



STAFF EMPLOYMENT MANUAL

Title: 6.0 Employee Relations

Chapter: 6.12 Health and Safety

Issuance Status and Effective Date: July 2011

It is the policy of the University to provide a healthful and safe environment for its students, employees and visitors. The means of accomplishing this is through obtaining broad safety involvement and defining associated responsibilities. The goal is to minimize the number of accidents, injuries and cases of occupational illness on its campus and properties. It is the responsibility of all employees to cooperate.

1. Safety Committee

The University Safety Committee (managed by the Executive Director of Facilities) is chaired by the University Safety Manager, and consists of representatives from the various schools, administrative offices and the University's Workers' Compensation insurance carrier. The Safety Committee supports and monitors the University's on-going safety program. In conjunction with the University Safety Manager, a representative from the insurance carrier, HRD, Public Safety and, as appropriate, legal counsel, the committee issues general safety rules; communicates related information campus-wide; monitors the inspection of areas for hazards; directs the investigation of accidents; and monitors the correction of unsafe conditions. In addition, the committee also suggests safety training programs for supervisors and employees; monitors compliance with laws and regulations; and creates ways to maintain an active, campus-wide safety program.

2. Responsibilities of the Department Manager

- a. Maintaining healthful and safe conditions is a responsibility shared by everyone in management. The tasks associated with this responsibility range from detecting hazards to taking appropriate preventive and/or corrective measures. Enforcement of safe practices and safety rules through education and disciplinary measures is essential.

All employees are expected to comply with the University's safety policies, practices and rules. Failure to comply may lead to appropriate disciplinary action, up to and including termination.

- b. The University provides Workers' Compensation insurance for all employees, subject to the University's right to challenge. In the event of a work-related accident or injury, this insurance provides medical care and income payments in accordance with Connecticut state law. The University will pay, without prejudice, up to three full days of compensation following the work-related accident/injury if an employee is medically certified unable to work. Any claim for lost earnings will be adjudicated and, if appropriate, paid by the Workers' Compensation insurance carrier directly to the affected employee.

- c. The immediate reporting of any work-related accident or injury involving an employee is required. The supervisor of the injured employee is accountable for reporting the circumstances surrounding the work injury immediately to Public Safety by calling 860.768.7985 as well as alerting HRD by completing an Accident Investigation Form. This form must be immediately hand-carried or faxed to HRD (fax 860.768.4732). HRD, in turn, will process a First Report of Injury (which should be done within 24 hours of the incident) and coordinate claims processing with the insurance carrier.
- d. The University participates in the Connecticut Medical Managed Care Plan, with approved network providers available to treat work-related injuries/illnesses. Failure to use a network provider for a work-related injury/illness may result in denial of medical and/or lost wage benefits. Contact HRD or visit the HRD website at www.hartford.edu/hrd for the list of network providers.

3. Responsibilities of the Employee

All University employees have a three-fold obligation regarding safety:

- to follow established safe practices and safety rules;
- to report to the supervisor any hazards to themselves or to others of which they become aware; and
- to immediately report any accident or injury, no matter how slight, to the supervisor.

4. Physical Examinations and Fitness

The University may require medical certification of fitness for duty for any given position. The decision of whether or not an employee can fulfill the physical efforts demands of the position will be based upon the limitations/restrictions, if any, placed on the person by the treating physician, compared to the requirements of the job.

5. Non-Smoking Rules

Non-smoking rules have the same important weight and are enforced as vigorously as any other health and safety rule. They relate to fire, safety, Connecticut statutes and general sanitation. All employees are expected to treat these rules as seriously as any other health and safety rule. (See also **6.13, Smoking/Non-Smoking**).