

# Campus Health & Safety Program



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## **I. Safety Policy**

The college takes reasonable steps to provide a healthy, safe, and secure environment for all campus constituents. A healthy, safe, and secure environment enhances management.

## **II. Safety Commitment**

The institution will develop and maintain an ongoing, effective safety program for employees, students and visitors. These programs will meet the standards as set by the policies and procedures outlined in the following guidelines. These guidelines will assist in the development of individual safety plans. The Campus Health & Campus Health & Safety Committee will coordinate the activities of the program to ensure its effectiveness. Our goal is to establish and follow procedures that ensure compliance with federal and state regulations on workplace safety.

Safety is the responsibility of every employee, and compliance with all posted policies and procedures will benefit everyone. Every job can, and must be performed in a safe manner. Safety must take precedence over shortcuts. The prevention of accidents and the elimination of safety hazards will continue to be a major objective of the college. The safety of our students, employees, the public, and our operations are of the utmost importance and should receive our highest level of attention.

SCC will provide safe equipment, procedures, and the tools and training to allow employees to work in a hazard-free environment. The success of our safety program is a responsibility of all employees, students and visitors on our campus.

The administration, from the President to the first line supervisor is responsible for the implementation of four major tasks that are basic to the success of our program.

- Motivation of employees to be safety conscious both on and off the job.
- Train employees to be more productive under established safety guidelines.
- Inspect work areas to identify and correct safety hazards and potential problems.
- Immediately investigate accidents to determine cause and take appropriate corrective action.

## **III. Campus Health & Safety Committee, Safety Teams and Meetings**

The college is responsible for developing and maintaining an effective safety and health program for employees and students. The college will appoint a Campus Health & Safety

Committee to provide leadership and support for the overall safety program a Campus Health & Safety Committee will be organized to direct the safety efforts of the institution.

Membership will include:

- Alison Soles – Interim Director, Administrative Services/CFO
- Beverlee Nance – VP, Workforce and Community Development
- Lauren Cole – VP, Academic Affairs
- Sylvia Cox – Executive Director of Student Services
- Angela Ransom – Division Chair, Technical Programs
- Jeff Hester – Faculty Representative
- Al West – Director of Nursing & Health Technologies
- Travis Paul – Director of Public Safety and Prison Education
- Chip Stallings – Director of Public Safety
- Danny Allen – Evening Operations Coordinator
- Bill Maultsby – Director of Human Resources
- Gary Nealy – Faculty Representative
- Shelia Miller – Early Childhood Lab Administrator
- Meg Sellers – Student Engagement Coordinator
- TJ Long – Maintenance Supervisor

Meetings will be held during the 3rd week of each month.

The Committee's function will include:

- Review all accidents and make positive recommendations to prevent reoccurrence
- Review current safety problems and make recommendations for improvement
- Promote an ongoing safety culture
- Discuss current safety performance
- Establish and direct safety-training programs
- Appoint safety inspection teams and review report of findings
- Recognize safety milestones and accomplishments
- Minutes will be recorded, including attendance, listing of actions and recommendations. Copies will be distributed to committee members and posted on the safety website.

To provide support for our overall safety program, safety teams will be appointed as needed. Safety Teams may consist of: coordinators, technicians, clerical staff, security personnel, maintenance personnel, etc. These teams will meet to address safety concerns and make recommendations to the Leadership Team.

Status report will be reviewed during monthly Campus Health & Safety Committee meetings on items that have been corrected and those still in need of repair.

#### IV. **Health/Safety Education**

All employees will receive Safety Orientation for New Employees outlining the Safety Culture philosophy of the college. Information/training in health and safety regulations will be provided to full time employees at convocation. Part time employees will be provided information/training on Internet and through printed materials and video. Each teaching faculty will provide information / training specific to their teaching area to their students by course presentations, demonstrations, and printed materials.

- Upon entering into the workforce all full time employees will be provided with a general safety orientation and advised of their individual safety responsibilities. This will be documented at the time of sign up.
- Review of Safety Guide for Employees
- SCC Safety Policy
- Accident/Injury Reporting Procedures
- Safety Rules
- Hazard Communications (Phase I)
  
- During the first 90 days of employment, the Human Resources department will conduct formalized orientation meetings for all newly hired employees.
  
