

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: **SAFETY AND HEALTH POLICY AND PROCEDURES (AP-033)**

Contact: Risk Management Coordinator, Ext. 7146

I. GENERAL POLICY

Rogue Community College (RCC) is committed to creating and maintaining a culture of safety by designing safety into each process in order to best ensure the safety of every employee, student and visitor. The RCC safety and health program is designed to designate responsibilities associated with the following: conducting safety and health inspections to identify and eliminate unsafe working conditions or practices; controlling health hazards and complying with OSHA safety and health standards; identifying employee training requirements; developing and enforcing safety and health rules and requiring that employees cooperate with such rules as a condition of employment; investigating, promptly and thoroughly, accidents/injuries to identify the cause and correct the problem as appropriate.

II. PROGRAM RESPONSIBILITIES

A. Management Responsibilities: Management and supervisory personnel are accountable for the safety of employees working under their supervision, and are expected to conduct operations in a safe manner at all times. Management has the overall responsibility for the establishment of departmentally required safety guidelines and procedures. Management has the overall responsibility to ensure that RCC safety guidelines are implemented and followed. Management staff responsibilities include:

1. Ensuring that safety and health regulations are observed.
2. Developing and implementing department specific safety programs.
3. Recommending safety procedures and practices.
4. Assisting in preparation and revision of safety policies and implementation of the safety rules.
5. Monitoring facilities and operations for safety and health hazards.
6. Establishing or approving procedures for hazardous operations.
7. Overseeing the investigation of all accidents, reporting near-misses or hazardous conditions, and assuring that appropriate steps for corrective action are implemented in a timely manner. In the event of an accident, conducting a complete and thorough investigation in a timely manner (generally in the same work day).
8. Reviewing and receiving appropriate approval regarding the safety aspects of any facility layout, design, or alteration.
9. Establishing and maintaining regular contact with any worker who is away from work due to a work related injury or illness, and providing associated documentation to Human Resources in a timely manner.
10. Completing the department specific safety orientation of new employees and conducting ongoing training.
11. Reporting injury and illnesses in compliance with state and federal injury reporting requirements, using RCC required documentation and submitting to Human Resources in a timely manner.
12. Addressing safety performance issues and taking follow-up personnel actions as necessary.

13. Ensuring that any supervisor or person in charge of work are fully trained and responsible for:
 - a. The safe performance of the work under their supervision.
 - b. The safe conduct of employees under their supervision.
 - c. The safety of all workers under their supervision.

B. Employees' Responsibilities: Employees' role in safety is critical. Employees are responsible to follow proper safety and health practices. It is important that everyone report unsafe conditions to their supervisor and the safety committee so that the condition can be promptly corrected.

Employee responsibilities include:

1. Carrying out each task using every required and reasonable precaution to protect themselves and co-workers from injury.
2. Being familiar with and complying with rules regarding personal protective equipment, hazardous chemicals, and emergency guidelines, along with all other departmental safety program requirements.
3. Being alert to and reporting, any unsafe conditions or practices observed to the immediate supervisor, any member of management, or an RCC Safety Committee member.
4. Immediately reporting all injuries to the immediate supervisor.
5. Being familiar with and abiding by the safety rules as a condition of employment.
6. Reporting any safety suggestions or potential hazards to the RCC Safety Committee.

C. Safety Committee Responsibilities: The purpose of the RCC Safety Committee is to bring employees and managers together to achieve and maintain a safe and healthy workplace for all faculty, staff and student workers. The safety committee plays an essential role in the overall safety effort and serves as the primary means of communicating and exchanging information on safety issues.

In compliance with OAR 437-001-0765, the RCC Safety Committee is a standing centralized committee, representing the safety and health concerns of all locations. Safety Committee responsibilities include:

1. Recommending programs for the safety and health of employees.
2. Conducting quarterly building safety inspections to identify workplace hazards and monitor compliance with OSHA and safety regulations.
3. Monitoring the programs and work procedures designed for employee safety and health.
4. Evaluating management's accountability system for employee safety and health.
5. Considering individual employee concerns and suggestions regarding safety and health, communicating with the management team regarding concerns and suggestions, and reporting to the individual employee in a timely manner.
6. Reviewing work related illnesses, injuries, and other safety issues, and recommending appropriate corrective action in writing.
7. Promoting programs to improve the safety, health training, and education of employees.
8. Participating in the investigation of reported safety hazards.
9. Providing a means for employees to work together on identifying hazards and developing acceptable solutions to safety problems.
10. Meeting monthly (with the exception of inspection months) and producing safety meeting minutes made available to all employees.

11. Electing a chairperson.
12. Prepare a comprehensive annual review, in writing, of the committee's activities to enhance safety at all locations.
13. Assuring training of committee members in their duties is completed to include the following:
 - Purpose, operation and conduct of Safety Committee.
 - Applicable rules including but not limited to: OAR 437-001-0760 thru 437-001-0765.
 - Hazard identification in the workplace.
 - Applicable OR-OSHA rules.
 - Techniques of accident/incident investigation.

III. SAFETY COMMITTEE COMPOSITION

The committee shall be composed of an equal number of employer and employee representatives. The number of employee representatives may exceed the number of employer representatives with approval of the full committee. The committee will be provided staff support by the Facilities and Operations Department, with the Director of Facilities and Operations or designee serving as a representative of management. Employee members may volunteer to serve on the committee or may be appointed by a dean/director or supervisor based on position/expertise, knowledge of their work area, interest in supporting a safety culture and commitment to a standard of workplace safety.

IV. WRITTEN PLANS AND TRAINING REQUIREMENTS

Written policies or plans shall be developed and maintained for subject areas in accordance with OSHA requirements. A primary component of the safety program is employee training. Training efforts will be directed at developing each employee's knowledge, skills, and understanding of safety in the workplace. Training will be provided through various means including SafeColleges®, Human Resources and instruction by the immediate supervisor.

A. Mandatory Training for all employees:

1. The following subjects require initial training and additional training only when changes are made to the plan:
 - a. Emergency Action Plans and/or Fire Prevention Plans
 - b. Hazardous Communications
 - c. Personal Protective Equipment
 - d. Safety Policy

B. Mandatory for Employees in Selected Operations:

1. The following subjects are mandatory only for selected positions which have an increased potential for blood exposure such as maintenance, custodial, healthcare instructors, etc. and require initial and annual training:
 - a. Bloodborne Pathogens Exposure Prevention
 - b. First Aid/CPR
 - c. Other department specific subject areas as needed or required

2. Other position specific training may be required for individual employees based on specific work assignments.

C. New Hire Training Requirements:

All new employees shall participate in an orientation to safety involving a two-phase approach:

1. Human Resources will provide all new employees with a generalized instruction on basic safety policies and requirements at the New Employee Orientation, also utilizing SafeColleges® training modules.
2. Departmental Training and Position Specific Training will be provided, based on individual department needs, by the employee's immediate supervisor or via SafeColleges®. Completion of all trainings will be documented within the SafeColleges® system.

V. PROGRAM IMPLEMENTATION

This policy shall be distributed to all new RCC employees at the time of their orientation by Human Resources.