

SAFETY AND HEALTH POLICY

Policy Statement

It is the policy of Appalachian State University to provide a safe and healthful environment, free from recognized hazards which may cause serious injury to students, employees, and visitors. This is accomplished by maintaining a comprehensive safety and health program which involves all university employees. The University needs everyone's active support and cooperation to prevent accidents and eliminate unsafe conditions.

Appalachian State University will conduct all of its activities in compliance with applicable standards, codes, regulations, and laws. Each and every person at the university understands that safety and health is not an additional job responsibility, but that it is an integral part of every task. If any function is not being performed safely, then it must be stopped, and then altered so that it can be performed safely.

In carrying out its responsibility and commitment to provide a safe and healthy environment, the University has established the Safety & Workers' Compensation Office and a University Safety and Health Committee. These organizations are a resource for every person at the University. The Safety & Workers' Compensation Office will develop policies and procedures to accomplish the goal of a safe and healthful environment. These policies will be reviewed by the administrative officials and the University Safety & Health Committee.

Each member of the university community will abide by established safety and health policies and procedures. It is the intent of the University to accomplish this goal through training and education. The failure of any faculty, staff, or administrative person to follow established policies and procedures will require the initiation of disciplinary procedures. Disciplinary procedures for SPA employees are located in the [Appalachian State University Resource Manual](#), the [Staff Handbook](#), and the [State of North Carolina Personnel Manual](#). Disciplinary procedures for EPA Non-Faculty employees are located in the [Handbook for EPA Administrative Personnel](#). Disciplinary procedures for EPA Faculty employees are located in the [Faculty Handbook](#).

Appalachian State University believes that its most valuable resource is the people who teach, learn, and work at this institution, and will do all that is reasonable to protect them. The University takes this obligation seriously and makes every effort to do its share to reduce the likelihood of accidents or serious injuries.

Responsibilities

Vice Chancellor for Business Affairs

The Vice Chancellor for Business Affairs has been delegated the overall responsibility for safety and health by the Chancellor. The Vice Chancellor for Business Affairs is to maintain the programs necessary to insure the University's goal of providing a safe and healthful environment. These programs will include the Safety & Workers' Compensation Office, which reports to the Associate Vice Chancellor for Business Affairs, and insure funding sources to address safety and health issues.

Safety & Workers' Compensation Office

The Safety & Workers' Compensation Office will develop and manage an on-going comprehensive occupational safety and health program with written policies and procedures mandated by the North Carolina Employees' Workplace Requirements Program for Safety & Health, the NC Department of Labor, Division of Occupational Safety and Health, the North Carolina Department of Insurance, State Property Fire Insurance Fund and the North Carolina Department of Environment and Natural Resources (DENR).

The Safety & Workers' Compensation Office shall identify and address safety and health needs as required by the NC Department of Labor, Division of Occupational Safety and Health, NC Department of Environment, Health, and Natural Resources, NC Department of Insurance, State Property Fire Insurance Fund, Boone Fire Department and other applicable federal, state, and local regulatory bodies.

The Safety and Workers' Compensation Office shall establish Strategic Actions based on the University's needs related to occupational safety and health. The Safety & Workers' Compensation Office will also determine the best mechanism for addressing occupational safety and health issues and initiate solutions.

University Safety and Health Committee

The University Safety and Health Committee will assist the Safety & Workers' Compensation Office by identifying hazards, reviewing policies and procedures, and reviewing work practices. Further, the committee will assist the Safety & Workers' Compensation Office as needed with evaluating programs, accident investigations, and employee training.

The committee structure and legislative responsibilities are outlined in the Safety Committee Policy (Policy 2) of the Safety & Workers' Compensation Office Section of the ASU Procedure Manual.

Department Chairpersons/Area Directors

Department heads and/or Area directors shall enforce occupational safety and health policies and procedures at the departmental, area level, review departmental/area policies, practices and procedures, establish budgetary allowances for specific departmental needs, and purchase safety equipment, supplies, etc. as required.

Supervisors

Supervisors have the responsibility to insure that all employees are familiar with and practice safe methods of doing their jobs. Supervisors at all levels shall enforce safety and health policies and procedures as established and make disciplinary decisions within the framework of existing policy, as needed. Supervisors shall provide on the job training and advise department chairpersons/area directors of employee concerns with regard to unsafe work conditions, equipment, hazards, practices, etc. and maintain records, where required, for each employee.

Employees

Each employee shall adhere to all safety requirements, policies, procedures, practices and perform his/her duties in a safe manner. Employees are responsible for reporting unsafe acts, unsafe conditions, potential hazards, accidents, and risks of any kind to the immediate supervisor as soon as he/she is aware that they exist.

Students and Visitors

The University recognizes its responsibility to provide a safe and health environment for its students and visitors to the campus. Students, visitors and outside contractors are responsible for adhering to posted safety and health regulations and for complying with any procedures of which they might be informed by University officials. Students and visitors are encouraged to report accidents, unsafe conditions, or risks of any kind to appropriate university personnel.