



University
of Idaho

Building A

Unit Safety

Program

Environmental Health and Safety

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I. Executive Summary

This guide is provided to you as a “blueprint” to follow in developing a comprehensive safety program for your unit. Nine elements of a safety program are described, as well as goals, available resources, and measurable targets for each of the elements. Of course, the overall goal is to provide a safe learning and working environment for students and employees in support of the University’s vision of a residential campus of choice and an employee’s workplace of choice. Development, implementation, and adherence to a unit safety program will greatly assist in that vision. The University’s safety policy statement in the next section has been written to support this vision.

The first element of the program is to raise the awareness of the employee’s and student’s knowledge of existing written safety policies and procedures; it also includes determining what areas of safety are essential for each unit. Next, each unit should create a safety committee or, for smaller units, designate a safety person. The unit safety committee or individual can be responsible for developing much of the unit’s safety program and provides a central point within the unit to oversee the program. The next two elements focus on identifying the hazards posed by the jobs, duties and tasks and determining the needed safety training. Ensuring personnel have the proper personal protective equipment, have high risk elements of their job evaluated, and have received the identified safety training are all critical components of a comprehensive unit safety program. Accident reporting and investigation comprises the fifth element of a safety program. As accidents and near misses occur, investigation and review by unit supervisors and safety committees will identify the causes of accidents and the methods for preventing them. Inspections are another element of the program to help identify unsafe conditions that increase the risk of an accident occurring. These should be conducted internally in addition to the inspections that are regularly performed by state and federal agencies. Most units have already established the seventh element -- emergency response plans. Emergency response plans, when properly implemented and promoted throughout the unit, provide direction and procedures to help minimize the confusion that can occur during a crisis. The next element, vehicle safety and use, is devoted to reducing and eliminating one of the leading causes of work-related deaths. The last element involves the management of hazardous materials used at the University. Proper management and control will decrease the potential for accidents, loss, and misuse of these materials and demonstrate the University’s commitment to protecting our environment.

As a unit safety program, or an individual element of the program, is developed, unit administrators need to ensure that personnel are aware of the program, ensure the program is implemented, and that expectations for adherence to the program are clearly defined.

What is the expected outcome of all these efforts? A safer learning and work environment that enables students and employees to achieve their full potential and goals. We should also realize the added benefits of a reduced number and severity of accidents, a savings in workers compensation and property loss insurance claims, and an overall reduction of liability for the University.

II. Safety Policy Statement

Welcome to the University of Idaho, a residential campus of choice where faculty, staff and students are our most valued resource!

We have invested much in our employees and students; it is an investment we want to see grow and mature. To that end, the University is absolutely committed to providing a safe learning and work environment for all members of the campus community. Our goal is to build a culture that places the well-being of students and employees at the very top of the institutional priority list. That means incorporating safety into everything we do, not just because of governmental regulations or policy mandates, but because it is the “right thing to do.”

The benefits of a proactive approach to safety are substantial. Most importantly, members of the University community lead healthier lives, have a stronger sense of contentment and well-being and can be their most productive. In addition, though, a culture that puts safety first is also able to direct its resources to the most worthwhile uses on campus.

You may have heard the adage, “Make safety a habit for life, and it will last a lifetime;” that is certainly true in a university setting. The more we practice safety, the more it becomes second nature, the more it becomes an integral part of how we live, work and learn. By demonstrating safe work practices in your everyday routine, you influence your co-workers and the students we serve to be safe as well.

So how can you do your job more safely? Here are just a few of a variety of resources available to answer that question.

- Your supervisor is your best source of information and experience.
- The Environmental Health and Safety Office can provide training, technical assistance and guidance.
- University and unit safety committees help identify safety issues and provide guidance for the University’s unit safety programs. Please feel free to join one of these groups or consult with them as an important safety resource.

III. How To Use This Guide

This guide has been compiled for use by a unit to develop a comprehensive unit safety program. A unit can be a college, division, department, office, or other organizational unit. For ease of management, it is recommended that a unit safety program be initiated at the department or office level.

The program elements are listed in the order of importance and, as much as possible, their development and implementation should follow this order. Some units may have already developed parts of a safety program and it is acceptable to concentrate on specific elements out of sequence.

It is also recommended that unit safety committees be established early in the process to manage most of the development and implementation of the unit's comprehensive safety program. Having employee input and control over the safety within their unit will assist in the acceptance of a safety program.

For each program element, available resources have been identified that can support the unit's effort to accomplish these goals. Some of the resources are still being developed and will be offered as they become available. Environmental Health and Safety personnel are also available to assist units throughout the entire process.

