

## ***WORK CONDITIONS AND HOURS***

### **SAFETY**

Establishment and maintenance of a safe work environment is the shared responsibility of the University and all employees. The University will attempt to do everything within its control to assure a safe environment in compliance with federal, state, and local safety regulations. Employees are expected 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 expected to correct unsafe conditions as promptly as possible.

All accidents that result in injury must be reported at once to the appropriate supervisor, regardless of how insignificant the injury may appear. Such reports are necessary to comply with Federal, State and local laws and initiate appropriate insurance and workers' compensation procedures.