



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official: Senior Associate Vice President for Safety and Security

Responsible Office: Division of Safety and Security

Last Revised Date: March 14, 2017

GENERAL SAFETY

Policy Statement

It is the policy of George Washington University to maintain a healthy and safe workplace for the entire university community. The [General Safety Program](#) was developed to encourage employees to report unsafe conditions to their supervisor, as well as to inform employees of their workplace rights and responsibilities under the Occupational Safety and Health (OSH) Act of 1970, (84 Stat.1590).

Reason for Policy

The purpose of this policy is to prevent accidents from occurring by reporting hazardous and unsafe conditions on campus, and to inform members of the university community of their safe workplace rights under the Occupational Safety and Health Administration (OSHA).

Who is Governed by this Policy

Faculty and staff

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Policy

The OSH Act outlines both the rights and responsibilities of employees in pursuit of accident prevention and overall safe work environments.

Under the OSH Act, employees may review regulations appropriate to their job, request information on safety and health hazards in their workplace, have access to relevant exposure and medical records, observe monitoring of hazardous materials, and request an OSHA inspection if they believe that hazardous conditions exist in the workplace.

In addition, the OSH Act stipulates the responsibilities of employees, which include complying with all applicable OSHA standards, following all lawful employer safety and health rules, using prescribed protective equipment, and reporting any job-related injury or illness to the employer and seeking treatment promptly.

The Office of Health and Safety encourages employee involvement in reporting hazards and unsafe conditions to their supervisor. The supervisor will take prompt and appropriate action to determine if a hazard exists and to correct the hazard. Technical assistance can be provided by Health and Safety upon request. If the issue cannot be resolved at the departmental level, the employee and/or supervisor should contact Health and Safety.

All reports of hazards and corrective measures taken will be documented and records will be maintained in accordance with OSHA’s recordkeeping requirements. The employee reporting the hazard will be notified of the corrective action taken.

Related Information

- [Health & Emergency Management Services: Employee Rights under OSHA](#)
- [Health & Emergency Management Services: Employee Responsibility for Safety](#)
- [Health & Emergency Management Services: Reporting Unsafe Conditions](#)
- [Records Management Policy](#)
- [Occupational Safety and Health Act of 1970, 84 Stat.1590](#)

Contacts

Contact	Telephone	Email
Health & Emergency Management Services	(202) 994-4347	safety@gwu.edu

Document History

- **Last Reviewed Date:** April 25, 2017
 - **Last Revised Date:** March 14, 2017
 - **Policy Origination Date:** December 1, 2004
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Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

This policy, as well as all [university policies](#), are located on the [Office of Compliance and Privacy](#)'s home page.