

## XV. SAFETY AND HEALTH

### A. POLICY

Working conditions shall be made as safe and healthful as possible.

1. It is the policy of AURA:

- a. to plan and conduct its activities and operations so as to protect the safety of its employees, visitors, and the public;
- b. to meet or exceed all Federal, State, and other applicable requirements with regard to safety;
- c. to hold management and employees, at all levels, responsible for safety in their areas of their responsibility.

### B. PROCEDURE:

All staff members share the responsibility for observing precautions to insure the safest operations possible, and this is an inherent and primary responsibility of supervision at all levels. Unsafe equipment, conditions, or practices should be reported immediately to the AURA Center/Site Safety Officer and rectified. Each AURA Center/Site shall designate a Safety Officer for each site, who has overall responsibility for establishing and implementing safety programs. In addition to establishing guidelines and policies, the Safety Officer is responsible for furnishing pertinent manuals, posters, and other materials to foster safety consciousness among the staff. The Safety Officer will monitor action taken on safety meeting minutes and suggestions.

The AURA Center/Site Directors are ultimately responsible, for implementing the established safety programs at their respective locations. The AURA Center/Site Director's designee will see that appropriate safety meetings are conducted and will receive and act upon reports of unsafe equipment, conditions, or practices. Copies of the minutes of safety meetings and subsequent actions taken on them or on independent suggestions will be coordinated with the Safety Officer of the AURA Center/Site.

### C. RESPONSIBILITY

1. Each employee of AURA is responsible for safety in his or her activities. They will:

- a. act in a safe and responsible manner;
- b. avoid endangering others;
- c. identify and report unsafe activities to management;
- d. participate in safety programs as assigned or approved by the supervisor.

2. Each supervisor is responsible for safety as an employee and is responsible for the safety of activities by all others, employees and contractors, under his or her purview. They will:

- a. ensure the safe conduct of operations and activities by staff assigned to him or her;
- b. see that safety is built into projects and plans for the future;
- c. help ensure that safety is well organized and communicated throughout the Center/Site; and
- d. ensure that all employees follow safety policies and procedures.

3. Directors of AURA Centers/Sites and major sub-units are responsible for safety as employees (1. above), and as supervisors (2. above), and shall:

- a. ensure that all employees and supervisors comply with safety policies;
- b. establish safety committees and other mechanisms to ensure and promote safety;
- c. establish and maintain safety policies and plans for the AURA Center/Site or subunit;
- d. periodically review operations and activities to ensure compliance with safety policies and procedures;
- e. promote a culture that recognizes safety as central to all activities; and
- f. develop consequences for any employee deliberately violating safety rules, regulations, or procedures.

4. The AURA President:

- a. is responsible to the Board for safety in the entire AURA organization;
- b. holds Center Directors responsible for safety in their respective areas;
- c. reviews periodically adherence to safety policies at the AURA Centers/Sites.

5. The AURA Board:

- a. holds management responsible for compliance with the corporate policy;
- b. charters independent safety reviews as it may deem appropriate and timely.

**Policy Title and Number:** XV. SAFETY AND HEALTH

**Name of Policy Owner:** Human Resources

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**Policy Approved By:** AURA regulatory Compliance Policy Committee

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**Effective Date of Policy:** June 27, 2019

**Description of Revisions:** See above. No material change to policy; wordsmithing to recognize current organizational governance and configuration.

**Version # of Policy:** 2.2

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