

Chapter 13 Employee Health and Safety

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13.01 Safety Policy and Accident Reporting

▪ **General Safety**

The safety of every student, visitor, and employee is a primary consideration in every University activity. Each person who is responsible for students and employees is also responsible for their safety. If an accident occurs, this responsibility includes making an adequate investigation and taking necessary corrective action to eliminate or protect against the hazard. Each employing unit is responsible for establishing and maintaining safety standards within the unit including compliance with [Wisconsin Department of Commerce](#) rules (equivalent to OSHA rules) and other applicable regulations. All supervisory personnel need to understand their responsibility for the safety of all persons coming into their work areas. Employees are responsible for following established safety procedures and using protective equipment.

▪ **Safety and Accident Prevention Responsibilities**

▪ **Supervisor's Responsibility**

The supervisor is responsible for ensuring that the workplace is safe and safety hazards and unsafe practices are identified and corrected. The responsibility includes telling others of safety problems that require the other's action to correct. The supervisor must train employees to recognize and protect against hazards in the workplace. Supervisors must also inform employees who use hazardous substances of their safe use and ensure employee access to Material Safety Data Sheets. If a supervisor observes an employee engaging in an unsafe practice, she/he must instruct the employee to follow the safety procedures and enforce compliance, if necessary. The supervisor's responsibility includes compliance with applicable [Wisconsin Department of Commerce](#) rules.

▪ **Employee's Responsibility**

Each employee has the responsibility to:

- Read, understand and obey written and verbal safety instructions.
- Operate only that equipment which she/he has been authorized to use and trained to use safely.
- Read the Material Safety Data Sheet before using any hazardous material.
- Use the safety gear provided for his/her job.
- Keep work areas clean and orderly.
- Avoid behavior which could lead to injury.
- Report unsafe conditions to his/her supervisor.

▪ **Procedures for Reporting Accidents**

Supervisors and employees shall follow established procedures for reporting accidents. In the absence of specific unit procedures, the following apply.

1. An accident or personal injury emergency should be reported to University Police by dialing 911 from a campus phone. Call 911 for emergency response to spills of hazardous materials that are inhalation hazards or immediate threats to the environment
2. Employees must report all accidents to the work unit supervisor, whether or not the employee has been injured. If an injury occurs, the employee must complete the [Employee's Work Injury and Illness Report \(OSLP-1\)](#) and the supervisor must complete the [Employer's First Report of Injury or Disease \(WKC-12\)](#) and the [Supervisor's](#)

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[Accident Analysis and Prevention Report \(WKC-SUP\)](#), within the specified time

3. Persons who are not University employees should report an accident and/or injury to the nearest department office or Building Manager, who shall take responsibility for following procedures 1. and 2.
4. Concerns about unsafe building conditions should be reported to the Building Manager. If a rapid response is needed (e.g., ice on steps), the report may be made directly to the Physical Plant Central Answering and Response Service (CARS) at 263-3333.
5. Report any spill or release of hazardous materials to the Safety Department (262-8769). NOTE: If the spill is an inhalation hazard or an immediate threat to the sewer system or exterior environment, notify the fire department Hazmat unit (9-1-1)
6. Direct concerns about property or liability insurance coverage to the Risk Management Office (262-0379 or 262-8926).

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13.02 Workplace Violence Policy

- **Statement of Purpose**

The UW-Madison is concerned about the potential for acts or threats of violence that affect the workplace and has therefore adopted the following guidelines and procedures.

- **Scope**

The UW-Madison views aggressive and/or violent behavior as disruptive and contrary to the development and maintenance of a safe, productive and supportive work environment. Such behavior is actively discouraged. Employees who exhibit such behavior will be held accountable under university policy and rules, as well as local, state and federal law.

- **Guidelines**

All threats and acts of aggressive or violent behavior should be taken seriously and addressed immediately. Such threats or acts include, but are not limited to:

- harming or threatening to harm any member or guest of the university,
- damaging or threatening to damage university property or the property of any member or guest of the university,
- possessing a dangerous weapon or incendiary device on university property without prior authorization,
- engaging in stalking behavior of any member or guest of the university. (Stalking is defined in Wisconsin Statutory Law.)

- **Procedures**

Acts of violence or threats of imminent violence require an immediate response - dial 911. In the event of other threats, inform supervisors so they may investigate the situation and when necessary dial 911 or contact the Employee Assistance Office (263-2987) or TDD/TTY (265-8460).

- **Responsibility**

Deans, department chairs, and directors are responsible to follow this procedure and inform their managers, supervisors, and employees of the established procedures. It will be the responsibility of the University Police to develop procedures for 911 operations. Questions regarding these procedures should be directed to the University Police (262-4524) or the Employee Assistance Office (263-2987).

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13.03 Hazardous Employment Injury

- **Policy**

Wisconsin Statutes (s. 230.36) provide that employees who are injured or contract a disease as a result of certain types of hazardous employment are entitled to continued payment of full base pay without deduction of sick leave or other leave credits while the employee is unable to return to work or until she/he terminates employment. The employee is treated as if she/he is still in pay status. Employees eligible for hazardous employment injury benefits also are eligible for Worker's Compensation for incurred medical expenses.

