

UAF Policy 02.09.01

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Responsible Chancellor's Cabinet Member: Provost and Associate VCR (Office of Research Integrity)

Responsible Department/Office: Provost and VCR



HEALTH AND SAFETY POLICY

The UAF core safety values are:

- Safety is the responsibility of everyone.
- UAF employees, students, and volunteers give priority to personal safety and the safety of others.
- UAF employees, students, and volunteers are vigilant in identifying, correcting, and reporting health or safety hazards.
- Completing required safety training is essential.
- UAF employees believe that work-related injuries and illnesses are preventable.

POLICY STATEMENT

The University of Alaska Fairbanks (UAF) hereby establishes a comprehensive safety policy in order to protect life and health by creating a safe working and learning environment. This policy specifies responsibilities for safety and environmental health, regulations and procedures and provides basic guidelines for safe practices, activities, programs and training. The policy applies to all UAF employees, students, volunteers, and contractors at all UAF campuses and sites utilized by UAF. Environmental Health and Safety and Risk Management (ESHRM) staff have full institutional support and authority to develop and execute comprehensive health and safety programs for UAF.

BACKGROUND & JUSTIFICATION

The U.S. Occupational Safety and Health Administration (OSHA) encourages all employers to adopt an Injury and Illness Prevention Program (<https://www.osha.gov/as/opa/worker/employer-responsibility.html>). Most successful Injury and Illness Prevention Programs are based on a common set of key elements. These include: management leadership, worker participation, hazard identification, hazard prevention and control, education and training, and program evaluation and improvement. UAF's Health and Safety Policy establishes management and worker responsibilities and training requirements and is a component of UAF's Injury and Illness Prevention Program.

DEFINITIONS

Basic Safety Training Requirements are the group of required trainings established by EHSRM and posted as such at the EHSRM website (<http://www.uaf.edu/safety/training/>).

Contractor is an individual or business that conducts work in as specified in a contract with UAF, or in a contract with the UA system, if that work is being conducted at UAF owned or leased facilities or property.

Employee is anyone who is employed by the University of Alaska.

Environmental Health and Safety and Risk Management (EHSRM) is the UAF office that provides technical environmental health, regulatory and related safety, and operational risk management services to the colleges and departments of the University of Alaska Fairbanks (UAF).

Hazard communications programs are a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets.

Job Hazard Analysis (JHA) is the breakdown of a job into its component steps and then the evaluation of each step to identify hazards. Each hazard is then corrected or a method of worker protection is identified. Additional requirements for worker training, certification, authorization, etc., may also be identified.

Student is an individual enrolled in at least one UAF credit or non-credit course.

Visitor is an individual who is in a UAF facility or on UAF property, but is not a university student, employee, contractor or contractor employee, or volunteer.

Volunteer, as defined by Federal law under the federal Fair Labor Standards Act, (FLSA), is an individual that provides services, in this case services to the University, without any expectation of compensation, and without any coercion or intimidation.

RESPONSIBILITIES & PROCEDURES

1. UAF and its organizational units have the following responsibilities in fulfilling the institution's commitment to the health and safety of employees, students, volunteers, and visitors:
 - 1.1 UAF activities shall be conducted in accordance with applicable health and safety laws, regulations, and codes, such as those established by the State of Alaska, National Fire Protection Association (NFPA), American National Standards Institute (ANSI), Occupational Health and Safety Administration (OSHA), Environmental Protection Agency (EPA), US Department of Transportation (DOT), Nuclear Regulatory Commission (NRC), and other similar agencies that govern the design, construction, operation, use and maintenance of UAF

facilities and the conduct of University activities in locations both within and outside of university facilities.

