

# **SAFETY MANAGEMENT PLAN**

## **June 2005**

### **Policy**

This Safety Management Plan defines processes through which the University of Kansas Medical Center (KUMC) provides a safe and healthy environment in which hazards are eliminated or minimized for employees and visitors and by which work-related injuries/illness are minimized through a program of hazard reduction/elimination, engineering controls, work practice, personal protective equipment, education and work-site surveillance.

### **I. Purpose**

The University of Kansas Medical Center recognizes that various risks and hazardous conditions are inherent in the University and health care environment and that processes must be implemented to reduce or eliminate these risks and hazards. These processes include:

- Risk assessment to evaluate impact of buildings, grounds, equipment, and occupants
- Reporting and investigation of emergencies, incidents, injuries, and illnesses
- General maintenance and supervision of grounds and equipment
- Systems on employee and public safety
- Hazard surveillance including product recall/alert evaluation
- Orientation and education

### **II. Objectives**

The objectives of this plan are:

- Continual evaluation of the effectiveness of these processes to ensure performance
- Improvement and development of policies to insure optimum safety in the workplace
- Identification of individuals to oversee development and implementation of these processes
- Communication of issues to appropriate departments/units
- Knowledgeable staff who participate in safety activities

### **III. Standards of Performance**

The Safety Office and the University Safety Committee has established specific safety management performance standards as follows:

- Buildings, Grounds and equipment will meet, at a minimum, the requirements of OSHA, EPA, NFPA and other regulatory/advisory groups. Deficiencies will be corrected in a timely manner.
- All employee injuries/illnesses will be reviewed, monitored and evaluated. Trends will be identified. Corrective actions will be taken as needed.
- Departmental safety training will be completed at greater than 90%.
- Departmental safety policies and procedures will be reviewed annually.

#### **IV. Organization Roles and Responsibilities**

##### Administration:

- Provide an environment where safety in the workplace is of up most importance.
- Provide financial, material, and employee support of safety related activities.

##### University Safety Committee:

- Encourage employees to report safety related issues.
- Identify and report safety related issues.
- Review and develop corrective actions.
- Ensure and assist in the correction of safety related issues.

##### Safety Office:

- Develop safety management and policies as needed to provide a safe workplace.
- Assure compliance with all applicable Federal, State, Local, and KUMC safety policies.
- Review accident reports as requested by Occupational Health.
- Facilitate institution-wide safety training opportunities.
- Manage the hazardous waste management program.
- Provide support and guidance to Department Heads and Supervisors in specific safety issues.
- Provide assistance during emergency response.

##### Department Heads and Supervisors:

- Ensure compliance within their department to all applicable Federal, State, Local and KUMC policies and regulations.
- Provide training in department specific issues.
- Ensure employees within their department have completed all applicable training.
- Provide equipment and materials to support safety activities.

##### Employees:

- Comply with all applicable Federal, State, Local and KUMC policies and regulations.
- Complete all applicable safety training.
- Report safety related hazards to Supervisor or Safety Office.

#### **V. Information Gathering and Reporting**

- The Safety Office perform safety inspections as needed in all KUMC building and facilities. Affected Departments shall be notified of the results of the inspections.
- All Departments shall perform safety inspections in their areas as needed. Significant deficiencies shall be reported to the Safety Office.
- The University Safety Committee shall meet monthly to discuss safety issues.
- The Safety Office shall prepare an annual report to the KUMC Administration.

## **VI. Orientation and Training Programs**

The KUMC supports an on-going program of new employee safety orientation and training and annual refreshers thereafter. Worker knowledge is assessed during hazard surveillance and safety rounds and during annual refreshers. Specific responsibilities are:

- Human Resources - new employee orientation coordination
- Safety Office -facilitate institution-wide safety training opportunities
- Departments/units - provide department specific training

## **VII. Related and Supporting Documents**

Policies and procedures to support the Safety Management Plan are found on the Safety Office web page. <http://www2.kumc.edu/safety/>