

Ohio University Workplace Safety Initiative

Implementation Plan

1 June 2008

1. Prior to 1 July 2008, EHS will prepare a letter for the University President's signature to emphasize and promote the new Workplace Safety Initiative (WSI). This correspondence will be sent from the President to all OU employees. This information will also be conveyed to the campus community in an Outlook article.

- **EHS to initiate...AVPSRM to contact Executive staff...President to issue letter...Approved 8/1...Published 9/19/08 Completed**
- **EHS to submit Outlook...COMPLETED Published 2 July 2008**

2. Prior to 1 July 2008, EHS will develop a safety incentive program to recognize employees for extra effort in the safety arena. EHS will also develop a branding methodology to aid employee recognition of the new Workplace Safety Initiative.

- **EHS to publish program...COMPLETED June 2008**

3. Prior to 1 July 2008, EHS will develop a new incident reporting system and new reporting forms to properly report and track both employee and non employee injuries.

- **EHS icw RM & AVPSRM to publish...COMPLETED June 2008**

4. Beginning 1 July 2008, EHS will begin distributing a quarterly email message to all employees within the Division of Finance and Administration. This message will contain pertinent information related to issues of workplace safety, incident/injury statistics, worker compensation, lost work days, frequent causes of injuries, etc.

- **EHS to publish program...Completed/Published 7 July 2008**
- **Second publication NLT 3 October 2008...Completed 3 Oct 2008**
- **Third publication 8 January 2009... COMPLETED**

5. Prior to 31 January 2009, EHS will formalize and schedule an initial meeting of the Presidential Advisory Council for Campus Safety (PACCS). This council will include representation of the university community such as administration, faculty, students, bargaining unit, classified staff etc.

- **EHS developed council Bylaw documents Completed 8/12/08**
- **Need to contact potential chair. Chair selected. Completed 10/22/08**
- **Memo to President requesting formal approval Completed 8/20/08**
- **President to make final appointments Completed 11/3/08**
- **President to send formal notification Completed 11/26/08**
- **Pending final approval by President & SVPF&A Completed 10/9/08**
- **First meeting, 14 Jan 09 1pm, COMPLETED**

6. Beginning to 1 October 2008, and consistent with the newly revised Ohio University policy #44.109 Safety, designated department heads with shop supervision within the Division of Finance and Administration must submit a written copy of their “shop rules” or “work rules” to the EHS Department. EHS will assist with development of these shop rules upon request. These rules must address known work related hazards and describe specific work practices, use of protective equipment, etc., to prevent those hazards from causing workplace injuries. The written rules must be posted, and every employee must be made aware of these rules. Compliance with the rules must be enforced through the same disciplinary measures as any other violation of OU policy. This program will be expanded within one year to include all “shop” areas within the university.

- **EHS to develop guidelines 8/08 Completed**
- **50% complete 8/08 Completed**
- **Identified Departments to implement OPEN**
- **Final Draft of new policy 8/08 Completed**
- **Initial policy review 11/19/08 OPEN**
- **OU Wide beginning March 2009**

7. Beginning 1 October 2008, EHS will make available a two or three hour class titled "Safety Management for Supervisors" dealing with such subjects as incident investigations, introduction to Worker Compensation, how to evaluate worker safety performance, the importance of documentation for training, discipline, evaluations, etc. Departments within the Division of Finance and Administration will provide a list to EHS of supervisors who in turn will be scheduled to attend this training. All F&A supervisors must complete this class by 1 January 2009. This program will be expanded within one year to include all supervisors at OU.

- **EHS to develop program...First Class 10/27..Completed 10/27/08**
- **Memo/email from SVPF&A requiring attendance Completed 10/15/08**
- **Classes schedules thru end of Dec 08 COMPLETED 12/15/08**
- **OU Wide beginning April 2009**

8. Beginning 1 October 2008, the Assistant Vice President for Safety & Risk Management (SRM), the Director of Worker Compensation (WC), the Director of EHS, and the Director of Risk Management (RM) will begin planning to implement a formal Return-To-Work program. This program should eliminate the current financial incentive for departments that lose a worker due to a work related injury, when a job which meets that workers restriction can be found in another department.

- **Initial Draft Proposal completed 10/15/08 Completed**
- **Initial discussions 8/5/08 at WC meeting**
- **Proposal & concept approved by SVP F&A 1/21/09**
- **Program to be written by EHS, WC, RM, AVPS&RM**

9. Beginning 1 October 2008, the Senior Vice President for Finance and Administration, will alert all department heads within the Division of Finance and Administration that future employee performance reviews must include considerations related to safety. An example of the language for use in the evaluation form will be provided in this correspondence. The exact choice of methodology to implement this program is up to the department however, a description of the method will be submitted to the Director of EHS for review. This requirement will be in place no later than 1 January 2009. Additionally, Human Resources will work with other Divisions to make this a university wide policy within one year.

- **EHS to develop implementation instructions Completed 6 Oct 2008**
- **EHS to provide to F&AHR samples of proposed criteria at meeting on 9 Oct 08 Completed 8 Oct 2008**
- **All Employee evaluation form revised fwd to HR 15 Jan 09**

- **Memo/email from SVPF&A requiring compliance OPEN**
- **OU Wide beginning Jan 10**

10. Beginning 1 November 2008, EHS will conduct as a part of the New Employee Orientation, a 15-30 minute “Introduction to Safety at OHIO” class for all new employees.

- **EHS to develop program Completed**
- **F&AHR provided a 15 minute time frame in current NEO effective 3 November 2008 Completed**
- **Expand to 30 minutes in New NEO in Jan 2009 COMPLETED**

11. By the beginning of the next budget cycle (July 2009) the AVPSRM in conjunction with the Director of WC, the Director of RM and the Director of EHS will explore the feasibility of implementing a university wide “charge back” system which will require all OHIO departments with work related losses to be financially responsible for those losses.

- **EHS, WC, RM, AVPSRM to develop program OPEN**

12. **NEW---** Prior to 1 December 2008 EHS will develop an Operational Hazard Reporting System (OHRS) to encourage the timely reporting of identified hazards at OU.

- **EHS develop reporting forms, and instructions 11/3/08 Completed**
- **Publish procedures, develop online features 11/14/08 Completed**
- **Final Procedures 10/29/08 COMPLETED**

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Director EHS

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