

# Davis Technical College

## Health and Safety Policy and Procedures

**Effective Date: 6 September 2012**

Expanded President's Council Approval: 13 August 2012

Board Approval: 23 September 2010

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### 1. Purpose

Health and safety at the Davis Technical College (College) is undertaken in accordance with relevant institutional, industrial, and governmental agency regulations, policies and procedures contained in the Campus Safety Plan and Emergency Operations Guide. This policy is intended to promote a safe, secure and healthful learning and work environment.

### 2. References

- 2.1. College Campus Health and Safety Procedures
- 2.2. Council on Occupational Education Handbook of Accreditation
- 2.3. Federal Emergency Management Agency (FEMA)
- 2.4. Federal Clery Act
- 2.5. Occupational Safety and Health Administration (OSHA)
- 2.6. Utah Division of Risk Management
- 2.7. Utah State Fire Marshal's Office

### 3. Definitions

- 3.1. **Emergency Operations Guide** – This College resource outlines procedures for responding to emergencies and meets Federal Emergency Management Agency (FEMA) requirements. It contains roles and responsibilities of the Emergency Operations Team including Crisis Intervention, Emergency Action, Emergency Guidelines, Threat Assessment, Fire Safety, Lockout/Tagout Procedures, and business resumption plans.
- 3.2. **Occupational Safety and Health Administration (OSHA) Guide** – This resource was developed to improve employee safety and compliance with OSHA regulations including, but not limited to Hazard Communications, Forklift / Manlift Safety, Lockout/Tagout, Respiratory and Personal Protective Equipment and other OSHA related training requirements and resources.
- 3.3. **Health and Safety Plan** – This plan is used to inform employees, students and the public of health and safety on campus in cases of sickness, accidents or emergency health care needs, as well as the system for reporting and investigating accidents.
- 3.4. **Utah Division of Risk Management** – This state division provides liability, property and vehicle insurance coverage for the College and all state agencies. The division requires those insured to complete an annual self-inspection survey to help agencies recognize and eliminate hazards that can affect the public, employees and property.

#### 4. **Roles and Responsibilities**

- 4.1. **College Health and Safety Committee** – A diverse group of employees and student representatives who meet at least semi-annually to review and recommend improvements to campus health, safety and security. The committee is responsible for producing documentation defined in the Health and Safety Documentation Checklist and for serving as points of contact for the College community on issues relating to health, safety and security.
- 4.2. **Director of Facility Services** – Serves as Chair of the Campus Health and Safety Committee and Campus Fire Marshal authorized as a special deputy by the Utah State Fire Marshal's Office. Responsible for the coordination and response to campus emergencies as defined in the Emergency Operations Guide. Ensures procedures and resources are in place to maintain a safe and secure campus. Oversees the annual State of Utah Risk Management Self Inspection and ensures timely follow-up and correction of reported safety/security hazards.
- 4.3. **Facility Services Office Technician** – Responsible for scheduling, preparing agendas, recording and disseminating minutes and assignment follow-up for the Health and Safety Committee.
- 4.4. **Employees** – Responsible for following institutional policy and procedures relating to campus health and safety; for personal safety and safety of those within their area of responsibility; and for immediately reporting and/or resolving any health, safety or security concern.
- 4.5. **Instructors** – Oversee safety training for students and enforcement of safety in the classroom, lab and shop areas. Instructors also record student safety training in the student information system and/or forward student safety records to be scanned into the student record.

#### 5. **Policy**

- 5.1. College objectives will always be pursued with safety as a primary objective.
- 5.2. Directors, managers and supervising staff members will ensure departmental employees have required safety resources.
- 5.3. Members of the Health and Safety Committee will meet at least semi-annually and will serve as points of contact for the College community to answer questions related to health, safety and security.
- 5.4. The Health and Safety Committee will evaluate the College Health and Safety Documentation Checklist, which includes: regulatory agency requirements, Incident Reports, Campus Security Report, Health and Safety Plan, and Student Evaluation annually to ensure that current needs and practices are up-to-date.
- 5.5. The Health and Safety Committee will conduct annual program health and safety resource evaluation to verify that safety resources are in place and meet defined criteria.
- 5.6. Instructors will oversee safety instruction and enforcement in the classroom.
- 5.7. Instructors will provide written documentation to students stating requirements for the use of personal protective equipment, apparatus, and industrial equipment in the classroom.
- 5.8. Instructors will inspect materials and equipment regularly to ensure quality and safety meet manufacturer, OSHA, and State of Utah Risk Management standards pertaining to specialized materials and equipment, and their intended use. Unsafe equipment or materials will be promptly shut down or removed, reported, repaired or replaced as needed per Lockout/Tagout procedures.

- 5.9. Employees who order or use hazardous materials will follow defined Occupational Safety and Health Agency procedures.
- 5.10. An annual State of Utah Risk Management Self Inspection will be conducted by College employees to verify that facilities are adequate and safe, that instructional equipment and supplies meet appropriate and required safety standards and that resources and procedures are in place to respond to accidents or emergency needs on campus. The Self Inspection will be conducted according to defined procedures.
- 5.11. At least one Trauma First Aid Kit and Automated External Defibrillator (AED) will be located in each campus building and the Health and Safety Committee will provide, check inventory and refill each kit within 24 hours of each use.
- 5.12. Each program will have a Safety Center which includes information regarding the location of a first aid kit and safety resources defined by the Health and Safety Committee; an emergency evacuation map; and location of Trauma First Aid Kit and Automated External Defibrillator (AED).
  - 5.12.1. Instructors will be responsible for purchasing, restoring and refilling program first aid kits and safety resources.
- 5.13. Emergency Guidelines Quicklists will be provided to employees to provide procedures for basic emergency response.
- 5.14. Employees will comply with procedures outlined in the Emergency Guidelines Quicklist.
- 5.15. Employees involved with any type of incident will ensure that an Incident Report is completed and submitted to the Facility Operations Office.
- 5.16. Employees will promptly report unsafe situations, potential safety hazards, security issues, suspicious behavior, criminal activity and risk management issues to their supervisor and follow-through until the issue has been resolved.
  - 5.16.1. If an employee believes that a satisfactory resolution to a reported concern has not been achieved, they will contact the Director of Facility Services or appropriate Vice President and follow-through until the issue has been resolved.
- 5.17. Employee safety training requirements, including job-specific requirements and time-frame will be defined by the Health and Safety Committee and will include at least two mandatory training sessions annually.
- 5.18. Employee safety training records will be maintained by the College Human Resources Department with annual reports provided to employees and supervisors to ensure adequacy and currency of training.