USC SUMTER SAFETY MISSION STATEMENT

March 1, 2010

Our Safety Mission:

The University of South Carolina Sumter is committed to providing a safe work environment, free of recognizable hazards. Furthermore, it is the policy of USC Sumter to comply with all applicable departmental programs, state and federal standards, codes and regulations, including the occupational safety and health standards established by the federal Occupational Safety and Health Administration (OSHA).

Our Guiding Safety Principles:

- All injuries can be prevented.
- Working safely is a condition of employment and job #1.
- All employees are responsible for preventing injuries.
- All operating exposures can be safeguarded.
- Management audits/reports are essential for knowing how we are doing and how to improve.
- Training employees to work safely is essential and mandatory.
- We will promote off-the-job safety for our employees.

C. Leslie Carpenter

Regional Campus Dean
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<th>Position</th>
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| Campus Dean         | • Implementation and review of the departmental policies and delegation of management responsibilities.  
• Ensure all regulatory compliance.  
• Employee, student and community welfare.  
• Performance of direct reports.  
• Provision and allocation of resources. | • The authority to make decisions and act on any matter of management for the department.     | • Performance reviews.  
• Disciplinary action. |
| Associate/ Assistant Deans | • Ensure risk management activities are implemented within areas of responsibility including any site-specific measures required to eliminate or reduce risk in their area are identified, developed and implemented.  
• Ensure areas of responsibility are compliant with management policies.  
• Performance and worksite inspections of employees.  
• The provision of safe worksites and processes.  
• Ensure appropriate training is provided and attended.  
• Implement corrective actions as a result of hazard/incident analysis, audits and reports. | • The authority to make decisions and act on any matter of management within their area of responsibility | • Performance reviews.  
• Disciplinary action.  
• Verification audits.  
• Performance indicators.  
• Hazard and incident reporting. |
| Supervisors         | • Ensure that areas under their control are without risk to health and safety of occupants.  
• Ensure areas of responsibility are compliant with legislation and departmental management policies relevant to activities conducted.  
• Performance of direct reports.  
• Identification of hazards, assessment of risk control in the workplace.  
• Reporting health and safety and environmental risks or difficulties to senior managers or the Safety unit.  
• Assist individual employees to improve safety performance.  
• Ensure all hazards and incidents are reported and corrective actions implemented via departmental policy. | • The authority to make decisions and act on any matter of management within their area of responsibility. | • Performance reviews.  
• Disciplinary action.  
• Verification audits.  
• Performance indicators.  
• Hazard and incident reporting. |
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<td><strong>All Employees</strong></td>
<td>• Are required to take reasonable care of themselves and others in the workplace. • Have a responsibility to cooperate with management and staff with safety activities. • Have a responsibility to comply with relevant legislation and departmental management policies as appropriate. • Must not bypass or misuse systems or equipment provided for safety or environmental purposes. • Must report any unsafe conditions which come to their attention and address where possible.</td>
<td>• The authority to make decisions and act on any matter of management within their area of responsibility.</td>
<td>• Performance planning stages. • Hazard and incident reporting. • Local area supervision. • Performance management procedures.</td>
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<td><strong>Maintenance Department</strong></td>
<td>• Ensure areas of responsibility are compliant with legislation and departmental management policies relevant to activities conducted. • Performance and compliance of direct reports. • Participate in the monitoring and implementation of management systems for area of responsibility. • Allocating appropriate resources.</td>
<td>• The authority to make decisions and act on any matter of management within their area of responsibility.</td>
<td>• Performance reviews. • Disciplinary action. • Verification audits.</td>
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<td><strong>Safety Director</strong></td>
<td>• Policy deployment for campus. • Ensure systems are implemented to address legislative compliance. • Ensure communication/consultative mechanisms are established. • Ensure appropriate training is provided. • Performance of direct reports. • Dedicating appropriate resources. • Ensure risk management activities are implemented within areas of responsibility including any site-specific measures required to eliminate or reduce risk in their area are identified, developed and implemented. • Ensure areas of responsibility are compliant with legislation and departmental management policies relevant to activities conducted. • Performance and worksite inspections of direct reports. • The provision of safe worksites and processes. • Ensure appropriate training is provided. • Implement corrective actions as a result of hazard/incident analysis and reports.</td>
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| **Safety Management Team** | • Developing and communicating occupational health, safety and environmental policies, procedures and programs to the University community, and for ensuring that such policies are disseminated, implemented, evaluated and improved.  
 • Communication to, and the education of, the Department regarding its obligations in occupational health, safety and the environment.  
 • Ensuring regular, systematic safety and environmental audits of the Campus for compliance with legislated and Departmental standards.  
 • Supporting the safety responsibilities of all Units by assisting in identifying and resolving health, safety and environmental problems.  
 • Evaluating and reporting on the status of compliance with standards, provision of technical advice where appropriate, and recommendation of required remedial actions  
 • For recording, analyzing and reporting departmental incident and hazard performance. | • These positions have the authority to make decisions and act on safety or environmental matters in any area of Facilities operations.  
 • They are to do so in consultation with management and within the safety requirements for the area including any regulatory requirements.  
 • Stop work or operations at any time when potential immediate danger to life and health or the potential for significant environmental impact is observed. | • Safety and environmental performance reporting - internal and external.  
 • System audits.  
 • Facilities strategic planning.  
 • Performance management procedures. |
| **Contractors**       | • Follow University policies and procedures including the University’s Contractor Safety program.  
 • Contractors must comply with all relevant safety and environmental legislation, standards and codes of practice.  
 • Contractors must not, through their acts or omissions, do anything that could put at risk their own health or safety or that of University staff, students or visitors.  
 • Contractors must not, through their acts or omissions, do anything that could risk significant negative impact to the environment. | • These positions have the authority to make decisions and act on safety matters within the contractor’s area of responsibility. | • Monthly Contractor performance report.  
 • Hazard and incident reporting guidelines.  
 • Contractor/University project meetings.  
 • Contractor monitoring processes. |

I have read and understand my safety and environmental responsibilities as described in this document.

______________ __________________   _____________
Signature     Date