Finally, personnel within the unit need to know that a unit safety program exists and appreciate its importance. For unit safety programs to be effective, unit administrators must set expectations for following and adhering to the unit's safety program, monitor and enforce compliance when necessary, and recognize the proactive efforts unit personnel put towards building and maintaining a strong unit safety program.

IV. Program Elements

A. Policy and Procedures

Employees and students need to be knowledgeable of University and unit policies and procedures in order to understand what is expected of them and how they are to safely conduct their activities. Policies and procedures provide the foundation on which a safety program is built on. University policies are found in the Faculty-Staff Handbook and University procedures are found in the Administrative Procedure Manual (APM). Both these documents can be found on the University of Idaho web page. Units need to develop policies and procedures through an Accident Prevention Program that are specific to the activities of each unit.

Program Element	Goal	Measure	Available Tools and/or Resources
University Policies and Procedures	<ul style="list-style-type: none"> • To educate personnel on University policies and procedures regarding safety. 	<ul style="list-style-type: none"> • Percentage of unit personnel who are aware of safety policies and procedures. 	<ul style="list-style-type: none"> • Administrative Procedure Manual (APM), specifically, Chapter 35: https://www.uidaho.edu/apm/35 • Environmental Health and Safety (EHS) website: http://www.uidaho.edu/ehs/
Unit Policies and Procedures	<ul style="list-style-type: none"> • To conduct a Safety Assessment for each unit. • Develop safety policies and procedures specific to each unit. • To educate personnel on policies and procedures specific to their unit. 	<ul style="list-style-type: none"> • Percentage of units who have conducted a Safety Assessment. • Percentage of units who have developed specific safety policies and procedures. • Percentage of personnel who are aware of unit specific safety policies and procedures. 	<ul style="list-style-type: none"> • Safety Assessment checklist: https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/occupational-safety/committees

B. Unit Safety Committee

A unit safety committee should be a forum which can identify and resolve safety concerns and a tool which can help unit administrators manage a unit's safety program. A safety committee solicits concerns and ideas, addresses and/or coordinates solutions to safety problems, investigates accidents, audits the progress of unit safety initiatives and compliance, provides a conduit to distribute information, and can be the liaison with the University's Safety and Loss Control Committee and the Environmental Health and Safety Office. For smaller units, an individual can be designated as a unit safety officer in lieu of a safety committee.

Program Element	Goal	Measure	Available Tools and/or Resources
Unit Safety Committee	<ul style="list-style-type: none"> To establish a safety committee, or safety officer, for each unit. 	<ul style="list-style-type: none"> Percentage of units that have safety committees. Performance of the unit safety committee as indicated by frequency/regularity of meetings, items considered and acted upon, level of communication with and involvement of unit personnel, etc. Number/percentage of unit safety committee members that have completed related training. 	<ul style="list-style-type: none"> University Safety and Loss Control Committee. EHS Unit Safety Committee webpage: https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/occupational-safety/committees Unit Safety Committee survey form - EHS Unit Safety Committee orientation course – EHS (<i>online version in development</i>)

C. Job Hazard Assessment

A systematic review of work practices of each job position will identify the hazards involved and personal protective equipment required to perform the duties of that position. Supervisors can conduct these assessments and, in addition, determine the training needs that will help the employee or student carry out their tasks safely.

Program Element	Goal	Measure	Available Tools and/or Resources
Job Hazard Assessment	<ul style="list-style-type: none"> • To identify if job tasks are being performed safely, if the appropriate procedures, techniques, and personnel protective equipment is being used. 	<ul style="list-style-type: none"> • Percentage of jobs identified for which a job hazard assessment may be warranted. • Percentage of personnel who have had a job hazard assessment conducted. • Percentage of personnel who have had a personal protective equipment assessment performed. 	<ul style="list-style-type: none"> • https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/occupational-safety/job-hazard-analysis • Personal Protective Equipment Assessment Checklist - EHS

D. Safety Training

Safety training, as with all training, enables the employee or student to carry out the task correctly and safely. Based on job hazard assessments that are performed, and using NetLearning@uidaho (EHS), the on-line learning management system, supervisors can systematically identify and track safety training needed for each employee or student. Training resources that allow supervisors the flexibility to provide some types of training to their employees as the need for it arises are being developed by EHS on an on-going basis. Other safety training is routinely offered or may be arranged by Environmental Health and Safety personnel.

