



Northern Illinois University Health and Safety Policy

June 1, 2018

Purpose

To establish health, safety and environmental commitments and responsibilities necessary to uphold Northern Illinois University's dedication to providing a safe and healthy environment for its faculty, staff, students and visitors in accordance with all applicable laws, regulations and policies.

Scope

The scope of this policy applies to all members of the university community who are actively engaged in operations on campus in support of the mission of the institution.

Policy

Safety is the responsibility of each and every person at NIU. All members of the university community who conduct university operations at on-campus facilities or off-campus locations shall comply with all applicable environmental, health and safety laws, regulations and policies.

These parties are individually and collectively responsible for the shared safety of the university community, and each is responsible for their personal health and safety obligations and behaviors. These parties must conduct themselves in a manner that furthers the protection of the safety and health of all members of the university community.

Roles and Responsibilities

The board of trustees is the final institutional authority for NIU. The board has delegated responsibility for the conduct and management of the university to the president.

The university president is responsible for establishing appropriate institutional policy for the safety of all individuals, facilities and properties under university control; implementing reasonable procedures and mechanisms that are designed to further such policy; and establishing a culture of safety across the university. The president delegates responsibility for implementation and enforcement of this Health and Safety Policy to senior leadership of each division.

The executive vice president/provost, vice presidents, deans, chairs, directors, and department heads are responsible for administering and applying the Health and Safety Policy for all services and operations under their leadership, including, but not limited to, adopting appropriate training, standard operating procedures and other mechanisms to carry out the expectations of the policy. These leaders will ensure that the following are appropriately considered and implemented where applicable:

1. Implement the NIU Health and Safety Policy.
2. Establish safety committee(s) and safety officers to monitor safety and policies at appropriate unit levels.



3. Document, track and report accidents, near misses, illnesses and injuries.
4. Ensure students, faculty, staff and visitors receive appropriate safety training commensurate with the safety issues arising from their particular division or unit.
5. Review applicable industry safety standards and determine the proper application of the standards for assigned units.
6. Ensure each individual under their respective direction and control incorporates good safety principles and practices into their daily activities and job duties.

All front-line supervisors including principal investigators, faculty and foremen will:

1. Implement the NIU Health and Safety Policy.
2. Require those under their supervision to participate in proper safety training and maintain individual training records.
3. Create standard operating procedures, and review and update them as needed to maintain compliance with this policy.
4. Disseminate health and safety information to the department/unit.
5. Participate and cooperate in authorized or required audits, inspections and safety reviews, whether internal or conducted by an external agency.
6. Ensure all equipment and associated materials are maintained in good working condition, taking into account normal wear and tear.

All individuals engaged in university activities including employees, faculty, students and visitors will:

1. Support and comply with this Health and Safety Policy.
2. Attend required safety training.
3. Follow standard operating procedures.
4. Use safety equipment including personal protective equipment.
5. Stop work immediately when encountering unsafe or hazardous situations.
6. Report all injuries/accidents immediately to the immediate supervisor, instructor or person otherwise providing leadership in the area in which the condition occurred.
7. Give forethought to and be reasonably prepared for anticipated emergencies that may occur on campus.

All contractors and subcontractors who perform service on NIU property or on behalf of NIU are required to follow this policy, which may also include compliance with the NIU Campus Contractor Safety Program located at niu.edu/ehs/health-safety/construction/index.shtml. This program is administered by the Department of Environmental Health and Safety.

Campus Safety Programs

The university has two distinct and collaborative programs to ensure a culture of safety exists at NIU. The Department of Environmental Health and Safety (EHS) focuses on workplace safety in all non-academic settings. The Office of Research Compliance, Integrity and Safety (ORCIS)



focuses on academic safety in the laboratory, field and studio. The two complement one another by providing specific guidance and expertise for the two distinct environments and ensuring there is no duplication of effort.

Both EHS and ORCIS perform the following functions relative to their respective focus areas:

1. Provide technical assistance and compliance guidance for university operations.
2. Conduct investigations into accidents and injuries.
3. Monitor compliance with relevant federal and state regulations.
4. Serve as university representatives during regulatory inspections. These actions will require close coordination as one office will typically have a lead role for specific topics.
5. Identify non-compliant situations, report them to the appropriate party for action, and follow-up to ensure resolution.
6. Ensure proper disposal of hazardous materials and waste.
7. Coordinate on issues that overlap between the academic and non-academic operations.
8. Respond to campus emergencies and support emergency responders.
9. Serve in an advisory role for departmental safety committees.

The Department of Environmental Health and Safety establishes and maintains programs related to general non-academic worker safety and environmental protection. Some specific areas of expertise will include:

- Occupational safety and health.
- Construction safety.
- Building fire safety.
- Consolidated hazardous waste management services.
- Comprehensive campus-wide environmental monitoring and planning.
- Pest Control.

The Office of Research Compliance, Integrity and Safety establishes and maintains programs related to academic safety in laboratories, fieldwork and the arts. Some specific areas of expertise will include:

- Laboratory safety.
- Field safety.
- Human subject safety.
- Animal safety.
- Biosafety.
- Laser and radiation safety.

Policy Updates

This policy will be reviewed at least annually and jointly updated as necessary by the Department of Environmental Health and Safety and the Office of Research Compliance, Integrity and Safety.