



**WRITTEN WORKPLACE  
SAFETY PROGRAM  
February 2019**

**A. PROGRAM OVERVIEW**

The University of Nevada, Las Vegas (UNLV) maintains a safe environment for employees, students, and visitors through safety programs and safe work practices. Employees, students and visitors are encouraged to report safety hazards without fear of reprisal.

**B. RESPONSIBILITY**

- 1) **Risk Management and Safety (RMS)** develops, implements and monitors safety and risk reduction programs and procedures to protect staff, students, visitors and the university from injury and/or financial loss.
- 2) **Management** implements safety and health programs and procedures within their area of responsibility and takes action to eliminate unsafe conditions. Management provides direction in the completion of job tasks, use of personal protective equipment (PPE) and the allocation of time to complete training courses.
- 3) **Employees** follow all applicable safety programs/procedures for their areas, completes safety training courses, properly uses personal protective equipment (PPE) and reports unsafe conditions.
- 4) **Students** follow all applicable safety programs and procedures that pertains to their course of study, research and/or laboratory projects.

**C. HAZARD ID, ANALYSIS and CONTROL**

- 1) **Identification.** The methods used for identifying hazards at UNLV include, but are not limited to, checklists, surveys, evaluations, inspections, notifications, investigations and outside agency visits.
- 2) **Analysis.** The information gathered during the "identification" phase will be examined and compared with other data, such as contained in the Chemical Inventory Management and Electronic Reporting Application (CHIMERA), to determine trends.

- 3) **Control.** Following analysis, corrective action can be identified and implemented to eliminate, or minimize, hazards. Corrective action may include: eliminating job tasks or products that produced the hazard, substituting products with those that are less hazardous, using engineering and/or administrative controls and the issuance/proper use of (PPE). RMS provides recommendations and works with departments to implement corrective action and then conducts follow-up visits to evaluate progress.

#### **D. TRAINING**

RMS uses a web-based safety training management system. In order to access the system, all employees, student workers, students, and documented volunteers must register for an account. Once registered, both classroom and online training are documented and course completion records are available for review by individuals and their supervisors.

RMS collaborates with various department heads to determine which training is needed based on job titles and/or individual requirements. This is referred to as a training needs assessment. The training needs assessment helps RMS identify individuals who may need special training in areas such as asbestos awareness, Bloodborne Pathogens (or others necessary) to perform specific tasks and job requirements.

Each person receives on-the-job training specific to their area when reporting to work. The RMS safety training is based on current regulations, UNLV programs, and best practices.

#### **E. ACCIDENT INVESTIGATION and CORRECTIVE ACTION**

- 1) **Investigation.** RMS conducts investigations of accidents, injuries, and work related illnesses. Common notification methods include: injury report forms, communication with Public Safety, Facilities Help Desk and/or individual departments.
- 2) **Post-Accident Reviews.** Post-accident reviews are used to examine the causes of workplace accidents or work-related illnesses and to increase employee and departmental awareness of preventative measures. Employees and their supervisors are notified in advance if RMS plans to conduct a post-accident review.

Types of accidents subject to review include: those with significant injury potential (or have resulted in a significant injury), an accident/injury resulting from a procedure violation, two or more claims filed with 12 months, a claim within the first six months of employment and/or back injuries from improper lifting.

- 3) **Corrective Action.** At the end of the investigation, RMS and/or the department will identify the corrective action (if required), as well as who will be responsible for implementing this action. RMS will also follow-up with departments to ensure that corrective actions have been completed.

**F. ENFORCEMENT (PROGRAM COMPLIANCE)**

Employees and students are required to comply with all OSHA safety and health standards that apply. Action will be taken, (when deemed appropriate) for individuals violating safety rules and/or standards. Employees deemed responsible for violations will be subject to disciplinary action up to and including dismissal per the Nevada Administrative Code (NAC) when warranted.

**G. SAFETY COMMITTEES**

Safety committees meet on a regular basis to discuss safety related issues and areas of concern. Departments will identify representatives from their various functional areas to serve on the committee.

Safety committees at UNLV include the following:

- Radiation Safety Committee - Assist in the development and implementation of safety policies and procedures related to the handling of sealed and unsealed radiation sources.
- Laser Safety Advisory Committee - Assist in the development and implementation of safety policies and procedures for operating type 3B and 4 lasers.
- Institutional Biosafety Committee - Assist in the development and implementation of safety policies and procedures related to research and disposal of biological waste.
- Chemical Safety Advisory Committee - Assist in the development and implementation of safety policies 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 policies and procedures related to research and/or instruction activity sponsored by UNLV, that involves vertebrate animals (including farm and wild animals).

- Facilities Management - assist in the development and implementation of safety policies and procedures related to construction and maintenance of UNLV facilities.
- College of Fine Arts - Assist in the development and implementation of safety policies and procedures related to Art, Dance, Film, Architecture, Theatre, Music and Entertainment Engineering and Design.
- Thomas and Mack Center (TMC) and Sam Boyd Stadium (SBS) Safety Committee - Assist in the development and implementation of safety policies and procedures related to facilities and staffing that support UNLV athletic and special events (including outside vendors and/or displays).
- School of Dental Medicine (SDM) Safety Committee - Assist in the development and implementation of safety policies and procedures related to dental school facilities and related care.

#### **H. OTHER REQUIREMENTS**

RMS develops programs and procedures as required by federal, state, and local regulations and assists departments their implementation, review and periodic monitoring. UNLV safety programs and procedures available on the RMS website include:

##### Environmental Management

- Asbestos Management
- Hazardous Materials
- Laboratory Safety

##### Fire & Life Safety

- Emergency Response Planning
- Building Evacuation Plans

##### Insurance & Claims Administration

- Insurance Administration
- Workers' Compensation
- Vehicle Use & Safety Program

### Occupational Safety

- Aerial Lift/Work Platforms
- Bloodborne Pathogens
- Cart Safety
- Confined Space Entry
- Energized Electrical Work
- Fall Protection
- Powered Industrial Trucks
- Hazard Communication
- Hot Work
- Control of Hazardous Energy
- Machine Guarding
- Occupational Noise
- Respirable Crystalline Silica
- Respiratory Protection

### Contractor Safety Procedures

- Hot Work Permit
- Occupational Noise Program
- Energized Electrical Work
- Hazard Communication Program
- Hazardous Energy Control Program

### Radiological Safety

- Radiation Safety Program
- Laser Safety Program
- Radiation Emergency Response Plan
- Emergency Procedures for Radioactive Spills

### Safety Training

- On-line Training Courses (32 available)
- Vault Training Documentation System