

Accident Prevention Responsibility

ACCIDENT PREVENTION PROGRAM

The University's Accident Prevention Program is intended to reduce work hazards, promote the well-being of WSU personnel, and result in low occupational accident rates. The provisions of the University's Accident Prevention Program are included in the various sections of *SPPM* Chapter 2.

RESPONSIBILITIES

Each University staff or faculty member is responsible for following University safety regulations as documented in this and other sections of the *Safety Policies And Procedures Manual*, as well as memoranda from the following:

- Environmental Health and Safety
- Radiation Safety Office
- Risk Management Services
- Public Safety Department
- University Health and Safety Committee

Specified categories of University employees are responsible for the following.

Executive Officers, Principal Administrative Officers

Executive and principal administrative officers:

- Ensure that each reporting unit establishes a unit-specific accident prevention program.

Each unit may contact Environmental Health and Safety (EH&S) for an accident prevention program template.

- Ensure that each reporting unit implements the University's overall Accident Prevention Program (*SPPM* Chapter 2) and the unit's own accident prevention program.

NOTE: See the *Faculty Manual* for definitions of executive and principal administrative officers.

Department Chairs, Directors, Superintendents

Department chairs, directors, and superintendents:

- Ensure that at least one administrative representative participates in safety committee meetings, accident investigations, and facility inspections.

See *SPPM* 2.12 for more about safety committees.

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Chairs, Directors, Superintendents (cont.)

- Prepare a written accident prevention program, which describes how the unit intends to meet the provisions of the University's Accident Prevention Program as set forth in various sections in *SPPM* Chapter 2.

Environmental Health and Safety provides an accident prevention program template.

- Route a copy of the unit's written accident prevention program to EH&S.
- Ensure that the workplace is free of recognized hazards that have caused or are likely to cause serious injury or death.
- Provide appropriate safety devices and safeguards.
- Ensure that safe methods and techniques are adopted.
- Make every reasonable effort to protect the life and safety of employees.

Supervisors

The safety and health of employees is a primary responsibility of each supervisor. As such, supervisors:

- Implement the unit's accident prevention program.
- Ensure that all applicable health and safety rules, regulations, policies, and procedures are understood and observed, e.g., use of protective equipment and safe work methods.
- Follow up on accidents and accident trends via investigations and/or correction of hazards; establish prevention measures.
- Actively follow the progress of injured workers. Encourage recovery and return to work as soon as medically feasible (see *SPPM* 2.32).
- Prevent employees under the influence of intoxicating beverages or narcotics from remaining in the workplace.

Employees

- Review, understand, and follow the unit's accident prevention program.
- Review and understand applicable safety and health rules prior to beginning job tasks.

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Employees (cont.)

- Observe federal, state, and University safety and health rules and apply the principles of accident prevention to day-to-day duties.
- Report promptly any job-related injury, illness or property damage to the supervisor, and seek medical treatment promptly.
- Report hazards and unsafe practices to the supervisor, safety committee representative and/or EH&S as appropriate. (Use the Hazard Notification form; see *SPPM 2.52.*)
- Are not to interfere with another employee's use of any safety device or safeguard.
- Are not to interfere with or modify safe methods and techniques adopted for the workplace.
- Are not to use intoxicating beverages or narcotics in or around the workplace or enter the workplace while under the influence of intoxicating beverages or narcotics.

NOTE: This does not apply to persons using prescription drugs as directed by a physician, as long as such usage does not endanger the employee or other persons.