Expectations of Support Staff (Administration)

- Know and understand your health and safety responsibilities outlined in the Responsibilities section

- Comply with University emergency instructions and emergency response procedures including any specific to your work area

- Participate in emergency response training & drills

- Report all work-related accidents through the Online Accident Reporting System (OARS) and, if necessary, Workers’ Compensation

- Report unsafe or unhealthy working conditions and practices to supervisor

- Complete the University Health and Safety Orientation course within the first week of employment