



**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.

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 program/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 performs 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 online training 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 required 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.