

SECTION 807.07

Safety and Accident Prevention

The Environmental Health and Safety Department has the responsibility to develop programs, policies and training in an effort to provide a safe and healthy work environment for all employees.

Department heads have the responsibility within their operating areas to actively enforce procedures related to safety and accident prevention and seek assistance from the Department of Environmental Health and Safety in: detecting and eliminating potential hazards, checking for unsafe conditions, in investigating any on the job injury or accident and in presenting training and other programs which will promote the general welfare of our employees while on the job site.

1. Accident Reporting/Investigation.

All job related accidents should be reported and medical assistance provided in accord with procedures set forth in the worker's compensation section of this manual.

Supervisors should investigate accidents thoroughly to determine what happened, when it happened, where it happened, who was involved, and identify/implement actions to minimize the chance for further occurrence.