- 1.2 UAF will provide information, training, and safeguards to employees, students, volunteers, and contractors regarding health and safety hazards. In addition, UAF will provide to the surrounding community information regarding environmental health hazards arising from operations and activities at the University as required by applicable regulations.
 - 1.3 UAF will install and maintain facilities and equipment in accordance with recognized and accepted standards essential to reduce or prevent exposure to hazards of employees, students, volunteers, contractors and visitors.
 - 1.4 UAF will provide appropriate personal protective equipment to all employees at University expense when engineering or administrative controls are not adequate to minimize exposure.
 - 1.5 UAF will provide medical services as required by law and as may be dictated by existing circumstances or programs.
 - 1.6 UAF Environmental, Health, Safety and Risk Management (EHSRM) will develop and execute comprehensive health and safety programs for the university. These programs will comply with all federal, state, and borough laws, codes, acts, regulations and standards relating to health and safety.
 - 1.7 EHSRM will work closely with departments, safety committees, employees, students, and volunteers to promote compliance with this policy throughout the University.
 - 1.8 Employees are afforded rights under OSHA's Whistleblower's Protection Program (<http://www.whistleblowers.gov/>). These rights include, but are not limited to, filing an OSHA complaint, participating in an inspection or talking to an inspector, seeking access to employer exposure and injury records, and raising a safety or health complaint. UAF will not tolerate adverse treatment of any employee exercising these rights. If an employee feels they have been retaliated or discriminated against for exercising these rights, they are encouraged to first seek consultation with EHSRM.
2. All University employees, students, and volunteers have the following responsibilities:
 - 2.1 Observing and following health and safety regulations, policies, and procedures
 - 2.2 Comply with applicable local, state, and federal laws and regulations. Including the recent Alaska Statute 28.35.161 *Use of electronic devices while driving; unlawful installation of television, monitor, or similar device*, which covers texting, communicating on a computer, or while a screen device is operating while driving <http://www.uaf.edu/police/alaskas-seatbelt-and-text/>
 - 2.3 Completing mandatory health and safety training
 - 2.4 Promptly reporting to their supervisors or instructors all safety and health hazards or violations and on-site incidents, injuries, and environmental illnesses
 - 2.5 Giving due consideration to personal safety and the safety of others while performing assigned tasks
 3. All UAF employees have the following responsibilities:

- 3.1 Comply with this policy and all other University health and safety programs.
- 3.2 Know that all necessary warnings and precautionary measures are not contained in this document and that additional information and safety measures may be required in particular circumstances.
- 3.3 Complete and comply with:
 - Basic Safety Training Requirements as determined by EHSRM <http://www.uaf.edu/safety/>
 - Department Emergency Action Plan (DEAP) training (department specific; trained by supervisor or designee)
 - Supervisor Safety Training, if the individual is a supervisor
 - Driver Training (for those who drive UAF vehicles, personal vehicles on University business, or leased/rental cars on University business)
 - Title IX Training
 - Substance Abuse Policy
 - Protection of Minors Policy
 - All institution, department or unit, and protocol specific safety training
 - All grant specific required safety training
 - All state and federal required safety training
- 3.4 Inform a supervisor or instructor of any safety or health hazards in the workplace, University campuses, or University locations away from campuses such as research facilities, field sites, and leased spaces. Unsafe conditions, such as excessive noise, dust, odors, etc., presenting acute adverse health effects, should be reported promptly to EHSRM using the UAF Unsafe Condition Report found at <http://www.uaf.edu/safety/>.
- 3.5 Report to EHSRM any accident resulting in an in-patient hospitalization (admitted overnight), unconsciousness or death. The report must be made immediately but in no event later than four hours after receipt of information that the accident has occurred. Failure to report can result in fines to the department. All other work-related accidents/incidents must be reported to EHSRM within the guidelines posted at www.uaf.edu/safety. **To report an accident or incident:**
 - EHSRM Office: 907-474-5413 **during normal work hours**
 - UAF Emergency Dispatch Center: 907-474-7721 **after hours, holidays and weekends**
- 3.6 Contact EHSRM immediately when workplace injuries or illness require transport for medical treatment.
- 3.7 Report injuries of students or volunteers who are engaged in work that benefits the University. <http://www.uaf.edu/safety/>
- 3.8 Comply with all vehicle rules and regulations. Report all vehicle accidents immediately. The driver is responsible for completing the appropriate vehicle incident report. <http://www.uaf.edu/safety/>

- 3.9 Comply with rules for the use of flammable materials, microwaves, refrigerators, small appliances, heaters, and other fire hazards in the workplace:
www.uaf.edu/fire/prevention/Fire-Safety-Guidelines-for-UAF-3.doc
- 3.10 Properly manage hazardous material storage in accordance with University, state and federal requirements.

