



WCJC Title: **Safety Program**

Section C: **Business and
Support Services**

Page(s): 2

BASED ON BOARD OF TRUSTEES POLICY

Policy Title: **Safety Program**

Policy Number: CG

Subtitle: None

Date Adopted: 08/01/2020

Purpose

The College shall maintain a health, safety, and security program to protect employees and students from occupational injuries, accidents, and illnesses by identifying and reducing hazards and by creating and maintaining a safe, healthful environment in which to work and learn.

Procedure

General areas of responsibility include, but are not limited to, the following:

- Emergency strategies
- Guidelines and procedures for responding to emergencies

Loss Prevention Strategies: Program activities intended to reduce the frequency of accident and injury, including:

- Inspecting work areas and equipment.
- Training frontline and supervisory staff.
- Establishing safe work procedures and regulations.
- Reporting, investigating, and reviewing accidents.
- Promoting responsibility for College property on the part of students, employees, and the community.

Loss Control Strategies: Program activities intended to reduce the ultimate cost of accidents and injuries through investigation and documentation.

Loss Financing Strategies: Program activities that identify and develop prudent methods of financing lost costs on an annual basis, including the purpose of commercial insurance, self-insured retention, and risk pooling.

Information Management: The College President or designee shall be responsible for the collection, storage, and analysis of relevant operational and historical data required to develop sound procedures for implementation and operation of the comprehensive safety program.

Drug-Free Awareness Program: The health and safety coordinator is responsible for administering the college's drug-free awareness program to inform employees about:

- The dangers of drug use and abuse in the workplace.
- The College's policy of maintaining a drug-free environment.
- Drug counseling, rehabilitation, and employee assistance programs that are available in the community.
- The penalties that may be imposed on employees for violation of drug use and abuse prohibitions.

Enforcement: The failure of an employee or student to observe adopted College guidelines and regulations related to health, safety, and security regulations shall make the individual liable for disciplinary action including: verbal reprimand, written reprimand, disciplinary probation, temporary suspension without pay, permanent suspension, or termination.

On recommendation of the safety coordinator, the employee's immediate supervisor, or, for students, the Dean of Student Success, shall issue verbal reprimands for minor infractions of safety regulations. The College President, on recommendation of the safety coordinator, the employee's executive supervisor, or for students, the Dean of Student Success shall notify the employee or student for more serious discipline as listed above.

Date Prepared: 05/30/2023 (JE)

Revised Date: