



# UNIVERSITY OF CENTRAL OKLAHOMA

**Policy ID:** ADM-LEG-15 Minor Revision5

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**Title:** Supervisor Responsibilities

**Description:** All supervisory personnel are expected to provide a safe work environment for their employees.

**Category:** Legal Services

**Applies to:** staff, faculty, student

**Contact:** [Human Resources](#)

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**Purpose:** All supervisory personnel are expected to provide a safe work environment for their employees.

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**Policy Statement:** By providing a safe work environment, costs incurred by workers' compensation claims and absenteeism will be reduced. In order to achieve this objective, all supervisors are to adhere to certain procedures with regard to safety matters.

Supervisors are to make every effort to improve communication and awareness of safety and workers' compensation issues among their employees. This will be done by:

1. Ensuring that all employees are aware of and are trained in the current University and departmental safety policies and procedures;
2. Developing additional safety procedures, as appropriate, for the work being performed in his or her respective work units and providing employees with instructions regarding proper use of equipment and ensuring that safety practices are regularly followed;
3. Developing job specific performance standards relating to safety;
4. Making all necessary and relevant safety procedures part of a new employee's orientation;
5. Ensuring that employees have and use all equipment necessary to perform their duties safely at all times;
6. Ensuring that all employees have been fully instructed in the proper and safe use of all job-related equipment and in the general performance of their duties in a safe manner;
7. Taking appropriate disciplinary action for all willful violations of prescribed safety procedures and for failure to use required safety equipment;
8. Soliciting suggestions from employees and encouraging their participation in making the workplace safer and responding promptly to any employee safety concern for himself or herself or another employee which may require training, re-training, or disciplinary action;
9. Reviewing job descriptions of all employees to determine if work being routinely performed has higher than normal potential for causing injury or disability and exploring ways of eliminating that risk;
10. Contacting the Department of Environmental Health and Safety promptly to eliminate any potential hazard(s) or safety concern(s) of a physical nature identified by any employee, student, or visitor; and
11. Ensuring employees have appropriate licensure where required.

When an authorized physician certifies that an employee is unable to return to full duty, all supervisors must review the procedures for reporting a work-related injury or illness with their employees.

If a work-related injury occurs, supervisors are to do the following:

1. Promptly report all problems which present a potential risk for causing injuries and/or harm because of equipment and/or property and request any risks/problems be corrected immediately;
2. Promptly report all accidents/incidents that occur in their work area;
3. Investigate the circumstances of all injuries that occur in their work area and use them as learning opportunities to prevent future injuries;
4. Confirm all claims of injury and provide all needed assistance to University personnel

- responsible for investigating workplace injuries and related claims;
5. Maintain communication with the injured employee at least once per week to determine his or her condition and anticipated return-to-work date if unable to return immediately; and
  6. Provide light duty work to the employee within the restrictions determined by the physician where feasible.

When an employee has sustained a work-related injury and is unable to return to work, supervisors are to do the following:

1. Ensure that attendance and leave records are accurately maintained;
2. Maintain contact with and provide updated information to the Risk & Insurance Management Program assigned to the case;
3. Review the employee's prognosis at least every doctor's visit in order to be prepared for:
  - The employee's return to full duty;
  - The employee's resignation or retirement; or
  - The termination of the employee for being physically unable to perform his or her job.

When the employee is released to full-time or part-time duty with or without restrictions, supervisors are to do the following:

1. Make every reasonable effort to facilitate the injured employee's return to work;
2. Work with the employee to determine the most effective way to carry out job tasks so as to prevent any re-injury. This may include additional training, purchase and use of related safety equipment, etc;
3. Take appropriate disciplinary action when the employee does not follow safety procedures, use prescribed safety equipment or devices, or other related issues.

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**Glossary of  
Terms:**

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**Legal Citation:**

**Campus Links:**

**FAQs:**

**Formerly  
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