



*HEALTH AND SAFETY*  
**GENERAL ORDER #4.02**

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**Pages:** 4

**Persons Affected:** All personnel

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**IACLEA Standards:**

**Revision History**

Replaces SUDPS General Order #4.02 (12/31/2005)

**PURPOSE**

*The purpose of this Order is to provide information regarding organizational Health and Safety operations, and the handling of hazards and unsafe work practices in the workplace.*

**POLICY**

All operations of the *Stanford University Department of Public Safety (SUDPS)* shall be conducted with the utmost concern for its personnel, equipment, vehicles, and facilities. *Safety is a core value at SUDPS and at Stanford University, where there is a commitment to the continued advancement of an institutional culture with strong programs of personal safety, accident and injury prevention, wellness promotion, and compliance with applicable environmental and health safety laws and regulations.* The reduction of losses due to injuries to *department* employees and damage to *University* property is an essential part of an efficient operation. The practice of safety and the prevention of accidents in the workplace shall be the responsibility of all members of the Department.



## **PROCEDURE**

### **A. UNIVERSITY COMMITTEE ON HEALTH AND SAFETY**

1. *The Stanford University Committee on Health and Safety is responsible for health and safety programs at the University to include the SUDPS. The committee's responsibilities are:*
  - a. *Advise the University President on the adequacies of the existing health and safety programs, policies, and organization*
  - b. *Recommend needs, priorities and strategies to promote good health, safety and environmental practices on campus*
  - c. *Recommend to the President University-wide policies with respect to health and safety matter*

### **B. UNIVERSITY SAFETY AND RESPONSIBILITIES**

*Safety at Stanford Campus is a collaborative effort. The common goal being to provide a safe and secure atmosphere for the University's faculty, staff, students and visitors. The following agencies and departments have specific responsibilities in regards to campus safety.*

1. *SUDPS*
  - a. *Primary responsibility for public safety and traffic safety, including identifying and reporting situations that might impact the safety of the Stanford University community.*
2. *Palo Alto Fire Department*
  - a. *Fire suppression and emergency medical response*
3. *Santa Clara County Fire Marshal's Office*
  - a. *Fire inspection and Code enforcement services*
4. *Stanford Fire Marshal*
  - a. *Fire prevention, inspection and Code consultation services*
5. *Stanford University Environmental Health and Safety (EH&S) and EH&S Hazardous Material Response Team*
  - a. *Earthquake and emergency planning*
  - b. *Response services to non health-threatening HAZMAT incidents*
6. *Stanford University Department of Risk Management*



- a. *Property liability, vehicle insurance, Worker's Compensation, and self-insured programs and claims*
  - b. *Identification and evaluation of financial risks to protect the University's assets and resource*
  - c. *Provide risk consultation to Stanford University Departments*
7. *Stanford University Lands Buildings and Real Estate (LBRE), Facilities Management, and Capital Planning and Space Management*
- a. *Provides preventative maintenance, repairs and inspections*
8. *Residential, Dining and Enterprise (RD&E), Maintenance Operations and Capital Projects*
- a. *Provides maintenance and repairs related to student housing*

### **C. SAFETY TRAINING, INSPECTIONS AND REPORTING**

*SUDPS supervisors and staff must be pro-active in promoting safe work habits. Emphasis should be on prevention. Promoting safe work habits shall be accomplished by raising the level of health and safety awareness through a variety of methods, which may include: training, inspections and reporting. Supervisors and staff should clearly communicate health and safety practices and expectations to personnel under their command. Performance appraisals should include the employee's ability to conform to health and safety practices, and rules. Failure of an employee to observe good health and safety practices may subject them to discipline up to an including termination.*

#### **1. Health and Safety Training**

- a. *Training may be provided as part of shift briefings, division meetings, department-wide trainings, off-site courses or distributed training bulletins.*
- b. *Department personnel should receive health and safety training in the following circumstances:*
  - *New hires*
  - *Mandated Peace Officer Standards and Training (POST) safety training*
  - *When beginning a new assignment and the employee has not previously received safety training related to the new responsibilities*
  - *When the supervisor is made aware of a previously unrecognized hazard*
  - *To maintain perishable health and safety skills, knowledge and awareness*
- c. *Health and Safety training provided to SUDPS personnel shall be coordinated with the Support Services Division so it may be appropriately documented. Record retention pertaining to health and safety training will comply with POST and California Occupational Safety and Health Administration (OSHA) requirements.*



## 2. Safety Inspections

*The purpose of safety inspections is to identify areas with potential safety hazards and unsafe work-place practices so they can be mitigated. Supervisors and staff are responsible for protecting the health and safety of department personnel by ensuring that workplaces and equipment are safe, well maintained and in compliance with Stanford University's policies, and the University's Injury and Illness Prevention Program (IIPP)*

*EH&S is a resource for supervisors or staff members when conducting a work place inspection. They can also provide independent inspections if necessary. An employee's Division Lieutenant/Manager shall be contacted prior to making a request for an EH&S independent inspection.*

## 3. Reporting

*To comply with Stanford University's IIPP program, all documentation of inspections, EH&S Workplace Inspection Checklist (OHS 16-128, ) shall be forwarded to the SUDPS Business Operations Division for retention. They shall be maintained for at least one year unless otherwise specified.*

4. *Per Stanford University Administrative Guide section 7.3.1 Identifying and Correcting Workplace Hazards, Supervisors and managers are to report serious health or safety dangers promptly to EH&S and to the individuals who may be affected. Employees should report health and safety hazards to their supervisors, managers, or EH&S. Employees reporting bona fide health and safety hazards shall not be discharged or discriminated against in any manner.*
5. *Occupational accidents, injuries and exposures to SUDPS employees that occur within the work environment shall be reported in compliance with Stanford University Administrative Guide section 7.6.1. Accident and Incident Reporting.*