

<b>East Stroudsburg University</b>	<b>Procedure Number: HS-06</b>
<b>Title: Safety Policy</b>	<b>Effective Date: DRAFT</b>
	<b>Revision Date(s):</b>
<b>Section: Management Procedure Health &amp; Safety</b>	<b>Safety Office</b>

## **PURPOSE**

To provide a safe and healthful work place for all students, employees, and visitors of *East Stroudsburg University*. Further, it is the policy of the *State System of Higher Education (SSHE)* and *East Stroudsburg University (ESU)* to comply with all applicable health and safety standards, regulations, and codes.

## **SCOPE**

University-wide.

## **POLICY**

East Stroudsburg University is committed to operate in a manner that promotes safety and health while providing a quality educational experience. Our intention is to protect all individuals from unnecessary harm or injury because of a preventable accident and to provide a workplace free of recognized hazards. *ESU* has undertaken a comprehensive *Workplace Health, Safety, and Risk Control Program*, to include but not limited to safety and health procedures, job training, and remediation or elimination of hazards, to help prevent injury and illnesses due to recognized hazards. A *University Safety Committee*, comprising of a cross representation of the university campus, has been established to provide guidance and advice to the Safety Office. Individual involvement at all levels of the university is critical. Hence, all share responsibility for implementation of the *Health, Safety, and Risk Control Program*. *ESU* will undertake a program of education and enforcement in safety, directed at faculty, staff, and students.

It is the responsibility of all persons in authority, faculty, and any other persons acting in a supervisory role to set examples for safe conduct and to ensure that all persons under their direction are informed of and comply with all applicable requirements and procedures adherent to this policy. Persons in authority shall ensure a safe work environment for operations under their control and shall investigate and correct identified safety and health risks. The person in authority shall immediately report situations that cannot be corrected to the University Health and Safety Specialist.

The University Administration accepts its leadership responsibility for achieving a safe work and education environment to ensure that our most valuable assets, employees

and students, are protected from unsafe acts and conditions, which might cause illness, injury, or financial loss to themselves, fellow worker or others. Directors, Department Heads, and other supervisors provide full support regarding safety and health procedures and are responsible for ensuring safety and loss prevention measures are integrated into all campus operations, including academic courses. Employees and students will continuously comply with all aspects of the *Health, Safety, and Risk Control Program* and ensure visitors coming into their areas are protected from hazards. This can be accomplished by:

- Operating under the belief that accidents can be prevented.
- Making safety a condition of employment.
- Developing and implementing written safety procedures.
- Training employees in safe practices, methods, and procedures.
- Providing appropriate safety equipment and requiring its proper use.
- Striving to eliminate accidents by providing knowledge, skill, and direction on an on-going basis.
- Providing timely information to our employees on good health and safety practices.
- and productive work environment.
- Not condoning unsafe acts by employees.

The primary responsibility for development, implementation, and supervision of the University Safety Program rests with the University Health and Safety Specialist. The University Health and Safety Specialist has the authority to deal immediately and directly with any situation that may be hazardous or potentially hazardous to the environmental health or safety of *East Stroudsburg University* and its people.

The *East Stroudsburg University Safety Committee* shall serve in an advisory capacity to the University Health and Safety Specialist. This Committee is chaired by the University Health and Safety Specialist and meets monthly during the traditional academic year to discuss and make recommendations related to health and safety.

The University Health and Safety Specialist will issue and maintain the "*East Stroudsburg University Environmental Health and Safety Manual*", which will be the primary medium for communicating information and safety requirements.

Each Department Head, or Supervisor has the general responsibility for ensuring compliance with the safety requirements and the safety of employees, visitors and students under their jurisdiction, or in their immediate area.

The Safety Office will audit departments to ensure compliance.

**For further information or requests, please contact:**

The Safety Office  
Police, Safety and Information Center  
220 Normal Street  
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