

GENERAL

Introduction

The information contained in this manual (and supporting website) has been prepared to provide the faculty and staff with an understanding of the college's concern for protecting employees from job-related injuries or health impairments, to prevent accidents and fires on the campus, to inform employees of appropriate emergency medical procedures and plans, to monitor workplace hygiene and sanitation, and to promote the adoption of campus practices which are designed to reduce employee exposure to unwarranted and unnecessary threats to their health and safety. The information is also provided to assist in extending these protections to the students and visitors to the campus.

Policy

It is the policy of the college to provide a safe and healthful environment for students, visitors, and employees and to strive to improve the quality and conditions on the campus that are necessary to achieve this goal.

About the Manual (Website)

The manual (and supporting website) provides general policies and procedures with which all the faculty and staff should be familiar. It includes information developed by safety consultants and governmental agencies that address many of the specific legal requirements for programs and plans for the college which, when followed, provide reasonable practices that promote workplace safety.

This manual (website) is developed and maintained by the Safety and Environmental Services Committee. The committee welcomes comments and suggestions to improve safety practices, services, and this manual.

Safety Officer and Committee

A Safety Officer is appointed by the President to assume the responsibilities identified in this plan and to co-chair and direct the activities of the Safety and Environmental Services Committee. This purpose of the committee is stated as:

The Safety and Environmental Services Committee is responsible for implementing and supporting an ongoing program of occupational health and safety activities designed to promote employees and student safety. The committee is further charged with ensuring institutional compliance with federal and state safety and environmental laws.

1. To promote safety consciousness across the campus.
2. To conduct evaluations of campus facilities, equipment, and operations in accordance with this manual and other standardized materials as prescribed.
3. To provide written recommendations to the administration concerning their findings, including suggestions for corrective actions, to promote campus safety.

4. To assist in the investigation of campus accidents and to render findings and recommendations.
5. To develop and administer an ongoing program of safety, environmental, and emergency procedures training.
6. To revise this manual as warranted.

Supervisor and Faculty Responsibilities Under this Plan

Supervisors are responsible for ensuring that safe working conditions are provided for employees under their supervision and investigating reports of violations of safe working conditions. They are also responsible for knowing safety guidelines, reporting accidents and assisting in their investigation, and advising the Safety Officer of concerns. Similar responsibilities are assigned to faculty members and instructional administrators with respect to the students they instruct or supervise in clinical, shop, and laboratory settings. Similarly, supervisors and faculty should be actively involved in promoting campus safety.

Employee Responsibilities

Each employee is to place safety requirements as a primary concern in the performance of their duties. The protection of students, fellow employees, and the public on the college's property is a shared responsibility among every employee.

An employee is responsible for notifying his or her immediate supervisor of a violation or safety requirements or any deficiency in any working condition or employment practices that are reasonably considered unsafe. Additionally, the employee's immediate supervisor and the Safety Officer is to be notified of every injury or accident regardless of how trivial the accident appears at the time.

Students

Students that violate safety requirements rules may be disciplined through academic and code of conduct sanctions. Possible sanctions and appeal procedures are set for the in the *Student Handbook*.

Disciplinary Procedures for Violations

The following procedures provide a mechanism for the discipline of employees who repeatedly violate safety requirements.

First Violation – a verbal warning is to be given for the first violation of a safety requirement. The supervisor or the Safety Officer will inform the employee of the violation and will inform the employee of the correct safety practice. The supervisor will review with the employee all applicable workplace safety requirements. The employee may be asked to sign a statement indicating understanding of the requirements. The supervisor should inform the employee that other violations may result in higher levels of discipline including dismissal.

Second Violation – the employee will receive a written warning for the second documented safety requirement violation. This warning will identify specifically the violation. The warning will also refer the employee to applicable safety requirements. The warning will include the date the employee previously read and signed the statement of understanding of safety requirements. The employee, the employee's supervisors, the Safety Officer, will receive copies of the warning.

