PURPOSE
It is the intent of Jacksonville State University to provide a healthful, safe, and secure environment for faculty, staff, students, alumni, guests, and friends.

POLICY
In furtherance of this intent, a comprehensive program incorporating safety and environmental health is to be maintained and regularly evaluated.

The purpose of the Jacksonville State University Safety and Environmental Health Program is as follows:

1. To establish general guidelines under which the safety and environmental health program is to operate.
2. To define relationships as they relate to the safety function throughout the University System.
3. To set responsibilities for safety and environmental health throughout the University.
4. To identify assistance available for safety related matters.

In furtherance of the implementation of this program, the following guidelines have been adopted.

1. The storage, use, and disposal of any potentially hazardous substance or material should be in accordance with manufacturer, governmental, and University recommendations or regulations.
2. The occupancy of buildings and other facilities should be in accordance with the appropriate fire and life safety codes. This is inclusive of fire prevention and safety measures, severe weather, ordinary and special ventilation systems, noise abatement, etc.
3. The vehicular traffic should be in accordance with the vehicular code. Parking
accommodations should be safe and secure, and pedestrian walkways hazard free.

4. Food, water, and refuse management systems should be in accordance with governmental and University recommendations or regulations as they pertain to health and sanitation.

5. The responsibilities for safety and environmental health are as follows:

**The President**

The President has the overall responsibility for safety throughout the University. He may choose to delegate all or a portion of his authority in connection with this safety responsibility to another individual designated to act on his behalf.

**The University Council**

The University Council reviews safety and environmental health matters that cannot be resolved by the University Safety and Environmental Health Committee or the University Safety and Health Officer. Their recommendations are forwarded to the President.

**The University Safety and Environmental Health Committee**

The University Safety and Environmental Health Committee acts on behalf of the President to review the policies and programs concerning safety and safety related matters. The University Safety and Health Officer serves on the Committee in a resource role.

**The Office of Public Safety (University Police Department)**

The University Police Chief is charged with the responsibility for monitoring fire safety, vehicle safety, university-wide emergency management system, and campus security.

**The University Safety and Health Officer**

The University Safety and Health Officer is charged with the responsibility for monitoring safety and environmental health practices on Campus except for fire safety, vehicle safety, university-wide emergency management systems, and campus security.

The University Safety and Health Officer’s main function is to provide advisory guidance on the University’s safety and health process and other safety related matters within the
University. The University Safety and Health Officer reports to the Vice President for Finance and Administration.

**Risk Management**

The Risk Manager (Director of Human Resources) has broad responsibility for the protection of Jacksonville State University, its faculty, and staff from preventable loss. The Risk Manager advises senior management on all potential sources of loss and makes recommendations on how to best minimize or eliminate loss. Duties also include the overall responsibility for establishing retention levels, loss prevention methods, engineering controls, risk transfer devices, claims handling and settlement, and the procurement of consulting services to carry out this responsibility.

**Unit Heads**

The term "unit head" applies to individuals who are in charge of discrete administrative entities. Examples include, but are not limited to, deans, directors and department heads. Each unit is required to have a written, effective, up-to-date safety and environmental health program that addresses both the general safety of the unit as well as those areas which may present unique problems peculiar to the unit. It is the responsibility of the head of each unit to ensure that such a program exists, that it meets the safety and environmental needs of the unit, and that it is current. The authority for the establishment and ongoing management of the unit's safety programs may be delegated by the unit head to his chosen safety representative. **The safety responsibility must remain with the unit head.** Each unit must submit its written program to the University Safety and Environmental Health Committee for review and approval prior to implementation. Subsequent revisions or changes to written programs must also be submitted to the Committee for review and approval.

Assistance in preparing a written safety and environmental health program is available upon request from the University Safety and Health Officer. Problems may also be addressed directly to the University Safety and Environmental Health Committee for consideration and resolution. Periodic review of the unit safety program to ensure its adequacy and effectiveness are the responsibility of the unit head. Reports detailing the results of these reviews should be sent to the University Police Department and to the University Safety and Environmental Health Committee in a timely manner. A report of
the results of this review and/or program revisions must be submitted to the University Safety and Health Officer. It is suggested that these periodic reviews be made at least on an annual basis. The University Police Department will maintain current copies of all University safety plans.

**Each Individual**

Each individual has a responsibility to their supervisor and to the University, to conduct all activities on campus in a safe manner. Additionally, unsafe conditions, activities or potential hazards are to be reported to one’s supervisor immediately and to the University Safety and Health Officer or the Risk Manager as soon as practical. In addition, individuals are to report all work-related injuries, illnesses, and incidents directly to their supervisors. Supervisors and Unit Heads are required to report these cases to Human Resources. The reporting of safety related information must be accomplished without fear of reprisal on the part of the employee. Employees are to be familiar with their unit's safety program and to comply with its provisions. Failure to comply with safety requirements willfully, or otherwise, may lead to disciplinary action.

6. **Reporting Safety and Environmental Health Hazards** - Any potential or imminent safety or environmental hazards must be reported and appropriate corrective actions taken. Individuals who report safety problems but do not wish to identify themselves, for whatever reason, may pass along the information confidentially to the University Safety and Health Officer, Risk Manager or the University Safety and Environmental Health Committee.

If any person feels persecuted or penalized for having reported a safety violation, he/she may bring the problem to the attention of the Risk Manager. The individual also has the option to discuss the matter with the University Safety and Environmental Health Committee, or the University Safety and Environmental Health Officer. A complete review of the matter will be made and the individual will be informed of the final resolution.

7. **Injury/Illness/Incident Reporting** - Injuries, illnesses and incidents, other than traffic-related accidents (which should be report to the Jacksonville State University Department of Public Safety or appropriate local law enforcement agency) that occur on University property or affect our personnel or equipment must be reported to Human Resources using Form 60. This is the responsibility of the Unit Head. These reports are to be distributed as following: original to the Risk Manager with copies to the unit head, and the University Safety and Health Officer.

All job-related injuries and illnesses are included in this reporting system. Additionally, any near injuries, accidents resulting in loss or damage, near-
accidents or other incidents which in themselves resulted in no loss or injury but had significant accidental loss potential, should also be reported using this system.

One primary use of this information is to identify unsafe conditions so that they can be corrected to prevent future accidents and injuries. It is only through accurate, timely accident reporting that many conditions can be identified and remedied.

RESPONSIBILITY
The Vice President for Finance & Administration is responsible for this policy.

EVALUATION
This policy will be evaluated every five years.