

## **Appendix #7**

### **Safety Management Responsibilities**

To have the best safety program possible all levels of management and employees must strive to reach zero injuries, illnesses, and incidents. All levels on management must not just say that they are committed to safety and they must take an active leadership role. The expectation for safety performance must be clearly defined and understood by all Ohio University employees.

#### **Top Management (including Board of Trustees, President and Vice-Presidents)**

Starting from the Board of Trustees and through the President down, all levels of management must be active role models for the safety program. They must make it clear that safety is important by holding all management levels accountable for safety activities and results. In order for safety to become more than a “grass roots effort” the Upper Administration must be actively involved and show true concern for the safety culture at Ohio University.

Top management shall:

- Establish safety as a top priority
- Facilitate direction setting for safety in conjunction with Safety & Risk Management
- Put safety on the agenda for staff meetings
- Hold supervisors on all levels accountable for safety goals and objectives
- Attend staff meetings and other activities to discuss safety and show visible support
- Ensure that recognition and compensation systems support safe performances
- “Walk the Talk” – must be safe themselves as role models
- Accept that injuries are preventable and find it unacceptable to have a lost time incident

#### **Middle Management (including Directors, Assistant Vice-Presidents, and Associate Vice-Presidents)**

This level of management must be supported from the top and have the ability to make safety a workplace priority. It must be a part of the middle management’s evaluation process and also be a part of the evaluation process for the employees under the middle management level.

Middle Management shall:

- Establish safety as a top priority
- Measure safety performance as they would any other management function
- Define deficient areas via audits and incident reports
- Review incident reports and commit to prevention of these in the future

Put safety on the agenda for staff meetings  
Provide employees with the ability to work safe including training, support, and equipment  
Enforce safety rules including procedures, policies and shop rules  
Continue to develop own safety knowledge and walk the talk

**Lower Management (including Supervisors, Group Leaders, and any other management title that supervises employees)**

This level of management is just as important as the other levels. It is imperative that this level receives support from upper levels or they will not buy into or take any new initiatives seriously until a safety accountability system is in place.

Lower Management shall:

Use Job Safety Analysis to identify workplace hazards and potential dangerous situations  
Provide/Implement/and Supplement training and education opportunities for staff  
Correct deficient areas in the workplace whether unsafe acts or conditions  
Conduct workplace audits and correct unsafe practices  
Conduct and participate in regular safety meetings with staff  
Investigate all incidents thoroughly  
Distribute findings of corrective actions for any unsafe acts, behaviors or conditions  
Continue to develop own safety knowledge and walk the talk  
Document training records

**Employees**

Employees have a responsibility to work safely at all times and to point out deficient areas to their supervision. They must learn from past mistakes and be accountable for their actions. Employees are an integral component to providing a safe work environment.

Employees shall:

Assist with Job Safety Analysis  
Go to training and take the training seriously  
Work safely at all times  
Report incident, injuries, illnesses to supervision as soon as possible  
Confront at risk behavior that they are aware of  
Offer suggestions to improve safety and health in the workplace