

Assignment of Responsibility

Safety is everyone's responsibility and all employees must 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.

President and Executive Staff (President and Vice Presidents)

Appoint a Campus Safety Committee. Assign safety responsibilities and delegate authority required to implement UNO's Loss Prevention Program. Approve and ensure implementation of safety policies formulated by the Campus Safety Committee and Environmental Health and Safety Office. Review and approve recommendations on safety issues from the Campus Safety Committee and the Environmental Health and Safety Office.

Campus Safety Committee

The Campus Safety Committee will provide university-wide coordination of efforts to provide a safe learning, work, and research environment for our faculty, staff and students. The CSC will oversee subcommittees charged with development and implementation of best practices in chemical laboratory safety, biological safety, and occupational safety and health. The CSC will provide recommendations/solutions to the President and Executive Staff to address any serious safety concerns. The Campus Safety Committee will foster the concept that safety is everyone's responsibility and work toward that goal.

Environmental Health and Safety Office

The Environmental Health and Safety Office has been delegated the authority to implement and maintain the university's Loss Prevention Program. In this capacity he/she is responsible for the overall safety at the University of New Orleans and will:

Develop and implement a comprehensive safety program which provides for regular and periodic facility and equipment inspections. Investigate employee job-related accidents. Develop educational and training programs for supervisors and employees. Develop programs to promote increased safety awareness and accident prevention throughout the campus.

Report to the Campus Safety Committee on a bi annual basis the status of the safety program and concerns for the university. Accumulate, maintain and analyze accident records. Furnish information on losses as requested by the State Office of Risk Management. Conduct examinations for compliance with local, state and federal rules and regulations.

Associate Vice President of Facility Services

The Director of Facility Services shall work with the Environmental Health and Safety Office, Campus Safety Committee, administrators and supervisors to ensure that facilities are maintained in a safe condition. Ensure that all work requests identified as SAFETY RELATED are executed promptly. Conduct inspections of requested areas and report findings. 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: implement within their areas of responsibility, the University of New Orleans Loss Prevention Program. Train new employees on job safety requirements and procedures. Enforce safety rules and work regulations within their area of responsibility. Ensure that the mandatory Quarterly Safety Meetings are conducted, recorded and reports filed with the Environmental Health and Safety Office. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

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:

Considering the uniqueness of each building, they shall assist to 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 UNO Safety Office. They shall: identify resources (e.g., evacuation equipment for the disabled) needed to implement the plan. Train those involved in the plan of action. Practice and evaluate the plan of action annually. Notify everyone in the building of any intended action representing water shut down, electrical outage, etc. Review all non-employee accident reports submitted by the Departmental / Area Safety Representative of the respective building and forward to the Human Resources Office. 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 President. This representative will serve as the liaison between the Environmental Health and Safety Office and Campus Safety Committee and the building they represent as follows; Convey information obtained from the Environmental Health and Safety Office to the Department Head or Building Coordinator and vice versa. Assist in the investigation of accidents when necessary. 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. Perform weekly walk-through inspections of designated areas, report unsafe conditions and follow up on efforts to correct. Serve as a good role model for co-workers.

Instructors

Instructors are responsible for ensuring that students are informed of applicable safety rules and regulations. Instructors are further responsible for the enforcement of safety rules and regulations in their respective areas. 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: Inform students of and enforce the safety rules and regulations of their respective areas. Ensure good housekeeping practices and strict adherence to lab and classroom safety requirements. Complete accident reports which involve non-employees when the accident occurs in the area they represent. 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; Train new employees on job safety rules, requirements and procedures. Enforce safety rules, regulations and procedures within their area of responsibility. Investigate accidents, complete accident reports and submit to Human Resource Management. Conduct safety inspections of their work areas. Complete Job Safety Analysis forms as required. Be a good role model for employees under his/her supervision.

Employees

Each employee is responsible for abiding by the University of New Orleans Loss Prevention Program. Employees shall: Work in accordance with accepted safety rules, regulations and standard operating procedures. Employees shall seek assistance or further information when needed from their supervisor. Report to their supervisor any unsafe conditions and practices and make suggestions for improved safety. Attend safety meetings and safety training programs as required.