Any Subsequent Violation – the employee may be dismissed. If dismissed the employee will receive a letter specifically identifying the safety violation (date, time, location, and specific requirement) as well as any rights of appeal the employee may have through the grievance process.

An employee may commit a violation of safety regulation or engage in conduct that is so careless and reckless that it may be considered a violation of the college's personnel policies. In the event of such an occurrence, an employee may be dismissed without warning. An employee dismissed because of such conduct will receive a letter identifying the violation and referencing his or her right of appeal within the college's established grievance procedure.

OPERATION OF COLLEGE VEHICLES

General

The college has many different types of vehicles available for employees to drive in the performance of their duties. Most college vehicles may be driven with a North Carolina Class "C" license.

Driver Record Evaluation

In an effort to control the college's vehicle liability risks and to continue underwriting, the college's liability carrier and the administration may evaluate the driving records of any employee requesting to drive a college vehicle for risks. This may include the evaluation of the individual's driving record from data supplied by the North Carolina Department of Motor Vehicles or other public records searches to satisfy the institution's responsibility to ensure that drivers of college vehicles do not impose unreasonable risks. Since all employees have the potential for operating college vehicles, the college may elect to conduct a review of the driving records of all employees annually for risk assessment.

The following National Safety Council Standards will be used to determine whether an employee is eligible to drive a college vehicle.

1. Three or more accidents (regardless of fault) in the last three years.
2. One or more Type A violations in the last three years.
3. Four or more Type B violations in the last three years.
4. Any combination of accidents and Type B violations which equal four or more in the last three years.

Designation of Type A and Type B violations are based on a survey of state point systems. Violations receiving higher number of points are classified as Type A violations.

Type A Violations

1. Driving while intoxicated.
2. Driving under the influence of drugs.
3. Negligent homicide arising out of the use of a motor vehicle.
4. Operating during a period of suspension or revocation.
5. Using a motor vehicle for the commission of a felony.
6. Aggravated assault with a motor vehicle.
7. Operating a motor vehicle without an owner's authority.

8. Permitting an unlicensed person to drive.
9. Reckless driving.
10. Speed contest.
11. Hit and run.

Type B Violations

All moving violations not listed as a Type A violation.

Driver Record Changes

Employees who operate college vehicles in the course of their work must notify their supervisor and the Safety and Health Officer of the suspension, revocation, or cancellation of the employees driving license for any reason.

Suspension of College Driving Privileges

Any individual who is unwilling to conform to these policies will not be allowed to operate a college vehicle. The suspension, revocation, or cancellation of the driving license of any employee required to operate college vehicles in the performance of his or her duties may result in the termination of the employee.

Students and Volunteers

The same policies and regulations apply for students and volunteers as for employees when asked to operate college vehicles. They must meet the same institutional requirements as employees. In general, students and volunteers should not be used to operate a college vehicle without authorization from the Safety and Health Officer. Requests should be made which allow sufficient time to evaluate the driver's record.

Training

The college's liability insurance carrier has requested that all drivers of larger college vehicles (e.g. 15 passenger vans) be given a test drive on the vehicle before they are allowed to drive. The maintenance supervisor or his designee is available to administer these tests during normal hours of operation. Requests should be forwarded by email to the user "maintenance."

EMPLOYEE PROTECTIVE EQUIPMENT

Policy

The Occupational Safety and Health Act requires the college to provide and college employees to use personal protective equipment for eyes, face, head, and extremities together with protective clothing, respiratory devices, and protective shields and barriers when appropriate. These are to be used and maintained in a sanitary and reliable condition wherever it is necessary due to the hazards associated with a process or the work environment (e.g. chemical hazards, radiological hazards, or mechanical irritants.) Such hazards include the exposure to or performance of:

1. Hot solids, liquids, or molten metals; or
2. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials;
or
3. Heat treatment, tempering, or kiln firing of any metal or other materials; or
4. Gas or electric arc welding; or
5. Repair or servicing of any vehicle; or
6. Caustic or explosive chemicals or materials

Accordingly, it is the policy of the college to fully comply with the specific requirements and the spirit and the intent of the statutes.

