





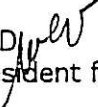
September 16, 1992

MEMORANDUM

TO: West Virginia University Employees

FROM: Robert M. D'Alessandri, M.D.   
Vice President for Health Sciences  
Dean, School of Medicine

Herman Mertins, Jr., Ph.D.   
Vice President, Administration and Finance

William E. Vehse, Ph.D.   
Provost and Vice President for Academic Affairs

RE: Workplace Safety

Workplace safety is a responsibility we all must share. WVU desires to provide its employees, students and guests with working environments that are as safe as possible. WVU has implemented medical monitoring, training and other safety-related programs to assist in workplace safety efforts, but WVU needs your help in ongoing efforts to prevent accidents and illness at WVU.

The number one rule in safety is to be safety conscious and use common sense in the performance of your activities. Make sure you are familiar with equipment and procedures before acting. If protective clothing or other precautions are recommended, then use them.

You should report any suspected hazards to your supervisor. Your supervisor may be able to address the suspected hazards or communicate the precautions being employed to minimize risks. On the other hand, your supervisor may need to refer the suspected hazard to the appropriate University resource, i.e., the Department of Environmental Health and Safety.

Anyone experiencing or witnessing an accident or illness at WVU should report the incident to the appropriate supervisor, who in turn, reports it to the Department of Environmental Health and Safety or to the Department of Human Resources. If supervisor is not available, the incident should be reported directly to the Department of Environmental Health and Safety (293-3792) or the Department of Human Resources (293-5480). Needle sticks and exposures to blood should be considered an accident and reported immediately. The information is needed to (1) identify and address suspected hazards; (2) identify trends and causes of accidents and illnesses to reduce occurrences in the future; (3) provide records for insurance or compensation claims by employees, students or visitors; and (4) comply with record keeping requirements.

Employees filing insurance, workers' compensation, or occupational pneumoconiosis claims will expedite WVU's role in the process by providing information regarding the claim to their supervisor or to WVU Department of Human Resources benefits division, Knapp Hall. Students and visitors should contact the Department of Environmental Health and Safety or the appropriate building supervisor to file claims resulting from an incident at WVU.

WVU's Departments of Human Resources and Environmental Health and Safety have distributed new Reporting Guidelines to all office managers. It is hoped that these new guidelines will clarify and simplify the reporting of accidents and illnesses at WVU. Attached is a chart showing the course of action that supervisors should take if an accident or illness is reported.

Questions regarding suspected hazards or reporting of injuries or illnesses should be directed to your supervisor or to Ms. Stephanie L. Graham-Sims at the Department of Environmental Health and Safety for the Main and Evansdale campuses (293-3792), or to Mr. D. Edwin Blehschmidt at the Health Sciences Center (293-4952).

Safety is an everyday responsibility we share. Let's work together to make WVU a safe place to work, study and visit. Thank you for your cooperation.