

Policy 303.1

# 1 Introduction

## 1.1 Occupational Safety & Health Office

1.1.1 Federal and State Legislation - As a result of the Congressional "http://policy.appstate.eduOccupational Safety and Health Act of 1970,"http://policy.appstate.edu the North Carolina General Assembly enacted legislation on May 1, 1973 entitled "http://policy.appstate.eduOccupational Safety and Health Act of North Carolina"http://policy.appstate.edu (OSHANC). The North Carolina Department of Labor, OSHA Division, administers the requirements of these statutes, and compliance with Occupational Safety and Health Administration standards is mandatory under both Federal and State statutory requirements.

1.1.2 As chief administrative officer, the Chancellor has responsibility for the Occupational Safety and Health program at Appalachian State University. By the Chancellor's directive of March 4, 1974, a Safety Officer was appointed to administer that program.

## 1.2 Function

1.2.1 The University Occupational Safety & Health Office is a part of the general administrative organization of Appalachian State University. The Safety Director reports directly to the Associate Vice Chancellor for Administration, Office of Business Affairs. The Safety Director functions independently of any school or department and is responsible for the conduct of an effective safety program for the University. The Occupational Safety & Health Office is located in the Business Affairs Annex Building on State Farm Road, telephone number is 262-4007.

## 1.3 Responsibilities

1.3.1 The Safety Director is authorized to require adherence to all Federal, State, and University safety regulations. In addition, the Safety Director is authorized to carry out the following responsibilities:

1. Make inspections and investigate alleged violations. (For safety inspection and compliance procedures, see Safety, Procedure Statement 1.
2. Order cessation or modification of any actions or conditions which are considered unsafe.
3. Make timely reports of such violations to appropriate administrators or other employees.
4. Access all University areas and buildings at any time as needed.
5. Investigate all accidents, injuries and fatalities occurring on University property.
6. Maintain records of observations, inspections, and investigations of accidents, injuries and fatalities.
7. Serve as a source of information to University employees in matters relating to safety.
8. Provide effective safety instruction and transmit safety information to the University employees.
9. Submit periodic reports as required to the North Carolina Department of Labor, North Carolina Office of State Personnel, North Carolina Department of Insurance and other state regulatory agencies.

# 2 Scope

2.1 This procedure is established to provide a mechanism for the discipline of employees who repeatedly violate safety and health policies and procedures.

2.2 Safety and health policies and procedures are established and enforced to protect employees from injury and illness as well as to provide a safe and healthful place of employment.

2.3 ALL University employees, SHRA, EHRA Faculty and EHRA Non-Faculty, are required, as a condition of their employment, to abide by all University safety and health policies and to follow all health and safety procedures. Violations of health and safety policies and procedures are considered to be serious violations of University policies.

2.4 Adherence to safety and health policies and procedures is enforced in a consistent manner according to the personnel policies in effect for the particular employee. Disciplinary procedures for SHRA employees are located in the ASU Resource Manual , the Staff Handbook and the State of North Carolina Personnel Manual . Disciplinary procedures for EHRA Non-Faculty employees are located in the Handbook for EHRA Administrative Personnel . Disciplinary procedures for EHRA Faculty employees are located in the Faculty Handbook .

### **3 Definitions**

#### **3.1 Occupational Health and Safety**

is a cross-disciplinary area concerned with protecting the safety, health and welfare of people engaged in work or employment. The goal of all occupational health and safety programs is to foster a safe working environment.

### **4 Policy and Procedure Statements**

#### **4.1 First Aid**

4.1.1 Every University building in which ten or more persons are housed or employed may have a first aid kit readily available, equipped and maintained with designated emergency supplies (example: band-aids, antiseptics, gauze pads). As a minimum, kits should be located in the administrative offices in campus buildings. All employees and other occupants should be aware of the kit locations and availability of first aid supplies for injuries not requiring medical treatment.

4.1.2 Employees who are injured on the job should report to FastMed Urgent Care for treatment of non-life threatening injuries/illnesses. When FastMed Urgent Care is closed or in the event of a life threatening situation, the Watauga Medical Center Emergency Room is to be used. Contact the Environmental, Health, Safety and Emergency Management Department at 262-4008 for a list of designated emergency first aid supplies.

4.1.3 If a job-related injury or illness necessitates transportation to FastMed Urgent Care or the Watauga Medical Center Emergency Room, contact University Police at 262-8000 or Watuaga Medics at 9-911 to arrange for transportation.

## 4.2 Student Health Services

4.2.1 Student Health Services, located in the Miles Annas Building, has a 3 bed capacity, and is staffed by a full-time staff of doctors and nurses. Services are primarily available to students since student fees support its operation.

## 4.3 Occupational Safety & Health Office

4.3.1 Questions or concerns relative to safety issues or Workers' Compensation should be reported to the Occupational Safety & Health Office at 262-4007. Questions or concerns relative to environmental issues should be reported to the Physical Plant at 262-3190.

## 4.4 Publication of Safety Information

4.4.1 Notices, announcements, and other matters relating to Occupational Safety & Health will be published in numbered Safety Bulletins, in numbered Business Affairs Memorandums, posted on the Safety & Workers' Compensation Web Page or distributed via E-Mail messages.

## 4.5 Organizational Chart

Safety Trainer Ronnie Riddle	Fire and Life Safety Inspector Beth Clark	Industrial Hygienist Mary Cavanaugh	OSH Office Coordinator Debi Trivette
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## 5 Additional References

## 6 Authority

## 7 Contact Information

## 8 Original Effective Date

## 9 Revision Dates

Revised July 1, 2008