Responsibility of Departments

The provision of the necessary personal protective equipment and requiring the wearing of that equipment at all appropriate times is the responsibility of the individual departments. The college has provided an initial stock of eye and face protective devices for those departments indicating a need for these items. All subsequent needs and requirements for eye and face protection as well as needs for all other types of personal protective equipment and devices should be met by departments through their regular budget allocations.

The maintenance of personal protective equipment in a sanitary, usable, and reliable condition, the issue and recovery of units of equipment, the replacement of worn or defective equipment, and the addition of inventory to meet current needs is the responsibility of individual departments.

Eye and Face Protection

Employees are required to wear proper eye protection for all work that may expose them to hot solids, liquids, or molten metal, milling, sawing, turning, shaping, cutting or stamping of any solid materials; welding, repair or servicing of any vehicle; caustic or explosive materials; dusty environments; or laser exposure. Employees with work assignments in close proximity to the performance of these tasks and with a potential for exposure to eye injuries are required to wear appropriate eye protection. Any visitors who enter areas that require the use of safety glasses must be provided with them for protection. Employees who require the use of corrective lenses and are required under this policy to wear eye protection will wear goggles over prescription glasses or contact lenses when protection is needed for short periods (under 2 hours.) When exposure times exceed this period, a pair of prescription safety glasses with side shields are required. (Upon the recommendation of the appropriate supervisor and the concurrence of the Safety and Health Officer, these glasses will be provided by the college.)

Eye Protection Zones

Certain areas of the college (shop areas) may be considered areas where eye protection is warranted at all times. These areas will be designated 100% eye protection areas by the Safety and Health Officer and signs will be posted at appropriate locations informing employees, students, and visitors that they are entering an area requiring proper eye protection.

Hand Protection

Some type of glove should be worn by employees when their job duties may subject their hands to possible abrasion, cutting, or chemical exposure.

Foot Protection

Sturdy work shoes are recommended for maintenance and shop work. Athletic shoes and canvas loafers are not acceptable as work shoes for the plant operations staff and faculty members with shop responsibilities. Employees whose duties involve the use of certain types of power equipment (e.g. lawn mowers, weed eaters, edgers) or the movement of heavy objects should use safety work shoes with metal toes.

Protection for Chemical Exposure

Special procedures and requirements for chemical exposure which may go beyond those discussed in this section are described in the "Chemical Hygiene" section of this manual (website.)

ACADEMIC LABORATORY AND SHOP PRACTICES

The college's educational program includes a range of occupational training that utilizes equipment and techniques that are constantly changing. The inclusion of an exhaustive list of proper shop and laboratory procedures in this manual (website); therefore, would be appropriate. Instructors are responsible for the observance of industry accepted and government mandated safety practices within the laboratories and shop classes they teach. This manual does not attempt to specify procedures for academic use. The instruction of

students in proper safety practices should be incorporated into the content of each course requiring shop or laboratory work. The observance of safety work practices in the development of technicians or tradesmen should be an expected outcome of all occupational programs. Each instructor is, therefore, responsible for:

1. Identifying and incorporating proper safety practices appropriate to instructional topics.
2. Enforcing safety rules within their area of instruction.
3. Correcting unsafe actions by students or part-time faculty.
4. Eliminating unsafe conditions within their areas or resolving them with the assistance of the Safety and Health Officer.
5. Participating in the safety program.

Faculty members should show evidence of the incorporation of safety instruction within their course materials. The observance of proper shop or laboratory practices should be a stated outcome of each program of instruction. Department chairs are responsible for ensuring that both students and faculty observe proper safety procedures. The degree to which this is achieved may be evaluated by supervisors, the Safety and Health Officer, and the representatives of the Safety and Environmental Services Committee.