

**California State University
Channel Islands
Policy Statement
Health and Safety**

It is the policy of California State University Channel Islands to ensure a safe environment to work, by having employees monitor the health and safety aspects of their jobs, take preventative measures to avoid injury, and follow basic safety rules.

All employees are responsible for following common safety practices to protect themselves and fellow employees from work-related injuries and illnesses. The prevention of work-related injuries and illnesses is of primary importance. To achieve this, employees and their supervisors (MPP Administrator) must equally share safety and health responsibility.

Employees are expected to: (1) follow prescribed work procedures and comply with all safety and health standards, rules, regulations, and orders adopted for employee protection; (2) report unsafe conditions to their supervisor, and seek authorized treatment with a worker's compensation doctor. Every employee is accountable for being conscientious of safety measures while performing his or job duties.

Supervisors (MPP Administrator) are responsible for: (1) conducting regular safety and health inspections on working equipment and areas and reporting the results; (2) providing necessary safety equipment and protective devices for each jobs; (3) ensuring that subordinates are aware of prescribed procedures and operations of their jobs; (4) ensuring that prompt medical treatment is provided for all injuries; (5) investigating and providing necessary written reports for work-related accidents and illnesses reported by staff; and (6) ensuring that corrective or preventive action is taken when handling reported hazards and accidents.

Through a collaborative effort, the University will be able to provide and maintain facilities required for the safety and health of all staff.

The terms of the Collective Bargaining Agreement shall prevail. If there is any conflict between this policy and the Collective Bargaining Agreement, the Collective Bargaining Agreement is controlling.

This policy is administered at the California State University, Channel Islands by the Associate Vice President, Human Resources Programs. Questions, concerns, suggestions, or complaints should be directed to (805) 437-8423.