



OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 3072 ENVIRONMENTAL HEALTH AND SAFETY PROGRAM**

- 1.0 **POLICY STATEMENT:** Oklahoma City Community College (OCCC) provides and maintains working conditions that comply with federal, state and local standards and health and safety regulations through establishing safe work methods and practices. OCCC:
  - 1.1 Maintains healthful and safe working conditions;
  - 1.2 Adheres to proper operating practices and procedures designed to minimize injury and illness; and
  - 1.3 Encourages all employees to make health and safety an integral part of their daily operations.
- 2.0 **PROGRAM SCOPE:** The Environmental Health and Safety Program (Program) sets forth processes, procedures and other information to assist departmental managers, supervisors and deans in establishing protective, healthful and safe working methods and practices for their respective areas that promote a healthy and safe workplace. Each departmental manager, supervisor, and dean is responsible for establishing healthful and safe working conditions and requiring employees under their supervision to adhere to the conditions and practices.
  - 2.1 Employees covered by the Program include:
    - 2.1.1 Exempt and non-exempt personnel whether full-time or part-time, temporary or permanent;
    - 2.1.2 Adjunct faculty members;
    - 2.1.3 Contract employees;
    - 2.1.4 Student Temporary Employment Program (STEP); and
    - 2.1.5 Federal Work Study
    - 2.1.6 Other OCCC personnel not otherwise covered in 2.1.1-2.1.5.
  - 2.2 Each employee shall comply with the environmental health and safety regulations that apply to their actions and conduct on the job and will participate in each phase of the Program that is relevant at any given time.
- 3.0 **PROGRAM OBJECTIVES:** The objectives of the Program are:
  - 3.1 Assign environmental health and safety program accountability;
  - 3.2 Develop and implement a Job Hazard Survey for each work area to determine the existence of hazards or potential hazards;
  - 3.3 Identify and implement processes and procedures to prevent, neutralize or reduce unsafe acts, unsafe conditions or other identified health and safety problem areas;
  - 3.4 Plan, develop, conduct and provide access to environmental health and safety training for each employee where mandatory or in response to known needs;
  - 3.5 Develop and maintain a safety training recordkeeping system;

- 3.6 Require utilization of the Environmental Health and Safety Committee (Committee) for input into the development, implementation and administration of the Program; and
- 3.7 Provide for communication of all facets and criteria of the approved Program to each employee.
- 4.0 EMPLOYEE OBJECTIVES: Employees at all levels shall:
  - 4.1 Follow safe working practices;
  - 4.2 Obey rules and regulations;
  - 4.3 Work in a manner that maintains the high health and safety standards developed and sanctioned by OCCC; and
  - 4.4 Make the Program an integral part of every operation and practice.
- 5.0 ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE: The Environmental Health and Safety Committee reviews and oversees OCCC's environmental health and safety policies, programs and practices that affect, or could affect, OCCC's employees, students, visitors and surrounding community. The Committee is comprised of representation from OCCC as a whole, with membership emphasis given to those areas and departments which utilize the Program's services most often. Committee responsibilities include:
  - 5.1 Assisting in the continued planning and maintenance of OCCC's Health and Safety Program by providing advisory input directly to the Office of Emergency Planning and Risk Management;
  - 5.2 Serving as a communications link between the Program and OCCC, both in the provision of input into the Program and the dissemination of information to the institution;
  - 5.3 Providing input and assistance into the identification and development of an appropriate curriculum and other activities necessary for OCCC to comply with institutional, state and federal health and safety regulations;
  - 5.4 Providing input into the institutional budget-building process by identifying, prioritizing and recommending appropriate environmental health and safety materials, services and equipment;
  - 5.5 Where appropriate, providing assistance in the implementation of health and safety activities; and
  - 5.6 Conducting annual Program evaluation for the purpose of campus-wide program compliance and improvement.
- 6.0 PROGRAM GUIDELINES:
  - 6.1 Employee orientation and ongoing training.
    - 6.1.1 As a condition of employment all new employees receive training that provides an overview of all regulations, policies, procedures, requirements and rules established with respect to the Program. Such training may be part of New Employee Academy.
    - 6.1.2 As a condition of continued employment all employees are required to complete training sessions by attendance or online, which provides an overview of all regulations, policies, procedures, requirements and rules established with respect to the Program. Employee completion of training sessions are documented and maintained in the Office of Emergency Planning and Risk Management.