- The Campus Health & Safety Committee will provide information on a routine basis to educate and inform employees on key safety topics.

**Additional resources for health and safety information include** the local Office of Emergency Preparedness, the *North Carolina State Employees' Safety & Health Handbook* located at <http://www.osp.state.nc.us>, the *North Carolina Administrative Code* located in 13 NCAC 07F.0101, and the *Occupational Safety and Health Program Guidelines for Colleges and Universities* <http://www.eric.ed.gov>

#### **Job Safety Training**

- Each division has the responsibility of developing individual safety rules pertinent to their respective areas and conveying these rules to every employee within their area of responsibility.
  
- Supervisors are required to conduct Hazard Communications Training (specific chemical training) and document the training prior to an employee being required to handle chemicals in the workplace.

- Each division is required to inform all employees of emergency evacuation procedures as outlined in the Emergency Preparedness Plan.
- A record will be maintained in the HR Department on all employees who have completed safety specific training programs. Specific training will include but not be limited to the following programs: First Aid/CPR, Hazard Communications, Lockout/Tagout, Personal Protective Equipment, Blood-borne Pathogens and Emergency Procedures.

### **Health/Wellness Education**

Health/Wellness programs are an important component in the overall health and safety of all employees. SCC will continue to develop programs geared to assist employees in developing healthy behaviors and lifestyles.

## **V. Two Way Communication**

Safety records are built on the cooperation of everyone in the organization. Personal contacts between the administration and employees/students help to promote this cooperation. Safety contacts demonstrate personal concern for employee/students well being and help to promote morale within the department.

- Supervisors do not have to formally talk with an employee in the office to have a safety contact. It can involve contact on the job, during counseling, informal discussions or during team meetings.
- Involvement of the employee is the aim of the contact. Suggestions and participation should be a daily part of the program.
- Supervisors should make a point to have a safety contact with each employee at least once per month. **These contacts should be documented.**
- Contacts can occur in several ways.
- **Positive Reinforcement** – The supervisor should be on the look-out for employees following specific safety procedures and recognize them for doing the job in a safe manner.
- **Safety Tipping** – Supervisors should give team members specific, on the spot, safety tips with each bit of instruction.

- **Correction of Unsafe Acts** – Unsafe acts shall immediately be corrected when team members are observed committing acts that could cause injury to themselves or coworkers. Correction may be in the form of an informal discussion, verbal warning or a written warning depending on the seriousness of the infraction/violation. All employees are encouraged to point out unsafe acts to their co-workers.
- **Target Contacts** – On a periodic basis supervisors will cover a safety topics relevant to the situation at the time.

Examples:

If a new chemical is introduced into the workplace, all team members who are required to work with that chemical are to be trained.

Review of an injury that occurred in the department and how to prevent it from happening again.

## **VI. Hazard Assessment**

The college will appoint a person to lead a hazard assessment team that will assess the workplace to determine if hazards are present, or likely to be present, that will necessitate the use of personal protective equipment. If such hazards are present, or likely to be present, the college shall:

- Select and have each affected employee and student use the types of personal protective equipment (PPE) that will protect the employee and student from the hazards identified in the hazard assessment;
- Communicate selection decisions to each employee and student
- Select PPE that properly fits each affected employee and student; and
- Verify the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated, the person certifying the evaluation has been performed, the dates of the hazard assessment, and identifies the document as a certification of hazard assessment.
- The college shall provide training to each employee and student who is required to use PPE. Each employee shall be trained to know at least the following:
  - a. When personal protective equipment is necessary;
  - b. What personal protective equipment is necessary;
  - c. How to properly don, doff, adjust and wear personal protective equipment;
  - d. The limitations of the personal protective equipment;

e. The proper care, maintenance, useful life and disposal of personal protective equipment;

- Faculty is expected to provide students information regarding PPE for their classes in the syllabus and through demonstration. Faculty is expected to use and to require students to use PPE appropriately.

## **VII. Safety Inspections**

Safety inspections are intended to identify conditions considered to be unsafe or at least represent a possible hazard. By recording and reporting those conditions, the Campus Health & Safety Committee and management are able to take corrective action.

- **Safety inspections will be conducted as follows:**

During each quarter, safety teams will make an inspection of their designated work area. This inspection should include: work areas, offices, break areas, storage areas, etc. Safety teams will look for unsafe conditions, unsafe methods and unsafe acts of team members. The Campus Health & Safety Committee is responsible for following up on all previous outstanding recommendations or results. Inspection reports will be maintained for 90 days.