Program Element	Goal	Measure	Available Tools and/or Resources
Safety Training Assessment	<ul style="list-style-type: none"> To identify and track the training that is necessary for that person to safely perform their tasks. 	<ul style="list-style-type: none"> Sufficient number of unit “Gatekeepers” trained to fully implement and utilize all available features of NetLearning@uidaho (EHS) within the unit. Percentage of unit job positions for which a safety training profile has been completed. Percentage of personnel for whom an individual safety training profile has been completed. 	<ul style="list-style-type: none"> Training that is necessary for unit personnel to be able to identify and track the safety training required/recommended for each job position. – EHS NetLearning@uidaho (EHS) on-line learning management system. www.uidaho.edu/netlearning
Safety Orientation	<ul style="list-style-type: none"> To have supervisors provide a safety orientation to all personnel under their supervision. 	<ul style="list-style-type: none"> Percentage of personnel who have been assigned and completed the University’s online safety orientation course, <i>Safety Matters</i>. Percentage of personnel who have received a documented, unit-specific safety orientation. 	<ul style="list-style-type: none"> Online <i>Safety Matters</i> safety orientation course: https://www.uidaho.edu/infrastructure/pss/ehs/safety-orientation Safety orientation checklist: https://www.uidaho.edu/infrastructure/pss/ehs/safety-orientation
Training	<ul style="list-style-type: none"> To have supervisors assign and provide or arrange for necessary safety training for personnel under their supervision. 	<ul style="list-style-type: none"> Percentage of necessary safety training completed by each person. 	<ul style="list-style-type: none"> Unit safety training resources. Safety training or training resources available from EHS (some training programs are still in development).
Train-the-Trainer Programs	<ul style="list-style-type: none"> To provide units with the ability to offer more accessible and timely training for their personnel, especially for critical and large demand training. 	<ul style="list-style-type: none"> Number of Train-the-Trainer programs offered by the unit. 	<ul style="list-style-type: none"> Train-the-Trainer resources provided by EHS (some training programs are still in development).

E. Accident Reporting and Investigation

Prompt reporting and investigation of accidents will ensure that the causes of accidents are identified and resolved. The unit safety committee can be a valuable resource to review all accidents and near misses to seek resolution of their causes and help ensure that “lessons learned” are effectively shared throughout the unit. Completing the necessary paperwork will assist the University in tracking accidents and trends and help the employee with their workers compensation claim. NOTE: For vehicle accidents – see Section IV.H.

Program Element	Goal	Measure	Available Tools and/or Resources
Reporting of Accidents	<ul style="list-style-type: none"> • To have all accidents properly reported to University officials. • To have accident reports properly completed, especially workers compensation claims. 	<ul style="list-style-type: none"> • Percentage of accidents that are properly reported and necessary paperwork completed. 	<ul style="list-style-type: none"> • APM Section 35.71. • Accident Reporting Website: https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/occupational-safety/accident-and-incident-reporting
Review of All Accidents and Near Misses.	<ul style="list-style-type: none"> • To ensure unit administrators are aware of all accidents and near misses. • To have supervisors investigate each case and determine the cause and necessary corrective action. • To have all unit administrators and/or unit safety committees review accidents and near misses and verify appropriate corrective action was taken. 	<ul style="list-style-type: none"> • Percentage of accidents and near misses investigated by the supervisor • Percentage of accidents and near misses reviewed by the unit administrators and/or unit safety committees. • Percentage of accidents and near misses that the unit administrator is aware of. 	<ul style="list-style-type: none"> • Unit Accident Reports – EHS • Unit Safety Committee • Accident Reporting Website https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/occupational-safety/accident-and-incident-reporting

F. Inspections

Inspections are an important tool to evaluate and check the safety status of each unit. Annual facility inspections are conducted by the Idaho Division of Building Safety and units should establish an internal inspection program for their activities. Identified safety deficiencies need to be corrected in a timely manner.

Program Element	Goal	Measure	Available Tools and/or Resources
Idaho Division of Building Safety	<ul style="list-style-type: none"> • To correct and control reoccurrence of safety deficiencies noted in Idaho Division of Building Safety inspections in a timely manner. 	<ul style="list-style-type: none"> • Number of safety deficiencies noted. • Number of noted safety deficiencies corrected. • Number of common safety deficiencies noted during periodic, internal workplace safety inspections. 	<ul style="list-style-type: none"> • DBS list of deficiencies, as sent to each unit by EHS. • List of most common DBS safety deficiencies may be viewed on EHS Facilities Inspections webpage: https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/occupational-safety/building-safety-inspections
Unit Inspections	<ul style="list-style-type: none"> • To establish an internal safety inspection program. • Conducting monthly safety inspections. 	<ul style="list-style-type: none"> • Establishment of a unit safety inspection program. • Number of monthly safety inspections conducted. 	<ul style="list-style-type: none"> • Checklist templates: https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/occupational-safety/building-safety-inspections

G. Emergency Response Plans

Emergency response plans provide procedures for personnel to follow in emergency situations and help identify critical needs for each unit. Making sure personnel are aware of and have reviewed these plans is critical to the successful outcome of an emergency situation.