The following individuals or offices have responsibilities in addition to those applying to all employees, as listed in section 3.1 through 3.11:

- 3.11 UAF Chancellor
 - 3.11.1 Establish, oversee, and authorize health and safety programs and a system for assessing safety performance for the University.
- 3.12 Vice Chancellors, Associate Vice Chancellors, Deans, and Directors, in all locations under their control
 - 3.12.1 Reinforce the importance of health and safety and create a culture of health and safety in their unit(s).
 - 3.12.2 Implement the Health and Safety Policy and communicate its requirements for employees, students, and volunteers.
 - 3.12.3 Under the guidance of EHSRM, designate and empower safety coordinators for departments, units, or sections to promote compliance with the Health and Safety Policy and program requirements. They will ensure that individuals under their supervision have sufficient authority and support to properly implement health and safety regulations, policies, and procedures.
 - 3.12.4 Provide oversight of facilities, equipment, and practices to support a safe working and learning environment.
 - 3.12.5 Direct individuals, including, but not limited to, principal investigators, supervisors, regular, part-time and temporary employees, visiting professors, and students, to obtain any required safety training before working with hazardous chemicals, biohazardous agents, radiation or radioactive materials, or physical/mechanical hazards in their working or learning environments.
 - 3.12.6 Conduct a review and investigation of all work related illnesses, incidents, and work related injuries as needed to identify if there are workplace hazards that need to be corrected.
 - 3.12.7 Determine whether safety needs for unit/departments are met (e.g., training, personal protective equipment, and corrective measures including non-mandated items identified in safety audits).
 - 3.12.8 Incorporate workplace safety requirements and responsibilities into the position description and responsibility review. Workplace expectations should be communicated to each employee annually and at the time of hire.
 - 3.12.9 Communicate emergency action plans to all personnel to provide familiarity and coordination between facility personnel and emergency responders.

3.12.10 Commit resources for correction of health and safety deficiencies.

3.13 Faculty, Principal Investigators, Department Chairs/Heads and Supervisors

3.13.1 Provide guidance in the implementation of the University's Health and Safety policy and all other University Safety Programs in work areas under their supervision and control, including classrooms and class laboratories for instructional faculty.

3.13.2 Provide an onboarding process to new employees, students, and volunteers prior to hazardous exposure that encompasses the provisions of this section as well as a review of any safety or emergency equipment they may be tasked to use, review of applicable job hazards analysis or procedures, required training deadlines, and a review of any other hazardous processes in which they may be involved.

3.13.3 Ensure Hazard Communications programs for each area are prepared and updated, and that all employees are informed of hazards associated with their duties.

3.13.4 Direct employees, students, and volunteers under their supervision to complete and comply with:

- Basic Safety Training as required by EHSRM
- Emergency Action Plan (EAP) training which is completed by the supervisor, PI, or other designated departmental person
- Supervisor Safety Training, if the individual is a supervisor.
- Driver Training (for those who drive UAF vehicles, personal vehicles on University business, or leased/rental cars on University business)
- Substance Abuse Policy familiarization
- Protection of Minors Policy
- All institutional department and protocol specific safety training
- All grant specific required safety training
- All state and federal required safety training

3.13.5 Maintain workplaces and equipment under their control in a safe, well-kept condition.

3.13.6 Evaluate workplace hazards within their departments using the Job Hazard Analysis (JHA) process to identify workplace hazards and recommend appropriate engineering or administrative controls, or personal protective equipment to protect against any identified hazards. EHSRM provides training and consultation on developing JHAs.

3.13.7 Conduct a review and investigation of all work related illnesses, incidents, and work related injuries as needed to identify if there are workplace hazards that need to be corrected.

3.13.8 Ensure that employees, volunteers and students properly manage hazardous material storage in accordance with University, state and federal requirements.

