

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 Center's Safety Officer and rectified.

Each Center 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 Center Directors are ultimately responsible, for implementing the established safety programs at their respective locations. The 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 Center.

C. RESPONSIBILITY

1. Each employee of AURA is responsible for safety in his or her activities. S/he 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. She/he 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.
 - d. ensure that all employees follow safety policies and procedures.
3. Directors of AURA Centers 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 Center or sub-unit;
 - 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.
 - 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 Centers and 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.