COLUMBUS STATE COMMUNITY COLLEGE
EMPLOYEE SAFETY MANUAL

SAFETY AND HEALTH RELATED WORK PRACTICES
Procedure No. 1  Effective October 15, 1995
Page 1-1 of 2  Updated: September 2010

A. Columbus State Community College is committed to effective safety and health related work practices for all employees in order to provide a safe environment for employees, students, and visitors.

B. Appropriate committees will be chartered as necessary to provide input into campus safety and security matters, and to manage parking citations appeals.

C. The Senior Vice President for Business and Administrative Services shall be responsible for administering resources available for campus safety and security.

D. The Vice President for Human Resources shall be responsible for creating and administering programs related to employee safety, including maintaining and making available to employees an Employee Safety Manual.

A record of required safety-related training will be maintained by the Human Resources Department, and by departments for their employees.

E. Employees are responsible for understanding safety-related policies, procedures and practices, and for reporting unsafe situations to the college’s safety department. Employees shall participate in required training sessions, and behave in such a manner that promotes a safe environment for themselves, co-workers, students and visitors.

Employees who fail to follow established safety procedures and practices or who conduct themselves in an unsafe manner or create unsafe circumstances will be subject to disciplinary action up to and including discharge.

College employees shall be evaluated annually regarding adherence to the College's safety related policies and procedures.

F. College employees shall:

1. Protect themselves, other employees, students and visitors from injuries resulting from unsafe work practices.

2. Reduce the present and future risk of safety and health related work practices
3. Comply with applicable federal, state, and local laws pertaining to safety and health related work practices.

4. Report unsafe practices, equipment, etc. to supervisors.

5. If an employee notifies his or her supervisor of an unsafe practice or situation, the supervisor is responsible for taking corrective action regarding the situation.

G. Columbus State Community College employees who have occupational exposure to hazards such as bloodborne pathogens, hazardous materials, etc. at clinical sites or other affiliated sites will be trained at the site prior to any opportunity for exposure. The chairperson or other manager is responsible for obtaining documentation that the employee has received the appropriate training and shall forward copies of this documentation to the Human Resources Department.

H. New employees will be required to receive safety and health related work practices training within 90 days or prior to encountering particular hazards on the job consisting of the following:

   (1) College policy, procedure, and practices regarding safety and health related work practices, including emergency procedures to follow in the event of an emergency or injury.

   (2) Departmental procedure on health and safety related work practices.

I. Accidents or injuries sustained by employees while conducting college-related business shall be reported to the Public Safety Department and the Human Resources Department within two business days.

In the event of an emergency or injury, the following general procedure shall be followed:

   (1) Assess the situation to ensure victim is in a safe environment and call 9-911 and Public Safety, (Ext. 2525) immediately.

   (2) Stay with victim until help arrives.