3.14 Environmental, Health, Safety, and Risk Management (EHSRM)

- 3.14.1 Advise the University community of its responsibilities regarding the Health and Safety Policy.
 - 3.14.2 Provide guidelines to assist and help the University ensure compliance as it relates to relevant environmental, health, and safety laws, regulations, policies, and guidelines.
 - 3.14.3 Recommend programs and actions for compliance.
 - 3.14.4 Consult with regulators and other external entities on behalf of the University.
 - 3.14.5 Provide guidance and assistance in identifying, evaluating and correcting safety and health hazards.
 - 3.14.6 Conduct investigations and analyses of occupational incidents, injuries and illnesses.
 - 3.14.7 Identify noncompliant situations and recommend improvements to those who are responsible for departments, laboratories, units and work areas.
 - 3.14.8 Provide guidance for proper management of hazardous materials.
 - 3.14.9 Execute responsibilities involving inspections and enforcement delegated by the SCCC or additional University safety committees established by the SCCC or the Chancellor.
 - 3.14.10 In cases of imminent danger to life or health, order cessation of hazardous activity until the danger from such a condition is abated or adequate measures have been taken.
 - 3.14.11 Review contractor safety plans for completeness and provide applicable feedback to project/contract managers.
- 3.15 University Police Department
- 3.15.1 Police services
 - 3.15.2 Security
- 3.16 University Fire Department
- 3.16.1 Providing responses to fires and operations level hazardous materials incidents and other life-threatening emergencies on the Fairbanks campus.
 - 3.16.2 Providing emergency medical services.
 - 3.16.3 Complete annual testing of fire hydrants on the Fairbanks Campus.
 - 3.16.4 Manage and implement the AED program
 - 3.16.5 The Fire Chief is the UAF Emergency Management Coordinator. For questions regarding emergency preparedness at UAF contact <http://www.uaf.edu/fire/>
- 3.17 Facilities Services
- 3.17.1 Maintaining and inspecting fire suppression systems, alarms, and extinguishers in campus buildings.

3.18 SCCC (Safety and Compliance Coordinating Committee)

The SCCC oversees University compliance with the Health and Safety Program and is responsible for making recommendations to the Chancellor that further university efforts to provide a safe and compliant workplace. The SCCC also serves as a forum to establish priorities, communicate, and coordinate safety and compliance related issues associated with current and future programs and projects. The core purpose of the committee is to ensure UAF is a safe, healthy and thriving place to learn, live, work and play.

3.19 Oversight Committees

- 3.19.1 Institutional Animal Use and Care Committee (IACUC) provides oversight for all uses of vertebrate animals at UAF and plays an integral role in ensuring the health and safety of employees, students, and volunteers, and visitors accessing the UAF animal facilities.
- 3.19.2 Biosafety Committee provides oversight and guidance for all campus needs related to research and teaching involving the use of recombinant nucleic acids, artificial gene transfer, infectious agents, and biologically derived toxins.
- 3.19.3 The Institutional Review Board (IRB) reviews all research projects under the auspices of UAF that involve human subjects to ensure compliance with federal regulations and assure protection of human participants in research.

3.20 Contractors

- 3.20.1 Architects, engineers, general contractors and subcontractors under contract with UAF will comply with the UAF Design Standards that include safety requirements: <http://www.uaf.edu/fs/resource-information/design-standards/>.
- 3.20.2 Contractors will comply with all applicable health and safety laws and regulations. Serious or willful non-compliance may be grounds for termination of the contract. While on campus, contractors will comply with this policy.
- 3.20.3 Contractors will provide Safety Plans to EHSRM for review and comment prior to start of work.
- 3.20.4 Contractors will maintain and make readily available a Material Safety Data Sheet or Safety Data Sheet for each hazardous material used on site.

NON-COMPLIANCE

1. University employees are subject to disciplinary action, up to and including termination, if they disregard or fail to comply with established health and safety policies and procedures.
2. Non-compliance with OSHA and other regulatory agency requirements may result in citations and penalties/fines. Departments may be charged for the fine or a portion of the fine based on their participation in the notice of violation.
3. Students who disregard or fail to comply with established health and safety policies and procedures are subject to review under the Student Honor Code, and if circumstances warrant

they are subject to termination of enrollment or other necessary measures to protect their safety and the safety of others

4. Volunteers or other non-university employees may be restricted from participating in activities in association with the university.

EXCEPTIONS

There are no exceptions to this policy.

REFERENCES

NMSU Environmental Health and Safety Policy

safety.nmsu.edu/policies/policy_university_eh&s.htm

Health & Safety Policy #166 - North Dakota State University

www.ndsu.edu/fileadmin/policy/166.pdf

Occupational Safety and Health Administration

<https://www.osha.gov/>

PO, Executive Order No. 55, University Health and Safety Programs

www.washington.edu › Policy Directory › PO Home › Executive Orders

POLICY APPROVED BY:



Brian D. Rogers, Chancellor
University of Alaska Fairbanks

3/2/15
Date
