|  |  |
| --- | --- |
| **DATE OF ADOPTION**: 08/28/2006 | **DATE OF REVISION** 12/04/2019 |
| **APPROVED BY: Campus Safety Community** | |



**Occupational Safety and Training Program**

**WWC-OST-000**

|  |  |
| --- | --- |
| **DATE OF ADOPTION**: 08/28/2006 | **DATE OF REVISION** 12/04/2019 |
| **APPROVED BY: TBD** | |

# 1.0 Purpose

The Occupational Safety and Health Administration OSHA mandates that each employee must have in place a comprehensive written Safety Program which promotes a safe and healthful working condition and will be based on clearly stated goals or objectives for meeting the program requirements. The program shall provide managers, supervisors, and employees with a clear and firm understanding of the colleges concern for protecting the entire college community from recognized hazard that could cause any type of injury while performing duties as an employee, volunteer, student, or contractor, from job-related injuries and health impairments; preventing accidents and fires; planning for emergencies and emergency medical procedures’ identifying and controlling physical, chemical and biological hazards in the workplace; communicating potential hazards to employees; and assuring adequate housekeeping.

The purpose of this safety program and procedure is to establish the methods and accountability for the identification, avoidance, and elimination of unsafe and/or hazardous conditions in the workplace.

# 2.0 Statement and Policy

It is the policy of Warren Wilson College to provide a community that is free from recognized hazards that cause, or are likely to cause, death or serious physical harm to anyone in our college community.

All members of the Warren Wilson College Community are governed by this program (faculty, staff, students, volunteers and contractors).

It is the policy at Warren Wilson College that our community members, work program crews and their representatives have an operative workplace safety and health program designed to protect them from work related injuries and illnesses.

This program will include written program components for operating safety and health committees as required b y OSHA, and other regulatory compliance agencies.

# 3.0 Responsibilities

Campus community members will be empowered to recognize and report unsafe conditions and hazards related to their job duties. When hazards exist that cannot be eliminated, then engineering practices, administrative practice, safe work practices, Personal Protective Equipment (PPE), and proper training regarding unsafe conditions will be implemented to minimize those hazards to ensure the safety of employees and the public. Each member of the Warren Wilson College community has the responsibility to assure accountability for their own, and each other’s safety while participating in any work activity as a representative of the college.

## 3.1 Occupational Safety and Training Office Responsibilities

The Director of Public Safety, Emergency & Risk Management and the Dean of Work, is responsible for development and implementation of safety programs for the institution, identifying hazards and assessing risk to health and safety. They are also responsible for implementing appropriate administrative controls in place, performance of annual inspections and reporting, accident investigation, proactive accident prevention, and advise appropriate actions to management and employees.

In addition, they will ensure contractor compliance of OSHA requirements, provide access to CPR/First Aid training, coordinate/conduct or provide training sessions for management, supervisors and students on safety practices and OSHA regulations.

## 3.2 Occupational Safety and Training Coordinator Authority Statement

The Warren Wilson College Office of the President, has authorized the Director of Public Safety, Emergency & Risk Management to enter without delay and at reasonable times, any facility, building, structure, construction site, or other work area owned by the college and where work is performed by any faculty, staff, student, volunteer or contractor to inspect and investigate work procedures and processes, and to carry out functions as described under OSHA workplace standards CFR1910, general industry regulations and CFR 1926 construction Industry regulations.

Whenever and as soon as the Director of Public Safety, Emergency & Risk Management concludes, on the basis of an inspection, that conditions or practices exist in any place, which could reasonably be expected to cause death, serious physical harm or will compromise the safety and health of employees, has the authority and when necessary may suspend work in any location deemed unsafe.

In consultation with Cabinet, and once a determination has been made to suspend or restrict work, it is expected that immediate actions will be taken to abate the identified hazards and to protect the affected employees. After review and approval of remediation plans, and appropriate safety protocols are met, the Director of Public Safety, Emergency & Risk Management, in collaboration with Cabinet, has the authority to authorize the resumption of work at a suspended job site.

