



POLICIES

Effective Date: August 1, 2006

Retired:

Revised: June 3, 2010
(Reformatted)

Approved by: Wayne J. Riley, M.D., MPH, MBA, President & CEO

Subject: Human Resources – Workplace Safety

SCOPE: All employees of all Colleges, Divisions, and Schools

PURPOSE: To protect the safety and health of employees and ensure work environment free of violence.

POLICY:

Meharry management considers its first responsibility to be the safety of its employees, therefore it provides support of safety procedures, including with training and hazard elimination practices.

Supervisory personnel are responsible for instructing their employees proper procedures and safe methods to be utilized in performing work duties. The supervisor is responsible for enforcing the College's safety program.

Each employee has the responsibility for his or her own safety, as well as the safety of fellow employees. It is only by each employee becoming familiar with the hazards of their job and doing what is necessary to insure their safety that our Meharry can achieve the safe working conditions deserved by all its employees.

Meharry expects each employee, regardless of his or her position to cooperate in every respect with the College's safety program; including but not limited to, the following responsibilities:

- All injuries and accidents must be reported immediately to your supervisor and employee should obtain medical aid without delay.
- Personal protection equipment, where required, must be worn by all employees.
- Hazardous conditions and other safety concerns must be reported immediately to a supervisor.
- Compliance with and participation in training and drills related to the College Emergency Preparedness Plan.

Meharry is also committed to preventing workplace violence. Meharry will not tolerate conduct that threatens, intimidates, or coerces another employee, student, patient, or a member of the public.



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The following list while not exclusive, provides examples of conduct that are prohibited.

1. Causing physical injury to another person;
2. Making threatening remarks;
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another person;
4. Intentionally damaging employer property or property of another employee;
5. Possession of a weapon while on company property or while on company business;
6. Committing acts motivated by, or related to, unlawful harassment or domestic violence.

PROCEDURE

All threats of (or actual) violence, either direct or indirect, should be reported as soon as possible to the supervisor or any other member of management. This includes threats by employees as well as threats by customers, vendors, solicitors, or anyone else.

Meharry will investigate all reports of threats of (or actual) violence and reasonable reports of suspicious individuals or activities. The identity of the person who made the report will be protected to the extent practical.

SANCTIONS:

Any person who violates this policy will be subject to disciplinary action, up to and including termination of employment.