

# HEALTH AND SAFETY

## **Safety**

Each employee is his/her own best protector against accidents. The University is consistently working to make certain that work areas are free from recognized health and safety hazards. Safety concerns should be brought to the attention of your supervisor, the Safety Officer, or other appropriate persons. Each employee should be certain to know and practice safe methods of doing his/her job.

### **Safety Shoes**

Because of the nature of the work, certain classified employees are required to wear safety shoes. If an employee is advised to purchase safety shoes, the initial purchase of approved safety shoes is the responsibility of the employee. UW-Superior pays an expense check payable the first pay period of the calendar year to defray the cost of purchasing safety shoes, in accordance with existing union contract.

### **Safety Glasses**

An employee required to wear safety glasses as a condition of employment should contact his/her supervisor for approval and then obtain a prescription form from his/her Department office.

The prescription form should be filled out and signed by the doctor at the time of the eye examination. A specialist often does not take the measurements necessary to complete the prescription form. In that case the employee will have to visit his/her regular eye doctor, as it is important that the prescription forms be filled out completely.

The completed prescription form should be returned to the department office and the safety glasses will be ordered from the vendor holding the State Contract. Do not order the glasses from the eye doctor. Frame styles may be selected from brochures on file in the department office.

To have the safety glasses sent directly from the vendor to the eye doctor for fitting, the employee should have the department office specify the doctor's address as the "ship-to" point. Otherwise the glasses may be shipped directly to the employee's department office.

The doctor's fee for the eye exam should be paid by the employee, and the receipt brought or sent to the Facilities Management office for reimbursement of the cost.

## **Worker's Compensation**

Wisconsin Statutes provide that an employee suffering an injury while performing service incidental to her of his employment is entitled to worker's compensation benefits.

This includes all employees: classified, faculty and academic staff, graduate assistants, LTEs and students (both work study and student assistants).

It is the responsibility of the immediate supervisor to report any accident in which a state employee is involved whether or not an injury, disease or death occurred. Any employee suffering an injury at work must report it to her or his supervisor immediately. The supervisor in turn should report it to the Office of Human Resources as soon as possible. The forms required for completion will then be sent to the employee and supervisor. Further instructions will be given at that time.

Also, if injury is involved, the supervisor should notify the Campus Safety Office immediately.

For additional information, please visit the UW System Administration Office of Safety and Loss Prevention Web Site at: <http://www.uwsa.edu/oslp/wc/>

## **Smoking Policy**

It is the intent of the University of Wisconsin - Superior to provide a healthy environment for all employees, students and visitors to the campus. Cigarette smoke, both active and passive (also known as Environmental Tobacco Smoke or "ETS") has been classified as Group A (known human) carcinogen. In addition, ETS can cause illness and discomfort to those exposed. Effective January 1, 1998:

- Smoking will not be allowed in academic, administrative, or student center buildings.
- Smoking lounges in Residence Halls will be determined by the Resident Hall Councils in conjunction with the Residence Life Office
- Designated "smoking areas" outside of specified entrances to all buildings including residence halls will be so marked. Smoking is prohibited at all other entrances.
- Smoking is prohibited at or near air intakes

Exceptions to this policy may be allowed for ceremonial or other special purposes by the chancellor or his/her designee.

## Employee Assistance Program

The Employee Assistance Program (EAP) is a service offered to the employees of the University to provide counseling assistance during times of personal difficulties. Our EAP provider is Midwest EAP Solutions at 1-800-383-1908 or visit their website at [www.midwesteap.com](http://www.midwesteap.com).

Under our agreement with Midwest EAP Solutions, any employee or immediate family member may seek free, confidential, and personal support for you and your family members. If additional assistance is indicated, the EAP will help you obtain the service you need within the limits of what you can afford. A brochure telling about Midwest EAP Solutions is available in the Office of Human Resources.

The EAP is available to assist you with any problem which affects the way you feel about yourself or your relationship with others. Some of the common concerns which the EAP can help with are:

- depression, stress or burnout
- alcohol or drug abuse
- work-related problems
- anger, grief or loss
- marriage, family or parenting difficulties
- emotional or mental health issues
- financial and/or legal difficulties
- adjusting to injury, illness, retirement, etc.

You may contact the agency without informing your supervisor or the university, but do identify yourself as an employee when making your appointment. Questions about EAP may be directed to the Director of Human Resources at 394-8365.