

UNIVERSITY OF MAINE AT PRESQUE ISLE

181 Main Street
Presque Isle, Maine 04768

Voluntary Safety & Health Compliance Program

Re-Written July 2002
In Compliance With Federal OSHA Regulations

Purpose:

To provide a “systematic approach for the effective management of worker safety & health” at UMPI.

Objective Guidelines:

Employers are advised and encouraged to institute and maintain in their establishments a program which provides systematic policies, procedures and practices that are adequate to recognize and protect their employees from occupational safety & health hazards. This includes:

- the systematic identification, evaluation, and prevention or control of general workplace hazards
- to look beyond specific requirements of the law; to address any hazard which might exist
- to manage a program which will insure clear communication of policies and priorities and consistent and fair application of rules

COMMITTEE PERSPECTIVE

SAFETY & HEALTH COMMITTEE – AT LARGE

Scope:

A comprehensive cross-section employee committee representing departments within the campus community. Our Safety and Health committee is a standing committee of the University Senate.

Employee Representation:

Membership is selected based on much needed input across the UMPI campus spectrum of academic (faculty), professionals, staff, union, and facilities. Chairship comes from a management level participant selected by the president for a said term. Current membership includes representation from:

- Student population
- Health care services
- Student Life
- Safety
- Personnel department/facilities

Committee Function:

1. To provide periodic campus accident analysis.
2. To make and forward corrective actions for identified hazards.
3. To provide a tool to facilitate employee input to safety concerns.
4. To act as an information center for the campus community pertaining to safety and health matters.
5. To act as an advisory group and assist in establishing and updating programs and policies.
6. To provide a vital link.
7. To review potential liability situations.
8. To provide sub-committee recommendations as needed.

SUB-COMMITTEE PROVISIONS

Sub-committees are established as needed necessitates and are organized at large through the Safety & Health Committee. These committees might be permanent or temporary serving units.

ERGONOMICS Sub-committee

To serve the University in preliminary measures for UMPI compliance with the proposed OSHA ergonomic standards.

Program Elements:

1. Management commitment and employee involvement
2. Work site analysis
3. Hazard prevention and control
4. Safety and health training/education

Employee Involvement – Current & Future Directions:

- Ergonomic work site employee analysis under the direction of the UMPI safety committee.
- Employee work site hazard surveys under the direction of the UMPI safety committee.
- Union feedback of information from concerned employees.
- Employee input through the safety office
- Encouragement of faculty / staff input through their respective departments

Management Involvement - Current & Future Directions:

- First supervisor's report of injury.
- OSHA 200 log administration.
- Financial backing for:
 1. Mandated programs
 2. In-service administration staff development
 3. Operating budgets

WORK SITE HAZARD ANALYSIS

Scope:

Campus hazard awareness is a prime target of our total effort compliance program. Although we realize it is not possible or feasible to be aware of all that might exist, our hazard analysis efforts are strong and on going.

METHODS USED:

Inspections (types)

- On-going walk around inspections are used by workers, supervisors, administrators, and designated Safety and Health personnel.
- Life safety inspections conducted on a regular basis with documentation monthly and yearly.
- Compliant inspections conducted as received on campus and reported to the office of Safety & Health facilities or police.
- Yearly inspections conducted by the Office of Occupational Safety & Health Act at the conclusion of each academic year.
- University of Maine System inspections, some of which are scheduled, and others are at random.

Surveys

Baseline/update surveys are implemented from time to time and as deemed necessary, to facilitate the hazard recognition process.

Facility Planning

Hazard recognition is a primary focus for new building planning and existing building/grounds renovation.

Job Task Evaluations (ergonomics)

Under way at this time.

Outside Consultants

Periodically used to assist in determining existing and potential hazard situations.

Injury Management

A service provided by UMPI's Human Resource Division. Provides valuable input from:

- First supervisors report of injury
- OSHA 200 log
- Workman's compensation information

HAZARD PREVENTATION & CONTROL

Scope:

To utilize work force to assist in controlling and preventing hazards on our campus.

Goals:

To prevent unsafe acts and unsafe conditions. To provide and insure employees safe work tasks, and to encourage and motivate personnel to work safely.

Control:

- Engineering control – essential university personnel providing control measures include, academic personnel (technicians, lab assistants, faculty and staff) and facilities (engineers and supervisors).
- Administrative control – These include administrative units such as, human services, academic administration, and department directors and supervisors.
- Training and education
- Enforcement and disciplinary actions

SAFETY & HEALTH TRAINING / EDUCATION

Scope:

Essential for all university personnel to be trained and educated in order to perform their job responsibilities in a safe and healthy manner.

Training:

Sessions will be determined by legislative mandates, necessary retraining needs, personnel requests, administrative requests, and those necessitated by problem situations that surface.

Training sources include:

- Academic departments, internal expertise, faculty/staff
- Train the trainer personnel
- Office of occupational safety & health, division of human resources, production technology center
- Suppliers/vendors of products used
- Safety & health consultants
- State agencies