

## Health and Safety Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing [accessiblepolicy@wcupa.edu](mailto:accessiblepolicy@wcupa.edu)

### Purpose and Scope

The purpose of this policy is to establish responsibilities and authority for health safety and environmental compliance. This policy applies to all West Chester University employees and students.

### Policy Statement

West Chester University is committed to providing a safe and healthful environment for all faculty, staff, students, and the surrounding community. This is achieved through the implementation of comprehensive environmental, health and safety programs and policies focused on reducing risks to people and the environment and ensuring compliance with applicable laws and regulations.

### Policy Framework and Procedures

Environmental Health and Safety Authority:

The Environmental Health and Safety Department (EHS) has the responsibility for developing and administering all environmental, health, and safety programs and policies. In this role, EHS has the authority to:

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- Survey and monitor all areas of the campus to assess environmental, health, and safety hazards and to assign corrective actions.
- Immediately suspend or restrict any operation that presents a serious and immediate hazard to the health, safety, or life of campus personnel, the public, or the environment.

University Safety Committee:

West Chester University has established a Safety Committee comprised of a cross representation of the university community. The Safety Committee serves as a liaison between campus constituents, unions, and EHS to address safety concerns and provide feedback and recommendations to EHS regarding programs and procedures.

The implementation of environmental, health and safety programs and policies are the shared responsibility of entire university community:

**1. University Leadership**

- a. Communicate that safety is a priority.
- b. Provide appropriate financial and organizational support to assure operations are conducted safely and in compliance with applicable environmental, health, and safety laws and regulations.

**2. Department Heads**

- a. Promote a culture that supports reporting safety concerns and suggestions for improvement without fear of reprisal.
- b. Ensure managers and supervisors understand their responsibilities for safety and are given the knowledge and tools they need to fulfill those responsibilities.

- c. Committing resources for correction of known health and safety deficiencies.

### **3. Managers and Supervisors**

- a. Promote a positive safety culture by leading by example and providing an environment that encourages employees to bring forward safety concerns and suggestions.
- b. Be knowledgeable of applicable safety policies, programs, and rules.
- c. Be knowledgeable of their responsibilities for implementing and enforcing safety policies, programs, and rules.
- d. Provide or disseminate information regarding hazards their employees may encounter in their job or work area, and ensure employees are trained in how to perform their jobs safely, including appropriate EHS training and on-the-job training.
- e. Monitor safety and health conditions within their work area, and report hazards to EHS.
- f. Provide the necessary personal protective equipment or other safety equipment and ensure it is being used and maintained appropriately.
- g. Take prompt corrective action when unsafe conditions, practices, or equipment are reported or observed.
- h. Report all incidents, accidents, and near misses to EHS and Human Resources, and participate in incident investigations as needed.

### **4. Employees**

- a. Be familiar with and comply with established environmental, health, and safety policies, procedures, and rules.
- b. Complete all applicable safety training, including EHS training and on-the-job training.
- c. Conduct all work tasks and operations in accordance with safety policies and programs.

- d. Report environmental, health, and safety concerns to your supervisor or EHS.
- e. Immediately report all safety incidents, accidents, and near misses to your supervisor and participate in incident investigations as needed.

## **5. Students**

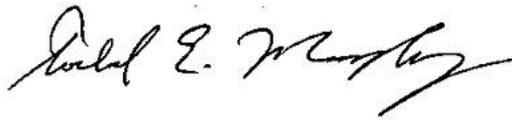
- a. Be familiar with and comply with established environmental, health, and safety policies, procedures, and rules.
- b. Complete all applicable safety training, including EHS training.
- c. Conduct all tasks and operations in accordance with safety policies and programs.
- d. Report environmental, health, and safety concerns to your Department Head and EHS.

**Reviewed by:** Director, Environmental Health and Safety; Environmental Health and Safety Specialist; EHS Fire and Occupational Safety Specialist; Executive Director of Facilities Campus Services

**Office of Labor Relations Review:** William J. Helzlsouer, Associate Vice President and Chief Human Resources Officer

**Policy Owner:** Director, Environmental Health and Safety

**Approved by:**



Todd E. Murphy

Vice President for Finance and Administration

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