

University of Pittsburgh Safety Manual	EH&S Guideline Number: <b>01-001</b>	
Subject: <b>RESPONSIBILITIES</b>	Effective Date: 03/01/2008 Review Date: 05/14/2020	Page 1 of 2

## RESPONSIBILITY, AUTHORITY, AND RESOURCES FOR SAFETY

### 1. Faculty, Staff, and Students

This Safety Manual encourages and requires that employees exercise judgment in the workplace. Disregard of prudent practices or the recommendations in this Manual may be grounds for disciplinary action, per the discretion of supervisory personnel.

The primary responsibility for safety rests with each individual engaged in research, education and support activities at the University of Pittsburgh. University faculty, staff and students have responsibility to:

- 1.1. Attend applicable safety training programs.
- 1.2. Comply with safety rules prescribed by their Department, Dean, Director, and the Department of Environmental Health and Safety (EH&S).
- 1.3. Report any workplace hazard, unsafe condition, or accident to their supervisor.

### 2 Supervisors

Supervisory personnel are the cornerstone of the safety program at the University. Each University supervisor has responsibility to:

- 2.1 Plan and provide adequate safety measures in their area of responsibility in consultation with EH&S and their respective Dean, Director or Department Chairperson.
- 2.2 Be familiar with the environmental health and safety programs of the University and with the *University of Pittsburgh Safety Manual*.
- 2.3 Implement safety programs and control measures for the specific systems or work environments in their department or area.
- 2.4 Report any occupationally related accidents, injuries, or illnesses occurring in their areas of responsibility.
- 2.5 Ensure that all subordinates in their area of responsibility have received adequate safety training.
- 2.6 Routinely inspect workplaces within their area of responsibility to verify safe conditions.

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### 3 Deans, Directors, Department Chairpersons

Each Dean, Director, or Department Chairperson has responsibility for the implementation of the safety program within their unit.

### 4 Department of Environmental Health and Safety (EH&S)

- 4.1. Provides direction in all aspects of the environmental health and safety program.
- 4.2. Assists University faculty, staff, and students in establishing and maintaining safe work environments.
- 4.3. Develops and monitors compliance with Federal, State, and local laws and regulations pertaining to health, safety and the environment.

### 5 University Environmental Health and Safety Committee

The University Environmental Health and Safety Committee and its Subcommittees are composed of representatives from the University community. Their function is to provide a forum for discussion of University-wide environmental, health, and safety issues. The current Sub-committees are the Chemical Hygiene Officers' Committee and the University Biohazards Committee.

### 6 Building and Department Safety Committees

Good communication within each school, department or work area is vital for the success of the environmental health and safety program. The University Environmental Health and Safety Committee and the Department of Environmental Health and Safety endorse organized safety committees at the laboratory, building, department or school level to provide a forum for University employees to express their needs and concerns for safety, and to resolve such issues and concerns in conformance with the University environmental health and safety program.