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 process reports of 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.

3) Employees/students are responsible for following all applicable safety programs/procedures for the area in which they work or study and also 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 (annual, periodic, and as needed), 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 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 manages the safety training program. Several individuals on campus are authorized to provide training covering the job duties and hazards of their respective locations. Employees, students, and volunteers will receive training based on the nature of their responsibilities upon initial assignment. Re-training will then be provided when required per regulations. Training will be offered in the classroom, on-the-job, and on-line. RMS will also manage the record keeping for the instruction provided.

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 following forms:

   - 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 that results in a significant injury
   - Any 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 correction 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 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 safety committees will identify representatives from its sections who will represent their respective areas of responsibility.

H. **OTHER REQUIREMENTS**

RMS will develop procedures for various 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.