

OPERATIONS AND FINANCE

Safety Commitment

Subject: Safety and Health

Covered Individuals: All Operations and Finance Employees

Date of Origin: Aug 17, 2017

Date of Revision: March 14, 2019

Creating a safe working environment is a key component of Iowa State University's commitment to enhancing the safety, health, well-being, and security of faculty, staff, students, and visitors. Operations and Finance is committed to maintaining safe working environments that minimize the risk of injury or illness.

Realization of a safe workplace and a culture of safety requires attention and responsibility at every level of the division. In support of this goal, all Operations and Finance employees will engage fully with established safety policies, procedures, and guidelines.

Safety Walks

Each Operations and Finance department/unit will conduct formal safety walks to identify workplace hazards as well as evaluate personal protective equipment usage, training effectiveness, and completion of corrective actions identified by previous inspections and/or accident investigations.

Authority to Stop or Suspend Work

If any issue presents immediate danger to the life and health of people, Operations and Finance employees are empowered to stop the activity and immediately report it to their supervisor. Once work has been stopped, it may not resume until necessary corrective actions and hazard control measures are in place.

Environmental Health and Safety (EH&S) is available to assist in identifying acceptable corrective actions. EH&S is a campus resource and Operations and Finance partner in meeting the safety and health needs of the campus community. More detailed information, including an anonymous "report a hazard" suggestion box, is available on the EH&S web site www.ehs.iastate.edu

Accident Reporting & Investigation

Operations and Finance employees will immediately report all workplace accidents, injuries, or property damage to their supervisor. All recordable incidents (treatment beyond first aid) will have a formal accident investigation completed that will involve the injured employee and immediate supervisor (or their designee) and may include departmental safety representatives, EH&S, and/or a member of the Operations and Finance Safety Committee.

Operations and Finance departments will create supportive environments where supervisors and employees are empowered to report near-miss events, so that necessary adjustments are made to prevent future issues.

EH&S will provide monthly accident/injury summary reports to the Operations and Finance Safety Committee and departmental safety committees.

Safety Committee Responsibilities

Each Operations and Finance department/unit will establish a safety committee. Committee responsibilities are to:

Operations and Finance

- Monitor the reporting metrics
- Support supervisors
- Be the insider conduit to connect staff to the resources they need to be safe
- Provide monthly safety topics for distribution

Department

- Review monthly accident reports and make recommendations to departmental administrators
- Coordinate safety walks within the department/unit
- Prioritize corrective actions for identified safety issues within the department/unit
- Communicate with the Operations and Finance Safety Committee

Safety Metrics

To ensure progress on this safety commitment, all reporting units within Operations and Finance will measure progress with the following safety metrics:



ENHANCE SAFETY

- Distribution of safety topics to Operations and Finance staff monthly
- % of safety walks completed in Operations and Finance facilities annually
- % of training needs assessments completed for all classifications
- Establishment of at least one safety committee for each Operations and Finance department



MINIMIZE HAZARDS

- % of required safety training completed
- % of accident investigations completed
- Number of hazards identified
- Distribution of injury report summaries monthly



COMMUNICATE SUCCESS

- % of new employees completing safety on-boarding
- Communication of safety achievements
- % of corrective actions completed (*identified from accident investigations*)
- % of hazards eliminated or controlled