

# Safety and Security

Policy no. I-6

Effective date: 01/01/2015

Reviewed: 4/12/2019

Scope: faculty, executive staff, senior staff, staff, and student employees

## Policy Statement

The university expects that all employees will share the responsibility for safety and security of themselves, fellow employees, students and guests, and maintain reasonable care when using university property. Everyone must comply with university written policies and regulations set forth by offices including but not limited to [Environmental Health and Safety \(EHS\)](#) as well as [Protective Services](#) and all Federal, State and local regulatory bodies, including fire and police agencies. Training in compliance with these policies is provided by the Department of Environmental Health and Safety (EHS) in accordance with Federal, State, and Local regulatory and enforcement bodies.

All employees are expected to participate in formulation of and to comply with safety practices relating to their work and university guidelines. Safety practices may include, but are not limited to, the following: wearing proper safety and work apparel, using personal protective equipment, using well-maintained tools and equipment, maintaining familiarity and compliance with safety standards, adhering to reporting systems, wearing appropriate personal dosimeters (such as radiation badges) and observing facility access procedures.

The university seeks to minimize the risks to employees and students and expects each employee to act responsibly by:

- Complying with Federal, State and Local regulations
- Encouraging safety and security practices among peers
- Adhering to laboratory and departmental safety procedures
- Reporting violations of safe practices to the Environmental Health and Safety (EHS) office
- Reporting on-the-job accidents in a timely manner in accordance with [OSHA](#) and [Ohio Department of Health](#) guidelines to the Workers' Compensation Office
- Reporting crimes and suspicious situations to Protective Services
- Seeking diagnosis and possible treatment from the University Health Service in the event of personal injury from an on-campus accident requiring immediate attention
- Providing testimony, as necessary, in the event that university or public officials require participation during an investigation or a situation involving legal action
- Seeking the assistance of the Employee Assistance Provider (EAP) in dealing with counseling and coping situations
- Being aware of potentially violent situations and treating them conscientiously.

In addition, the university will voluntarily comply with its insurer's request to conduct periodic risk management audits such as review of driving records, safety compliance, and cash control systems. Employees who are found to be negligent may be subject to corrective action.

**Policy Administration:** All supervisors; [Environmental Health and Safety \(EHS\)](#), [Protective Services](#), and the Workers' Compensation office

**References:** [Emergency Procedures Manual](#), Handling Safety and Security Situations Procedure ([I-6a](#)), [Case Western Reserve University Policies and Guidelines for Chemical, Biological, and Radiation Safety \(5-15-91\)](#), [Employee Assistance Program Literature](#), and Deterrents to Workplace Violence Policy ([V-6](#))