

Augusta University

Policy Library

Correction of Safety Hazards

Policy Owner: Environmental Health and Safety Division

POLICY STATEMENT

It is the policy of Augusta University to provide and maintain a safe and healthful work environment for each employee and all others on the Augusta University premises. Special attention is expected to correct any hazardous condition or practice that poses a potentially serious risk to personnel. Prompt corrections of safety hazards are made to assure the safety and health of all employees, faculty, students, patients, and visitors. Each department or division will correct any unsafe or unhealthful condition or practice that poses a potential risk within their area(s) of responsibility.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

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PROCESS & PROCEDURES

Faculty and Staff

The employees in an affected area will initiate immediate corrective measures when an unsafe condition or practice is noted or reported. Supervisors will insure that the necessary action is taken.

Environmental Health and Safety Division

Environmental Health and Safety Division representatives are responsible to inspect identify, and forward recommendations for correction of unsafe conditions or practices noted by or reported to them, working in cooperation with Department Supervisors or Building Coordinators. Safety Officers will conduct inspections of all campus buildings and grounds. A room-to-room fire-safety inspection will be performed annually using National Fire Protection Association codes and standards and general safety rules for environmental safety and accident prevention.

Inspection reports are forwarded to the Building Coordinator of the inspected area and the Facilities Management Work Management Center. The reports include the hazard(s), the location, the acceptable corrective measures, and maintenance requests are identified.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 599

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 02/16/2017

Last Review: 02/21/2017

When a hazardous condition poses potential danger and a solution to the problem is not immediate, the Environmental Health and Safety Division will initiate actions to eliminate the unsafe conditions or circumstances, in conjunction with management.

After initiating corrective measures, and within a reasonable time period (depending on the seriousness of the hazard), the Environmental Health and Safety Division will re-inspect the area or department for the problem originally recorded.

When the risk is considered excessive by the Environmental Health and Safety representatives and a solution to the problem is either not apparent or not agreed to by area management, the Associate Vice President of Environmental Health and Safety is informed of the circumstances so a decision may be made regarding the appropriate organizational response.

Department Heads/Building Coordinators

Department Heads and Building Coordinators are responsible for initiating prompt corrective actions for identified hazards. Issues that require long-term mitigation are identified in the response to the inspection/survey report.

When a hazardous condition requires appropriation of funds to eliminate the condition and the funds are not available, area management will pursue other viable alternatives to resolve the problem and reduce the risk to an acceptable level.

REFERENCES & SUPPORTING DOCUMENTS

Radiation Safety Manual

http://www.augusta.edu/services/ehs/radsafe/documents/au_rsm9_29_16.pdf

Biological Safety Guide

<http://www.augusta.edu/services/ehs/biosafe/documents/biosafetyguide2014.pdf>

Chemical Safety Guide

<http://www.augusta.edu/services/ehs/chemsafe/chemsafeguide0814r.pdf>

RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 02/21/2017

