



UNIVERSITY OF RICHMOND

Policy Manual

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

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.

INDEX:

HRM-5001.1Policy

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

HRM-5001 – Safety Policy

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:

N/A

POLICY BACKGROUND:

Last revised February 14, 2016

POLICY CONTACTS:

Director of Environmental Health and Safety
Sr. Associate Vice President for Human Resources