



**PLAN OF OPERATION
OCCUPATIONAL SAFETY & HEALTH PROGRAM
MIDDLE TENNESSEE STATE UNIVERSITY**



14 May 2018

TO ESTABLISH AN UPDATED OCCUPATIONAL SAFETY AND HEALTH PROGRAM, DEVISE RULES AND REGULATIONS, AND TO PROVIDE FOR A DIRECTOR AND THE IMPLEMENTATION OF SUCH PROGRAM

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, **MIDDLE TENNESSEE STATE UNIVERSITY** hereby updates the Occupational Safety and Health Program for our employees.

TITLE: This section shall provide authority for updating and administering the Occupational Safety and Health Program for the employees of **MIDDLE TENNESSEE STATE UNIVERSITY**.

PURPOSE: **MIDDLE TENNESSEE STATE UNIVERSITY** in electing to update the established program plan will maintain an effective Occupational Safety and Health Program Plan for its employees and shall:

- 1) Provide a safe and healthful place and condition of employment that includes:
 - a) Top Management Commitment and Employee Involvement;
 - b) Continually analyze the worksite to identify all hazards and potential hazards;
 - c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
 - d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
- 2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
- 3) Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development of the State of Tennessee, his designated representatives, or persons within the Tennessee Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- 4) Consult with the State Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.
- 5) Consult with the State Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.
- 6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this program, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.
- 7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this program.

COVERAGE: The provisions of the Occupational Safety and Health Program for the employees of **MIDDLE TENNESSEE STATE UNIVERSITY** shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent.

STANDARDS AUTHORIZED: The occupational safety and health standards adopted by **MIDDLE TENNESSEE STATE UNIVERSITY** are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

VARIANCES FROM STANDARDS AUTHORIZED: Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with “Rules of Tennessee Department of Labor and Workforce Development, Occupational Safety, Chapter 0800-1-2, as authorized by T.C.A., Title 50”. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

ADMINISTRATION: For the purposes of this, the **DIRECTOR, ENVIRONMENTAL HEALTH AND SAFETY** is designated as the Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer this Plan. The Director shall develop a plan of operation for the program.

FUNDING THE PROGRAM: Sufficient funds for administering and staffing the program pursuant to this agreement shall be made available as authorized by the **ASSISTANT VICE PRESIDENT FOR FACILITIES SERVICES** and/ or the **VICE PRESIDENT FOR BUSINESS AND FINANCE**.

SEVERABILITY: SECTION 2. BE IT FURTHER RESOLVED that if any section, sub-section, sentence, clause, phrase, or portion of this agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

AMENDMENTS, ETC: SECTION 3. BE IT FURTHER RESOLVED that this agreement shall take effect from and after the date it shall have been passed, properly signed, certified, and has met all other legal requirements, and as otherwise provided by law and the general welfare of the employees of the State of Tennessee requiring it.

PRESIDENT, MIDDLE TENNESSEE STATE UNIVERSITY AND DATE

**PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM FOR THE EMPLOYEES OF MIDDLE TENNESSEE STATE UNIVERSITY**

SECTION	PAGE
I. PURPOSE AND COVERAGE	1
II. DEFINITIONS	2
III. EMPLOYER’S RIGHTS AND DUTIES	3
IV. EMPLOYEE’S RIGHTS AND DUTIES	4
V. ADMINISTRATION	6
VI. STANDARDS AUTHORIZED	7
VII. VARIANCE PROCEDURE	8
VIII. RECORDKEEPING AND REPORTING	9
IX. EMPLOYEE COMPLAINT PROCEDURE	10
X. EDUCATION AND TRAINING	11
XI. GENERAL INSPECTION PROCEDURES	12
XII. IMMINENT DANGER PROCEDURES	14
XIII. ABATEMENT ORDERS AND HEARINGS	15
XIV. PENALTIES	16
XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION	17
XVI. COMPLIANCE WITH OTHER LAWS NOT EXCUSED	17
APPENDICES	
I. LOCATIONS EMPLOYEES WORK	22
II. NOTICE TO ALL EMPLOYEES	23
III. PROGRAM BUDGET	25
IV. ACCIDENT REPORTING PROCEDURES	26

SECTION I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program for the employees of **MIDDLE TENNESSEE STATE UNIVERSITY**.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

