



# UNIVERSITY OF RICHMOND

## Policy Manual

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<b>Policy #:</b>	HRM-5001	<b>Policy Title:</b>	Safety Policy
<b>Effective:</b>	02/14/2016	<b>Responsible Office:</b>	Human Resources
<b>Date Approved:</b>	02/14/2016	<b>Approval:</b>	Executive Vice President and Chief Operating Officer
<b>Replaces Policy Dated:</b>		<b>Responsible University Official:</b>	Chief Human Resources Officer

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### SCOPE:

This policy applies to the University of Richmond Employees and all of its Affiliates. As used in this policy, the term “Employees” refers to staff and faculty; “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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### POLICY STATEMENT:

#### *HRM-5001.1 – Policy*

The policy of the University of Richmond is to provide a safe and healthy environment for its students, faculty, staff, and visitors. It is the intent of the University to comply with all federal and state regulations.

#### **Safety Is Everybody's Responsibility**

While the overall responsibility for campus safety belongs to the University, each individual has a personal responsibility for the prevention of campus accidents. All faculty and staff are expected to ensure that safe and healthful conditions and procedures are provided and followed in their areas of control.

All faculty and staff are responsible for working safely and for reporting all unsafe conditions to their immediate supervisors. Supervisors and department heads are responsible for training employees in proper

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procedures, work practices, and safe methods in the workplace, particularly those requirements that are department specific. Supervisors must enforce University policy and take immediate corrective action to eliminate hazardous conditions and practices.

Environmental Health and Safety has the authority to ensure overall compliance with the intent of this policy. Environmental Health and Safety also functions in an advisory and consultative capacity, providing a variety of occupational health and safety services. Their assistance should be sought by any department, employee, faculty member or student needing guidance in any safety area.

### **RELATED POLICIES:**

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N/A

### **POLICY BACKGROUND:**

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*Last revised February 14, 2016*

### **POLICY CONTACTS:**

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Director of Environmental Health and Safety

Chief Human Resources Officer