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*Supervisor
Responsibilities*

Every supervisor has a responsibility for providing a working environment that is safe and free from health and safety hazards. Supervisor health and safety responsibilities include:

1. Informing new employees (full time, part time, temporary, student workers, and volunteers) about health and safety procedures, rules, and regulations. New Employee Orientation, a mandatory requirement for all categories of UAA employees/volunteers, can be found online [here](#).
2. Providing access to health and safety training and education on a continuing basis.
3. Assuring that required equipment and personal protective devices are provided, maintained, and used.
4. Taking prompt action when unsafe acts or conditions are reported or observed.
5. Investigating and reporting promptly all on-the-job injuries/incidents or job-related health problems and requesting medical treatment if required.
6. Coordinating or conducting internal inspections to assure safe and healthful conditions.
7. Requesting budget assistance from management for health and safety improvements.

*Employee
Responsibilities*

Every employee has the responsibility to comply with health and safety rules and procedures. Employee health and safety responsibilities include:

1. Following all health and safety rules and procedures.

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2. Reporting all hazardous conditions to the supervisor.
3. Wearing or using prescribed personal protective equipment.
4. Reporting any job-related injury or illness to the supervisor and seeking prompt treatment.
5. Operation of any mechanical equipment without both proper instruction and authorization is prohibited.