



## **POLICY MANUAL**

### **GENERAL**

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**Number 337**

**Subject: Safety and Health**

**Covered Employees: University Employees**

**Date of Origin: January 24, 1997**

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#### **337.1 POLICY**

The University takes reasonable precautions to ensure the safety and health of people, facilities, equipment, and other property. The University accepts the responsibility for leadership in safety and health issues, for effectiveness and improvement, and for providing the necessary safeguards required to ensure safe and healthy work conditions.

The University subscribes to recognized standards for health, safety, and fire protection. Such standards are published by the Environmental Protection Agency, the American Conference of Governmental Industrial Hygienist, the Nuclear Regulatory Commission, the National Fire Protection Association, the Uniform Building Code, the American National Standards Institute, and other recognized safety standard-making bodies. It is the responsibility of employees, supervisors, administrators, and all other persons in authority to provide for safety in the environment and operations under their control.

The University shall maintain the right to require physical examinations and testing of employees when questions of health and safety arise which are directly job related. Examinations and diagnostic tests required by the University will be at no expense to the employee.

#### **337.2 PROCEDURES**

##### **2.1 University Programs**

The University develops and implements safety and health programs consistent with the best practices for activities and institutions of this type. These programs strive to continuously reduce worker risk and improve the prevention of illnesses and injuries. To

accomplish these tasks, the University shall require the full cooperation of all faculty, staff, and students.

## **2.2 Employee Illness**

The University recognizes that employees with life-threatening illnesses including but not limited to cancer, heart disease, and AIDS may wish to continue in as many of their normal pursuits as their conditions allow, including employment. As long as these employees are able to meet performance standards and medical evidence indicates that their conditions are not a significant current risk of substantial harm to themselves, others, or property they will report to work.

An employee's medical condition is confidential, and information regarding an employee's health is to be provided only to supervisors and managers of the employee to the extent that work restrictions or other accommodations are necessary, and only in compliance with the Americans with Disabilities Act.

This policy is meant to be an implementation of the ADA. *It is not the intent of this policy or the University to give employees any rights or protections in addition to those described by the ADA.*

## **2.3 Student Health Clinic**

All University Student Health Clinic professionals are required to participate in the University's employee health program. Employment is conditional until a tuberculin skin test and the hepatitis series of shots are completed. Tuberculin skin tests must be renewed annually. Also, licenses of professionals, e.g., RN, LPN or MD, must be current.

Other Clinic employees are offered free tuberculin skin tests annually and free immunization shots for communicable diseases.

## **2.4 Food Service**

Employees within the Food Services Department are required to obtain a food handler's permit from the Bear River Health Department within fourteen days of entering or engaging in the manufacturing, preparation or handling of food or drink. This permit must be renewed every 3 years from the date of issue.

## **2.5 Plant Operations**

Applicants who have received offers of employment for positions entailing potential exposure to hazardous chemicals or materials, or requiring heavy physical exertion, will be required to obtain a physical examination prior to beginning employment. Employees may be required to obtain and keep a current Commercial Drivers License, if necessary, as a condition of employment.

## **2.6 Hazardous Areas**

All employees working in areas exposing them to substances or conditions that could be hazardous to health, as determined by state and federal laws, are required to participate in the University's health monitoring and health surveillance program. Any questions regarding substances or conditions that are questionable should be addressed to the University's Environmental Health and Safety Office.

## **2.7 Workplace Violence**

Threats or acts of violence, bodily harm, or physical intimidation by employees will not be tolerated and may be grounds for immediate dismissal. When this type of behavior is exhibited, the University reserves the right to request an evaluation by a health care/mental health professional to determine fitness for duty. Likewise, threats or intimidation of employees in the workplace by individuals outside the University will not be tolerated.

## **337.3 RESPONSIBILITY**

### **3.1 Department Heads and Supervisors**

Responsible to be continuously cognizant of the health and safety needs of their employees and initiate necessary prevention measures to control safety hazards associated with activities under their direction.

### **3.2 Environmental Health and Safety Office**

Responsible for monitoring working conditions, evaluating potential health hazards, and investigating accidents and injuries. In addition, the Environmental Health and Safety Office has responsibility for compliance with University, federal, and state safety and health requirements.

### **3.3 Employees**

Employees have primary responsibility for their own personal safety and health. In addition, employees are required to participate in all safety, health, and accident prevention programs directly related to their job responsibilities and work environment. Employees are required to immediately report any work-related accident, injury, or illness to their supervisors.