

**Effective Date:** November 2020  
**Previous Version:** None  
**Policy Owner:** Chief Human Resources Officer  
**Approved by:** President  
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## **COMMITMENT TO SAFETY**

It is the responsibility of each employee that all tasks be conducted in a safe and efficient manner complying with all local, state and federal safety and health regulations, standards, and special safety concerns identified by NewU.

Although most safety regulations are consistent throughout each department and program, it is the responsibility of the employees to identify and familiarize themselves with the emergency plan for their working areas (Please refer to NewU Policies Handbook, Section V: Operations Policies, 5.1 Emergency Operations Plan).

Each facility should have posted an emergency plan detailing procedures in dealing with emergencies such as:

- Fire
- Weather emergencies
- Medical emergencies
- Workplace violence

It is the responsibility of employees to complete an Accident and Incident Report for each safety and health infraction that occurs by employees or that employees witness.

Each employee should sign a safety statement during new employee orientation. Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety.

Failure to follow NewU's safety and health procedures or conduct that places an employee, student, volunteer, client or agency property at risk may lead to employee disciplinary action or termination.

The Chief Operating Officer has the responsibility to develop, and the authority to implement, the Safety and Health program in the interest of a safer work environment.

**[End]**