



Department of Environmental Health & Safety

Procedure for Notification of Workplace Hazards

Department: _____

Date: _____

Policy:

All contractors, volunteers, and visitors assigned to work in the department will be provided information and notification of workplace hazards.

Procedure:

Contractors and other non-departmental personnel may be unfamiliar with the department's safety policies, procedures, and other workplace hazards. The uninformed visitor could create an unsafe condition to themselves and others working in the department. All persons not formally associated with the university and temporarily assigned to work in the department must be informed of workplace hazards and the safety policies of the department.

Contractors shall be informed of departmental safety policies, procedures, and hazards prior to submitting a proposal for contracted work. Contractors awarded work will be informed again of workplace hazards prior to beginning work in the department. All volunteers and visitors of the department who will be exposed to workplace hazards will be informed of the hazardous conditions.

All contractors, volunteers, and visitors will be required to sign a document acknowledging and documenting that the department safety representative notified the individual of the workplace hazards.

Dean of College/School: _____

Date: _____

Department Chair: _____

Date: _____