

# Job Safety

## **I. Statement on Safety**

- A. In keeping with our goal of creating a safe and healthy working environment, CHSU welcomes any and all safety related employee suggestions, concerns and complaints. If an employee has a question or concern regarding the safety of their working environment, they are encouraged to discuss the matter with their supervisor or the Office of Human Resources. Employees who wish to remain anonymous may submit a written report of the concern. CHSU will follow-up on all received suggestions and take corrective action when necessary.

## **II. Injury and Illness Prevention Program (IIPP)**

- A. CHSU maintains an Injury and Illness Prevention Program (IIPP), which outlines the University's commitment to preserving its employee's health and safety. Employees will receive training in order to enable them to safely perform their job duties. The IIPP is available to review during working hours. Employees are also required to participate in periodic training meetings. If an employee has any questions related to health and safety, they are to refer to the IIPP, or speak with the Office of Human Resources.

## **III. Reporting On the Job Accidents**

- A. All accidents or injuries that occur in the course of one's employment must be reported to a supervisor and/or the Office of Human Resources immediately upon the occurrence, regardless of how minor the injury may appear. Failure to report a work-related injury or illness could result in disciplinary action. Members of the University have an obligation to report accidents or injuries that happen to themselves or that they observe.

## **IV. Safety While Driving**

- A. Safety is the first priority when driving. The following rules apply when driving on University business, whether in a personal vehicle or in a University vehicle:
- B. Operate the vehicle safely. Observe all traffic laws and drive courteously. The way you drive reflects on you and the University.
- C. Wear your seat belt at all times while operating the vehicle.
- D. Report any accident, regardless of how minor, to your supervisor as soon as possible, and no later than the end of your shift.
- E. Do not carry unauthorized riders or passengers. "Unauthorized" includes non-employees and/or others not specifically assigned to accompany the authorized driver.
- F. Employees must have a valid driver's license and minimum auto insurance as required by law in order to drive on University business, whether in a personal vehicle or in a University vehicle.