

## **Health and Safety**

The University of Detroit Mercy is committed to providing a safe environment for its employees, students and visitors.

### **SAFETY RULES AND REPORTING OF POTENTIAL HAZARDS**

All employees are expected to follow established safety procedures at all times. Failure to comply with these standards may subject the employee to formal disciplinary action. All current and potential safety hazards are to be reported to the employee's supervisor immediately so that corrective action may be taken.

### **ACCIDENTS**

All injuries and accidents that occur while on duty, regardless of how minor they may be, must be reported to Public Safety and the employee's supervisor immediately. If medical care is needed, the supervisor will assist the employee in getting the necessary medical attention promptly by contacting the Human Resources department for authorization and direction. For injuries that occur outside normal business hours, supervisors should notify the Human Resources department the next day. It is expected that all illnesses, injuries and environmental exposures arising out of and in the course of employment are to be reported within 24 hours of the incident. Prompt reporting assures appropriate follow-up and expedites the processing of any potential workers' compensation benefits.

### **HAZARD COMMUNICATION**

The University of Detroit Mercy complies with all federal and state Hazard Communication or "Right-to-Know" laws. Information about hazardous chemicals will be provided to employees through training and by making them aware of the location of the appropriate Material Safety Data Sheets. Additional Right-to-Know information is posted in Human Resources and at various campus locations.

### **FIRST AID**

First aid kits are available at various locations throughout the University. In the event an employee is injured, Public Safety and the supervisor should be notified immediately.