

SECTION	I.	General
Chapter	2.	Responsibilities
Revision Date		07/24/97
Review Date		03/2013

# **RESPONSIBILITIES**

## **INTRODUCTION**

The safety of every employee, patient, student, visitor, and the environment is a primary consideration in Duke University and Duke University Health System's continuous, measurable efforts to eliminate or reduce conditions and behaviors that could result in injuries or illnesses. The University and Health System are committed to the principle that such a safety culture will help maintain employee health, increase productivity, minimize lost work time, and reduce costs.

Administrative responsibility and safety responsibility go hand in hand. Effective environmental, safety, and health performance can result only if all persons, from the President of the University down to the individual worker, are responsible and accountable for safety conditions. To ensure a management structure which fosters the culture of safety, the following responsibilities are assigned.

## **RESPONSIBILITIES**

### **THE PRESIDENT AND UPPER ADMINISTRATION**

The President and upper Administration of Duke University have the responsibility to:

- Establish safety management as an institutional priority.
- Provide administrative support to the Safety Program.
- Provide for the resources necessary for an effective safety program.

### **OCCUPATIONAL AND ENVIRONMENTAL SAFETY OFFICE**

The Occupational and Environmental Safety Office (OESO) provides the focus for the administration of all safety programs to Duke University. OESO has the responsibility to:

- Develop institutional safety plans and policies.
- Provide information and training.
- Provide technical guidance.

- Conduct exposure assessments.
- Conduct safety audits.
- Monitor compliance with safety policies.
- Investigate accidents, injuries, and reported unsafe conditions.
- Develop and distribute the Safety Management Summary.

#### **DEANS, CHAIRPERSONS, AND DEPARTMENT HEADS**

Deans, Chairpersons, and Department Heads are responsible for the safety, health, and well being of employees, students, and visitors within their areas. They shall:

- Implement policies and procedures to ensure compliance with all laws, regulations, and Institutional policies.
- Appoint a Departmental Safety Coordinator.

#### **DEPARTMENT SAFETY COORDINATORS**

Departmental Safety Coordinators are responsible for the implementation of safety policies and procedures within their department. They shall:

- Coordinate the integration of all Institutional safety policies into the function of the department.
- Coordinate the periodic evaluation of workplace conditions within the department.
- Monitor the corrective actions related to safety and health deficiencies.
- Function as an interface between the OESO and the department.
- Coordinate health and safety training for departmental employees.

#### **SENIOR MANAGERS AND PRINCIPAL INVESTIGATORS**

Senior Managers and Principal Investigators, because of the function of their positions, exercise considerable control over conditions or work practices which affect safety and health. They shall:

- Develop and implement procedures for specific operations in order to minimize hazards.
- Inform all new employees of specific hazards in the work area and the hazard control procedures in place.
- Coordinate the provision of medical examinations, exposure monitoring, record keeping, training, and other resources as appropriate.
- Ensure that an adequate supply of appropriate Personal Protective Equipment (PPE) is available to employees.

### **SUPERVISORS**

Supervisors are closest to the performance of work tasks by employees. They are able to observe, on a day to day basis, all performance factors which affect safety. They shall:

- Ensure compliance with all established safety policies and procedures.
- Correct, as far as possible, any observed safety problem. Problems which cannot be easily corrected, or for which external resources are needed, shall be promptly reported to management.
- Conduct training for employees as required.
- Promptly report all work-related injuries and illness after conducting an evaluation into the causative factors.

### **EMPLOYEES**

Employees must conduct themselves and perform all work tasks in a safe manner. They shall:

- Observe all applicable safety policies and procedures established for their work areas.
- Report to their supervisors all hazardous conditions or work practices that are observed.
- Report to their supervisors all work-related injuries and illnesses.

## **OTHER SAFETY RESOURCES**

### **EMPLOYEE OCCUPATIONAL HEALTH AND WELLNESS**

Employee Occupational Health and Wellness provides assistance for employee health problems which originate in the workplace or may impact on the ability to carry out his or her work responsibilities. Services include:

- Placement Health Reviews
- Periodic medical surveillance
- Managed care for work-related injuries and illnesses
- Counseling on infectious disease issues
- Management assistance
- Counseling on reproductive health issues
- Personal assistance
- Health promotion

Additional information about this program is covered in Policy B-140 of the Duke University Personnel Policy Manual.

### **OFFICE OF WORKERS' COMPENSATION**

The Office of Workers' Compensation implements the North Carolina Workers' Compensation Act for Duke University. Employees who sustain compensable injuries or illnesses which arise out of or are found to be within the course and scope of their employment, are covered by this program.

Additional information about this program may be found in Policy B-135 of the Duke University Human Resources Policy Manual.