
WORK CONDITIONS

SAFETY

Establishment and maintenance of a safe work environment is the shared responsibility of SWOSU and all employees. SWOSU will attempt to do everything within its control to assure a safe environment in compliance with federal, state, and local safety regulations.

Employees are to obey safety rules and to exercise caution in all their work activities. They are asked to immediately report any unsafe conditions to their supervisor. Not only supervisors, but all employees are to correct or report unsafe conditions as promptly as possible.

Work Related Injuries and Illnesses: All work-related accidents that result in injury are to be reported to his/her supervisor, regardless of how minor the injury may appear at the time. Once appropriate medical and/or safety precautions have been taken, such reports are to be done at the earliest opportunity. In the event the employee is unable to locate his/her supervisor, he/she should contact the Public Safety Office to report the injury. By reporting all work-related injuries and illnesses, the employee assists SWOSU in making SWOSU a safer place to work and ensuring the appropriate worker's compensation procedures may be initiated. (See SWOSU web site for Incident Report Form.)

Security Procedures and Practices: The Department of Public Safety is staffed by commissioned peace officers who meet the standards of the Oklahoma Council for Law Enforcement Education and Training and who have the power to arrest and bring before the proper courts persons violating the law on SWOSU property. SWOSU's peace officers cooperate with local police authorities in the exercise of their responsibilities. It is the practice of the Department of Public Safety to encourage accurate and prompt reporting of all crimes to their department and/or the appropriate local police authorities. (See also Violence in the Workplace)

Security of Facilities: Security is provided in the maintenance of SWOSU's facilities through a number of mechanisms; including limitations on hours of operation, policies on keys, restricting access to those bearing appropriate identification as SWOSU employees or students and the provision of adequate lighting.

The Department of Public Safety performs building checks and lockups on all campus buildings at scheduled times. Students may be authorized to be in a building after lockup if under the direct supervision or written permission, by a permit card, of an authorized faculty or staff employee.

Reporting Crimes and Emergencies on Campus: Reports of criminal actions or other emergencies occurring on the campus should be made to the Department of Public Safety. That Office will respond in accordance with established law enforcement procedures. Victims of serious crimes may request support personnel such as ministers and counselors during and after reporting.

Related Security Procedures and Practices Programs: SWOSU provides information to students and employees about campus security procedures and practices, encourages them to be

responsible for their own security and the security of others, and informs them about the prevention of crime through regular programs and literature distribution.

Presentations by the Department of Public Safety are provided upon request to the campus community. Formats have included speakers, videos, demonstrations and workshops. Routine public service announcements are made and informational brochures are distributed.

Campus Alert System: Southwestern Oklahoma State University has partnered with e2Campus to enhance its emergency notification system by offering an easy way to receive urgent text messages from SWOSU to all students, faculty, and staff.

The service is free and voluntary, but you are strongly urged to register. Once registered, you may add an email address or an additional phone number so that a friend or family member also receives the notification. Only emergency or other urgent messages, including weather-related closures, will be sent via SWOSU Alert. The system will not be used to distribute advertising or other unsolicited content.

You must be registered to receive SWOSU Alert. Though the system is free, subscribers may have to pay fees associated with their text messaging service.