## 3.3 Administrative Responsibilities

Each Cabinet member shall be responsible for assuring compliance with the safety and health program procedures within their particular department.

## 3.4 Work Crew Supervisor Responsibilities

Each supervisor is responsible for providing safe working conditions, and for following up on reports of unsafe working conditions and/or violations. Each supervisor is also responsible for knowing their specific safety and health guidelines, protocols for reporting accidents and keeping their respective supervisor apprised and informed of safety violations and accidents.

## 3.5 Employee, Work Crew Member, Student, Volunteer Responsibilities

Each community member should understand the importance of safety and health requirements in the workplace and strive to implement them for the protection of fellow employees and the public.

Every community member is responsible for notifying his/her immediate supervisor of a violation or deficiency in safety and healthful working conditions and/ or recommending corrective measures, if possible. Additionally, the employee’s immediate supervisor is to be notified of each injury or accident regardless of how trivial such accident may appear at the time.

# 4.0 Written Program Requirements and Evaluation Criteria

Components of this written program shall describe at a minimum, the following written program elements:

1. The methods to be used to identify, analyze, and control new or existing hazards, conditions and operation
2. How managers, supervisors, and crew members are responsible for implementing the program, controlling accident-related expenditures, and how continued participation by management and employees will be established, measured and maintained.
3. How the plan will be communicated to all affected employees so that they are informed of work-related physical, chemical, or biological hazards, and controls necessary to prevent injury or illness.
4. How managers, supervisors, and crew members will receive training in avoidance of job-related injuries and health impairments.
5. How workplace accidents will be reported and investigated, and how corrective actions will be implemented.
6. How safety work practices and rules will be communicated and enforced.
7. How The Occupational Safety and Training programs will be made available to community members.
8. How employees can make complaints concerning safety and health problems.

# 5.0 Campus Safety Committee

## 5.1 Safety Committee Structure, Responsibilities and Bylaws

**Mission Statement/Purpose of Committee/Goals and objectives**

Warren Wilson College is committed to having a safe and healthy campus for all our faculty, staff, students and visitors. Injury and illness losses due to hazards are needless, costly and preventable. To help minimize these losses, a Safety Committee was established. Faculty, staff, and student involvement in safety, environmental, hazardous communication, accident prevention, and emergency response is necessary to ensure a safe environment for all community members.

## 5.1 Purpose

The purpose of the WWC Safety Committee is to collaboratively promote safety and health on campus while also providing a resource for community members to voice safety related concerns. The Safety Committee will assist inform Cabinet of any safety related concerns and make recommendations for effective change of valid safety concerns.

## 5.2 Organization of the Committee

A permanent member of the Safety Committee shall be the

Director of Public Safety, Emergency & Risk Management, responsibilities will include;

* Establish meeting times, places and coordinate membership
* Develop agendas of meetings
* Facilitate meetings accordingly and processing committee response to issues identified.
* Writing, posting and distributing safety committee minutes.
* Keeps minutes and agenda on file for a minimum of three years

## 5.4 Co-Chair

A co-chair will be elected by the committee to serve as support and back-up for the Safety Committee Chair and will assume the duties in their absence.

## 5.5 Committee Members

Committee members will report safety, health and environmental concerns to the committee and will represent the Campus Safety Committee throughout the campus community. Committee member duties will include:

* Report accidents, near miss incidents, and unsafe workplace conditions to the committee.
* Suggest items to include in the monthly meeting agenda.
* Encourage other employees to report workplace hazards and suggest how to control them.
* Establish procedures for conducting annual workplace inspections and for making recommendations to Cabineti to eliminate or control hazards.
* Establish procedures for investigating the causes of accidents and near-miss incidents

## 5.6 Extent of Authority

It should be clearly understood that the WWC Safety Committee advises Cabinet on issues that promote safety and health on campus. Written recommendations are expected from the Safety Committee and will be submitted to Cabinet that document unsafe situations. Cabinet will give serious consideration to the recommendations submitted and will reasonably respond accordingly.

