



Policy FA052: Safety and Risk Management

Recommended for Approval by:

A handwritten signature in black ink, appearing to read "Fawn J. Petrosky", written over a horizontal line.

Fawn Petrosky, Vice President for Finance

Approved by:

A handwritten signature in black ink, appearing to read "Dale-Elizabeth Pehrsson", written over a horizontal line.

Dr. Dale-Elizabeth Pehrsson, President

Effective Date: 01/09/2023

A. Intent

The intent of this policy is to minimize harm to the physical, human, fiscal, environmental, and financial resources of Pennsylvania Western University (PennWest) and to minimize the risks associated with its operation. This policy outlines the responsibilities and principles for a risk aware and positive safety culture.

B. Definition(s)

Imminent Danger – any condition or practice which could reasonably be expected to cause death or serious physical harm immediately.

Risk – the probability and severity of loss linked to hazards. It is simply the measure of the expected loss from a given hazard or group of hazards, usually estimated as the combination of the likelihood (probability) and consequences (severity) of the loss.

Risk Acceptance – a decision to accept the recognized risk without taking any measures to avoid the severity or probability of the risk happening.

Risk Avoidance – a decision to not engage in the operation or task due to the increased risk.

Risk Aware – the capability to recognize risks before they threaten, mitigate them when they arise, and recover from the damages they may cause.

Risk Mitigation – a decision to implement controls to reduce the risk.

Risk Transfer – a decision to transfer the risk from an organization to another (e.g. utilizing a vendor to complete an operation or task).

Probability – an approximation of the likelihood of a hazard scenario or mishap occurring. Probability is assessed as frequent, likely, occasional, seldom, or unlikely.

Severity – an approximation of the amount of potential harm, damage, or injury associated with a given mishap.

C. Policy

The University is committed to providing a safe and healthy environment for all employees, students, and visitors. This commitment includes reasonable protections for human health and the environment, mitigating risks of illness or injury, preventing and responding to environmental hazards, preserving university resources and assets, minimizing property losses and damage, and helping to support compliance with federal, state, and local regulatory requirements.

The following safety and risk management principles have been identified and are to be integrated in all daily activities and operations before they are performed.

Responsibilities

Employees

All employees have the responsibility to integrate safety and risk management into every part of their daily activities. It is everyone's responsibility to maintain a safe environment for learning, teaching, and working. Each employee is charged with the responsibility of following safe work procedures and for completing each assigned task in a safe manner.

Supervisors

Supervisors have an elevated responsibility to ensure that all individuals under their direction have the necessary knowledge, skills, and training to perform or participate in university-related tasks or activities.

Safety & Risk Management

Safety & Risk Management has the overall responsibility for the implementation and maintenance of PennWest Accident and Illness Prevention Program, pursuant to the Commonwealth of Pennsylvania Workers' Compensation Act (PA Act 44 of 1993). The Director of Safety & Risk Management is delegated the authority to develop safety and risk management related policies, programs, procedures, and training, as necessary, for risk reduction and the compliance with regulations, codes, standards, and best practices.

As necessary, Safety & Risk Management may provide recommendations for corrective action to address hazards and/or to mitigate risks to the PennWest community. Recipients of a request for corrective action are expected to correct hazards or deficiencies in a timely manner. In instances of imminent danger, Safety & Risk Management may suspend activities and/or close areas immediately dangerous to life and/or health. Safety & Risk Management will consult with their Vice President prior to or immediately following the issuance of such order.

Stop Work Authority

All employees shall have the authority and obligation to stop any task or operation whenever they believe there is imminent danger, known as "Stop Work Authority." Upon

immediately implementing their Stop Work Authority, they shall immediately notify Safety & Risk Management. Safety & Risk Management will evaluate the task or operation and work to implement corrective actions until the task or operation has been deemed safe in accordance with the applicable regulations, codes, standards, and best practices.

Incident Reporting

All emergencies that are immediately dangerous to life, property, or the environment are to be reported immediately to the University Police Department at the appropriate campus.

All employees have the responsibility to promptly report all health and safety hazards, near misses, injuries and illnesses (employees and non-employees), and property damage to their supervisor and to Safety & Risk Management, in accordance with PennWest Accident and Illness Prevention Program.

PennWest supports an environment free from retaliation. Retaliation against any employee, student, or visitor who brings forth a good faith safety concern, asks a clarifying question, or participates in an incident investigation is prohibited.

Training

Supervisors shall ensure that all employees receive the appropriate training, as well as instruction regarding safe work practices and instructions specific to their job duties, prior to assignment to potentially hazardous activities. Employees are responsible for completing all applicable training.

Hazard Identification and Correction

All employees have the responsibility to report unsafe conditions to their supervisor or the supervisor having responsibility for the area. Unsafe conditions that cannot be promptly corrected are to be reported to the appropriate supervisor and Safety & Risk Management.

Hazards are to be corrected following the hierarchy of controls process identified in the PennWest Accident and Illness Prevention Program.

Risk Mitigation

All risks shall be mitigated down to an acceptable level. No employee shall accept an unnecessary risk. All risk decisions are to be made at the appropriate level. The higher the risk, the higher the management level of who should make the risk-based decision.

A risk assessment may be necessary to make risk-based decisions and implement controls. Risks are assessed based on the probability of an occurrence of an incident and its potential impact to the University and its stakeholders. The common risk-based decisions that are typically made are risk acceptance, risk avoidance, risk mitigation, and risk transfer.

D. Procedure(s)

Refer to the PennWest Accident and Illness Prevention Program for further information.

E. Related policies

N/A

F. Contact Information

Safety & Risk Management

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.