

North Dakota State University

Policy Manual

SECTION 166

UNIVERSITY HEALTH AND SAFETY POLICY

SOURCE: NDSU President
North Dakota Office of Management & Budget - Risk Management Division

1. Purpose

To establish a comprehensive safety policy that facilitates the protection of life and property by providing a safe University work and learning environment that is free of recognized hazards that could cause injury, illness or property damage.

The policy will set forth safety and environmental responsibilities, to provide support for safety rules, regulations and procedures, and to establish basic guidelines for safe practices, activities, programs and training for the successful implementation of the University's occupational and environmental safety program. However, it cannot be assumed that all necessary warnings and precautionary measures are contained in this document, or that other or additional information or measures may not be required. Users of this policy should consult pertinent local, state, and federal laws and legal counsel prior to initiating their own safety program.

2. General Policy

The University has a strong commitment to the health and safety of all employees, students, and visitors at NDSU. In keeping with this commitment, the University Health & Safety Policy is as follows:

2.1 In the interest of providing a safe environment for employees, students and visitors, all University activities should be conducted in accordance with applicable safety codes such as City of Fargo, State of North Dakota, County, NFPA, ANSI and by all governmental safety and environmental standards such as OSHA, EPA, DOT, NRC and other similar agencies that govern the design, construction, operations, use and maintenance of University facilities. Guidelines of the State Office of Risk Management will form the foundation for the University Health & Safety Program.

2.2 The University Police and Safety Office (UP&SO) will work closely with departments, safety committees, employees, and students throughout the University to promote compliance with this policy.

3. Procedures/Responsibilities

3.1 University President

The University President is committed to the implementation of the University's Health and Safety Policy at all facilities under University control. See 3.6 of this Policy.

3.2 Vice Presidents, Associate Vice Presidents, Deans

Vice Presidents, Associate Vice Presidents, and Deans are committed to the implementation of the Health & Safety Policy in all facilities under their control. See 3.6 of this Policy.

3.3 University Loss Control Committee

The University has established the [Loss Control Committee](#) as a University Operational Committee with the authority to oversee University compliance with the Health and Safety Program.

3.4 Directors/Department Heads/Chairs

- 3.4.1 Implement the Health and Safety Policy and communicate its requirements for faculty, students and staff. See 3.6 of this Policy.
- 3.4.2 Under the guidance of the Safety Office, designate or empower safety representatives for departments, units, or sections to promote compliance with the Health and Safety Policy and program requirements.
- 3.4.3 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 they work with hazardous chemicals, biohazardous agents, radiation, or physical/mechanical hazards in their working or learning environments.
- 3.4.4 Report all incidents, work related illnesses, and work site injuries to the UP&SO **within 24 hours**. Also, conduct a review and investigation of all work related illnesses, incidents, and work related injuries as needed to complete the Supervisors Investigation Report and to identify if there are workplace hazards that need to be corrected. <http://www.ndsu.edu/fileadmin/policy/144.pdf>
- 3.4.5 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).
- 3.4.6 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.
- 3.4.7 Conduct periodic safety self-audits of work areas and/or facilities. For assistance, refer to the NDSU [Self Inspection Checklist](#).
- 3.4.8 Communicate emergency action plans to all personnel to provide familiarity and coordination between facility personnel and emergency responders. Refer to the NDSU [Personal and Safety and Security on the NDSU Campus](#).
- 3.4.9 Ensure use of all flammables, microwaves, refrigerators, small appliances, heaters, etc. in the workplace will be in compliance as outlined in the Annual Safety Notice and the written safe operating procedures. These procedures are living documents and will change as standards and regulations change. They will also be documented in the annual inspection checklist.