MIDDLE TENNESSEE STATE UNIVERSITY in electing to update and maintain an effective occupational safety and health program for its employees,

- a. Provides a safe and healthful place and condition of employment.
- b. Requires the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Makes, keeps, preserves, and makes available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d. Consults with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consults with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assists the Commissioner of Labor and Workforce Development or his monitoring activities to determine program effectiveness and compliance with the occupational safety and health standards.
- g. Makes a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the occupational and health program.
- h. Provides reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this program, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

SECTION II. DEFINITIONS

For the purposes of this program, the following definitions apply:

- a. **COMMISSIONER OF LABOR AND WORKFORCE DEVELOPMENT** means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- b. **EMPLOYER** means **MIDDLE TENNESSEE STATE UNIVERSITY** and includes each administrative department, board, commission, division, or other agency of the **MIDDLE TENNESSEE STATE UNIVERSITY**.
- c. **DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY SERVICES OR DIRECTOR** means the person designated by the establishing resolution, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the occupational safety and health program for the employees of **MIDDLE TENNESSEE STATE UNIVERSITY**.

d. **INSPECTOR(S)** means the individual(s) appointed or designated by the **DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY SERVICES** to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the **DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY SERVICES**.

e. **APPOINTING AUTHORITY** means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board, commission, division, or other agency of this employer.

f. **EMPLOYEE** means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as volunteers provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.

g. **PERSON** means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.

h. **STANDARD** means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.

i. **IMMINENT DANGER** means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.

j. **ESTABLISHMENT OR WORKSITE** means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.

k. **SERIOUS INJURY OR HARM** means that type of harm that would cause permanent or prolonged impairment of the body in that:

1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

l. **ACT or TOSH Act** shall mean the Tennessee Occupational Safety and Health Act of 1972.

m. **GOVERNING BODY** means the Commissioner, State Agency, Board of Commissioners, etc., whichever may be applicable to the government agency to which this plan applies.

n. **CHIEF EXECUTIVE OFFICER** means the chief administrative official, Commissioner, Board of Commissioners, President, etc., as may be applicable.

SECTION III. EMPLOYERS RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from and unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employers place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to insure the provisions of this program are complied with and carried out.
- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this program.

SECTION IV. EMPLOYEES' RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this program and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this program may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- f. Subject to regulations issued pursuant to this program, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Director or Inspector at the time of the physical inspection of the worksite.

g. Any employee may bring to the attention of the Director any violation or suspected violations of the standards or any other health or safety hazards.

h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this program.

i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

j. Nothing in this or any other provisions of this program shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety or others or when a medical examination may be reasonably required for performance of a specific job.

k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Director within twenty-four (24) hours after the occurrence.

SECTION V: ADMINISTRATION

a. The **DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY SERVICES** is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program.

1. The Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this program.

2. The Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Director.

3. The Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this program.

4. The Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this program.

5. The Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.

6. The Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.

7. The Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.

8. The Director shall maintain or cause to be maintained records required under Section VIII of this plan.

9. **The DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY SERVICES shall, in the eventuality that there is a fatality or an accident resulting in the hospitalization of three or more employees, insure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8)**

hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.

b. The administrative or operational head of each department, division, board, or other agency of Middle Tennessee State University shall be responsible for the implementation of this occupational safety and health program within their respective areas.

1. The administrative or operational head shall follow the directions of the Director on all issues involving occupational safety and health of employees as set forth in this plan.

2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Director within the abatement period.

3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.

4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Director along with his findings and/or recommendations in accordance with **APPENDIX IV** of this plan.

SECTION VI: STANDARDS AUTHORIZED

The standards adopted under this program are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 or which may, in the future, be developed and promulgated. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees.

SECTION VII: VARIANCE PROCEDURE

The Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

a. The application for a variance shall be prepared in writing and shall contain:

1. A specification of the standard or portion thereof from which the variance is sought.

2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.

3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.

4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.

5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform

employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.

b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.

c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:

1. The employer:

i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.

ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.

iii. Has as effective program for coming into compliance with the standard as quickly as possible.

