Assignment of Responsibility

Safety is everyone’s responsibility and all employees should be actively involved in the General Safety Program. To meet this goal, the University of New Orleans’ administration has assigned specific safety responsibilities to the following areas.

Chancellor and Executive Staff (Chancellor and Vice Chancellors)

1. Appoint a Campus Safety Committee.

2. Assign safety responsibilities and delegate authority required to implement UNO’s Loss Prevention Program.

3. Approve and implement safety policies formulated by the Campus Safety Committee and Campus Safety Officer.

4. Take under consideration recommendations on safety issues from the Campus Safety Officer.

Campus Safety Committee (CSC)

The Campus Safety Committee meets bi-annually for the purpose of discussing and taking appropriate action on the principal accident producing conditions. Special meetings should be conducted when critical and urgent safety problems arise with primary consideration to the number of accidents, exposures and hazards of the department. The CSC shall review problems, develop means and methods for resolving these problems and develop procedures for placing acceptable measures into effect. The committee shall:

1. Help develop a safety education/training program for the university designed to create and maintain an awareness of safety.

2. Advise and coordinate the efforts of the safety committees organized within the various colleges and departments of the university.

3. Review reports of all fires and accidents of a serious nature.
4. Provide suggestions and/or recommendations based on professional safety advice and in compliance with applicable safety regulations (federal, state, local) to correct hazardous conditions.

5. Review existing policies and, if needed, recommend changes and/or assist in development of new policies to minimize unsafe conditions.

6. Recommend physical or structural alterations required to eliminate or control hazards.

**Campus Safety Officer**

The Campus Safety Officer has been delegated the authority to implement and maintain the university’s General Safety Program. In this capacity he/she is responsible for the overall safety at the University of New Orleans and will:

1. Develop and implement a comprehensive safety program which provides for
   a. Regular and periodic facility and equipment inspections.
   b. Investigation of employee job-related accidents.
   c. Educational and training programs for supervisors and employees.
   d. Programs to promote increased safety awareness and accident prevention throughout the campus.

2. Report to the Executive Staff on a **quarterly** basis the status of the safety program and concerns for the university.

3. Accumulate, maintain and analyze accident records.

4. Furnish information on losses as requested by the State Office of Risk Management.

5. Conduct examinations for compliance with local, state and federal rules and regulations.

**Director of Facility Services**

The Director of Facility Services shall work with the Campus Safety Officer, College Safety Committees, administrators and supervisors to ensure that facilities are maintained in a safe condition. He/she shall:

1. Serve as a member of the Campus Safety Committee.

2. Promptly execute all work requests identified as SAFETY RELATED.
3. Conduct inspections of requested areas and report findings.

4. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

**University Deans/Department Heads/Unit Directors**

Each is accountable for safety within their areas of responsibility. Delegation of authority to supervisors, managers, etc., is an acceptable means of accomplishing the overall goal of safety awareness, training, inspections and safety meetings. They shall:

1. Implement within their areas of responsibility, the University of New Orleans Loss Prevention Program.

2. Indoctriuate new employees on job safety requirements and procedures.

3. Enforce safety rules and work regulations within their area of responsibility.

4. Ensure that the mandatory Quarterly Safety Meetings are conducted, recorded and reports filed with the Campus Safety Officer.

5. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

**College Safety Committees**

Safety Committees appointed by each college shall:

1. Conduct Safety Committee Meetings on a bi-annual basis. Special meetings should be conducted when critical and urgent safety problems arise with primary consideration to the number of accidents, exposures and hazards of the department.

2. Direct a concerted effort to identify, correct and report safety hazards located in their areas.

3. Coordinate safety protocols with designated building custodians in the case of shared areas, i.e., hallways, restrooms, stairwells, storage areas, etc.

4. Develop and maintain an active safety program within their areas of responsibilities.

5. Record and file reports of safety meetings and forward a copy to the appropriate Dean,
Director or other administrative head. Appropriate recommendations and improvements in safety should be included.

**Building Coordinators**

These positions are appointed by the Office of the Provost. Their primary function is coordinating any notifications and preparedness tasks for occupants of their respective building:

1. Considering the uniqueness of each building, establish a plan of action using the UNO Administrative Policy & Procedure (AP) 48.2: "Preparedness and Action Plan for Disaster, Emergency and Dangerous (or Potentially Dangerous) Situations". The completed plan shall be periodically reviewed by the Campus Safety Officer.

2. Identify resources (e.g., evacuation equipment for the disabled) needed to implement the plan.

3. Train those involved in the plan of action.

4. Practice and evaluate the plan of action annually.

5. Notify everyone in the building of any intended action representing water shut down, electrical outage, etc.

6. Review all non-employee accident reports submitted by the Departmental / Area Safety Representative of the respective building and forward to the Loss Claims Officer.

7. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

**Departmental / Area Safety Representatives**

This representative shall be appointed by the Dean/Vice Chancellor. He/She will serve as the liaison between the Campus Safety Officer and the building they represent as follows:

1. Serve as member of College Safety Committee.
2. Convey information obtained from the Campus Safety Office to the College Safety Committee and vice versa.

3. Assist in the investigation of accidents when necessary.

4. When an accident involving a non-employee occurs in a general occupancy area of the building they represent, he/she is responsible for completing the accident report and forwarding it to the Building Coordinator.

5. Perform weekly walk-through inspections of designated areas, report unsafe conditions and follow up on efforts to correct.

6. Assist in the completion of Job Safety Analysis Forms when necessary.

7. Serve as a good role model for co-workers.

**Instructors**

Instructors are responsible for the safety of their students. This is especially important in those areas where students are exposed to hazardous conditions involving the handling, use, storing and disposal of hazardous materials. Instructors shall:

1. Inform students of and enforce the safety rules and regulations of their respective areas.

2. Ensure good housekeeping practices and strict adherence to lab and classroom safety requirements.

3. Complete accident reports which involve non-employees when the accident occurs in the area they represent.

4. Serve as a good role model for his/her students.

**Supervisors**

Supervisors are responsible for the day-to-day implementation of safety rules and regulations. Supervisors shall:

1. Indoctrinate new employees on job safety rules, requirements and procedures.

2. Enforce safety rules, regulations and procedures within their area of responsibility.
3. Investigate accidents, complete accident reports and submit to Human Resource Management.

4. Conduct safety inspections of their work areas.

5. Complete Job Safety Analysis forms as required.

6. Be a good role model for employees under his/her supervision.

**Employees**

Each employee is responsible for abiding by the University of New Orleans General Safety Program. Employees shall:

1. Work in accordance with accepted safety rules, regulations and standard operating procedures. Employees shall seek assistance or further information when needed from their supervisor.

2. Report to their supervisor any unsafe conditions and practices and make suggestions for improved safety.

3. Attend safety meetings and safety training programs as required.