

ELIZABETH CITY STATE UNIVERSITY Occupational Safety and Health Policy

Preamble

The purpose of this policy is to provide guidelines for the establishment of a comprehensive safety and health program at Elizabeth City State University (ECSU) in accordance with the Occupational Safety and Health Act, 91 P.L. 596 and North Carolina General Statutes 95-126 through 95-155. To the extent that any provision of this policy conflicts with the INC policy statement on occupational safety and health, the UNC version shall control.

1. Objectives

The objectives of the safety and health program include the following:

- A. To provide safe and healthful working conditions for all persons directly or indirectly, full-time or part-time, employed by the University.
- B. To identify and correct as early as possible any and all unsafe or hazardous conditions on the campus.
- C. To provide, or make available at minimal cost as applicable, such personal equipment or devices as may be found necessary for protection of employees in their operations.
- D. To establish and maintain an environment conducive to the prevention of illness or injury of all persons.
- E. To plan, establish and conduct such educational programs as deemed advisable to keep employees actively conscious of safety in all operations, on and off the job.
- F. To provide for first aid, by training and equipment, in the event of accident, with a view to minimizing effects of any injury.
- G. To make all employees aware of OSHA provisions, and encourage their participation.

2. Responsibility

For the purpose of the safety health program, ECSU is a public agency. The chancellor, as chief executive, is responsible for implementation of the program.

3. Role of North Carolina Department of Labor

The North Carolina Department of labor is responsible for administration of the Occupational Safety and Health Act of North Carolina (OSHA NC). Under the conditions of 91 P.L. 596, State administration of the act will be monitored by federal agencies for at least three years from passage of the State act. Provisions and standards for the State program are identical in the most respects to the federal program, except that administration is at State level. The State program is self-inspecting with respect to public agencies. However, the State Department of Labor will provide advice and counsel, certain printed forms and materials, and inspections assistance as may be required. Reports required shall be submitted by the chancellor to the North Carolina Department of Labor.

4. Personnel Involvement

In order to achieve successful results, the program must involve persons at a wide variety of administrative levels. Management belief in and support of the program is the primary requisite. Participation and cooperation of all employees shall be actively encouraged.

5. Organization

A. Safety and Health Coordinator

At ECSU the Environmental Health & Safety Professional/Emergency Management Coordinator serves as the Safety and Health Coordinator. This is a full-time position dedicated to the coordination of the safety and health program.

The Safety and Health Coordinator shall maintain close liaison with North Carolina Department of Labor, and shall prepare such reports and maintain such records as required by that department or the Chancellor.

A principle responsibility of the Safety and Health Coordinator shall be the preparation of a campus safety and health plan in accordance with standards and requirements of the Department of Labor.

All safety and health program records shall be open for inspection at any time by the North Carolina Department of Labor and by ECSU Office of Environmental Health & Safety/Emergency Management.

B. Safety Committee

The purpose of ECSU's Safety Committee is to seek to enhance institutional effectiveness through promoting safety and accident prevention, removal of architectural barriers, recommendations covering campus vehicular and concerning fire hazards and preparedness for civil disasters. The committee reports to the Vice Chancellor of Business & Finance. The Committee shall be chaired by Director of Facilities.

6. Reference Material

The following reference material is available through the North Carolina Department of Labor:

- A. Occupational Safety and Health Programs for State Agencies, North Carolina Department of Labor.
- B. Recordkeeping Requirements for OSHA, U.S. Department of Labor.
- C. General Industry Guide for Applying Safety and Health Standards, U.S. Department of Labor.