

Iowa State University Ivy College of Business Safety Commitment

1. Introduction

Iowa State University (ISU) strives to ensure the safety of students, employees, and visitors to its facilities. Iowa State University's Debbie and Jerry Ivy College of Business is committed to providing an environment that supports the health and safety practices of its community (faculty, staff, students and visitors) and empowers the community to be responsible for the safety of others. This safety commitment document outlines the commitment to maintain a safe learning and working environment in all ISU spaces and off-campus activities involved with the Ivy College of Business.

2. Roles and Responsibilities

Realization of a safe and healthy work environment requires attention and accountability of individuals at every organizational level, including the deans, department chairs, directors, faculty, all other employees, and students. All ISU employees are expected to follow and comply with the safety and health practices and procedures contained in the [ISU Policy Library](#) and report unsafe conditions or hazards to their immediate supervisor, the building manager, and/or professionals in ISU's [Environmental Health and Safety \(EH&S\) department](#).

2.1. Environmental Health & Safety

While safety is a responsibility that is shared across all individuals, the professionals of EH&S are the main source of domain area expertise that guides [our safety culture](#). EH&S professionals are responsible for monitoring compliance, evaluating potential health hazards, and depending on severity, leading or assisting with investigating safety incidents. EH&S professionals partner with administrators, staff, instructors and students to support a strong, positive safety culture. EH&S roles and responsibilities include but are not limited to:

- Developing compliance assistance programs for ISU based on federal, state and local rules and regulations.
- Updating and administering relevant training through Workday. Trainings recommended for all employees include "Emergency Response Guide Video" & "Office Ergonomics."
- Addressing safety concerns and report after completing an investigation.
- Performing ergonomic evaluations.

2.2. College and Department Leadership

Leaders of the college should ensure that the areas of research and education undertaken by the institution are ones it has the ability and capacity to perform safely. Deans and department chairs are responsible for the safety of the activities and locations under their administrative control by ensuring the adoption and implementation of the ISU policies. Roles and responsibilities include, but are not limited to:

- Effectively communicating the importance of a strong culture of safety to all members of the college.
- Working collaboratively with the EH&S personnel, deans, department chairs, faculty and staff toward the common goal of supporting a strong culture of safety.
- Leading by example, by modeling good safety behavior.
- Ensuring that all safety incidents are reported to the building manager and EH&S and are investigated (Workday training: "Accident Investigation for Supervisors").

2.3. Undergraduate and Graduate Student Employees, Postdoctoral Scholars, and Staff

Undergraduate and graduate student employees, postdoctoral scholars, and staff are expected to report any unsafe or hazardous conditions to their immediate supervisor. Roles and responsibilities include, but are not limited to:

- Being mindful of the potential risk to their safety and those of their neighbors in the office and classroom.
- Stopping any activity that is potentially unsafe and notify their supervisor.
- Immediately reporting all accidents and incidents to their supervisor.

2.4. Student Organization Advisor

Student Organization Advisors are responsible for ensuring that the requirements and guidelines established in the ISU safety manuals and policies are strictly followed by all students in the organization(s) they advise. They are also responsible for the implementation of all recommendations made by [Risk Management](#) and EH&S professionals. Roles and responsibilities include, but are not limited to:

- Understanding and abiding by the [Student Organization Recognition Policy \(SORP\)](#) and applicable ISU policies, local, state and federal laws.
- Understanding the university policies and the college strategic plan, and helping the organization understand limits, restrictions and avenues for achieving its objectives in a safe manner.
- Understanding the organization, its purpose and goals and helping the organization evaluate its purpose and goals with respect to the program(s) it is providing.
- Being aware when the student organization is traveling, using university vehicles, hosting activities where youth are present, engaging in higher risk activities, and ensuring that the group submits relevant documentation during the event authorization process.
- Ensuring that all safety incidents are reported to their immediate supervisor, the building manager and EH&S.

2.5. Off-Campus Activity Supervisors

In addition to the roles and responsibilities of faculty and staff, supervisors of activities that occur off campus must follow all relevant ISU policies for such activities and should consult with ISU EH&S and Risk Management whenever possible to ensure that these activities conform to all relevant standards. Roles and responsibilities include, but are not limited to:

- Being aware of university policies and the college strategic plan, and help the group involved in the off-campus activity understand limits, restrictions and avenues for achieving its objectives in a safe manner.
- Being aware of risks when a university sponsored group is traveling, using university vehicles, hosting activities where youth are present, engaging in higher risk activities and ensuring that relevant documentation is submitted during the event authorization process.

3. Incidents

Incidents are defined as all work-related injuries, illnesses, exposures or near misses and must be reported to the employee's supervisor to file an [incident report](#), even when medical action is not required or is refused by the employee.

3.1. Emergency

In the event of an emergency, call 911.

3.2. Reporting

All incidents involving injuries, property damage, motor vehicle accidents, and near misses must be reported through the [ISU Incident Portal](#) within 24 hours of occurring. This notification alerts the Offices of Risk Management and EH&S that an incident has occurred.

3.3. Investigation

Upon receipt of an incident or near-miss event, the employee's supervisor and the building manager will perform an investigation of the incident and determine the appropriate corrective actions. Additionally, the employee's supervisor will receive an email with a series of questions to be completed and emailed back to the Incident Portal within 24 hours of receipt. Contact EH&S at (515) 294-5359 for guidance and assistance, especially when a serious injury or major loss of work time occurs.

3.4. Student Incidents and Injuries

Students not employed by ISU who are exposed or injured (non-life threatening) in the classroom, laboratory or shop should seek medical attention at [Thielen Student Health Center](#). All incidents and injuries sustained by ISU students while in academic classes, shops or events sponsored by the University must be reported to the Office of Risk Management by the student and their supervisor using the ISU Incident Portal.

Building Manager

Chris Joens; cdjoens@iastate.edu