



# University of New Haven

## POLICIES AND PROCEDURES

**Policy Title:**

**Workplace Safety Policy**

*Policy No.:* 8209

*Effective Date:* September, 2021

*Last Revision:* January 2025

**Responsible Offices:**

Human Resources & Department of Public Safety

**Responsible Official:**

Associate VP of Public Safety & Administrative Services

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## 1.0 Policy Statement

The University of New Haven is committed to providing a safe and healthy environment for all students, faculty, staff and visitors. To meet this commitment, the university has developed a Workplace Safety Policy focused on improving safety. Although EVERYONE IS ULTIMATELY RESPONSIBLE FOR THEIR OWN SAFETY, we must always strive to be safety conscious and report unsafe conditions immediately. In the unfortunate event that an accident, incident or near miss occurs, accurate and timely reporting is essential to help improve safety by identifying the root cause and prevent and reduce future occurrences.

### 1.1 Purpose

The University of New Haven has developed the Workplace Safety Policy to outline steps for reporting, investigating and preventing accidents, incidents or near miss involving employees, students and others who visit our campus.

### 1.2 Scope

This policy covers all employees, associated students and visitors at University of New Haven-owned, leased or subsidiary facilities. All the elements of this policy are considered University policy and may be enforced as such. Failure on the part of the employees to follow the reporting steps of this policy and procedure may result in disciplinary action.

### 1.3 Review

The Associate Vice President of Public Safety & Administrative Services (or designee) will review and update this policy whenever necessary or at least annually.

## 2.0 Definitions

**Accident** - includes all sudden or non-sudden events that cause personal injury. Even “minor” injuries such as cuts or sprains are considered accidents. If in doubt, treat a situation as if it were an accident.

**Incident** - defined as an unplanned event that does not result in personal injury but may result in property damage or is worthy of recording.

**Near Miss** – **Potential** incident where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.

**Laboratory** – a room used primarily for formally or regularly scheduled classes that require special purpose equipment or specific room configuration for student participation, experimentation, observation or practice in an academic discipline.

- Areas defined as laboratory space for the purpose of this policy include classrooms and workspaces within Computer Design, Ceramics, Painting, Print Making, Sculpting, Welding, Woodworking, and Dental Hygiene.

**Supervisor**- A supervisor may be a dean, department head, director, manager, administrator or any other faculty or staff person who is in charge of one or more individuals.

### **3.0 Reporting Procedures**

#### **CALL 911 FOR ALL EMERGENCIES!**

When an accident, incident or near miss is reported, injured persons receive timely medical care, unsafe conditions are corrected, and the scene is preserved for review of potential claims.

All accidents, incidents or near misses must be reported within 24 hours using the form link available on the Workplace Safety Page on MyCharger or through the LiveSafe application.

The person affected by the incident, a witness, supervisor or instructor may complete this form. Reports are reviewed to identify trends, effectiveness of current safety programs, and how to prevent similar incidents from reoccurring. If further information and/or investigation are needed, the individual, witness or supervisor will be contacted.

#### **3.1 Accident/Incident/Near Miss Reporting Form**

To fill out the form, use this link provided: <https://forms.newhaven.edu/view.php?id=592127>  
Fill out both sections 1 & 2 of the online form and review the entry before submitting. Email [ehssafety@newhaven.edu](mailto:ehssafety@newhaven.edu) with any questions regarding how to fill in or submit the form.

## 4.0 Investigations

The goal of the investigation is to identify the root cause(s) and develop corrective actions that will assist in preventing future occurrences. **ASSIGNING BLAME IS NOT THE PURPOSE OF THIS PROGRAM.**

All Accident/Incident/Near Miss Reports are reviewed to determine if further investigation is needed. Supervisors should complete sections 1 & 2 of the form. Once the form is reviewed and submitted, it gets automatically sent to Environmental Health & Safety for further review. The form may be sent back to the original submitter if information is missing or incomplete. They will then be asked to edit the form as necessary to include all applicable information and re-submit.

The investigation will then be assigned to members(s) of the university who can best assist in identifying the root cause and possible corrective actions. Once identified, those corrective actions will then be assigned to the responsible departmental supervisors.

## 5.0 Hazard Assessment

The University of New Haven's Hazard Assessment Form looks to proactively address hazards associated with any new process or specific tasks. Each analysis requires input from staff, department heads, EH&S, Facilities & Risk Management.

This form will assist in determining if additional safeguards or precautions may be warranted such as:

- Personal protective equipment (PPE)
- Additional engineering or administrative controls
- Limit working alone
- Using a less hazardous process or material.
- Building modification (no modifications are allowed without prior review and approval from the Facilities Department).
- Denying activity
- Additional training

## 5.1 Hazard Assessment Form

The Hazard Assessment Form can be found on the Workplace Safety Page on the MyCharger website. Once completed, it should be sent to [ehssafty@newhaven.edu](mailto:ehssafty@newhaven.edu).

## Questions:

### Human Resources:

Iris Calovine

Email: [icalovine@newhaven.edu](mailto:icalovine@newhaven.edu)

Phone: 203-932-7297

### Public Safety:

Christopher Reed

Email: [creed@newhaven.edu](mailto:creed@newhaven.edu)

Phone: 203-932-7010

## Important Links:

**\*\*Copy and paste URL into browser instead of clicking on hyperlink\*\***

### Workplace Safety Page

<https://mycharger.newhaven.edu/web/mycharger/work-place-safety>

### Accident, Incident, Near-Miss Report Form

<https://forms.newhaven.edu/view.php?id=592127>

### Hazard Assessment

<https://mycharger.newhaven.edu/documents/10354/929146/Hazard+Assessment+Form+02-18-2020.pdf/fe522360-2bdf-4e1f-97fe-b69f48b813d2>

### Human Resources

<https://mycharger.newhaven.edu/web/mycharger/human-resources>

### University Department of Public Safety

<https://mycharger.newhaven.edu/web/mycharger/public-safety>

### PMA

<https://www.pmacompanies.com/support/report-a-claim>

### OSHA

<https://www.osha.gov/>