- **Miscellaneous Inspections**

Annual Fire Department Tour  
NCCCS Environmental Safety & Health

Maintenance Supervisor  
EHS Specialist

## **VIII. Incident Reporting**

Any employee or student observing unsafe conditions or practices should report that information to a supervisor or a faculty/staff member.

All fires, injuries, accidental damage to property, hazardous material spills, and other emergency occurrences, no matter how slight, must be reported to the office of the vice president of operations and finance as soon as possible after emergency personnel have been contacted, if necessary. The college switchboard serves as the central contact point for calls to fire or rescue personnel and for notification of campus officials of emergency situations on campus.

All accidents, injuries, job-related illnesses or near misses occurring on campus or at college-sponsored activities should be reported to the appropriate supervisor and to the human resource administrator on a college incident report form. Injuries involving students should be reported promptly on available incident report forms to the vice president of



student development services and to the vice president of operations and finance. Incidents involving employees and visitors should be reported promptly on available incident report forms to the office of the vice president of operations and finance and to the office of the human resource administrator. Other report forms may need to be submitted to the Business Office so that insurance claims for students or workers' compensation claims for employees can be filed. Incidents occurring during evening hours of operation of the college should be reported to the director of evening programs.

The prompt reporting of accidents and follow up is essential if the company is to be in the position to handle accident cases correctly. It is important to remember that every injury, regardless of the extent, can result in downtime, lost wages, inefficiency and most of all needless pain and anguish for the team member. It is essential that all information pertaining to every injury be completed in detail. When an accident occurs, it is the responsibility of the injured employee/student to report the injury to their supervisor immediately and seek proper medical attention if necessary. Reporting procedures are as follows:

### **First Aid Injuries**

- It is the policy of SCC to provide first aid to team members in case of injury on the job.
- Injuries not requiring the immediate services of a physician will receive first aid at the individual location by the First Aid Responder.
- First Aid Responders will evaluate injuries and treat as necessary.
- First Aid Responders **must** complete First Aid Responder Record of Treatment form whenever first aid is administered. The completed form is to be submitted to the HR Office immediately.
- Director of Human Resources should be notified via e-mail so as to expedite accident investigations.
- An accident investigation will be conducted and submitted to the Director of Human Resources within 24 hours.

### **Injuries - Employees**

- When an injury is questionable for first aid treatment, the Director of Human Resources must be contacted. When outside medical attention is necessary it will be directed by the HR Administrator provided the injury occurred on the job.
- The Director of Human Resources except in extreme medical emergencies will direct care for all outside medical attention.

## **Injuries – Students**

- When an injury of a student occurs it is the responsibility of the instructor to notify the Business Office and report the injury.
- The instructor and/or security officer will complete an incident report and submit to the Director of Human Resources. The student will be provided a copy of the Student Accident Insurance Brochure and appropriate claim forms for completion prior to receiving medical attention. If the injury requires immediate transport and medical attention the student will be referred and the required documentation will either be forwarded to the student by mail, supplied by the instructor or the student will be referred back to the Business Office following treatment.

## **Lost Time Injuries**

- A lost time injury is a recordable injury in which the employee is unable to return to work as a result of the accident, extent of the injury and at the direction of the medical care provider.
- In the case of an accident where there is a possibility of lost time, the college will make every attempt to provide continuous work to the injured employee under the early return/restricted work program. The Director of Human Resources will contact the Health Care Provider to outline early return/restricted duty possibilities.

## **IX. Early Return to Work Program**

### **Purpose:**

To provide a uniform method for returning employees to work as soon as possible after an on the job injury or treatment for occupational illnesses in order to reduce time lost from work.

### **Objectives:**

- Reduce or eliminate lost time due to injuries or occupational illnesses
- Provide restricted duty assignments in order to enable employees to return to the work force in a timely manner
- Better monitoring and direction of care of injured/ill employees
- Reduce the cost of Worker's Compensation Claims

### **Procedures:**

After it has been established that an occupational injury or illness may result in lost time, the employee, Human Resources Administrator, the employee's supervisor and VP will meet and discuss the procedures to be followed in order to return the injured/ill individual

to work expeditiously and avoid all lost time cases. The Director of Human Resources will maintain open lines of communication between the employee, administration, and the health care providers.