- 6.2 Training efforts are documented and maintained in the Office of Emergency Planning and Risk Management and are reviewed throughout the introductory period to assure all training requirements have been met within established time frames.
- 6.3 To manage the workplace environment, conduct regular and frequent inspections, detect and correct unsafe acts, unsafe workplace practices and unsafe conditions.
- 6.4 The correction of unsafe acts and conditions and subsequent retraining shall be done in a timely manner.
- 6.5 Regularly update environmental health and safety policies, procedures, practices, rules and employee handbooks and communicate updates to all affected personnel.
- 6.6 Adequately document every aspect of inspection, detection and correction processes at every level.
- 6.7 Use OCCC personnel with suitable expertise as consultants for departmental managers, supervisors and deans.
- 6.8 Managers, supervisors and deans commit to environmental health and safety.
  - 6.8.1 Inform employees of OCCC's Program and where to access important and essential information regarding the Program;
  - 6.8.2 Consistently administer the Program as prescribed;
  - 6.8.3 Be accountable for administering the Program in their respective areas of responsibility; and
  - 6.8.4 Hold employees accountable for their assigned environmental health and safety responsibilities.
- 6.9 The following strategies are provided to assist supervisors in maintaining safe working conditions.
  - 6.9.1 Hold safety training on a routine basis explaining the importance of environmental health and safety policies, procedures, practices, rules and laws.
  - 6.9.2 Immediately correct unsafe acts, re-train if necessary and document both re-training and environmental health and safety violations and/or disciplinary actions.
  - 6.9.3 Use incident investigations for fact-finding missions and not fault-finding missions.
  - 6.9.4 Make sure injured employees receive required medical attention.
- 7.0 **IMPLEMENTATION OF PROGRAM GUIDELINES:**
  - 7.1 President's Cabinet members are responsible for:
    - 7.1.1 Providing leadership and resources necessary to implement the Program;
    - 7.1.2 Establishing procedures that assure OCCC is in compliance with applicable federal, state and local standards;
    - 7.1.3 Assigning responsibility for the various aspects of the Program and providing assurance that employees with assigned responsibilities have adequate resources and authority to perform those duties; and
    - 7.1.4 Encouraging students, visitors and others to comply with the Program procedures and processes; and
    - 7.1.5 Communicating expectations that employees comply with the Program procedures and processes.

- 7.2 Departmental managers, supervisors and deans are responsible for:
  - 7.2.1 Supervising and evaluating worker performance, including each worker's environmental health and safety attitude, work methods and work practices;
  - 7.2.2 Encouraging and actively supporting employee involvement and providing positive reinforcement and recognition to outstanding individual and group performance;
  - 7.2.3 Obtaining and maintaining current knowledge and skills required for detecting and correcting environmental health and safety hazards and violations;
  - 7.2.4 Exercising due diligence in determining the environmental health and safety training requirements specific to the department or position and scheduling training to meet these needs in a timely manner;
  - 7.2.5 Ensuring that environmental health and safety preventive maintenance programs are followed and that removal, repair or replacement needs are tracked to completion in a timely manner;
  - 7.2.6 Actively discouraging shortcuts and consistently and fairly enforcing safe work rules and procedures.
  - 7.2.7 Ensuring that any needed disciplinary action for violations are carried out according to OCCC policies; and
  - 7.2.8 Familiarizing oneself and one's employees with exactly what to do in emergency situations.
- 7.3 Employee is responsible for:
  - 7.3.1 Following OCCC environmental health and safety policies, procedures, practices and rules;
  - 7.3.2 Using accident and injury preventive practices and in carrying out safe work activities;
  - 7.3.3 Reviewing the health and safety educational materials provided to work areas and attending training sessions that are mandatory and made available;
  - 7.3.4 Any time there is a doubt about the healthfulness and/or safety of a task, stop and obtain instructions from their supervisor before continuing the task;
  - 7.3.5 Be certain instructions are understood before starting work and avoid shortcuts to safe work procedures;
  - 7.3.6 Reporting any environmental health and safety violations, hazards or concerns to appropriate supervisor or the office of Emergency Planning and Risk Management; and
  - 7.3.7 Knowing what to do in emergency situations.
- 7.4 The Department of Emergency Planning and Risk Management is responsible for:
  - 7.4.1 Maintaining departmental health and safety expertise through continued educational instruction;
  - 7.4.2 Keeping apprised of current laws, rules, regulations and standards;
  - 7.4.3 Periodically evaluating the Program's preventive effectiveness;
  - 7.4.4 Assisting in Job Hazard Analyses as needed;

- 7.4.5 Assisting management in identifying adequate equipment for personal protection, industrial hygiene, safety and fire prevention;
  - 7.4.6 Assisting in the inspection of facilities;
  - 7.4.7 Investigating or assisting in the investigation of employee reports of hazards and respond appropriately; and
  - 7.4.8 Developing and scheduling environmental health and safety training activities that will meet Program requirements.
- 8.0 EMPLOYEE EVALUATION PROCESS. As part of the annual employee evaluation process, each employee of OCCC will be evaluated on the employee's compliance with the Health and Safety Program.
- 9.0 PROGRAM REVIEW AND EVALUATION: The Program will be evaluated on an annual basis by the Environmental Health and Safety Committee. The evaluation will look at each critical component to determine what is, and is not, working and what changes, if any, are needed. This evaluation will also include the revision or inclusion of any changes that may periodically take place. The major outcomes of the evaluation will be used to develop and implement improvement recommendations or requirements.

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