

# Policies and Procedures Handbook

## Illinois Institute of Technology

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**Subject:** Safety and Health

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Safety and health at IIT must be part of every operation. Without question, it is every employee's responsibility at all levels, as the well-being of every employee is a priority.

IIT strives to maintain a safety and health program conforming to the best practices of universities of comparable size and character and to instill the proper attitudes toward injury and illness prevention on the part of employees at all levels. Cooperation is required in all safety and health matters, not only between supervisors and employees, but also between employees and their co-workers. Only through such a cooperative effort can an effective safety and health program be established and preserved.

Consistent with these goals, maintaining operations in such a manner so as to provide for the safety of employees is the responsibility of IIT, a responsibility that is achieved through each supervisor, academic and non-academic, acting under the guidance and direction, as necessary, of the relevant university vice president or dean and IIT's Director of Environmental Health and Safety. To accomplish the foregoing, safety and health programs should include:

1. Providing mechanical and physical safeguards to the maximum extent possible;
2. Conducting a program of safety and health inspection to identify and eliminate unsafe conditions or practices, to control health hazards and to comply fully with federal, state and local laws and regulations;
3. Offering presentations, speakers and training to employees in safety and health practices;
4. Providing personal protective equipment as needed and instructions for use and care;
5. Developing and enforcing safety and health rules and requiring that employees adhere to these rules as a condition of employment; and
6. Investigating accidents to determine their cause and to take corrective action.

As required by and in accordance with applicable law, IIT has responsibilities for providing a safe environment. Further, each employee is expected to take responsibility for performing work in accordance with safe standards and practices. Safety and health will only be achieved through teamwork. Everyone must join together in promoting safety and health and taking reasonable measures to assure safe working conditions at IIT. Failure to adhere to IIT's proscribed safety and health policies, procedures, practices or rules may be cause for disciplinary action.

More specifically, IIT's *Safety Policies and Procedures*, compiled by the Safety Policy Committee, provide employees with the basic information that they should know to help

ensure their safety while working at IIT. These policies and procedures are available online at: [http://www.iit.edu/general\\_counsel/safety\\_committee\\_reports.shtml](http://www.iit.edu/general_counsel/safety_committee_reports.shtml).

Employees should read the *Safety Policies and Procedures* so that they will know beforehand what to do about safety issues and emergencies.

IIT's *Safety Policies and Procedures* are not meant to be a comprehensive manual for laboratories or other areas where unique safety measures are called for; rather, it is intended to provide general information about safety and university policies applicable to all areas. Complete rules and procedures for departments with special safety requirements are available directly from those departments.

A Campus Safety Working Group, under the direction of the Director of Environmental Health and Safety, meets regularly and safety consulting services are provided by IIT's insurance and workers' compensation providers. The Campus Safety Working Group welcomes questions, comments and suggestions about safety procedures and practices, and such questions, comments or suggestions should be directed to the Director of Environmental Health and Safety.