2. The employee is engaged in an experimental program as described in subsection (b), section 13 of the Act.

d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.

e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.

f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

SECTION VIII: RECORDKEEPING AND REPORTING

a. Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the internet. Go to www.osha.gov; click on Recordkeeping Forms located in the blue ribbon on the right side of the home page. Then, go to "What do I need to comply with the new recordkeeping requirements?" and click on "Open Forms Package for CY 2004 and beyond – PDF" then email it to yourself and print it.

Or now you can download the 300 log to your desktop in a spread sheet form that will do the math automatically. All you have to do is enter the information and it will total it up for you. Go to www.osha.gov; type 300 log in the Search Block; click on OSHA's 300 Form (Excel File); save it to your desktop; when the screen says Download Complete - it is on your desk top. Open it (note: maximize the screen) and by moving the side and bottom bar, the page can be filled out. Also, if you click on the 300A or 301 tab located at the bottom left hand of the screen, those forms will open.

b. The position responsible for recordkeeping is shown on the **SAFETY AND HEALTH ORGANIZATIONAL CHART**, Appendix IV to this plan.

c. Details of how reports of occupational accidents, injuries, and illnesses will reach the recordkeeper are specified by **ACCIDENT REPORTING PROCEDURES**, Appendix IV to this plan.

SECTION IX: EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the **DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY SERVICES**.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- b. Upon receipt of the complaint letter, the Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if no, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.
- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Vice President of Business and Finance explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Vice President of Business and Finance will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint explaining decisions made and action taken or to be taken.
- e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Director and the Vice President of Business and Finance.
- f. Copies of all complaint and answers thereto will be filed by the Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

SECTION X: EDUCATION AND TRAINING

- a. Director and/or Compliance Inspector(s):
 1. Arrangements will be made for the Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained from the internet. Go to www.state.tn.us; click on Government; click on List of Departments and Agencies (in center column); scroll down to The Department of Labor and Workforce Development-click; scroll down to Workplace Safety-TOSHA (located on the left side)-click; click on TOSHA Training Seminars.
 2. Reference materials, manuals, equipment, etc., deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.
- b. All Employees (including supervisory personnel): A suitable safety and health training program for employees will be

established. This program will, as a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employees work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
2. Instruct employees who are required to handle poisons, acids, caustics, explosives, and other harmful or dangerous substances in the safe handling and use of such items and make them aware of the potential hazards, proper handling procedures, personal protective measures, person hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct employees required to handle or use flammable liquids, gases, or toxic materials in their safe handling and use and make employees aware of specific requirements contained in Subparts H and M and other applicable subparts of TOSHA Act standards (1910 and/or 1926).
5. Instruct employees on hazards and dangers of confined or enclosed spaces.
 - i. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.
 - ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.
 - iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

SECTION XI: GENERAL INSPECTION PROCEDURES

It is the intention of the **PRESIDENT** and **SENIOR ADMINISTRATION** to have an occupational safety and health program that will insure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this program, the **DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY SERVICES** and/or **ANY OTHER ENVIRONMENTAL HEALTH AND SAFETY SERVICES PERSONNEL**, are authorized:
 1. To enter any Middle Tennessee State University establishment, facility, property, or worksite under the jurisdiction of Middle Tennessee State University at any hour;
 2. To inspect and investigate all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein;
 3. To initiate the remediation of any imminent danger or emergency situations so discovered.

b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.

c. An administrative representative of Middle Tennessee State University and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.

d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.

e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.

f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.

g. Advance Notice of Inspections.

1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.

2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.

h. The Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:

1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Director.

2. Records are made of the inspections and of any discrepancies found and are forwarded to the Director.

i. The Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Said inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

SECTION XII: IMMINENT DANGER PROCEDURES

a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:

1. The Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.

2. If the alleged imminent danger situation is determined to have merit by the Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.

3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.

4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Director or Compliance Inspector and to the mutual satisfaction of all parties involved.

5. The imminent danger shall be deemed abated if:

i. The imminence of the danger has been eliminated by removal of employees from the area of danger.

ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.

6. A written report shall be made by or to the Director describing in detail the imminent danger and its abatement. This report will be maintained by the Director in accordance with subsection (i) of Section XI of this plan.

b. Refusal to Abate.

1. Any refusal to abate an imminent danger situation shall be reported to the Director and Chief Executive Officer immediately.

2. The Director and/or Vice President for Business and Finance shall take whatever action may be necessary to achieve abatement.

