

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, the Occupational Safety & Health Administration (OSHA), 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
- Integration with Risk Management
- Safety & health policies and procedures for the institution
- Safety & health education and training
- Safety & health measures for all patients, staff, faculty, students, volunteers and visitors
- Security management plan
- Fire protection
- Safety management plan
- Life safety and interim life safety measures
- Safety & health inspections (Environmental Surveillance Rounds)
- Utility management plan
- Emergency preparedness
- Medical equipment management plan
- Hazardous materials and waste programs
- Accident reporting through the Occurrence Reporting System
- Accident investigation
- Equipment management program
- Building and grounds safety
- Laboratory safety
- Regulatory compliance
- Medical surveillance programs
- Ergonomics
- Biosafety

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:** Safety & Health personnel conduct mandated safety rounds at least twice monthly in clinical areas, and these rounds are complemented by inspections done by both Facilities Maintenance staff and Campus Police personnel, who are trained to report safety errors or deficiencies. On main campus, safety rounds are conducted on a weekly basis.
- **ACCIDENT INVESTIGATIONS:** recognizing that no system is perfect and that accidents will occur, an ad-hoc task force convenes as needed 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 regularly, and annual reports to the vice presidents, the President and the Board of Trustees.

The Safety & Health Committee Chairman 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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1/27/99

8/1/01

7/14/04

2/1/05

2/12/07

4/22/08