

A MESSAGE FROM UNLV PRESIDENT LEN JESSUP
February 22, 2017

As University of Nevada Las Vegas advances to become a Tier One Institution we must also recognize that safety is an integral part of the everyday activities in any program or procedure. Our goal is to create a healthy and safe environment for faculty, staff, students and visitors. Safety is everyone's responsibility, so please help us to achieve this goal.

For more information regarding UNLV's Workplace Safety Policy please click on the following link: <https://rms.unlv.edu/occupational/WrittenWorkplaceSafety.pdf> or contact the UNLV Risk Management and Safety Department at 702-895-4226.

Thank you

Len Jessup, President, UNLV



**WRITTEN WORKPLACE
SAFETY PROGRAM
February 2016**

A. POLICY

The University of Nevada, Las Vegas (UNLV) maintains a safe environment for employees, students, and visitors by ensuring that safety programs are followed and safe work practices used. Employees, students and visitors are encouraged to report safety hazards without fear of reprisal. See links to all Risk Management and Safety policies below.

B. RESPONSIBILITY

- 1) **Risk Management and Safety (RMS)** has the responsibility for safety and health and assists departments by providing the resources necessary to implement safety and health program requirements and evaluate reported unsafe conditions.
- 2) **Management** is responsible for implementing and managing safety and health programs/procedures for their area of responsibility and taking action on reports of unsafe conditions. Information will be reviewed and assessments performed to provide employees the information they need to protect themselves.
- 3) **Employees/students** are responsible for following all applicable safety programs/procedures for the area in which they work or study, properly using personal protective equipment (when required) and reporting unsafe conditions to their

supervisor, instructor, or RMS.

C. HAZARD ID, ANALYSIS and CONTROL

- 1) **Identification.** The methods used for identifying hazards include inspections, employee notifications, accident investigations and outside agency reports.
- 2) **Analysis.** The tools used to analyze hazards depend on the nature and location of the hazard and will include, but are not limited to, the following: job hazard analysis, environmental sampling, accident/incident summaries, inspection reports and database analysis of findings.
- 3) **Control.** Once hazards have been identified and analyzed, appropriate use of elimination, substitution, engineering controls, administrative controls and personal protective equipment will be recommended to eliminate hazards. RMS will offer recommendations in the reports it generates and perform follow up visits with appropriate departments, shortly thereafter, to evaluate progress.

D. TRAINING

RMS uses a web-based safety training management system. This requires that all employees, student-workers, students, and documented volunteers register for an account. Once registered, both classroom and on-line trainings are recorded and available for review by the individual and his or her supervisor.

RMS collaborates with various department heads to determine which training is required based on the department, job title, or individual. This is referred to as a training needs assessment. Key areas to identify are job classifications that require training prior to "initial assignment."

RMS will flag people who may need training such as asbestos awareness or bloodborne pathogens (BBP) before they are expected to perform their duties. The training is based on current regulations, UNLV programs, and best practices. Each person will receive on-the-job training specific to their area when reporting to work.

E. ACCIDENT INVESTIGATION and CORRECTIVE ACTION

- 1) **Investigation.** RMS conducts investigations in response to accidents, injuries, and work related illnesses that are reported using the forms (see below) or other methods of notifications, such as telephone calls from Public Safety or the Facilities Help Desk.
 - Notice of Injury or Occupational Disease (Form C1)
 - Supervisor's Injury/Illness/Incident Report
 - Claim for Compensation/Report of Initial Treatment (Form C4)
- 2) **Corrective Action.** Post-accident reviews are used to examine the cause of workplace

accidents and increase employee/departmental awareness. The employee and their supervisor will be notified if it is necessary to conduct a post-accident review. The following types of accidents are subject to review:

- Any accident with significant injury potential
- Any accident that results in a significant injury
- Any accident or injury resulting from a safety procedure violation
- Two or more claims filed within twelve months
- A claim filed within six months of employment
- Back injuries resulting from improper lifting

At the end of the investigation, RMS will make corrective action recommendations to pertinent departments. RMS will also follow-up to ensure that corrective actions have been implemented.

F. ENFORCEMENT (COMPLIANCE)

The employee's department will take action, when deemed appropriate, for any employee violating safety rules and/or standards. Employees shall be subject to disciplinary action up to and including dismissal per the Nevada Administrative Code (NAC).

G. SAFETY COMMITTEES

Safety committees will meet on a regular basis to discuss safety related issues and areas of concern. Departments with established safety committees will identify representatives who will represent the department's various areas of responsibility.

H. OTHER REQUIREMENTS

RMS will develop procedures for programs as required by federal, state, and local regulations. Once developed, the departments will implement the procedures. The day to day responsibility of complying with these programs rests with those who supervise employees and the employees themselves.

CAMPUS SAFETY COMMITTEES:

The general information above is important, and it is also useful to point out that there are 10 main campus safety related committees, as noted below. Each of these committees focuses on a specific aspect of safety, and the associated procedures and protocols appropriate for that area. If you are working in any of these areas it is important for you to become familiar with the specific requirements for safety, and there are links below to the detailed information.

