**Safety Committee Resources**

1. **Identify Safety Issues**
   * 1. Unit/College safety committee
        1. Policy 337 [Utah State University Policy 337: Safety and Health (usu.edu)](https://www.usu.edu/policies/337/)
2. College/Unit safety committees are created by the Dean or Vice President
3. Made up of Faculty, Staff and Students to gain a wide perspective
4. Accident reports
   * + - 1. Generated by Supervisors

[Accident Reporting | ServiceNow | USU](https://research.usu.edu/ehs/near-miss-accident-reporting)

* + - * 1. ServiceNow automatically sends to all applicable committee members

[*usu@ service-now*](mailto:usu@service-now.com)

*If you are not receiving these please contact Paula at 797-2892*

* + - * 1. Committee member should review each report *(you will only receive 0-3 per month depending on the number of accidents that occur in your unit)*

Is this serious enough to inform the Dean/Vice President?

*Discuss with your Dean/VP the level where they want to be informed before*

Is this serious enough to bring before your college/unit safety committee?

Pass the information onto the faculty member/manager where the accident occurred.

If serious enough or reoccurring often enough to inform the Dean/VP or your college work with your Dean/VP and the faculty/manager to develop a corrective action plan (See #3 Correct Safety Problems).

1. Safety Incident Reports (Fires, Air quality, spills, etc.)
   * + - 1. Generated by the person observing the safety issue

[Safety Incident Reporting | EH&S | USU](https://research.usu.edu/ehs/near-miss-accident-reporting)

1. ServiceNow automatically sends to applicable committee members
   1. If you are not receiving these please contact Paula at 797-2892
2. Committee member should review each report *(you will only receive 0-3 per month depending on the number of accidents that occur in your unit)*

Is this serious enough to inform the Dean/Vice President?

*Discuss with your Dean/VP the level where they want to be informed before*

Is this serious enough to bring before your college/unit safety committee?

Pass the information onto the Faculty member/manager where the accident occurred.

If serious enough or reoccurring often enough to inform the Dean/VP or your college work with your Dean/VP and the faculty/manager to develop a corrective action plan (See #3 Correct Safety Problems).

1. Personal Experiences
   1. Personal Observations
   2. Information that is relayed to you by others
   3. Accompany EH&S on lab/area visits
2. **Prevent Accidents, Injuries, and Illnesses**
   1. University and College/Unit Safety Committees

[USU Safety Committee Meeting Minutes & Reports | Powered by Box](https://usu.app.box.com/folder/185089318782)

* 1. The EH&S Office
     1. Training

[Training | Environmental Health and Safety | USU](https://research.usu.edu/ehs/training/index)

* + 1. Consultation & Example SOPs

[Environmental Health and Safety | Office of Research | USU](https://research.usu.edu/ehs/index)

* + 1. Assistance

[Staff Directory | Environmental Health & Safety | USU](https://research.usu.edu/ehs/directory)

* 1. Other Resources
     1. Internet sources – The Campus Safety, Health, and Env. Association

[CSHEMA - EHS in Higher Education](https://www.cshema.org/index.php?option=com_users&view=login)

* + 1. Colleagues from other departments or Universities
    2. OSHA newsletters, news reports etc.

[Newsroom | Occupational Safety and Health Administration (osha.gov)](https://www.osha.gov/news)

1. **Correct Safety Concerns**-
   1. Identify who will be responsible to take action
      1. Reporting issues/incidents – The individual involved AND their supervisor
      2. Correcting Safety Concerns
         1. Serious (Loss of life or limb)– The President and Dean/VP w/ EH&S
         2. Moderate (Hospital, or building damage)– DH/Manager w/EH&S
         3. Minor (First aid)- Faculty/Supervisor W/ EH&S as requested
      3. For follow-up/follow-through to assure corrective action happens
         1. Serious and moderated – The Unit Safety Committee & EH&S
         2. Minor – Faculty/Supervisor w/ EH&S if requested
   2. Secure “buy-in” for any plan to correct a safety concern
      1. VPR
      2. Dean/VP
      3. Department Heads /Managers
   3. Get Help correcting safety concerns from
      1. Faculty/Supervisors: As the experts in the area where the accident/incident occurred, they will need to determine what went wrong and the best way to assure that it will not happen again. They will need to affect the corrective action and develop new procedure and protocols. Finally, they will set the example and assure that all new procedures and protocols are implemented and followed.
      2. Dean/VP and DH/Managers: Administrators are invaluable in creating change. They set the culture of safety. They can also provide resources.
      3. EH&S: Is a resource for everything safety related

[Environmental Health and Safety | Office of Research | USU](https://research.usu.edu/ehs/)

* + - 1. Meet with and help with regulatory inspections
      2. Respond to requests from regulatory agencies
      3. File reports, submission and applications
      4. Provide guidance and expertise on safe practices