

UNIVERSITY OF TOLEDO

SUBJECT: INSTITUTIONAL SAFETY & HEALTH PROGRAMS

Procedure No: S-08-001

PROCEDURE STATEMENT

The University of Toledo shall do all that is reasonable to prevent injury and illness to persons and damage to property through a comprehensive Safety & Health Program.

PURPOSE OF PROCEDURE

To provide guidelines identifying the elements of the Safety & Health Program required to promote safety and health and maintain compliance with external regulatory agencies, such as the The Joint Commission, Public Employment Risk Reduction Program (PERRP), Ohio Department of Health (ODH), and the Environmental Protection Agency (EPA).

PROCEDURE

The Safety & Health Program shall consist of the following (this list is not all-inclusive):

- Safety & Health Committees
- Radiation Safety Committee
- Integration with Risk Management
- Safety & health policies and procedures for the institution
- Safety & health education and training
- Emergency Operations Plan
- Fire Safety Management Plan
- Security Management Plan
- Hazardous Materials Management Plan and Waste Programs
- Medical Equipment Management Plan
- Utility Management Plan
- Safety & health measures for all patients, staff, faculty, students, volunteers and visitors
- Fire protection
- Life safety and interim life safety measures
- Safety & health inspections (Environmental Surveillance Rounds)
- Injury and illness reporting
- Accident investigation
- Building and grounds safety
- Laboratory safety, Radiation safety, Biosafety, LASER Safety Programs
- Regulatory compliance
- Medical surveillance programs
- Ergonomics
- Environmental Programs

All of the above-listed program components are part of the plan for worker/employee safety. The major components of that plan are as follows:

- **NEW EMPLOYEE SAFETY ORIENTATION:** New workers are trained and oriented immediately in a comprehensive safety orientation session designed to acclimate them to a culture of safety;
- **ENVIRONMENTAL SAFETY ROUNDS:** Environmental Health and Radiation Safety (EHRS), Facilities, Biomedical Engineering, Environmental Services, and Infection Control personnel conduct mandated safety rounds at least twice monthly in clinical areas. These rounds are complemented by employees who are trained to report safety errors or deficiencies. On Main Campus, safety rounds are conducted on a rotating basis.
- **ACCIDENT INVESTIGATIONS:** EHRS staff members will be assigned to investigate incidents in which significant physical injury occurred, or where there are signs the incident(s) may be indicative of an unsafe trend developing;

- SAFETY & HEALTH COMMITTEES: The Committees act as an oversight/watchdog entity, and monitor developments, positive and negative, in the environment of care, and on campus;
- MANAGEMENT OVERVIEW AND SUPPORT: all aspects of Environment of Care and Safety and Health operations are supervised by top officials of the University of Toledo via reports/data that is provided to the vice presidents and the President and the Board of Trustees.

The Safety & Health Committee Chair shall be responsible for monitoring and facilitating the Safety & Health Program activities.

Source: Safety & Health Committee

Effective Date: 06/08/92

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