



<b>Document Number</b>	<b>Safety and Health SOP, D.9.01</b>
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### 1. Purpose/Introduction

Working safely is a job requirement in Facilities Operations. The purpose of this SOP is to establish responsibilities to ensure a safe and compliant working environment, to promote safety awareness, and to ensure the use of safe work practices within Facilities Operations. This will be accomplished by ensuring that all applicable policies, procedures, codes, regulations, laws, and standard operating practices are followed.

### 2. Definitions

N/A

### 3. Procedural Steps

Responsibilities are broken down into the following categories: Awareness, Safe Work Practices, and Compliance

#### 3.1: All Facilities Operations Employees

##### 3.1.1: Awareness

- Recognize that safety is not an additional job responsibility but is an integral part of every task.
- Give utmost consideration to personal safety and the safety of others while performing assigned tasks.
- Actively support and participate in the University's and department's efforts to provide a safe working environment and prevent injury.
- Recognize that employment of safe work practices is a job requirement. Not using safe work practices can result in disciplinary action up to and including termination of employment.

##### 3.1.2: Safe Work Practices

- Assess assigned tasks for potential hazards and take appropriate measures to eliminate or mitigate potential hazards prior to beginning work.
- Utilize safe work practices in completing all tasks.
- Operate and maintain equipment and facilities in a safe manner.
- Use appropriate personal protective equipment (PPE) such as safety glasses, gloves, equipment guards, hearing protection, safety-toe/non-skid shoes, etc. to provide

adequate protection for the task being performed. Do not wear loose clothing or jewelry around machinery.

- Promptly report unsafe conditions or environmental health hazards to their supervisor or manager.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor and/or by Environmental Health and Safety as applicable.
- Assess the weight of an object before lifting, and, if too heavy or awkward, ask for assistance, remove some of the weight if possible, or use mechanical means to lift as needed to avoid injury. Lift properly use your legs and not your back.
- Take measures to prevent injury due to identified hazards such as slippery surfaces or other trip/fall hazards. Eliminate hazard, cordon off area, and/or provide warning signage as appropriate.
- Ensure that all tools and equipment are in good condition and, if not, are promptly taken out of service to avoid a potential safety hazard.

### **3.1.3: Compliance**

- Conduct all activities in compliance with applicable standards, codes, regulations, laws, and UNCG policies.
- Attend all applicable safety and health related training and activities as assigned.
- Immediately report any on-the-job accidents injuries or near misses to their supervisor.

## **3.2: Management and Supervisor Responsibilities**

### **3.2.1: Awareness**

- Incorporate safety and health best practices as an integral part of all activities.
- Enforce applicable safety and health policies, procedures, and practices.
- Be continuously cognizant of the safety and health needs of all employees in assigned areas.
- Serve as a focal point for safety and health concerns for their assigned area.
- Encourage employees to report workplace hazards without fear of reprisal.

### **3.2.2: Compliance**

- Ensure that employees receive adequate training to safely perform assigned tasks.
- Immediately notify Environmental Health and Safety as appropriate to report a violation of any university, state, or federal environmental health or occupational safety rule or regulation.
- Establish safety expectations in each employee's Performance Management Plan (PMP) and evaluate employees on their safety performance.
- Take disciplinary actions per University policy as appropriate to address unsafe work practices and non-compliance with applicable policies, procedures, codes, regulations, laws, and standard operating practices.
- Promptly report on-the-job injuries and near misses per departmental and university protocol.
- Promptly respond to safety and health concerns per University policy and by consultation with Environmental Health and Safety and/or Human Resources as appropriate.

- Promptly complete a thorough investigation of every accident to determine root cause(s) and take actions as necessary to prevent recurrence.

**4. Forms, Tools, Etc.**

Safety and Health Policy and Procedure Manual, <http://www.uncg.edu/sft/mntabcon.html>

**5. Revision Table**

<b>Revision #</b>	<b>Section #</b>	<b>Summary of Changes</b>	<b>Approval Date</b>