SAFETY PROGRAM

I. BACKGROUND and/or LEGAL REFERENCE

TASB Policy Manual, CG, Safety Program, 7-1-82.

II. POLICY

A. Comprehensive Safety Program

1. The District shall take every reasonable precaution regarding the safety of its employees, students, visitors, and all others with whom it conducts business. A designated administrator shall be responsible for developing, implementing, and promoting a comprehensive safety program.

2. The general areas of responsibility include, but are not limited to, the following:

   a. Emergency Strategies

      Guidelines and procedures for responding to emergencies.

3. Loss Prevention Strategies

   a. Program activities intended to reduce the frequency of accident and injury, including:

      i. Inspecting work areas and equipment.
      ii. Training frontline and supervisory staff.
      iii. Establishing safe work procedures and regulations.
      iv. Reporting, investigating, and reviewing accidents.
      v. Promoting responsibility for District property on the part of students, employees, and the community.

4. Loss Control Strategies

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

5. Loss Financing Strategies

   Program activities that identify and develop prudent methods of financing loss costs on an annual basis, including the purchase of commercial insurance, selfinsured retention, and risk pooling.

B. 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.

(POLICY APPROVAL: 6-22-93)

C. Health, Safety, and Security Program

The District 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.

1. Program Goals

The goal of the district safety program is to develop positive attitudes and sound work habits regarding accident prevention and to promote safe and healthy student and employee behavior.

2. Responsibility

The District shall support and conduct a comprehensive health, safety, and security program for all employees and students. This program shall be operated under the authority of the Vice-President of Administrative Services who shall be designated as the District’s health and safety coordinator and who shall have responsibility for directing and monitoring all health, safety, and security activities of the District.

3. Organization

The health, safety, and security program shall be conducted through four integrated personnel groups and the coordinator as follows:

4. Safety Coordinator

The health and safety coordinator reports to the College President and has overall responsibility for administering the District health, safety, and security program. The health and safety coordinator administers all state and federal health department requirements including the Hazard Communication Act, HIV education, and HIV/AIDS workplace guidelines. [See attached exhibits labeled “DO” attached hereto.] The health and safety coordinator is responsible for becoming familiar with laws and regulations on safety and accident prevention and personally investigates all accidents, reports them to the College President, and recommends corrective action to reduce or eliminate unsafe conditions or hazards. The health and safety coordinator arranges for safety inspections, provides for and inspects all safety resources, and sees that appropriate training sessions are conducted periodically for all safety groups.

D. Drug-Free Awareness Program

The health and safety coordinator is also responsible for administering the district’s drug-free awareness program to inform employees about:
1. The dangers of drug use and abuse in the workplace.

2. The District’s policy of maintaining a drug-free environment. [See TASB Policy Manual, DH.]

3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community.

4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions.

E. Safety Advisory Committee

The College President shall appoint a Safety Advisory Committee to be chaired by the health and safety coordinator for the purpose of advising the College President regarding health, safety, and security issues within the District. The committee shall meet at the call of the chairperson but not less than semiannually to consider recommendations for health, safety, and security policies and procedures; to assure attention to unsafe or hazardous conditions, practices, or acts; to recommend corrective procedures; and to analyze accidents and injuries received on-the-job to prevent recurrence. Minutes of the committee meetings shall be distributed through appropriate channels to all safety group personnel.

Safety Group 1

This group is composed of the College President, Vice-President of Academic Affairs, Vice-President of Administrative Services, Dean of Student Services, and Vice-President of Continuing Education. It is responsible to the Board for the general leadership and direction of the District’s safety and health program. It establishes administrative procedures, workplace guidelines, and educational programs to be followed by the safety coordinator and other safety groups.

Safety Group 2

This group is composed of division chairs, office managers, and other supervisors. It administers safety programs at the departmental and unit level and is directly responsible for the health and safety of the employees they supervise. These supervisors become familiar with the equipment their employees operate and instruct each operator in the safe and proper methods of handling work assignments. They provide information and training on the location and proper use of safety resources such as fire extinguishers and alarms, evacuation routes, first aid kits, emergency telephone numbers, keys, protective equipment, and other safeguards. They conduct unit safety meetings to ensure that their employees are properly trained and advised of hazardous areas or conditions, and report accidents that occur within their work areas. They disseminate information and conduct training related to alcohol, drug, and substance abuse; AIDS and HIV infection; proper disposal of hazardous wastes; District policies related to health and safety; and other safety-related issues.

Safety Group 3

This safety group is composed of faculty, classified staff, and student employees. It is
engaged in daily, online work activities assigned by supervisors. Employees in this group are responsible for becoming familiar with safe and proper work procedures and equipment operations. They are also responsible for wearing protective eye wear and clothing as required and for reporting unsafe or hazardous conditions that may arise at the work site. They become familiar with the location and use of all available safety resources, and they do not engage in improper, unsafe behavior on the job. If injured, they complete an employee accident report form as soon as possible after the injury if the injury results in loss of work time or requires the services of a physician.

Safety Group 4

This group is composed of the Dean of Student Services, the Student Government Association sponsor, and all Student Government Association officers. It is responsible for administering the District’s safety program for students. It will provide information on drug and substance abuse, AIDS and HIV infection, and other health and safety issues on campus and at each attendance site operated by the District.

D. Enforcement

Failure of an employee or student to observe adopted District 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 Services shall issue verbal reprimands for minor infractions of safety regulations. The College President, on recommendation of the safety coordinator, shall notify the employee or student subject to more serious discipline as listed above.

In no case shall this policy violate the existing due process rights as provided in Regulation 877.

(POLICY APPROVAL: 9-30-91, Board of Trustees)