

Institute for Medical Research, Inc.	Policy on Safety	No.	501
		Effective Date	12/22/09
		Revision Date	3/15/10
		Final Approval	Approved by IMR Board of Directors: 3/15/10

Purpose

To establish IMR's policy regarding safety.

Scope

IMR Employees and Investigators

Policy

To assist in providing a safe and healthy work environment for employees and visitors, IMR abides by the Durham VA Medical Center workplace safety program. The Durham VA Medical Center Safety Officer, Industrial Hygienist and Research Safety Officer are responsible for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all VA employees and IMR employees as well.

Information about workplace safety and health issues is provided to employees through regular communication channels such as supervisor-employee meetings, bulletin board postings, VA and/or IMR memos, or other written communications.

As defined in VA guidelines, the purchase of any toxin or time sensitive chemical, even those in exempted quantities, requires approval by the Research Industrial Hygienist. Prior to the purchase of any toxins or time sensitive chemical, research staff must first obtain the written approval of the Industrial Hygienist. Documentation of this approval must be provided to the IMR administrative staff prior to the purchase. Questions regarding this requirement may be addressed to the Occupational Safety and Health Specialist for Research or the Research Industrial Hygienist.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, the IMR Administrative Office, or bring them to the attention of the Durham VA Medical Center Safety Officer, Industrial Hygienist or Research Safety Officer. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the IMR Administrative Office or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.