace safety policy. Wis. Stat §101.055 grants to all State of Wisconsin employees the rights and protections of occupational health and safety that is granted to private sector employees under the Occupational Safety and Health Act (OSHA) of 1970. Wis. Stat. §101.11 requires the employer to provide safe employment.

## **Definitions**

*Employer* means UWM, a University that engages the services of university employees. The term includes a person acting on behalf of UWM within the scope of his/her authority, express or implied.

## **POLICY AND PRACTICE**

UWM has a duty to provide a safe place to work. UWM is responsible for the maintenance of occupational health and safety standards and for the promotion of workplace health and safety.

## **MANAGEMENT COMMITMENT AND EMPLOYEE INVOLVEMENT**

**Performance and Accountability Standards.** To ensure that all administrators, directors, managers and supervisors are responsible for assuring workplace health and safety in their respective areas, an appropriate version of the language identified in Appendix A of this policy will be included in all Position Descriptions for individuals with responsibility for supervising others, or otherwise presented to them.

To ensure that all other employees are responsible for abiding by appropriate health and safety regulations and procedures, an appropriate version of the language identified in Appendix B of this policy will be included in all Position Descriptions for individuals other than those listed above, or otherwise presented to them.

**Occupational Health and Safety Committees.** UWM will establish and maintain a campus-wide Health and Safety Committee as well as Safety Committees in some Schools, Colleges, Divisions and/or Departments with participants from all levels of the organization that meet on a regular basis to discuss appropriate health and safety protocols and the implementation of appropriate methods of review. Such Committees will be publicized within their School/College/Division or Department, and thus serve as a means for employees to notify management about potentially hazardous conditions or work practices. The Committees shall respond promptly to hazards brought to their attention, and shall report periodically and not

less than annually to campus Administration and the Director of the Department of University Safety and Assurances, who for these purposes shall be the campus Occupational Health and Safety Coordinator.

Reporting Systems. UWM will develop a method of periodic management review of UWM's occupational health and safety program and provide UW System Administration an annual summary of the program.

## HAZARD PREVENTION, CONTROL AND ANALYSIS

Every supervisor/manager as well as the Department of University Safety and Assurances are charged with the timely investigation of workplace accidents, incidents and reported hazards to determine their causes and to direct correction and prevention strategies.

The Department of University Safety and Assurances will also conduct annual occupational health and safety inspections so that potential hazards are detected and corrected or controlled in a timely fashion.

Units informed of hazards or potential hazards in their buildings/area, whether the information comes as a result of an accident/incident, a reported hazard, or a periodic occupational health and safety inspection are responsible for following up upon the report and abating the problem upon notification. Serious hazards that pose a risk of immediate danger to life or health must be corrected immediately.

The Department of University Safety and Assurances will prepare UWM for emergencies by ensuring that training for emergencies is provided and drills are conducted. All campus employees are required to participate in emergency drills.

## TRAINING AND COMMUNICATION

The Department of University Safety and Assurances will ensure that occupational health and safety training is made available to managers, supervisors, employees, and principal investigators. The Department will promote health and safety awareness and safe work practices year round through training and campus-wide communication.

## SAFETY EQUIPMENT

Employees will be provided or reimbursed for safety and protective clothing and equipment when the equipment is required by UWM for the performance of assigned duties.

Safety Glasses. When UWM requires safety glasses or safety sunglasses for the performance of assigned duties, the employer shall provide such glasses/sunglasses or reimburse the employee for the purchase cost including an eye examination (for

prescription safety eyewear) if not already covered by a health insurance carrier. Reimbursement will not be made more than once a year

**Safety Shoes.** When a UWM hazard assessment identifies safety shoes as necessary for the performance of assigned duties, the employer shall provide such shoes or reimburse the employee for the purchase cost as prescribed by the state of WI. Reimbursement will not be made more than once a year.

**Safety Gloves/Other Protective clothing and equipment.** When employees are required to work with hazardous chemicals, biological or physical agents, the employer must provide appropriate protective equipment.

### **Contact Information**

For information about the operation of this policy, contact the Personnel Representative for your respective School, College, Division or Department, or the Department of University Safety and Assurances.

### **APPENDIX A**

**Performance and Accountability Standards.** To ensure that all administrators, directors, managers and supervisors are responsible for assuring workplace health and safety in their respective areas, an appropriate version of the following language will be included in all Position Descriptions for individuals with responsibility for supervising others, or otherwise presented to them.

#### **Occupational Safety Performance and Accountability Standards**

1. Advise and assist your management/supervisors and other staff in preventing and controlling occupational injuries and illnesses.
2. Assure that the areas for which you are responsible abide by the health and safety rules set forth by the Wisconsin Building Code, federal, state and local requirements and regulations, UWM and UW System policies and the Wisconsin Department of Safety and Professional Services, <http://dsps.wi.gov/Home>, as set forth on the UWM University Safety and Assurances web page, <http://www4.uwm.edu/usa/safety/> or as found through safety assessments/inspections.
3. Assure that identified risks and hazards are corrected as necessary and in a prompt and responsible manner when so directed by Federal, Local, State or UW System/Department of Administration Inspectors or the Department of University Safety and Assurances.

4. Assure that authority over safety protocols and the provision of safety equipment is maintained in your areas of responsibility and assure that there are written safety standards and objectives.
5. Review the safety performance of your direct reports annually.

## **APPENDIX B**

Performance and Accountability Standards. To ensure that all other employees are responsible for abiding by appropriate health and safety regulations and procedures, an appropriate version of the language identified in Appendix B of this policy will be included in all Position Descriptions for individuals other than those listed above, or otherwise presented to them.

### **Occupational Safety Performance and Accountability Standards**

1. Maintain safety protocols in your work area(s). Become aware of the health and safety rules for your work area, as set forth by the Wisconsin Building Code, federal, state and local requirements and regulations, UWM and UW System policies and the Wisconsin Department of Safety and Professional Services, <http://dsps.wi.gov/Home>, as set forth on the UWM University Safety and Assurances web page, <http://www4.uwm.edu/usa/safety/>
2. Advise your management/supervisors of suspected or perceived risks as soon as possible, so as to prevent and control occupational injuries and illnesses.  
  
Follow the directives of the Department of University Safety and Assurances in correcting identified risks in a prompt and responsible manner.
3. Report all accidents immediately to your supervisor.
4. Use protective safety equipment, devices and tools provided.
5. Complete safety training programs recommended by your supervisor or the Department of University Safety and Assurances.