SECTION XIII: ABATEMENT ORDERS AND HEARINGS

a. Whenever, as a result of an inspection or investigation, the Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Director shall:

1. Issue an abatement order to the head of the worksite.

2. Post, or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.

b. Abatement orders shall contain the following information:

1. The standard, rule, or regulation which was found to violated.

2. A description of the nature and location of the violation.

3. A description of what is required to abate or correct the violation.

4. A reasonable period of time during which the violation must be abated or corrected.

c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

SECTION XIV: PENALTIES

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this program.
- b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:
1. Oral reprimand.
 2. Written reprimand.
 3. Suspension for three (3) or more working days.
 4. Termination of employment.

SECTION XV: CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Director pursuant to this plan of operation or the legislation (resolution, or executive order) enabling this occupational safety and health program which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this program or when relevant in any proceeding under this program. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

SECTION XVI: DISCRIMINATION INVESTIGATIONS AND SANCTIONS

MIDDLE TENNESSEE STATE UNIVERSITY agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with the **DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY SERVICES** within 30 days, after the alleged discrimination occurred. Also, **MIDDLE TENNESSEE STATE UNIVERSITY** agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

SECTION XVII: COMPLIANCE WITH OTHER LAWS NOT EXCUSED

- a. Compliance with any other law, statute, resolution, or executive order, as applicable, which regulates safety and health in employment and places of employment shall not excuse the employer, the employee, or any other person from compliance with the provisions of this program.
- b. Compliance with any provisions of this program or any standard, rule, regulation, or order issued pursuant to this program shall not excuse the employer, the employee, or any other person from compliance with the law, statute, resolution, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, resolution, or executive order, as applicable, is specifically repealed.

APPENDIX I: WORK LOCATIONS

**MIDDLE TENNESSEE STATE UNIVERSITY
1301 EAST MAIN STREET
MURFREESBORO, TENNESSEE 37132**

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM FOR THE EMPLOYEES OF MIDDLE TENNESSEE STATE UNIVERSITY

Total Employees By
Department

MTSU DEPARTMENT	EMPLOYEES
Academic Marketing	20
Ac ing	33
Adams Chair	7
Adaptive Technology Center	14
Administrative and Business Services	5
Advancement Services	5
Aerospace	49
Africana Studies	2
Agriculture	20
Alumni Relations	6
Ann Campbell Early Learning Center	37
Art and Design	32
Art-Art History	1
Art-Art Models	9
Art-Ceramics	2
Art-Graphic Design	1
Art-Print Making	1
Art-Sculpture	2
Assistant Director MT One Stop	4
Assoc VP For Enrollment Services	8
Assoc VPSA and Dean of Student Life	8
Associate Dean of Business	48
Asst VP of Student Life	10
ATC Simulator Training Program	1
Athletic Director	112
Athletics-Baseball	6
Athletics-Compliance	1
Athletics-Football	18
Athletics-Fund Raiser/BRAA	21
Athletics-Game Manager	6
Athletics-Media Relations	15
Athletics-Men's Basketball	2
Athletics-Sports Medicine	6
Athletics-Women's Basketball	1
Audit and Consulting Services	4
AVS Engineering	7
AVS Video Production	4
Basic and Appl Grant Nancy Giles	1
Basic and Appl Grant Tom Cheatham	4
Behavioral and Health Sci Advising	20
Biology	66
Biology Grant Brian Miller	7
Biology Grants - Anthony Farone	1

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM FOR THE EMPLOYEES OF MIDDLE TENNESSEE STATE UNIVERSITY

Total Employees By
Department

MTSU DEPARTMENT	EMPLOYEES
Biology Grants - Elliott Altman	4
Biology Tutors	9
Budget and Fin Planning Office	1
Building Services	25
Bus and Econ Research Ctr	5
Business Office Ac ing Services	7
Business Office Athletics	2
Business Office AVP	22
Business Office Controller	6
Business Office Financial Complianc	1
Business Office Financial Services	1
Business Office Financial Systems	1
Business Office Foundation	1
Business Office PCard Compliance	2
CALA Program	3
Campus Planning	7
Campus Tutoring Resources	10
Career Development Center	14
CBAS Advising Center	10
Center for Economic Education	1
Center for Educational Media	5
Center for Historic Preservation	28
Center for Innovation in Media	5
Center For Org and HR Effect	39
Center for Popular Music	11
Chemistry	81
Child Care Lab	4
Child Development Center	7
COE Advising Services	3
College of Liberal Arts Advising	10
Communication Studies	36
Computer Science	37
Concrete & Construction Management	16
Confucius Institute	2
Construction Administration	5
Construction/Renovation Services	6
Counseling Services	20
Creative and Visual Services	18
Criminal Justice Adm	11
Ctr Energy Conserv Recycling	14
Custodial Services	17
Dean Basic and Applied Sciences	109
Dean College Of Business	16

