The safety and health of employees is a Biola priority. The university strives to comply with all federal and state workplace safety requirements and enacts other measures, as required, to minimize the risk of injury or illness resulting from work or the work environment.

University jobs are reviewed and assigned a safety classification. Jobs with common work areas, assignments, and occupational hazards may be grouped into the same classification. A safety program, which includes analysis of hazards, the establishment of Codes of Safe Practice, the ongoing training of employees, and periodic inspections of work areas and job functions have been implemented.

Supervisors are directly responsible for seeing that each employee under his/her supervision uses only safe procedures and equipment and that each employee has received appropriate training for their job assignments and tools used in the performance of that job. Supervisors are also responsible for developing proper attitudes and healthy awareness toward safety, both in themselves and in those in their area of responsibility.

As they are able to do so themselves, supervisors are expected to correct any hazardous condition or practice in their departments that comes to their attention. If correction of the safety problem is beyond the supervisor's ability to correct, the supervisor must immediately terminate any hazardous work and report the safety problem to the Occupational Safety Specialist without delay.

Employees are asked to report a work hazard or unsafe condition or practice either directly to their supervisor or anonymously to the Occupational Safety Specialist. Biola will not tolerate the subjecting of an employee to any form of reprisal or discrimination from his/her supervisor for reporting an unsafe condition or practice, an unrecognized hazard, or a suggestion to improve workplace safety.

Corrective disciplinary action may be taken if:

- an employee knowingly violates departmental or institutional safety rules.
- an employee is injured or causes someone else to be injured as a result of dangerous horseplay.
- an employee engages in reprisals or discrimination of a coworker because the coworker has reported an unsafe condition or practice or an unrecognized hazard.
- a supervisor fails either to correct or report for correction, in a reasonable time frame, an unsafe departmental condition or practice of which he/she has knowledge.
- a supervisor knowingly exposes an employee to imminent danger from serious hazards.

Biola University desires that all facilities of this institution be safe for use by all authorized faculty, staff, students, and visitors. In striving to reach institutional objectives, the safety of the individual must have precedence over expediency and/or expense.

**Injury/Illness**

Employees should report all work-related injuries and accidents immediately to their supervisors and then follow the steps outlined in section 5.31, Workers' Compensation Insurance.
If a serious medical crisis strikes while on campus the paramedics are to be contacted via Campus Safety at extension 5111 or (562) 777-4000. Paramedics may be contacted directly by dialing 911 only after contacting Campus Safety. Victims with possible neck and/or back injuries should not be moved.

Any employee sustaining a minor work related injury/illness that may require first aid should report to the Student Health Center for evaluation and/or treatment. Faculty members should report student injuries to the Student Development Office. Accidents involving non-Biola personnel must be reported to the Finance Office, Risk Manager (ext. 4716).

Supervisors are responsible for proper and thorough documentation of all accidents, injuries, or incidents related to safety hazards or violations of safety rules. Such documentation must be made available to Human Resources as soon as possible (ext. 4757).