

**Policy 3108  
Health and Safety**

**Date of Current Revision: July 2015  
Primary Responsible Officer: Chief of Police**

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**1. PURPOSE**

This policy provides guidelines and instructions to assist university officials in their compliance with applicable provisions of the Occupational Safety and Health Act, as well applicable laws and regulations of other state and federal regulatory agencies.

**2. AUTHORITY**

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia section 23-164.6; 23-9.2:3. The board has delegated the authority to manage the university to the president.

**3. DEFINITIONS**

**Occupational Safety and Health Act "OSHA"**

OSHA is the federal legislation that guides and mandates specific safety policies and procedures for applicable organizations, including James Madison University.

**Environmental Protection Agency "EPA"**

The federal agency that oversees management of, among other things, toxic substances and waste.

**Department of Homeland Security "DHS"**

A cabinet department of the United States government with the primary responsibility of protecting the territory of the U.S. from terrorist attacks and responding to natural disasters.

**Environmental Health and Safety Officers**

Risk management coordinator and safety coordinator.

**4. APPLICABILITY**

This policy applies to all university employees.

**5. POLICY**

The university will comply strictly with EPA, OSHA, waste management and other safety and health related codes, laws and standards.

**6. PROCEDURES**

Safety violations must be reported to a supervisor and the university environmental health and safety officers. See "Responsibilities" for additional details.

## 7. RESPONSIBILITIES

7.1 The director of human resources shall ensure that probationary employees required to undergo a physical examination do so following an offer of employment. Such examinations are provided at the university's expense.

7.2 Environmental health and safety officers are responsible for the following:

- Provide the means for complying with EPA, DHS, OSHA, waste management, and other safety and health related codes, laws, regulations, and standards.
- Assist in the implementation of this policy. In addition, the safety coordinator will report willful noncompliance to the risk management coordinator.
- Require all contractors performing work on campus to abide by this policy and OSHA regulations.
- Conduct safety inspections and submit reports to responsible university supervisors and administrative officials.
- Investigate all accidents and submit reports of findings to appropriate university officials.
- Conduct safety training for university personnel in cooperation with the director of human resources and other university officials.
- Assist university departments to develop safety procedures for their specific needs.

7.3 Directors and department heads are responsible for the following:

- Maintain high standards of health and safety within their department or office and require compliance with all safety regulations.
- Provide necessary protective equipment for their personnel.
- Post available information on safety regulations and procedures within assigned work area(s).

7.4 Supervisors are responsible for the following:

- Familiar with and enforce all safety regulations and procedures that apply to their assigned area(s).
- Ensure that appropriate protective equipment is available and used properly by their personnel.
- Provide appropriate health and safety instructions for their personnel.
- Require all "safe operating" instructions and procedures regarding the operation of equipment, machines and vehicles to be posted and obeyed.
- Report all accidents and hazards to the director or department head and the safety coordinator.
- Immediately report any situation that may result in injury, loss of life, or property damage to the safety coordinator.

7.5 Employees are responsible for the following:

- Comply with safety instructions and procedures posted in each work area; report unsafe conditions or acts to their supervisors.
- Follow all instructions and procedures on the operation of equipment, machines, and vehicles.
- Refrain from any unsafe act that might endanger self or others.
- Dress properly for specific work assignments and use protective equipment correctly.
- Report immediately to his/her supervisor all accidents and/or injuries.

7.6 The Ionizing Radiation Safety Committee:

The responsibilities of the ionization radiation safety committee and the College of Science and Mathematics Health Physicist are documented in a college of science and mathematics policy. Its application is limited to the sciences as approved by the president and distributed to only those departments handling and storing radiation materials.

#### 7.7 Bloodborne Pathogen Regulations:

Affected departments are required to prepare and maintain exposure control plans specific to their function and assigned tasks. These regulations concern communicable diseases with measurable risk of exposure to designated classes of employees. See Policy [3109](#)-Bloodborne Pathogens.

### **8. SANCTIONS**

Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

### **9. EXCLUSIONS**

None

### **10. INTERPRETATION**

The authority to interpret this policy rests with the president and is generally delegated to the senior vice president for administration and finance and risk management coordinator.

Previous version: October 2009

Approved by the president: May 2002