

ARKANSAS TECH UNIVERSITY
HEALTH & SAFETY POLICY

- DATE:** March 9, 2022
- SUBJECT:** Safety Observation
- PURPOSE:** To ensure that hazards are being observed, reported and corrected.
- SCOPE:** The Safety Observation Policy applies to all sections and employees of Arkansas Tech University.
- RESPONSIBILITY:** All employees and supervisory personnel of Arkansas Tech University.

Periodically the Occupational Safety Coordinator (OSC) including other managers and supervisors will observe situations in which employee conduct is considered to be hazardous to the employee and to others. In an effort to ensure that these acts or situations are reported and corrected in a timely manner, the situation or conduct may be documented on a Safety Observation Report (SOR).

The Safety Observation Report will be immediately forwarded to the appropriate department supervisor and a copy given to the Safety Coordinator. **The department supervisor shall take immediate steps to correct the situation or act.** This supervisor will then complete the SOR and indicate what and when corrective action was taken. Once corrective action has been taken, and the SOR has been completed, a copy will be provided to the Safety Coordinator.

The Safety Coordinator will be responsible to ensure that corrective action is taken, the documents are completed, and appropriate follow up is established if necessary. The Safety Coordinator will also be responsible to maintain copies of the completed documents.