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM FOR THE EMPLOYEES OF MIDDLE TENNESSEE STATE UNIVERSITY

Total Employees By
Department

MTSU DEPARTMENT	EMPLOYEES
Dean Education	11
Dean Liberal Arts	26
Dean Media & Entertainment	13
Dean of Behavioral and Health Scien	14
Dean Of Student Affairs	1
Development Office	11
Development Phonathon	46
Dir Grad Bus Studies	1
Director Engineering/EH&S	5
Disabled Student Services	14
Distribution	4
Dyslexia Services	13
Early Intervention Grant	15
Early Learning Program	2
Economics and Finance	48
Education Resource Channel	2
Elementary and Special Education	44
Energy Services	21
Engineering Technology	39
English	125
Enrollment Tech Svcs Admissions	2
Environmental Health Safety	7
Event Coordination	10
Events and Transportation Services	6
Fac Startup R El Kadiri	1
Facilities Ac ing	4
Facilities Services-AVP	21
Faculty Senate	1
Farm Lab Bee Hives	3
Farm Lab Beef Swine	4
Farm Lab Crops	1
Farm Lab Dairy	10
Farm Lab Gardens	2
Farm Lab Milk Processing	13
Farm Laboratory	9
Financial Aid and Scholarships	24
Flight Training Dispatch	42
Flight Training Maintenance	6
Flight Training Program	152
Forensic Institute for Research	20
Freshman Institute	59
Geosciences	32
Global Studies and Human Geography	11

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM FOR THE EMPLOYEES OF MIDDLE TENNESSEE STATE UNIVERSITY

Total Employees By
Department

MTSU DEPARTMENT	EMPLOYEES
Gore Research Center	5
Governors School	10
Grant - Cindi Smith-Walters	1
Grant - Denise Bates	1
Grant - Don Morgan	3
Grant - John Winborn	1
Grant - Robyn Ridgley	1
Grant - Zada Law	14
Grant Alexander Jackson	2
Grant Andri Friedli	3
Grant Ariana Postlethwait	2
Grant Ashley Morris	4
Grant Brandon Wallace	1
Grant Chengshan Wang	4
Grant Chris Herlihy	2
Grant Chuck Higgins	2
Grant David Butler	1
Grant Dovie Kimmins	5
Grant Frank Bailey	1
Grant Ginger Rowell	2
Grant Grant Gardner	2
Grant Greg Schmidt	3
Grant Guanping Zheng	2
Grant Hanna Park	2
Grant Henrique Momm	23
Grant Jason Jessen	1
Grant Jeffrey Walck	1
Grant Jeremy Aber	3
Grant Jeremy Strayer	1
Grant Jing Kong	2
Grant John DuBois	2
Grant Judith Gross	4
Grant Kevin Bicker	1
Grant Lynn Boyd	2
Grant Mary Farone	2
Grant Michael Sherr	4
Grant Murat Arik	7
Grant Saeed Foroudastan	4
Grant Song Cui	2
Grant Susan Myers-Shirk	1
Grant Thomas Brinthaup	2
Grant William Leggett	1
Grant Yating Hu	1

