



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Workplace Health, Safety, and Security Policy

VOLUME, SECTION & NUMBER:**ENTITIES AFFECTED:**

**Faculty
Staff**

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

REVISED FROM:

2013 Human Resources Policy Manual

POLICY STATEMENT:

Kentucky State University (KSU) is committed to providing a safe and healthy workplace for all employees that complies with all state and federal safety laws and regulations. Management and employees are equally responsible for ensuring successful safety and healthy workspace practices.

The objective of this policy is to reduce or eliminate injuries and illnesses. KSU exercises all necessary precautions to protect employees, students, and visitors from accidents. This policy applies to all KSU employees, whether they are working on campus or traveling on KSU-related business.

RESPONSIBILITIES:**Injury Prevention**

To reduce the chance of injuries, appropriate KSU personnel are charged with conducting random safety inspections of all KSU areas and facilities.

Any unsafe practices must be immediately reported to the Office of Human Resources (HR) and the Office of General Counsel (General Counsel).

ADA Compliance

To ensure compliance with the Americans with Disabilities Act, appropriate KSU personnel are charged with conducting random inspections of all KSU facilities for compliance with ADA requirements.

If a facility is not in compliance with the ADA, the appropriate KSU personnel shall immediately report such information to HR and the General Counsel.

Safety and Health Training

Workplace safety and health orientation begins on an employee's first day of employment with KSU, or his or her first day of employment in a new position at KSU. Supervisors and employees are expected to work collaboratively to ensure that employees are fully aware of KSU and job-specific safety and health rules and procedures.

Job-Specific Training

Supervisors are responsible for:

1. Training employees on how to perform assigned job tasks in a safe manner;
2. Carefully reviewing with employees the specific safety and health rules and procedures that are applicable to their jobs, and updating employees whenever material changes are made;
3. Giving employees verbal instructions and specific directions on how to perform their work safely;
4. Observing employees perform their duties and, if necessary, providing a demonstration on safe work practices and ensuring employees receive remedial instruction to correct any training deficiencies before they are permitted to perform unsupervised work;
5. Ensuring all employees receive safe operating instructions on seldom-used or new equipment before using the equipment;
6. Reviewing safe work practices with employees before permitting them to perform new, non-routine, or specialized procedures;
7. Retraining employees following the occurrence of a work-related injury caused by an unsafe act or work practice, or whenever employees are observed engaging in unsafe acts, practices, or behaviors; and
8. Providing safety equipment to employees who perform tasks requiring safety equipment and protective gear.

PROCESS:

Although certain KSU personnel are charged with conducting random inspections of KSU facilities and equipment, all employees are expected to immediately report all accidents, injuries, and unsafe or noncompliant work conditions to their immediate supervisors, HR, and the General Counsel. Employees are expected to take an active role in promoting workplace safety and reporting safety-related issues. Retaliation or disciplinary action against any employee making a report is strictly prohibited.

Employees are also encouraged to provide recommendations to HR. Any recommendations to improve safety and health conditions are given thorough consideration by HR and KSU administration.

Supervisors shall take disciplinary action against any employee who willfully and repeatedly violates workplace safety and health rules. Such disciplinary action may include termination of employment.

RELATED POLICIES:

Drug-Free Workplace Policy
