



Policy Title: **Safety Policy and Procedures**

Policy Number: PS 440

Purpose of Policy: To establish a Safety Program at Bellevue University.

Applies to: All Students, Faculty, Staff, 3rd Party Vendors and Campus Guests

Policy Statement:

1. **Safety Policy Statement:** It is the policy of Bellevue University that safety and accident prevention shall be considered of primary importance in all phases of operation and administration. The intention of management is to provide a safe and healthy environment for all employees and students. Of equal importance is that all employees and students at the University observe and enforce safety regulations and procedures. It is imperative that unsafe conditions be reported to University authorities as soon as possible and that action be taken to correct the condition(s).
2. **University Safety Officer:** The University Safety Officer for Bellevue University is the Director of Campus Security.
3. **Safety Suggestions:** Bellevue University encourages all employees to submit safety suggestions. Any idea that an employee or student may have that might improve the safety environment at the University should be submitted to the University Safety Officer.
4. **Employee Responsibility:** Bellevue University will do everything possible to promote the safety and well-being of its employees and students. Safety is a cooperative undertaking, requiring an ever-present consciousness on the part of all concerned. Every individual must assume personal responsibility to follow safe work practices. All employees and students shall immediately report any unsafe condition to their supervisor and/or the Campus Security Office.
5. **Safety Inspections:**
 - a. Safety Inspections may be conducted periodically at Bellevue University and will encompass a review of all workplace safety programs mandated by law. Areas with a reported accident will be inspected to ensure that appropriate corrective actions have been implemented and are being followed. Campus Security may access any area on

campus in order to conduct safety inspections, including employee offices or other secure areas.

- b. Records of all Safety Inspections and actions taken will be filed in the Campus Security Office.

6. Accident Reporting and Investigations:

- a. All accidents involving University property, students or employees will be reported to Campus Security and a Bellevue University Incident Report will be completed and maintained by the Campus Security Office. Campus Security or other designated University staff may conduct further investigations into the incident as appropriate.
- b. Incident reports and investigations will be kept on file in the Campus Security Office for a period of five years.

7. Off Campus Sites: Off Campus sites will become familiar with the safety policies and procedures of the host institutions and comply with those policies. They should also report any incidents involving Bellevue University students or employees to their main campus supervisors.

Supporting Documentation: Incident Report, Incident Report form

Keywords: safety, accident, security, incident report, Campus Security

Responsible Office: Campus Security

Contact Information: Campus Security
402-557-5000

Approved by: Dr. Mary Hawkins

Effective Date: January 23, 2018

Review Cycle and Dates: This policy statement supersedes previous versions of PS 440, dated November 15, 2004 and August 1994.

APPROVED:

/signed/
Dr. Mary Hawkins, Bellevue University President

1/22/2018
Date