Program Element	Goal	Measure	Available Tools and/or Resources
Emergency Response Plan	<ul style="list-style-type: none">Develop an emergency response plan for personnel to follow during various situations.	<ul style="list-style-type: none">Percentage of units who have completed an emergency response plan.Percentage of unit personnel who are aware of the plan and procedures within.	<ul style="list-style-type: none">Emergency Response Plan template available from the Risk Management Office—contact Nancy Spink 885-6177.

I. Hazardous Materials Use

The use of hazardous materials requires vigilance in handling materials safely, maintaining control and accountability, and meeting regulatory requirements. University committees oversee the management of certain hazardous materials and EHS can provide guidance and assistance on managing hazardous materials safely.

Program Element	Goal	Measure	Available Tools and/or Resources
Control	<ul style="list-style-type: none"> To have units develop, implement, and maintain controls to hazardous materials (e.g., locked doors, locked cabinets, card access systems, personnel accountability, etc.). 	<ul style="list-style-type: none"> Percentage of areas where hazardous materials are stored that have implemented control measures. 	<ul style="list-style-type: none"> EHS
Inventory	<ul style="list-style-type: none"> To have units compile and maintain an inventory of hazardous materials. 	<ul style="list-style-type: none"> Percentage of areas where hazardous materials are stored that have compiled, maintained and submitted an inventory to EHS. 	<ul style="list-style-type: none"> EHS To access the online EHS hazardous materials disposal and management system: https://www.uidaho.edu/infrastructure/pss/ehs/chemicalwasterequest
Biohazards	<ul style="list-style-type: none"> Ensure all uses of biohazardous materials are reviewed and approved by the Biohazards Committee. 	<ul style="list-style-type: none"> Percentage of areas where biohazardous materials are used that have been reviewed and approved by the Biosafety Committee. 	<ul style="list-style-type: none"> Biohazard Committee. Biosafety Manual.
Radioactive	<ul style="list-style-type: none"> Ensure all uses of radioactive materials and radiation-producing equipment are reviewed and approved by the Radiation Safety Committee. 	<ul style="list-style-type: none"> Percentage of areas where radioactive materials and radiation-producing equipment are used that have been reviewed and approved by the Radiation Safety Committee. 	<ul style="list-style-type: none"> Radiation Safety Committee. Radiation Safety Manual: https://www.uidaho.edu/infrastructure/pss/ehs/radiation-safety-manual Radiation safety training - EHS

Chemical	<ul style="list-style-type: none"> To have individual researchers develop Laboratory Safety Plans for their activities that use hazardous chemicals. 	<ul style="list-style-type: none"> Percentage of laboratories that have developed and implemented a laboratory safety plan. 	<ul style="list-style-type: none"> OSHA regulation 29 CFR Part 1910.1450. EHS Laboratory Safety Plan Template: https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/laboratory-safety Laboratory safety training - EHS EHS website: http://www.uidaho.edu/ehs/
Waste Disposal/Spill Response	<ul style="list-style-type: none"> To have all personnel who handle hazardous materials aware of waste disposal procedures and spill response guidelines. 	<ul style="list-style-type: none"> Percentage of personnel who are aware of proper waste disposal procedures and spill response guidelines. 	<ul style="list-style-type: none"> Hazardous waste management training. Hazardous Materials Management & Disposal Policy & Procedures Manual: https://www.uidaho.edu/infrastructure/pss/ehs/hazmat-policies To access the online EHS hazardous materials disposal and management system: https://www.uidaho.edu/infrastructure/pss/ehs/chemicalwasterequest UI Hazardous Material Emergency Response Plan: <i>(Not currently available online)</i>
Accounting for Hazardous Materials When Personnel Leave	<ul style="list-style-type: none"> To have unit administrators ensure personnel that are leaving have accounted for all hazardous materials in their spaces, have properly labeled all containers of hazardous materials, and have disposed of all hazardous material or arranged for disposal. 	<ul style="list-style-type: none"> Number of times EHS personnel have to respond to removal of hazardous materials in spaces where personnel have left and not provided for proper management of materials. 	<ul style="list-style-type: none"> Hazardous Materials Management & Disposal Policy & Procedures Manual: <i>(Not currently available online)</i> Radiation Safety Manual: https://www.uidaho.edu/infrastructure/pss/ehs/radiation-safety-manual