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**Facilities Management**  
**Unsafe Working Conditions Standard Operating Procedures**

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SOP #:	EHS-016	Revision: 1
Dept:	Environmental Health and Safety	Date: 03/11/19
Approval:		Date: 03/11/19

## 1. PURPOSE

CSU-Pueblo is actively concerned with the safety of all faculty, staff, students and guests on the CSU-Pueblo campus. Safety can only be effectively achieved with the cooperation of the entire campus community. In an effort to keep all CSU-Pueblo employees safe, the following provides guidance on dealing with potentially unsafe working conditions.

## 2. RESPONSIBILITIES

2.A. Environmental Health and Safety (EHS) will be responsible for:

- 2.A.1. Maintaining training records of all initial employee and safety training.
- 2.A.2. Generating work orders or contacting contractors for remediation proposal.

2.B. All CSU-Pueblo Supervisors will be responsible for:

- 2.B.1. Authenticating staff concerns by personally assessing hazard of concern.
- 2.B.2. Contacting EHS at 334-5013 if the hazard cannot be quickly and easily resolved.

2.C. All CSU-Pueblo employees will be responsible for:

- 2.C.1. Notifying supervisor of potentially unsafe working conditions.

## 3. DEFINITIONS

3.A. UNSAFE WORKING CONDITIONS – Physical conditions of a workplace that make it impossible or impractical for employees to work safely in their usual work location. Examples of adverse or unsafe conditions are loss of heat or electricity, damaged buildings, or situations that implicate personal safety.

## 4. PROCEDURES

4.A. Whenever a dangerous working condition exists that requires immediate corrective action, the employee(s) should notify their supervisor at once.

4.B. If the supervisor is not able to easily correct the hazard with immediate action, Environmental Health and Safety (EHS) will be notified at 719-334-5013.

4.C. The supervisor along with the Environmental Health and Safety Office will investigate the dangerous condition and determine the corrective action to be taken.

4.C.1. If the corrective action can be addressed by the CSU-Pueblo Physical Plant, EHS will generate a work order for the corrective action.

4.C.2. If the corrective action cannot be addressed by the CSU-Pueblo Physical Plant, EHS will contact an appropriate outside contractor to generate a proposal to fix the hazard.

4.C.2.a. EHS will be the primary point of contact for the contractor and will communicate with both the contractor and the supervisor to sufficiently address the hazard.

4.C.3. EHS will generate an Unsafe Working Conditions Form to document all information related to the hazard and to the proposed corrective action.

4.D. An employee or group of employees who refuse a work assignment because of a reasonable belief that to perform such work would endanger his/her physical safety beyond the normal hazards of the occupation or violates governmental safety standards should notify EHS at 334-5013. Employees, including the employee(s) who refused the work assignment, shall not be required to resume the disputed work until either the alleged hazard is corrected or a determination has been made by a qualified person stating the work is not unsafe or dangerous.

4.D.1. Pending the decision by the university concerning the work in question or the removal of the hazardous conditions, such employees may be assigned to other available work.

4.E. Based on an assessment of adverse or unsafe working conditions as well as documentation from EHS, the president or provost may direct employees to work in another location or may release those affected employees.

4.F. To the extent that unsafe or adverse working conditions can be anticipated, employees will be given advance notice of accommodations.