

Policy Statement

The University of Wisconsin–Madison Physical Plant considers its employees as its most valuable asset and will take every possible practical action to make your working conditions free from hazard. It is within our Culture of Safety to persistently encourage and facilitate the elimination of all “near miss,” injury and fatality incidents as well as implementing the appropriate corrective actions when confronted with occupational hazards associated with our activities. We are, as an institution and as individual employees, committed to continuously improve the way we complete activities keeping health and safety at the forefront of our actions both at and away from our place of employment. In addition, it is our obligation to provide a work environment that is inherently safe for all. “The Way We Work.”

Employees are also encouraged to engage in “It’s Safe to Talk about My Safety” conversations with each other. By demonstrating your willingness to be approached by others to receive safety advice or to lend safety advice helps our Culture of Safety to evolve into an employee guided occupational safety program with its primary focus of incident prevention.

Safety requires not only that each person understand and perform individual activities in a safe manner, but also that each individual is aware of all surroundings and is actively involved in the safety of others. You and your supervisor are required to conduct all activities and overall operations in such a manner as to afford maximum protection for employees, the public, systems, equipment, machines, materials and property of the institution. Occupational safety shall be a primary responsibility of all management, supervisors and you.

Supervisors have oversight for safety; they cannot be with all employees all the time. If the activity you have been assigned is not safe to complete, stop; make it safe to complete; then complete the activity. All employees have the right as well as the obligation to stop all unsafe acts, activities with uncontrolled hazards and or ask others that are not complying with safety regulations to remove themselves from the activity area. Each employee is encouraged to contact their Supervisor immediately should a safety or health risk exist in order for immediate hazard analysis and implementation of corrective action.

Your active participation is vital for the protection of yourself and others. It is important that you take no unnecessary chances, adhere to the regulations, use all provided safety devices, and that you make incident prevention a regular part of your job. The responsibility for incident prevention rests upon each one of us.

Thank you for insuring our Culture of Safety is persistent.

Robert Lamma
Executive Director-Physical Plant

Policy

Safety and health in our workplace must be a part of every activity and every operation. Without question, it is every employees responsibility at all levels of the institution. To be successful, our program must embody the proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisors and employees, but also between employees and co-employees. Only through such a cooperative effort can an effective safety and health program be established and preserved.

Safety policy and procedure cannot be administered, implemented, monitored and enforced by any one individual. The total objective of a safe, incident free work environment can only be accomplished by a dedicated, concerted effort by every employee involved from management to the last newly hired employee.

Each employee must understand their value to the institution; the impact of incidents, both physical and emotional as well as monetary; the objective of the safety program policy and procedures; the safety procedures that apply to the activities employees are assigned to complete; and what their individual role is in administering, implementing, monitoring, and compliance of this safety program policy and procedures. This allows for a more personal approach to compliance through self-assessment, planning, training, understanding and cooperative effort, rather than by strict enforcement. If for any reason an unsafe act persists, strict enforcement shall be implemented to protect overall employee wellbeing and the Culture of Safety.

This comprehensive safety program provides guidance for the performance of assigned activities within the framework of appropriate Occupational Safety & Health Administration (OSHA) Regulations. These regulations are the foundation for the safe performance of all assigned activities. Other referenced agencies; when employed to implement safe standard work practice and or standard operating procedures shall meet the intent of the aforementioned regulations and or exceed the intent to insure employee wellbeing.

Purpose

To exemplify the University of Wisconsin–Madison Physical Plant commitment of providing a campus that is inherently safe for all. This safety program is intended to assist employees with the methods to prevent incidents through direct involvement with the way activities are performed safely.

Scope

Employers are advised and encouraged to institute and maintain in their establishments a program which provides systematic policies, procedures, and practices that are adequate to recognize and protect their employees from occupational safety and health hazards.

This program includes provisions for the systematic identification, evaluation, and prevention or control of general workplace hazards, specific job hazards, and potential hazards which may arise from foreseeable conditions. The major elements of this occupational safety and health program include the following:

Management commitment and Employee involvement are complementary. Management commitment provides the motivating force and the resources for organizing and controlling activities within an institution. In an effective program, management regards employee safety and health as a fundamental value of the institution and applies its commitment to safety and health protection with as much vigor as to other institutional purposes. Employee involvement provides the means through which employees develop

and or express their own commitment to safety and health protection, for themselves and for their fellow employees.

Worksite analysis involves a variety of worksite examinations, to identify not only existing hazards but also conditions and operations in which changes might occur to create hazards. Unawareness of a hazard which stems from failure to examine the worksite is a sure sign that safety and health policies and or practices are ineffective. Effective management actively analyzes the work and worksite, to anticipate and prevent harmful occurrences.

Hazard prevention and controls are triggered by a determination that a hazard or potential hazard exists. Where feasible, hazards are prevented by effective design of the jobsite or job. Where it is not feasible to eliminate them, they are controlled to prevent unsafe and unhealthful exposure. Elimination or controls is accomplished in a timely manner, once a hazard or potential hazard is recognized.

Safety and health training shall address the safety and health responsibilities of all employees of the institution. It is most effective when incorporated into other training about activity requirements and work practices. Its complexity depends on the magnitude of the activities to be completed and the nature of the hazards and potential hazards present at the worksite.

Incident Prevention is intended to prevent all employees and or contractors from working in conditions that are unsanitary, hazardous, or dangerous to their health or safety. Incident prevention requires a commitment from all employees and contractors within our institution to actively participate in our safety program. All employees shall be aware of job site hazards and follow procedures to eliminate and or control these hazards by engineering controls, proper work procedure modification, use of personal protective equipment, and proper use of tools and equipment. All employees are encouraged to ask questions and make positive suggestions for safety improvement.

Although compliance with the law, including specific OSHA standards, is an important objective, an effective program looks beyond specific requirements of law to address all hazards. It will seek to prevent injuries and illnesses, whether or not compliance is at issue.

Section 5(a) (1) of the Occupational Safety and Health Act, commonly referred to as the General Duty Clause is a "catch all clause" which states: "Each employer shall furnish to each of its employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees."

Failure to Comply

Failure to comply with this policy shall result in disciplinary action per the following:

Employee Handbook for University Staff Employees
Section 230.34, Wisconsin Statutes

Approvals and Revisions

Program Approval

Signature _____ Date: _____

Robert D. Lamppa - Executive Director - Physical Plant

Revisions

Revision Number Date: _____

Signature _____ Date: _____

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