- [Radiation Safety Committee](#) - assist in the development and implementation of safety policy and procedures for the handling of both sealed and unsealed radiation sources.

- [Accelerator Facility Radiation Safety Committee](#) - assist in the development and implementation of safety policy and procedures for operating accelerators.
- [Laser Safety Advisory Committee](#) - assist in the development and implementation of safety policy and procedures for operating type 3B and 4 lasers.
- [Institutional Biosafety Committee](#) - assist in the development and implementation of safety policy and procedures related to biological research and disposal of waste.
- [Chemical Safety Advisory Committee](#) - assist in the development and implementation of safety policy and procedures related to the acquisition, storage, use and disposal of hazardous waste.
- [Institutional Animal Care and Use Committee](#) - assist in the development and implementation of safety policy and procedures related to research or instruction activity conducted at, or sponsored by UNLV that involves vertebrate animals (including farm animals and wild animals).
- [Facilities/RMS Safety Committee](#) - assist in the development and implementation of safety policy and procedures related to construction and maintenance of UNLV facilities.
- [College of Fine Arts](#) - assist in the development and implementation of safety policy and procedures related to Art, Dance, Film, Architecture, Theatre, Music etc.
- [Thomas and Mack Center](#) (TMC) and Sam Boyd Stadium (SBS) Safety Committee - assist in the development and implementation of safety policy and procedures related to UNLV athletic events and the many special events.
- [School of Dental Medicine](#) (SDM) Safety Committee - assist in the development and implementation of safety policy and procedures related to oral health care.

A. **RMS POLICY LINKS**

A

- Automatic External Defibrillator (AED) Locations
- Asbestos Locations and Asbestos Containing Plans
- Asbestos Management
- Asbestos Management Plan
- Atmospheric Testing Procedures
- Automated External Defibrillator (AED) Policy

B

- Bloodborne Pathogens Fact Sheets
- Biosafety Level 2 Laboratory Standard Operating Procedures
- Biosafety Level 3 Laboratory Standard Operating Procedures
- Bloodborne Pathogens Exposure Control Plan
- Building Evacuation Plan

C

- Car Rental Policy

- Cart Safety
- Cart Safety Program
- Cart Safety Training
- Chemical Fume Hood Guide
- Chemical Hygiene Plan
- Chemical Inventory and Receiving of Chemicals
- CHIMERA (Chemical Inventory Manager and Electronic Reporting Application) Website
- Class III Asbestos Project Checklist
- Confined Space Entry Program
- Contingency Plan for 180-day Hazardous Waste Accumulation Area

E

- Emergency Procedures for Radioactive Spills
- Emergency Response Plan
- Employee Training History

F

- Fall Protection Program

H

- Hazard Communication Program Policy and Procedure
- Hazardous Energy Control Program
- Hazardous Materials Information
- Hazardous Materials Labeling for Laboratory Workers
- Hazardous Materials Shipping Requirements
- Hazardous Substance Emergency Response Plan
- Hazardous Waste Clean Up Procedure
- Hot Work Program
- Hot Work Safety Training Online

I

- Industrial Hygiene Plan
- Institutional Biosafety Manual

L

- Laboratory Entrance Policy
- Laboratory Inspection Checklist
- Laboratory Safety Inspection Checklist
- Laser Safety Manual
- Laser Safety Program Standard Operating Template
- Laser Safety Training Manual

M

- Machine Guarding Procedure
- Medical Providers and Pharmacies for Workers' Compensations

N

- National Fire Protection Association Signs

- Nevada System of Higher Education (NSHE) Workers' Compensation Policies and Procedures
- NSHE Early Return to Work Policy for Workers' Comp

O

- Occupational Noise Program
- Occupational Safety Emergency Response Procedures
- On-line Safety Training
- Occupational Safety and Health Administration (OSHA) Workstation Checklist
- OSHA Asbestos Fact Sheet
- OSHA Permit-Required Confined Spaces
- Out-of-State Insurance Travel

P

- Perchloric Acid Safe Use and Storage
- Powered Industrial Truck Program
- Procedures for Ordering Radioactive Materials
- Property Damage Theft Department Procedures

R

- Resource Conversation & Recovery Act Generator Training
- RMS Respiratory Protection Program
- Radiation Emergency Response Plan
- Radiation Safety Authorized User Website
- Radiation Safety Manual
- Respirator Fact Sheet
- Respiratory Protection Program
- Respiratory Protection Online Training

S

- Safety Trainings
- Safety Training Calendar
- Source Security Policy for Radiation Safety
- Spill Prevention, Control and Countermeasure Plan
- Storm Water Pollution Prevention Plan
- Student Laboratory Safety Contract

V

- Vehicle Physical Damage Procedures
- Vehicle Use & Safety Program

W

- Workers' Compensation Employee Rights and Benefits
- Workers' Compensation Quick Facts
- Workers' Compensation Flow Chart.
- Written Workplace Safety Program