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM FOR THE EMPLOYEES OF MIDDLE TENNESSEE STATE UNIVERSITY

Total Employees By
Department

MTSU DEPARTMENT	EMPLOYEES
Grant Yi Gu	7
Grant Ying Gao	1
Grant Zhifu Yang	1
Greek Affairs	1
Greenhouse	12
Ground Services	23
Health and Human Performance	83
History	74
Horse Science	21
Housing - Corlew Desk	19
Housing - Cummings Desk	27
Housing - Facilities	11
Housing - Workshop Conference	5
Housing Admin-Exec Director	129
Housing Deere Nicks Desk	17
Housing Lyon Rutledge Desk	33
Housing Monohan Desk	24
Housing Operations	ST
Housing Operations	1
Housing Scarlett Commons	34
Housing Smith Desk	20
Housing Womack Desk	17
Human Resource Services AVP	7
Human Resource Services Benefits	8
Human Resource Services Employment	2
Human Resource Services Payroll	5
Human Sciences	32
Information Systems and Analytics	29
Institutional Effect	8
Institutional Equity and Compliance	4
International Education	13
ITD Director Network Services	7
ITD-Acad/Instruc Technology Serv	8
ITD-Admin Information System Serv	5
ITD-AISS	4
ITD-Asst Dir Acad/Instruc Tech Serv	12
ITD-Asst Dir Admin Info Syst Serv	11
ITD-Client Services	19
ITD-CS and IT Business Operations	12
ITD-Database Administration Serv	3
ITD-Enterprise Server Services	13
ITD-Help Desk	15
ITD-Scanning Services	1

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM FOR THE EMPLOYEES OF MIDDLE TENNESSEE STATE UNIVERSITY

Total Employees By
Department

MTSU DEPARTMENT	EMPLOYEES
ITD-Security	2
ITD-Technical Services	3
Jones COB Advising Group	13
Journalism and Strategic Media	40
June Anderson Ctr Women and NonTrad	2
Key Shop	4
Leadership and Service	4
Legal Assistant	3
Literacy Studies PhD Program	20
Management	32
Marketing	25
Martin Chair of Insurance	2
Master Fine Arts Recording Industry	13
Mathematical Sciences	62
Media & Entertainment Advising	10
Media Arts	46
Military & Veterans Affairs	8
Military Science	1
MIMIC Research	1
Mobile Production Truck	42
MT Engage	4
MT One Stop	15
MTeach	6
Murphy Ctr Operation	16
Music	53
Music Band	1
Music Concert	13
New Student and Family Programs	59
News and Media Relations	6
Nursing	34
Office of Senior Vice President	11
Office of Student Success SI	32
Parking Services	16
Parking Services Student and Hourly	58
PhD Computational Science	2
Philosophy and Religious Studies	16
Physics and Astronomy	36
Political Science Intl Relations	22
Post Office	6
Pre Professional Advising Center	5
Presidents Office	17
Printing Services	11
Procurement Logistic Services	6

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM FOR THE EMPLOYEES OF MIDDLE TENNESSEE STATE UNIVERSITY

Total Employees By
Department

MTSU DEPARTMENT	EMPLOYEES
Production Services	216
Professional Lab Field Experiences	21
Provost Academic Misconduct	2
Provost-Academic Resources	3
Provost-Academic Technology	1
Provost-Special Initiatives	1
Provost-Vice Provost Acad Programs	1
Psychology	60
Public Safety Student Workers	47
Public Safety-Contract Officers	73
Receiving and Moving Services	6
Recording Industry	72
Recruitment	34
Recruitment Student Hourly	54
Registrars Office	20
Research and Sponsored Programs	16
Resource and Operations Mgmt	5
Seigenthaler Chair of Excellence	5
Sidelines Student Newspaper	13
Small Business Development Center	5
Social Work	13
Sociology and Anthropology	35
Speech Language and Hearing Clinic	4
Student Ath Enhancement Center	41
Student Conduct	2
Student Government	12
Student Health Services	18
Student Health Svcs-MD Providers	9
Student Health Svcs-Pharmacy	10
Student Health Svcs-RN andClinical	21
Student Help - Sports Clubs	41
Student Programming	80
Student Rec Ctr-Aquatics	93
Student Rec Ctr-Director	13
Student Rec Ctr-Fitness	62
Student Rec Ctr-IM/Wellness	64
Student Rec Ctr-Marketing	16
Student Rec Ctr-Outdoors	34
Student Rec Ctr-Spirit Program	1
Student Support Services	15
Telecommunication Services	8
Tennessee Livestock Center	11
Theatre and Dance	88