Human Resources will contact the approved Health Care Provider prior to the employee being seen to explain SCC's position on lost time and outline our Early Return to Work and Restricted/Limited Duty Programs. Additionally, the employee will take a referral slip for treatment to the health care provider.

## **X. Restricted/Limited Duty**

Restricted/limited duty will be provided to all employees as available. The treating health care provider will determine the level of restrictions and will be asked to provide **specific** limitations and guidelines when restrictions are necessary. Once the restrictions have been determined, the supervisor will coordinate suitable work for the employee. In determining appropriate work assignments (keeping in mind all limitations) the following points should be considered.

- Is the employee able to perform their normal job?
- Can the employee perform a *portion* of their normal job with assistance?
- Is there any other job within the department that the employee is able to perform?
- Is there work available that is not done on a regular basis but needs to be done periodically that the employee is able to do?
- Are there any jobs involving minor repair, inspection or inventory?
- Are there any housekeeping or maintenance jobs or tasks that would fall within the restrictions outlined by the health care provider?

“Restricted Work” assignments will be made according to the department in which the employee works. Alternate work assignments for each department are categorized by physical requirements and priority. Any work that is assigned to the employee must be productive in nature.

In the case of an injury, the employee will be provided additional safety training that relates specifically to the type accident/ injury.

The College and the employee will honor all restrictions and limitations outlined by the treating health care provider. Employees placed on restricted duty will be treated as any other employee with regards to attendance and disciplinary actions.

## **XI. Accident Investigation**

Prompt and thorough investigation of accidents is essential both from the legal standpoint as well as the human factor. When an accident occurs, it is the responsibility of the

Supervisor to file an Accident Investigation Report. It is also their responsibility to arrange a meeting with the Director of Human Resources to review the report and discuss appropriate corrective action. This process **must** occur within 24 hours of the accident. All parties are required to sign the investigation form.

When an incident or accident occurs that needs further investigation, the supervisor will contact the HR Administrator, immediately following the incident, to request a review by the Accident Investigation Team.

- Facts will be reviewed and Director of Human Resources will contact the employee's supervisor
- The supervisor will conduct an investigation within 48 hours at the scene of incident
- The investigation should include the following:
- Injured Employee, except in extreme or unusual circumstances
- Any witnesses of the injury
- SCC Accident Investigation form will be completed and returned to HR

## **XII. Case Management**

The Supervisor and the Director of Human Resources have the greatest responsibility in controlling the costs after an accident has occurred.

- All occupational injuries or illnesses must be reported to Human Resources immediately.
- Arrangements to transport the injured team member will be made by the supervisor or the Human Resources Administrator.
- When an employee does not report to work for the next scheduled shift as a result of an on the job injury, it becomes the Supervisors responsibility to follow the case closely.
- The Human Resources department will be notified immediately.
- Within 24 hours of the accident and at least once per week thereafter, the Supervisor should contact the injured team member to offer encouragement and to communicate their interest in getting them back to work. Information obtained during these contacts should be communicated to the Human Resources Department.
- Following treatment the team member will return to the Human Resources Department with documentation to return to work, restricted work or to be away from work.
- Upon notification that the team member will not be able to perform their regular job, the Human Resources Department, with division assistance will identify productive, modified or restricted duty work as outlined by the Restricted Work Guidelines.
- Questionable claims will be reviewed thoroughly and investigated by the college's insurance carrier.

### **XIII. Goals, Awards and Recognition**

#### **Goals**

- Definite goals will be established throughout the campus each year and submitted to the Campus Health & Safety Committee.
- Charting of accidents will be done by the Human Resources Administrator and reported during monthly safety meetings.
- Safety information will be communicated to all employees on a monthly basis. Information to be communicated will include: monthly safety results, Campus Health & Safety Committee minutes, accident summaries, etc.

#### **Safety Incentive Program**

- The college will participate in the Department of Labor Safety Award Program each year.
- When one million man-hours are reached without a lost time accident, all employees will be recognized.
- Divisions will be rewarded at the end of each Fiscal Year for that year with no recordable incidents. Divisions will be categorized as follows:
  - Administrative Services
  - Academic Affairs
  - Student Affairs
  - Workforce and Community Development