

Health and Safety Program

Safety Officer

The President shall designate a safety officer. The safety officer shall:

1. Establish a safety committee, advisory to the safety officer, to implement and monitor the safety program;
2. Be responsible for writing and implementing a safety program (The written program shall include reporting procedures and in-service safety training program.);
3. Coordinate all matters relating to safety and shall make, or cause to be made, periodic inspections of sites and review with the site safety manager, department chair or dean, the status of record keeping, reports and meeting agendas;
4. Maintain liaison with applicable agencies;
5. Assist all administrators and safety manager, department chair or deans as necessary in the preparation and implementation of their site safety programs;
6. Maintain the accident record system; make necessary report, personally investigate fatal, serious and potentially serious accidents; and check corrective action taken by staff and/or faculty and other personnel to eliminate causes of accidents;
7. Establish specific goals for the College's safety program and evaluate goals and accomplishments on a regular basis.

Safety Committee

The safety committee shall be composed of an equitable or balanced representation of management and employee representatives. Employee representatives shall be volunteers, unless there is a provision in the collective bargaining agreement that addresses the selection of employee representatives. Members of the committee shall serve at least a continuous one year term. Terms shall be staggered to provide continuity. Members shall represent major areas of activity in the College whenever possible. There shall be a chair elected by the safety committee. Employee representatives attending safety committee meetings shall be compensated by the employer at the regular hourly wage for duties that extend beyond regular working hours.

The duties of the safety committee will include:

1. Holding regular meetings at least once a month;
2. Providing written agendas for each meeting which shall set the order of business;
3. Establishing procedures for quarterly workplace safety inspections to locate and identify safety and health hazards. The safety inspection team shall include management and employee representatives and shall document the location and identity of the hazards and make recommendations as to how and when the hazards will be corrected. More frequent safety inspections may be conducted as necessary. Quarterly safety committee meetings may be substituted for monthly meetings;
4. Developing written records of each meeting which shall be reviewed by the vice president of college services and maintain for three years for inspection;
5. Post and send copies of meeting records to committee members;
6. Assist in creating a hazard-free work environment by:
 - a. Recommending to administration how to eliminate hazards in the workplace and promote employee adherence to safe work practices; and
 - b. Using lines of communications to promote cooperative attitudes between all persons involved in the operations of the workplace.
7. Establishing procedures for investigating all significant safety-related incidents including injury accidents, illnesses and deaths for the purpose of recommending corrective action necessary to prevent similar events from recurring;
8. Evaluating employer policies which may affect safety and health in the workplace and make recommendations for changes to existing policies or adoption of new policies;
9. Evaluating all the accident and illness prevention programs brought to the committee's attention and making recommendations necessary to make the programs more applicable to the workplace;
10. Evaluating employee/supervisor training needs.

Degree of Authority

The site safety committee is authorized to make written suggestions to the safety officer, based on its experiences, inspections and input from other employees, students and patrons, as appropriate.

Management responsibilities include:

1. Considering all employee suggestions for achieving a safer, healthier workplace;
2. Keeping informed about workplace health and safety hazards;
3. Reviewing the College health and safety program;

4. Providing training opportunities in safe work practices;
5. Enforcing College rules and working to prevent workplace injuries and illnesses.

Employee responsibilities include:

6. Participating and supporting the health and safety program activities;
7. Reporting hazards, unsafe work practices, and accidents immediately to their supervisors;
8. Informing a representative of the environmental health/safety committee or the environmental health/safety coordinator of any unsafe work practices or conditions;
9. Wearing required personal protective equipment.

Approved by President's Council: May 22, 2012
(Date)