



# MISSOURI UNIVERSITY OF SCIENCE & TECHNOLOGY

## **INTRODUCTION**

The Supervisor Safety Manual provides guidelines that affect all students, faculty, staff, and the general public. The manual is an integrated part of the organization. The manual provides guidelines for the supervisors to follow in the course of conducting normal business.

## ROLES AND RESPONSIBILITIES

### 2.1 Responsibilities of the University

- ❖ Maintain a safe place to study and work
- ❖ Provide a safe and healthy environment
- ❖ Provide funding for improvements and corrections

### 2.2 Responsibilities of Environmental Health and Safety

- ❖ Administer the safety program for Missouri S&T
- ❖ Assist all units with technical support and training
- ❖ Respond to campus emergencies

### 2.3 Responsibilities of Supervisors

- ❖ Develop proper safety attitudes in themselves and subordinates
- ❖ Properly train employees for safe performance of jobs
- ❖ Insist on employees observing safety regulations
- ❖ See that employees use personal protective equipment as required
- ❖ Report all job-related accidents, illnesses, and injuries
- ❖ See that all unsafe, unhealthy, or hazardous conditions are promptly reported, removed, or corrected

### 2.4 Responsibilities of Employees

- ❖ Cooperate wholeheartedly with all aspects of job safety and health
- ❖ Practice good safety rules while performing their duties
- ❖ Be thoroughly qualified with tools, equipment, and machinery before undertaking assigned duties
- ❖ Use personal protective equipment as required
- ❖ Be alert to see that all guards and other protective devices are in their proper places
- ❖ Report conditions which could be safety problems to supervisors
- ❖ Report all incidents, accidents, illnesses, and injuries to supervisors

**Revision Date: 7/17/2009**