

# OCCUPATIONAL SAFETY

**POLICY NUMBER:** EMS-OCCSAFETY

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** VICE PRESIDENT-ADMINISTRATION & FINANCE

**RESPONSIBLE OFFICE:** SAFETY AND EMERGENCY MANAGEMENT

**EFFECTIVE DATE:** UPON PRESIDENTIAL APPROVAL – 11/2/2018

**NEXT REVIEW DATE:** YEARLY – 11/2/2023

**SUPERSEDES POLICY DATED:** ENCOMPASSES AND REPLACES SEVERAL PROCEDURAL POLICIES – SEE LIST IN REVISION HISTORY

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

The purpose of this Occupational Safety policy is to ensure that all employees can work in an environment that is free of recognized hazards that may cause death or serious physical harm. The procedures associated with this policy, when followed, reduce the risk of injury to faculty, staff, and students by promoting practices which:

- provide safe conditions and reduce injuries and illnesses to the lowest possible level;
- ensure compliance with federal, state, and local regulations related to occupational health and safety;
- provide information, training, and safeguards regarding health and safety hazards;
- install and maintain equipment and facilities in accordance with recognized and accepted standards; and
- provide appropriate personal protective equipment to employees when engineering controls are not adequate to minimize exposure.

## II. ENTITIES AFFECTED

All entities within the University and activities held on University property.

## III. AUTHORITY

This policy is designed to work in conjunction with or complement the following codes, standards and regulations: Occupational Safety and Health Kentucky Administrative Regulations (KAR) [[803 KAR Chapter 2](#)].

The University may at its discretion institute rules and regulations that are more stringent than the applicable occupational safety regulations. It is the responsibility of the Director of Safety and Emergency Management to recommend appropriate and applicable procedures and guidelines that associate with this policy.

## IV. DEFINITIONS

Terms used in the associated procedures and guidelines shall be defined therein.

## V. RESPONSIBILITIES

Under the direction of the Assistant Vice President for Facilities Management, the Director of Safety and Emergency Management shall administer the University's Occupational Safety policy.

Compliance with this policy is the responsibility of all University faculty and staff. Enforcement of the policy is the responsibility of administrators, department heads, and supervisors in the departments and units within their jurisdiction. Anyone not complying with this policy may be subject to disciplinary actions as described in the [Performance Expectations and Corrective Actions](#) policy. [Safety and Emergency Management](#), a unit of Facilities Management, is responsible for oversight of this policy.

Safety and Emergency Management shall assist University departments in developing programs designed to educate members of the University community on occupational safety issues, when requested. The Director of Safety and Emergency Management shall have the authority to shut down an operation(s), room(s), or building(s) when he/she determines that a severe danger to life or property may result if such action is not taken. Appropriate notification to affected individuals and respective authorities, will made as soon as practical.

## VI. PROCEDURES

The following procedures and programs are associated with this policy and are available on the Safety and Emergency Management website:

[Accident/Incident Reporting Procedure](#)

[Asbestos Safety Procedure](#)

[Boom-Supported Elevated Aerial Platform Procedure](#)

[Confined Space Entry Procedure](#)

[Excavation Procedure](#)

[Fall Protection Procedure](#)

[Hazard Communication Plan](#)

[Ladder Safety Procedure](#)

[Lightning Procedure](#)

[Lockout/Tagout Procedure](#)

[Manual or Self-Propelled Elevating Work Platform Procedure](#)

[Occupational Exposure Control Plan/Bloodborne Pathogens Procedure](#)

[Personal Protective Equipment Procedure](#)

[Respiratory Protection Program](#)

[Utility Cart Procedure](#)

## VII. REPORTING REQUIREMENTS

Safety and Emergency Management shall maintain documentation of complaints, incident reports, safety citations, audit reports, and corrective action documents issued. Departments are responsible for maintaining all training records for their employees.

## VIII. TRAINING

The Director of Safety and Emergency Management shall be responsible for coordinating necessary training related to occupational safety. Deans and directors shall be responsible for ensuring all employees have read and understand this policy including all applicable plans, procedures and regulations, and that they have receive required training. Training requirements may be found within the procedures, plans, and regulations associated with this policy.

## IX. COMMUNICATIONS

The University shall make available its occupational safety rules, policies, and procedures through appropriate websites and handbooks.

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Renewal with minor edits to update URLs and link to Performance Expectations (formerly Discipline) policy.	November 2, 2022
Renewal with minor edits for consistency (e.g., capitalize "University" throughout; replace "providing for" with "related to" in the second bullet in Section 1.	November 8, 2021
Renewal with no changes	July 23, 2020
Revision - by referencing Safety and Emergency Management websites that house procedures, this policy replaces and retires the following policies: Confined Space, Fall Protection, Lockout-Tagout, Personal Accident and Injury, Personal Protective Equipment, Vehicle Incident Reporting, Vehicle Operation, Utility Cart Safety.	November 2, 2018

# OCCUPATIONAL SAFETY

## PRESIDENTIAL APPROVAL

### PRESIDENT

Signature

*A. Vaidya*

Date

11/2/18

Print Name

Ashish Vaidya

## BOARD OF REGENTS APPROVAL

### BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.  
Date of Board of Regents meeting at which this policy was reported: 1 / 16 / 19.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

### EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

*Ben Jeger*

Date

2.1.19

Print Name

Ben Jeger