

## **Policy 601.3 – Safety**

Date Adopted: 8/24/04

Date Revised:

References: BOR 1009.1, 713.1

Issuing Office: Administration & Finance

Approved By:

### **I. POLICY**

The University of Montana Western will provide and promote a safe and healthy environment to foster a positive atmosphere for learning and the educational process.

### **II. PURPOSE**

The purpose of this policy is to prevent injuries to personnel, students, and guests, prevent damage to property and equipment, and require compliance with safety regulations and procedures.

### **III. PROCEDURES**

- A. Supervisors are responsible for requiring safe work practices.
- B. UMW's Safety Officer coordinates safety meetings and training and is responsible for responding to all safety inspections.
- C. The Dean of Students is responsible for establishing the Crisis Manual and coordination of UMW's Crisis Response Team.
- D. Safety Guidelines are available at the UMW Facilities Services Office. Appropriate safety training will be provided to employees and students.

### **IV. AUTHORITY**

BOR 1009.1, 713.1

### **V. RESPONSIBILITY**

Vice Chancellor for Administration & Finance/Student Affairs, Director of Facilities Services, Safety Officer, Dean of Students, Supervisors