

Workplace Safety Policy

I. PURPOSE OF POLICY

Goucher College is committed to providing a safe work environment for all employees, and intends to comply with all federal, state, and local laws governing workplace safety. This policy will provide guidelines to further that commitment.

II. SCOPE

This policy applies to all employees—managers, supervisors, staff, and faculty—all of whom have a responsibility to make Goucher a safe place to work. The responsibilities of employees are outlined below. It is expected that all employees will carry out their responsibilities in a cooperative manner.

III. RESPONSIBLE OFFICIAL

The Vice President of Human Resources has the responsibility to implement this policy.

IV. STATEMENT OF RESPONSIBILITIES

A. Managers and Supervisors

The managerial and supervisory staff at Goucher have the following responsibilities:

1. Implement college safety policies within their jurisdiction;
2. Ensure that staff under their supervision are properly trained and follow all safety policies;
3. Enforce policies within their jurisdiction;
4. Report accidents and injuries to the department of human resources promptly, cooperate with any investigation of such action, and take corrective action;
5. Respect the privacy of staff and decline to share their medical information with those who do not have a need to know;
6. Familiarize themselves with the Workers Compensation Supervisor Handbook;
7. Foster a positive, proactive approach towards safety in the workplace.

B. Non-Supervisory Employees and Faculty

Employees, including student workers and faculty members, have the following responsibilities:

1. Familiarize themselves and comply with all college safety policies that apply to their workspace;

2. Attend all training mandated by college policies and/or their supervisor;
3. Use appropriate safety devices and personal protective equipment;
4. Maintain their workspace in a safe manner;
5. Ensure that students under their supervision are properly trained and follow all safety policies;
6. Report accidents and unsafe working conditions, including non-compliant behavior of co-workers to their supervisor (see “If you are injured at work” and information about Goucher’s workers’ compensation program);

C. Safety Staff

In addition to the general responsibilities for employees described above, safety staff have the following responsibilities:

Chemical Hygiene Officer

1. Provide advice to senior management concerning regulatory compliance in the science laboratories;
2. Assist in the development of safety policies at the college;
3. Provide advice to employees regarding safe work practices in the laboratories;
4. Provide training to staff, as required by college policies;
5. Assist faculty in the development of student training programs;
6. Carry out other duties as detailed in the college’s Chemical Hygiene Plan.

Legal Counsel

1. Ensure that college safety policies comply with all federal, state, and local laws and regulations;
2. Provide legal advice concerning compliance responsibilities to employees, faculty, managers, supervisors, safety officers, and the Responsible Official.

V. RESPONSIBLE OFFICIAL

The [Office of Human Resources](#) is responsible for implementing this policy.