3.5 Faculty, Principal Investigators, and Supervisors

- 3.5.1 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/control. See 3.6 of this Policy.
- 3.5.2 Direct faculty, staff members and students under their supervision to attend, and comply with:
- [Annual Baseline Safety Training](#)
 - [Annual Supervisor Safety Training](#)
 - Defensive Driving Training (for those who drive State Fleet vehicles or NDSU leased vehicles)
 - Substance Abuse Policy & required elements
<http://www.ndsu.edu/fileadmin/policy/155.pdf>
 - [Annual Notice of Policies and Designated Medical Provider](#)
 - All institutional department and protocol specific training
 - All grant specific required training
 - All state and federal required training
- 3.5.3 Maintain workplaces and equipment under their control in a safe, well-kept condition.
- 3.5.4 Identify and correct potential hazards proactively by following the Near Miss Program, engineering or administrative controls, or by assuring use of necessary personal protective equipment.
- 3.5.5 Report all incidents, work related illnesses, and work site injuries to the UP&SO **within 24 hours**. Complete the investigation report form as required.
<http://www.ndsu.edu/fileadmin/policy/144.pdf>
- 3.5.6 Document compliance with the Safety Policy through the Annual Responsibility Review.
- 3.5.7 Properly dispose of waste in accordance with University, state and federal requirements.

3.6 All Employees

- 3.6.1 Comply with this policy and all other University health and safety programs.
- 3.6.2 Attend and comply with:
- [Annual Baseline Safety Training](#)
 - [Annual Supervisor Safety Training](#)
 - Defensive Driving Training (for those who drive State Fleet vehicles or NDSU leased vehicles)
 - Substance Abuse Policy & required elements
<http://www.ndsu.edu/fileadmin/policy/155.pdf>
 - [Annual Notice of Policies and Designated Medical Provider](#)
 - All institutional department and protocol specific training
 - All grant specific required training
 - All state and federal required training

- 3.6.3 Inform a supervisor or instructor of any safety or health hazards in the workplace or NDSU property.
- 3.6.4 Report all incidents, work related illnesses, and work site injuries to the UP&SO **immediately or within 24 hours**. <http://www.ndsu.edu/fileadmin/policy/144.pdf>
- 3.6.5 Refer to claims and reporting of injuries by third parties (students and visitors) in Policy 159. <http://www.ndsu.edu/fileadmin/policy/159.pdf>
- 3.6.6 Comply with all State Fleet, leased and rented vehicle rules and regulations. Report all accidents immediately. The driver is responsible for completing the Risk Management Fund Motor Vehicle Accident Report Form. To comply with state requirements, the University has a [Motor Vehicle Accident Review Committee](#) and all accidents will be reviewed by this committee.

3.7 Contractors

Architects, Engineers, Contractors and Subcontractors will comply with the North Dakota State University [Facilities Management Design Standards](#).

3.8 University Police and Safety Office (UP&SO)

- 3.8.1 Advise the University community of its responsibilities regarding the Health and Safety Policy. See 3.6 of this Policy.
- 3.8.2 Provide guidelines for programs to assist with individual and University compliance as it relates to relevant environmental, health, and safety laws, regulations, policies, and guidelines.
- 3.8.3 Recommend programs and actions for compliance.
- 3.8.4 Consult with regulators and other external entities on behalf of the University.
- 3.8.5 Provide guidance and assistance in identifying, evaluating and correcting safety and health hazards.
- 3.8.6 Conduct investigations and analyses of occupational incidents, injuries and illnesses.
- 3.8.7 Identify noncompliant situations and recommend improvements for those who are responsible for departments, laboratories, units and work areas.
- 3.8.8 Provide guidance for proper disposal of hazardous materials and dispose of properly when accepted.
- 3.8.9 Execute responsibilities involving inspections and enforcement delegated by any standing University safety committee.
- 3.8.10 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.

4. References

The materials contained in this policy have been prepared for use by North Dakota State University. In an effort to provide a basic safety manual, its contents are compiled from sources believed to be reliable and to represent the best opinions on the subject. No warranty, guarantee, or

representation is made by the University as to the accuracy or sufficiency of the information contained herein and the University assumes no responsibility in connection therewith. For additional information and links, please see the [UP&SO website](#).

HISTORY:

New	July 2008
Housekeeping	September 19, 2011
Housekeeping	January 14, 2013
Housekeeping	March 25, 2015