

# ARKANSAS TECH UNIVERSITY

## HEALTH AND SAFETY PLAN

### 1. Assignment of Responsibilities

The Vice President for Administration and Finance will be the primary person responsible for the implementation and enforcement of the Health and Safety Plan and policies. In the absence of the Vice President for Administration and Finance, the Associate Vice President will assume this responsibility.

### 2. Accident/Incident Investigations

An accident is defined as any occurrence that interrupts or interferes with the orderly progress of business. It usually occurs suddenly and unexpectedly. Some accidents do harm to people and or property. Accidents/incidents arise from an unsafe act and/or an unsafe condition.

The purpose of an accident/incident investigation would be, to determine what basic act(s) and/ condition(s) led to the occurrence. Accident/incident investigations should not be conducted in an effort to place blame. Another component of the accident/incident investigation is to help determine what can be done to prevent a re-occurrence.

Accident/incident investigations should be conducted by the injured employee's immediate supervisor at least 24 hours after the event. The sooner the information is gathered, the more accurate it will be.

#### Procedure

- A. Make sure all injured parties receive proper medical care.
- B. Protect the accident/incident area until all possible information has been obtained. Protection of the area can be accomplished by the use of rope, barricade ribbon, or people not directly involved in the situation.
- C. Thorough investigation must be conducted on **all** accidents/incidents, including "near misses".
- D. Obtain name and phone numbers from all known witnesses. When interviewing injured parties or witnesses take your time and be thorough. Interviews should be done as soon as possible after the occurrence, conducted separately, and in private. Be sure to ask about other witnesses. REMEMBER: You may get different facts from different witness because everyone saw the occurrence differently. If possible, have the witnesses walk through what they remember about the occurrence.
- E. Have all parties, victim(s), and witnesses commit their comments to writing.
- F. Make sure all pertinent facts are secured – who, what, when, where, how and why.
- G. Take photographs and/or make sketches. Do not rely on memory, as important facts may be forgotten.

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- H. Prepare the written report as soon as possible after the completion of the investigation.
- I. Accidents, incidents, and “near misses” shall be documented on an *Accident/Incident Investigation Report Form*. You can print this out in the forms section of the *H&S Manual*.
- J. If an injury doesn’t require medical treatment, print and fill out the worker’s comp no medical treatment required form as well.
- K. The injured employee must call the company nurse hotline weather they need medical treatment or not so it can be documented. 1-855-339-1893 Code QR106 is Arkansas Tech Universities ID code.
- L. Completed reported forms, including photographs, sketches and witness statements shall be forward to the appropriate supervisor for review. A copy shall also be forwarded to the appropriate Department Head, the Director of Administrative Services, The Human Resources Director, and the Office of Facilities Management Safety Coordinator.
- M. **Supervisors must be involved with all accident/incident investigations.**
- N. The Human Resources Department should be notified of employee injuries as soon as possible.
- O. The log of all injuries will be maintained in the Human Resources Department.
- P. The Human Resources Department will be responsible for forwarding copies of accident/incident reports to University Counsel and the Director of Administrative Services. If appropriate a copy may be forwarded to the Department of Public Safety.

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IN CASE OF A WORKPLACE INJURY



1-855-339-1893

Available 24 hours / 7 days a week

1. Injured worker notifies Supervisor
2. If employee suffers a non-life threatening workers' compensation injury and needs medical treatment, Supervisor/Injured Worker immediately calls Company Nurse toll free number
3. Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment

Employer Name	Search Code
AR TECH UNIVERSITY	QR 106

**Notice to Employer/Supervisor:**

*Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.*

**Call 911 if it is an emergency and employee needs immediate medical treatment.**

**Hazard Reports**

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A “hazard” is defined as anything that will or has the potential to cause bodily harm or property damage, for example lights out, broken sidewalks, missing stop or yield signs, fire extinguishers missing or used, “blind” corners, unfamiliar odors, etc.

Anyone (staff, student, visitor, vendor, etc.) on Campus may initiate a *Health and Safety Hazard Report*. Blank reports may be obtained from Human Resources Department, Department of Public Safety, Office of Facilities Management, or on the Vice President for Administration and Finance web site.

Completed reports should be forwarded immediately to the Office of Facilities Management.

### 3. Health and Safety Education and Training

The Director of Administrative Services will be the primary contact person for identifying required education and training needs of employees. Employees will be **required** to attend periodic health and safety training conducted by appropriately trained personnel. Required training may include, but not limited to the following:

- Hazard Communication/Right to Know
- Bloodborne Pathogens
- Use of Safety Equipment
- Housekeeping
- First Aid/CPR
- Equipment Guarding
- Personal Protective Equipment
- Use of Fire Extinguishers
- Forklift training (employees whose job responsibilities include operating forklifts)

All Health and Safety training will be documented on the *Health and Safety Training Sign-In Sheet* and forwarded to the Human Resources Department.

Successful completion of training may be required for an employee to operate a specialized piece of equipment, or perform certain tasks.

New employee orientation would include the above mentioned health and safety topics.

Safety Data Sheets, will be readily available to all employees.

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### 4. Health and Safety Inspections

The Occupational Safety Coordinator will be responsible for conducting and documenting periodic health and safety inspections. Areas which may be inspected are included on the *Self-Inspection Form*. The original copy of this report will be maintained by the Occupational Safety Coordinator and a copy will be sent to the appropriate Department Head or Supervisor. If correction is needed the Department Head or Supervisor will complete this and send to the Occupational Safety Coordinator.

Employees are responsible for inspecting their respective work areas to ensure a safe environment. Existing or potential hazards will be reported to the appropriate supervisor or Department Head utilizing the *Health and Safety Hazard Report*. Corrective action may be initiated by the immediate supervisor, the Department Head, the Director of Facilities Management, or other appropriate personnel.

Employees using hand and/or power tools are responsible to inspect such tools prior to beginning work each day. Tools that are damaged MUST be removed from service and tagged "Out of Service".

Vehicle inspections will be conducted prior to use and recorded on the *Vehicle Inspection Report*. Unsafe conditions should be reported to the appropriate supervisor, Department Head or Director, Office of Facilities Management immediately.

### 5. Health and Safety Plan Review

The Vice President for Administration and Finance and the Director of Administrative Services will review the Health and Safety Plan during the first month of each fiscal year.

This review will be to determine if all areas of exposure are being addressed in the written Health and Safety Plan. If new hazards or exposures are identified during the review they will insure that such hazards are included in the plan and that the affected employees receive appropriate training.

Annual reviews will be documented showing the date and results of the review. Review documentation will be maintained by the Director of Administrative Services.