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM FOR THE EMPLOYEES OF MIDDLE TENNESSEE STATE UNIVERSITY

Total Employees By
Department

MTSU DEPARTMENT	EMPLOYEES
Ticket Office	29
TMSTEC	2
TN Math Science Tech Educ Ctr	3
TN Miller Coliseum	19
TN Small Bus Dev Lead Ctr	10
Univ College - Admin/Finance	1
Univ College ADCP	10
Univ College Online Programs	2
Univ College Student Services	8
Univ College-Administration	13
Univ College-Outreach/Distance Lrn	15
University Center	46
University College Administration	2
University College Advising Center	1
University Honors College-Dean	14
University Police	43
University Provost	42
University Publications	7
University Studies	49
University Studies Reading Lab	4
University Writing Center	9
V Provost Res and Dean of Grad	15
Vehicle Operation	2
Vice Provost for Student Success	4
VP Information Technology	12
VP Marketing and Communications	7
VP Student Affairs	14
VP University Advancement	8
Walker Lib-Adm Services Librarian	7
Walker Library Media	9
Walker Library-Access Services	1
Walker Library-Asst Mgr Syst Lib	42
Walker Library-Circulation	11
Walker Library-Collection Mgt	6
Walker Library-Curriculum	17
Walker Library-Dean	27
Walker Library-EIC	14
Walker Library-Microtext DMS	1
Walker Library-Reference/Instruc	11
Walker Library-Service Desk	3
Walker Library-Special Collections	1
Walker Library-Systems Librarian	5
Walker Library-Technology Services	3

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH
PROGRAM FOR THE EMPLOYEES OF MIDDLE TENNESSEE STATE UNIVERSITY

Total Employees By
Department

MTSU DEPARTMENT	EMPLOYEES
Walker Library-User Services	13
Warehouse Services	1
WMOT Radio	25
Womack Educational Leadership	1
Womack Family Educational Leadershi	33
Women's Gender Studies	1
World Lang, Lit & Cultures	36
Grand Total	5992

APPENDIX II: OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN

NOTICE TO ALL EMPLOYEES OF MIDDLE TENNESSEE STATE UNIVERSITY

The Tennessee Occupational Safety and Health Act of 1972 provide job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to insure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this program which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this program may file a petition with the **DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY SERVICES**.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this program, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this program.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before the **DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY SERVICES** and **VICE PRESIDENT OF BUSINESS AND FINANCE** for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program for the Employees of **MIDDLE TENNESSEE STATE UNIVERSITY** available for inspection by any employee at <https://www.mtsu.edu/ehs/> or the office of the **FACILITIES SERVICES ASSISTANT VICE PRESIDENT** during regular office hours.

DIRECTOR OF ENVIRONMENTAL HEALTH AND SAFETY SERVICES AND DATE

**APPENDIX III: OCCUPATIONAL SAFETY AND HEALTH PLAN PROGRAM BUDGET:
STATEMENT OF FINANCIAL RESOURCE AVAILABILITY**

Be assured that **MIDDLE TENNESSEE STATE UNIVERSITY** has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program and to comply with standards.

**APPENDIX IV: OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN
ACCIDENT REPORTING PROCEDURES**

DETAILED ACCIDENT REPORTING PROCEDURES ARE FOUND BEGINNING ON PAGE 16-1 OF THE CAMPUS SAFETY HANDBOOK FOUND ONLINE AT WWW.MTSU.EDU/EHS.

In general, any person who suffers an injury or illness as a direct result of any condition existing on campus should file a report of injury or illness. The report should be filed even though the injury or illness seems to be minor in nature and does not require first aid or medical attention. This includes faculty, administration, support staff, student workers, students, and guests.

Any employee, including student workers, who suffers an injury or illness within the scope of his or her employment should immediately report the injury or illness to his or her supervisor and department head.

Any student who suffers an injury or illness as a result of any condition existing on campus should immediately report the injury or illness to the department head responsible for the area where the condition is located. Students may also contact Environmental Health and Safety Services for assistance if required.

Any guest who suffers an injury or illness as a result of any condition existing on campus should immediately report the injury or illness to Environmental Health and Safety Services.

It is important that the reports be timely, complete, and accurate. Information in these reports is used for OSHA required record keeping, compilation of injury and illness data bases, and statistical analysis, as well as benefit claims. Incomplete reports may be returned for additional information before processing. Late, inaccurate, or incomplete reports could result in delayed benefit or compensation payments or even denial of benefits.