

NSCL OCCUPATIONAL HEALTH & SAFETY POLICY

This policy statement is not intended to limit, modify or expand any existing Michigan State University policies, particularly those relating to or governing employee relations, hiring practices, risk management, employment benefits, collective bargaining, or workers compensation.

POLICY GENERAL

The National Superconducting Cyclotron Laboratory (NSCL) at Michigan State University recognizes and accepts its duties to promote and maintain a healthy and safe work environment for its employees, users, visitors, contractors, and members of the public who may be affected by its activities in so far as is reasonably practical.

OBJECTIVES

NSCL has established programs to prevent work-place-related incidents that may result in injury, illness, or unintended damage to property. The NSCL shall comply with all relevant statutes, regulations, codes of practice and other requirements and will take appropriate steps within its authority to

- provide and maintain facilities and equipment so that they are safe and pose minimal risks to health,
- promote and maintain safe conduct of business that minimizes risks to health in relation to the use, handling, storage and transportation of articles and substances,
- provide information, instruction, training and supervision, as is necessary to enhance the health and safety of its employees at work, and to
- maintain a safe work-place and provide and maintain safe means for access and egress.

To realize these objectives the NSCL will make adequate resources available to promote continual Occupational Health & Safety (OHS) improvement. Measurable department-specific objectives will provide evidence of line management commitment.

RESPONSIBILITIES

NSCL Employees are responsible for

- collaborating with line management to evaluate work assignments for job hazards,
- performing work safely and in compliance with OHS regulations and standards as directed,
- identifying and remedying recognized OHS issues or communicating them to line managers and the Safety Office to facilitate remediation,
- reporting injuries and incidents to line managers and participating in injury and incident investigations, and for
- partnering with coworkers, line management, and the Safety Office to continually maintain and enhance a safe work environment.

Line Management is responsible for

- evaluating work assignments for job hazards, in collaboration with workers and with assistance as necessary from the Safety Office, and implementing appropriate protective controls,
- communicating to NSCL employees their roles in the OHS program,
- ensuring that workers receive the appropriate level of training to safely perform assigned tasks,
- reporting injuries and incidents and participating in injury and incident investigations,
- cooperating with the Safety Office and outside auditors to gauge and document the effectiveness of the OHS program,
- working to continually improve the OHS program, and for
- developing and achieving annual departmental OHS objectives.

Senior Management is responsible for

- providing visible support and participation to promote effectiveness of the OHS program,
- ensuring availability of resources essential to establishing, implementing, maintaining and improving the program, and for
- reviewing the OHS program performance annually.

The Safety Office is responsible for

- establishing and maintaining the OHS program in compliance with federal, state, local, MSU regulations and other requirements,
- providing OHS guidance and consultative OHS services on NSCL activities,
- documenting and communicating OHS related programs and events,
- implementing specific training modules,
- championing improvements to the OHS program, and for
- gauging the effectiveness of the OHS program through focused audits.

HEALTH AND SAFETY ASSISTANCE

Line management and the Safety Office are ultimately responsible to the Director for the provision of a professional and comprehensive OHS service to the organization, including the development, implementation, monitoring, and review of NSCL OHS policies, guidelines, and practices.

RISK ASSESSMENT

As part of our OHS program, suitable and sufficient assessments of the risks to OHS will be undertaken for work performed by NSCL employees and users. The purpose of such assessments is to identify the appropriate preventative and protective measures necessary to comply with any relevant statutory provisions and to promote and maintain the health and safety of our employees and other persons affected by NSCL activities.

SAFETY TOOLS

OHS program descriptions and tools are provided to enable employees and management to perform all work in a safe and healthful manner. These programs are located on the [NSCL Intra>Safety](#) webpage. Each department shall appoint a representative to participate in monitoring and continually improving OHS in the workplace.

TRAINING

The NSCL recognizes the need for OHS training to ensure that employees are competent to perform their work minimizing risks to themselves or others. Such training will be provided at induction and periodically during the course of employment.

REPORTING AND INVESTIGATION OF ACCIDENTS

The line-manager of NSCL personnel experiencing an incident is responsible for contacting the Safety Office in a timely manner to initiate an investigation. The line-manager shall participate in the investigation. As part of its investigation, the Safety Office shall record the circumstances and causes of all incidents concerning personal injury, property damage, near-misses or non-conformance. Corrective actions should be developed, communicated, implemented and documented by the Safety Office.

The Safety Office shall complete appropriate report forms for personal injuries and accidents and advise external authorities as required.

POLICY PUBLICATION

Copies of this policy shall be made available to all employees and displayed at primary facility locations. It shall be brought to the attention of all users, visitors, and contractors.

REVIEW OF POLICY

The NSCL Occupational Health & Safety Policy will be reviewed on a 12-month basis and revised in light of any legislative changes or needs of the organization. The NSCL Director authorizes this policy on recommendation of the NSCL Safety Committee and with communication to the NSCL Technical Group and Management Group.

Konrad Gelbke, NSCL Director
May 25, 2007