- **Coverage**

Generally, these employees may be covered:

- Employees involved in supervision and care of patients.
- University police and security officers.
- University lifeguards.
- Employees ordered by a supervisor to perform hazardous duties as a temporary replacement for an employee regularly assigned such duties.
- Employees ordered by the supervisor to accompany an employee during the performance of hazardous duties.

- **Eligibility for Benefits**

Employees are eligible to claim hazardous employment benefits if injured:

- While quelling a riot or disturbance or other act of violence while in work status or on University premises.
- While restraining patients, inmates, probationers or parolees or apprehending runaways and escapees.
- When injury is caused by a patient, inmate, probationer or parolee.
- While making an arrest or investigating a violation or suspected violation of law.
- While going to or returning from a fire, putting out a fire, evacuating patients or inmates because of a fire or participating in fire drills.
- When disease is contracted as a result of exposure to it during patient care.

Eligibility is determined by Employee Compensation & Benefits Services.

- **Procedure for Claiming Benefits**

Unless the employing unit has special procedures for claiming hazardous employment injury benefits, it should follow the general procedures below.

A. Employee's Responsibility

1. Complete a Request for Leave of Absence with Pay Due to Injury (Form DER-DCC-22, Appendix 13-A) or assign a representative to do so.
2. Submit it to the employing unit personnel representative or Dean/Director's office within 30 calendar days from the date of injury for non-represented employees, **OR** as specified in the applicable union contract for represented employees.

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B. Supervisor's Responsibility

1. Insure that the Employee Occupational Accident and Illness Report (UW 1064, Appendix 13-B) has been completed.
2. Check periodically to determine when the employee will be able to return to work and ensure that an injured employee's absence is covered by an appropriate leave. Whenever there is a question about the employee's ability to resume duties, the supervisor should require the employee to submit a current physician's report.

- **Further Procedures**

The Dean/Director's office reviews hazardous duty claims, obtains a medical report from the employee's physician as to the nature and duration of any disability resulting from the injury, and submits a recommendation to Employee Compensation & Benefits Services.

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13.04 Safety Committees

University Safety Committees

Several University committees have been established to address safety concerns.

- **Radiation Safety Committee**--develops policy regarding radiation safety and assures that University activities meet the requirements of the Federal Nuclear Regulatory Commission;
- **Chemical Safety Committee**--_develops policy and oversees compliance in hazardous waste management, environmental permits and other issues related to chemical safety and environmental protection.
- **Biological Safety Committee**--_reviews research and other University activities involving use of hazardous biological materials including recombinant DNA for compliance with NIH guidelines and other rules.
- **Occupational Health Committee**-- assures that the University provides the necessary medical services and disease-prevention programs to protect the health and safety of UW-Madison employees in the workplace. Animal care and use, the D Comm Bloodborne Pathogens Rule and Respiratory Protection Rule and tuberculosis prevention are areas of special concern.

Contacts can be made with these committees or with safety experts from the University by contacting the Safety Department at 262-8769.

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13.05 Abnormally Hazardous Tasks

- **Form**

The Abnormally Hazardous Task Report Form

<http://oser.state.wi.us/docview.asp?docid=1116> is available to an employee who has determined that the task he or she has been assigned is abnormally dangerous. The report should be given to the immediate supervisor.

- **Process**

- The immediate supervisor who initially receives the "Abnormally Hazardous Task Report" shall review the situation with the employee and attempt to resolve the matter. The supervisor should immediately contact the employing unit point person for this process. See contact list at: <http://www.ohr.wisc.edu/polproced/CPPP/Chapter13appC.doc> Higher level management as well as any person who has responsibilities for safety in the employing unit should be involved to resolve the issue and before declaring the problem cannot be resolved. The campus Safety Department is also available for information and consultation at any point in this internal employing unit process. This process does not preclude ordering the employee to perform the task at the supervisor's discretion.

UW-Madison Safety Department contacts at any step in the following process are Keith Burdick (2-9739), Dave Drummond (2-9707) or Ronald Bresell (2-9178).

Every attempt should be made to resolve the problem within the employing unit. Often higher level managers have more discretion to implement actions. If the problem is resolved internally, management increases its credibility. Regardless of who assists, the immediate supervisor should sign off on the solution along with the employee.

- If the issue is not resolved, the "Abnormally Hazardous Task Report" should be reviewed and completed by the employing unit person who is designated as the employing unit "Safety Officer" if there is one. The Safety Officer can pursue the problem individually or with campus Safety Department involvement. The employing unit "safety officer" should sign off on the action plan or decision.

If the employing unit has no designated Safety Officer, the campus Safety Department should be contacted, and they will take the lead.

- If the issue remains unresolved, the completed report and information should be sent to the Department of Employment Relations to the attention of the Joint Health & Safety Committee, which is made up of representatives from the Department of Employment Relations, WSEU, and managers from other state agencies. UW System Administration has a representative on this committee. If the final report was prepared by the employing unit Safety Officer, a copy should also be sent to UW-Madison Safety Department at Facilities Planning and Management Attention Dave Drummond.

December 2002