I. Policy

It is the policy of the Office of Commissioner of Higher Education that there is no job so important that it cannot be done safely. The safety of employees is a number one concern because employees are the key to the success of the Office.

To accomplish the goal of having the safest work place possible, it is the responsibility of every employee to actively participate in the recognition and elimination of all possible hazards. Any questions or concerns about safety should immediately be brought to the attention of the employee’s supervisor. Every employee is also responsible to report every accident or incident immediately to their supervisor.

The supervisors are responsible for the inspection and correction of any and all unsafe conditions or acts that are brought to their attention. They are also responsible for the investigation of every accident reported to them. All accidents and the completed investigation must be turned into the OCHE Safety Coordinator as soon as possible.