

Title:	General Safety Policy
Approved by:	Environmental health and Safety
Effective Date:	01/01/2015
Responsible Official:	Environmental Health and Safety
Responsible University Office:	Environmental Health and Safety
Revision History:	None
Related Legislation and University Policy:	EPA, DOT, OSHA, FDA
Review Period:	5 years
Last Review Date:	4/12/2019
Relates to:	All of CWRU Community

Summary:

The university expects all employees to share the responsibility for the safety of themselves, fellow employees, students and guests, and to maintain reasonable care when using university property. It is the responsibility of everyone to comply with all university written policies and regulations and all Federal, State and local regulatory bodies. Failure to follow policy of any kind is a very serious matter and may involve corrective actions up to and including dismissal from the University.

Purpose of Policy:

This policy presents a general overview of the individual expectations of CWRU with regards to maintaining a safe environment and positive safety culture.

Definitions:

Due Diligence-The expected level of attention to detail required to reasonably anticipate and take action to prevent an adverse outcome.

Engineering Control- A physical device used to isolate a worker from a hazard. For example a fume hood, blast shield, biological safety cabinet, or laminar flow hood.

Ethical Behavior- Acting in a manner consistent with society's expectations and laws

Hazardous-a chemical, biological, or radiological material or a physical hazard such as high pressure, extreme temperature, or electrical hazard

Personal Protective Equipment- Equipment worn by a worker to provide protection from a hazard. (Gloves, Lab Coat, Respirator, Goggles)

Regulatory Agency- A city state or federal agency that regulates activities in specific areas and promulgates or enforces laws, regulations, statues, or other forms of requirements that reflect the agencies stated objectives. E.g. Fire, Police, Ohio Department of Health, EPA, CDC

Responsible Person-In general terms this means everyone. Everyone is responsible for the safety and security of their sphere of influence. This can further refer to more specific sections of responsibility for specific actions or authorities required by regulation. For example, the Chemical Hygiene Officer of a laboratory.

Unauthorized research-Conducting experiments that are not part of a sanctioned research effort or extending research past agreed limits

Procedures:

All members of the CWRU community and visitors including contractors shall exercise due diligence when planning or taking actions in a laboratory. They will also demonstrate ethical behavior as it pertains to the work and research they perform during activities on campus, representing the campus, or otherwise acting in a manner that could be construed as representing the university.

All members of the community will comply with all training obligations as required by various regulatory requirements and maintain retraining current.

All members of the community will maintain a positive safety culture and reinforce the importance and roles of safety and security.

All members of the community will exercise due diligence and report situations that jeopardize the safety and security of themselves, the community, or any other aspect of the university.

All members of the community will take all necessary precautions to safeguard themselves against harm including using Engineering Controls and Personal Protective Equipment as well as utilizing less hazardous materials or procedures whenever possible.

All members of the community will safeguard the environment and utilize the chemical, biological, radiological and other disposal programs.

All community members will report injuries in a timely manner and provide reports.

No member of the research community shall undertake work that could place other community members in jeopardy.

No unauthorized research shall be conducted.

Hazardous materials shall not be stored or used in non-research buildings or taken home.

Any observed unsafe activities shall be immediately reported to supervisors, faculty, or the Integrity Hotline.