

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE

BOARD OF GOVERNORS

POLICY NO. BP- 6.8

TITLE: SAFETY AND LOSS CONTROL PREVENTION

SECTION 1. GENERAL

- 1.1 Scope - This policy sets forth requirements to provide and maintain a safe College for all members of the campus community at Eastern West Virginia Community & Technical College (EWVC&TC) that complies with federal, state and Eastern West Virginia Community & Technical College requirements.

- 1.2 Authority - Family Educational Rights and Privacy Act (FERPA) of 1974, Student Right-to-Know and Campus Security Act of 1990, Crime Awareness and Campus Security, and Occupational Health & Safety Administration Act of 1970.

- 1.3 Effective Date - September 21, 2005

SECTION 2 STATEMENT

The safety and loss control prevention policy is intended as a guide to promote a safe and healthful environment for all individuals who study and work at Eastern West Virginia Community and Technical College. The purpose of the policy is to specify ways to prevent trauma, disease and property loss.

All levels of administrative and academic management have a responsibility to promote safety and health. Supervisors and instructors who have direct responsibility for working and teaching environments are responsible for ensuring their employee's and student's freedom from hazards. Ultimately, the individual worker or student must assume personal responsibility for ensuring health and safety for themselves and fellow employees or classmates.

A College safety program shall be developed. A Safety Committee shall be formed to establish, implement and maintain the College's safety program. A Safety Director shall be appointed to chair the Safety Committee.

The Safety Committee shall meet regularly.

The safety program shall include, but is not limited to, the following:

- Periodic safety meetings and training. These sessions may be a part of another meeting, but they shall be documented in the meeting minutes. Of particular importance is coverage of the use of available safety equipment in laboratories and other hazardous areas. Equally important is familiarizing employees with emergency evacuation procedures. Other topics that shall be covered include results of safety inspections, review of accident investigations, vehicle safety, hazard communication, lifting procedures, and suggestions for improving safety.
- Guidelines regarding the operation of College-owned motor vehicles and equipment.
- Semi-annual inspections by both supervisors and employees of work areas to jointly identify and mitigate unsafe conditions. Inspections shall be documented.
- Tracking of hazard corrections. Changes shall be implemented according to their importance based on life safety and cost. Changes implemented shall be documented.
- Sharing of information among functional areas. The forum for this exchange shall be Senior Administrative Leadership Team Meetings. Such information sharing shall be documented in meeting minutes.
- Careful review of all building modifications in order to ensure easy egress in the event of fire or other emergency.
- The College's participation in and cooperation with the loss control efforts undertaken by the Board of Risk and Insurance Management (BRIM).

Supervisors and instructors will carefully review, with each employee or student, specific safety rules, policies and applicable procedures. Such are contained within this document and other applicable rules and regulations published by the College. Supervisors will review safe work practices with employees and will take remedial steps to correct deficiencies that jeopardize the health and safety of their employees. Likewise, instructors will promote safe practices in the classroom laboratory, shop, studio and field.

SECTION 3 DELEGATION OF AUTHORITY

The responsibility for implementation and interpretation of this policy is delegated to the Executive Dean for Financial and Operations Services.

BOARD OF GOVERNORS, CHAIR

DATE