

**POLICY STATEMENT: RISK MANAGEMENT/ ENVIRONMENTAL HEALTH  
& SAFETY LOSS PREVENTION PROGRAM**

The State University of West Georgia (UWG) is committed to providing the safest and healthiest possible environment for all of its employees and the public it serves.

The fundamental goal of the State University of West Georgia Risk Management/Environmental Health & Safety Loss Prevention Program is to assure that loss, or the risk of loss, does not prevent the State and its employees from successfully carrying out the functions for which they are responsible. This means UWG management will strive to continuously identify and control hazards.

UWG maintains that our best resource to help us meet this goal is the individual employee. It is the responsibility of all employees to follow all safety and loss prevention policies and procedures.

UWG is also committed to:

- ◆ Maintain ongoing programs so that all employees clearly understand all facets of the Safety and Loss Prevention Program particularly those that directly affect them and their duties.
- ◆ Make reduction, control and elimination of risks a top priority in all plans and budgets.
- ◆ Establish and maintain communication with all employment levels to keep employees aware of the safety and health factors of their jobs.
- ◆ Establish and maintain an accident and injury reporting system

By accepting mutual responsibility to work safely, everyone at the State University of West Georgia can contribute to the protection of property and to the well being of employees and the public.

  
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Risk Management/  
Environmental Health & Safety Coordinator

03/15/02  
\_\_\_\_\_  
Date

**STATE OF GEORGIA**

**SAFETY AND LOSS PREVENTION**

**PROGRAM MODEL**

Prepared by the Georgia Interagency Safety Advisory Council  
September 2001  
[www.ganet.org/safety](http://www.ganet.org/safety)

**THE GOAL OF SAFETY  
IS TO PROTECT YOUR MOST  
VALUABLE RESOURCE -  
YOUR EMPLOYEE**

## STATE OF GEORGIA

### SAFETY AND LOSS PREVENTION PROGRAM

#### **MISSION STATEMENT**

To Promote Awareness of Employee Safety and Risk Reduction in Georgia State Government.

#### **OBJECTIVES**

To prevent accidents and injuries through the control of the environment and education of our employees.

To ensure safety is an essential part of every process of every person's responsibility and of every single operation.

Identify, communicate and implement effective safety and health practices and procedures.

#### **RESULT**

The result of a well-established safety program is an operation, which is run economically, efficiently and safely. Results have shown that a safe operation increases employee morale, reduces turnover and saves money.

#### **CRITICAL ELEMENT – UPPER MANAGEMENT COMMITMENT**

**For a safety program to be successful it must have the commitment of upper management.** Each agency head should develop and maintain a systematic program of safety and loss prevention for their agency, which will minimize the risk of injury to their employees. The continued development, maintenance and monitoring of a systematic program of safety and loss prevention should be an agency priority in order to maintain the ability to fulfill each agency's mission and reduce human suffering. We recommend that upper management, of each agency, support in writing the safety and loss prevention committee, consisting of members of upper management and other key staff charged with the task of developing a safety and loss prevention program. (A sample policy statement is available in Attachment A.) The agency head should appoint a safety coordinator to serve as chairperson of the agency's safety and loss prevention committee.

## **ROLES AND RESPONSIBILITIES**

To develop a safety program means to share and assign responsibilities for accident prevention. Each agency's safety and loss prevention program should assign responsibilities to key employees. Each agency's safety and loss prevention program should specifically identify the responsibilities of the safety coordinator and safety committee members.

### **□ *Middle Management***

Middle management employees must be given the authority to take necessary measures to reduce or eliminate safety and loss prevention problems that fall within their area of responsibility.

### **□ *Safety Coordinator***

- Serve as the chairperson of the agency's Safety and Loss Prevention Committee and conduct committee meetings.
- Serve as the agency's primary contact with other agencies and safety organizations in matters associated with safety and loss prevention.
- Made aware of data on accidents, incidents, claims, and other safety-related issues, including post injury management and present this data to the Safety and Loss Prevention Committee and upper management.
- Coordinate the development of safety training for all employees, as well as the development of activities designed to promote the safety and loss prevention program.
- Assist management in developing safe work practices and procedures.
- Be apprised of furniture and equipment purchases to assure ergonomic standards are met prior to the purchase.

### **□ *Safety Committee Members***

- Implement an agency's safety and loss prevention program
- Develop an emergency management program for our employees
- Investigate all accidents, incidents and post injury management to determine their cause and prevention.
- Review and improve employee training to enhance employee safety.
- Conduct safety inspections of the agency's facilities.
- The agency's safety and loss prevention committee should meet on a frequent basis to review all accidents, incidents and post injury management.
- Each safety and loss prevention committee must identify their specific objectives tailored to meet the needs of their agency.

