

PN 3.046

PERSONAL PROTECTION PROCEDURES

Wherever possible, administrative and/or engineering controls will be used to reduce the risk of personal injury to employees at work. When administrative or engineering controls are not or cannot be used to reduce risks to reasonable levels, personal protective equipment and procedures are required.

Departmental Responsibilities

Each department will identify the tasks it performs, if any, which require the use of personal protective equipment or procedures. Employees will be trained regarding personal protective equipment and procedures. Written work rules will be developed for each task requiring personal protective equipment or procedures, and a copy of the work rules will be filed with the Office of Human Resources, Safety Office.

Public Safety Responsibilities

The Office of Human Resources Safety Office will provide consultation to departments requiring

information on personal protective equipment or procedures.

(Executive Order)

PN 3.047

HEALTH AND SAFETY INSPECTIONS

Health and safety inspections focus on two areas of accident prevention concern: the condition of the physical facilities and the work behaviors of the employees.

Public Safety Officers will conduct a formal inspection of each campus building on a quarterly basis. Public and common areas will be inspected for fire safety, proper lighting, safe use of electricity, trip and fall hazards, occupational safety devices and conditions, housekeeping, and personal protection in the workplace. A written report of each inspection will be submitted to the Assistant to the Director of Public Safety, who will coordinate any necessary corrective action and make a follow-up inspection.

Student residence hall rooms will be inspected by the Department of Residence Life for general maintenance purposes each time a student moves in or moves out of a room. Fire safety inspections of student rooms will occur at least once each semester.

Fire alarm systems will be tested and inspected under the terms of a contract let by the Physical Plant Department.

The Health and Safety Committee may make inspections as it deems necessary. The Director of Public Safety and the Assistant to the Director of Public Safety may inspect facilities and work practices and are authorized to intervene in any situation which poses an imminent danger of injury or physical harm to any employee.

Supervisors and employees alike are to be diligent concerning safety conditions in their immediate work areas and the safe condition of all equipment before starting a job task. Employees shall report any unsafe conditions or defective equipment to their supervisor or to the Department of Public Safety. Supervisors are to monitor work practices and behaviors to ensure compliance with all safety rules and regulations, including personal protective equipment and procedures.

(Executive Order)