### **□ *First Line Supervisors***

Because first line supervisors are key to any effective safety and loss prevention program, they should be made aware of their responsibilities in the area of safety and should be held accountable for meeting those responsibilities. The supervisor is the key person in the Safety

Program. No supervisor may ever be relieved of any part of his or her responsibility. Safety is an operating function.

Every Supervisor will:

- Maintain frequent contact with employees.
- Promote and enforce safety rules and regulations by using positive reinforcement and disciplinary action, if necessary.
- Be on the lookout for unsafe conditions and unsafe acts.
- Report and/or correct any unsafe condition observed.
- Train employees to prevent unsafe acts.
- Report all accidents and injuries immediately by calling, 1-877-656-RISK. This is the telephonic reporting service for on-the job injuries for State employees and State vehicle accident claims.
- Assist the Safety Committee in accident investigation.
- Ensure all employees have been trained in safe operating procedures and have attended required safety training.
- Provide and enforce the use of personal protective equipment when applicable.
- Implement departmental self-inspections.
- Support return to work initiatives and transitional duty assignments.

□ ***Employees***

To insure that all employees are aware of their authority, responsibility and accountability under the agency's safety and loss prevention program, each employee should receive a copy of the agency's safety and loss prevention policies and procedures. Each employee should verify in writing that they have received a copy.

- Job safety is the responsibility of each employee. Job safety is often accomplished by applying common sense to a situation. Use good common sense and stay alert on the job at all times
- Report any unsafe condition to your supervisor immediately, whether or not the unsafe condition directly affects you.
- If at any time you are not sure of how to perform the job, you are to stop and check with your supervisor. This is for your safety and for the safety of your fellow workers.
- Do not start or operate any equipment that is not working properly. Report the condition to your supervisor immediately.
- Any employee who is furnished safety equipment is required to use that equipment while doing the work for which the equipment was furnished.
- Good Housekeeping practices should be followed at all times.
- Use the correct method for lifting objects. Keep the load close to you. Lift with your legs, not your back. If the load is too heavy or awkward, ask for assistance.
- All employees who drive company vehicles or are passengers in company vehicles must wear their seat belts at all times. If required to use your own vehicle for company business, a seat belt must be worn. Reckless and irresponsible driving while on company business or in the company parking lot will not be permitted.

- Do not participate in horseplay, tease or otherwise distract fellow workers.
- Immediately report, to your supervisor, any injury that does occur.

## **REPORTING STRUCTURE**

- The Safety and Loss Prevention Committee should make its recommendations to the agency head. It is important that upper management respond to the Committee's recommendations, whether management accepts or rejects those recommendations.
- Safety and Loss Prevention Committees should communicate the disposition of those safety issues, recommendations and actions to all agency employees.
- Performance reviews for these committee members should include an assessment of their performance in carrying out the duties and responsibilities specific to the safety and loss prevention program.
- Performance reviews for middle managers and first line supervisors should include an assessment of the activities arising from their responsibilities under the agency's safety and loss prevention program.

## **IMPLEMENTATION**

Implementing a safety program is not as difficult as it may seem. It is every person's responsibility every day. It's the small things that make a big difference. Such as, stopping to straighten out a floor mat, picking up a paper clip on a tile floor, wiping up a coffee spill or closing a file cabinet drawer. Safety is a pro-active process. **DON'T WALK PAST SAFETY**

## **EVALUATION**

The Safety and Loss Prevention Committee should develop an evaluation plan to determine your progress in attaining your goals and to report back to management.

This document is available on the Georgia Interagency Safety  
Advisory Council web site at [www.ganet.org/safety](http://www.ganet.org/safety)

## **SAMPLE POLICY STATEMENT**

**Note:** This is a sample policy statement provided to assist State agencies in drafting policy statements tailored to the specific needs of each agency.

**(STATE AGENCY)**

### **POLICY STATEMENT: SAFETY AND LOSS PREVENTION PROGRAM**

The (State Agency) is committed to providing the safest and healthiest possible environment for all of its employees and the public it serves.

The fundamental goal of the (State Agency) Safety and Loss Prevention Program is to assure that loss, or the risk of loss, does not prevent the State and its employees from successfully carrying out the functions for which they are responsible. This means (State Agency) management will strive to continuously identify and control hazards.

The (State Agency) maintains that our best resource to help us meet this goal is the individual employee. It is the responsibility of all employees to follow all safety and loss prevention policies and procedures.

The (State Agency) is also committed to:

(List specific focal areas of your agency's program. Examples are as follows.)

- Maintain ongoing programs so that all employees clearly understand all facets of the Safety and Loss Prevention Program particularly those that directly affect them and their duties.
- Make reduction, control and elimination of risks a top priority in all plans and budgets.
- Establish and maintain communication with all employment levels to keep employees aware of the safety and health factors of their jobs.
- Establish and maintain an accident and injury reporting system.

By accepting mutual responsibility to work safely, everyone at the (State Agency) can contribute to the protection of property and to the well being of employees and the public.

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Director/Administrator

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Date