## 5.7 Functions

Investigation is a critical element of a safety and health program. Without a complete reporting of accidents, unnecessary losses can occur.

All serious accidents involving the following shall be thoroughly investigated by the Director of Public Safety, Emergency & Risk Management and the findings documented as quickly as possible. Incidents to be investigated may include:

1. Serious injury to any Warren Wilson College employee, student, volunteer or contractor while performing any work related duties as a representative of the college.
2. Serious injury to another party caused by Warren Wilson College operations.

## 6.1 Reporting of Accidents

Upon learning of a serious accident involving Warren Wilson College employees, students, volunteers or contract workers, notification shall be made immediately to Public Safety and 911 (when applicable).

Supervisors and employees shall not release information to the news media concerning accidents (personal injury or property damage) resulting from Warren Wilson College operations.

## 6.3 Investigation Responsibility

**Work Crew Supervisor Training Expectations:**

Each work program crew supervisor is responsible for establishing educational and training programs that will insure that each crew member is instructed regarding his/her work hazards and the methods by which these hazards are controlled.

**Minimum components of each training program are to include:**

1. **Orientation-** All new crew members shall receive an initial briefing on workplace safety requirements as described by OSHA.
2. **Specialized Training-** The Work Program Office has established guidelines to identify specific crews who may be exposed to workplace hazards that require additional training.
3. **Training-**The Work Program Office will maintain records of all training received via Safe Colleges training portal.

It will be the responsibility of the joint responsibility of the Dean of Work and the Director of Public Safety, Emergency & Risk Management to maintain a summary of all training completed by crew members.

|  |  |
| --- | --- |
|  |  |

# 9.0 Injury, Illness and Exposure Recordkeeping

The purpose of recordkeeping and reporting is to offer guidance for complying with injury, illness, and exposure recordkeeping, posting, and reporting regulations.

29 CFR 1904.2, the OSHA Recording and Reporting Occupational Injuries and Illnesses Standard, provides the basic requirements for the Log and Summary of Occupational Injuries and Illnesses. Injuries and illnesses must be logged on the OSHA 200 log within 6 working days after receiving information that they have occurred.

## 9.1 Recordable injuries

Annual inspection of all physical facilities, where work crew functions are performed will occur. The results will be documented and work orders submitted is required. Each inspection report will record pertinent safety and health violations, non-compliance items, and observed deficiencies. Reports of inspections are to be collected and managed by the Director of Public Safety, Emergency & Risk Management.

Observed violations of safety and health standards, deficiencies and non-compliance items will be documented.

Notification of all such recorded violations will be given to the person in charge of the facility being inspected, the Safety Committee and FMTS Director to monitor the accomplishment of appropriate corrective action.

## 10.2 Imminent Danger ActionsComplaint Reporting

Any employee may report to the Safety Committee or the Director of Public Safety, Emergency & Risk Management any complaint, unsafe employee action, hazards, observed violations or deficiencies creating an unsafe environment. The rights of an employee in reporting complaints of matters affecting occupational safety and health shall be exercised without fear of discrimination, retaliation, or reprisals on the part of any other person.

# 13.0 Contractual Work in the Workplace

Under the Hazard Communication Standard, employers are required to advise employees of any hazardous materials brought into the workplace by outside contractors. They must also make MSDS available to their employees on the hazardous material. Likewise, the employers must advise the contractor of any hazardous substance to which the contractor’s employees may be exposed during the course of the contracted work. MSDS must be furnished to the contractor upon request. To insure proper compliance with OSHA standards the following guidelines should be followed.

1. The contracting agency should contact the agency where the work is to be performed and advise them of”
   1. The nature of the work to be performed.
   2. The exact location of the work.
   3. Any known hazardous conditions that may arise during the course of the job.
   4. The eat date the work is to begin and the expected durations.
   5. The name, address and phone number of the contractor that will be performing the work.
   6. Agencies where the contracted work is being performed should advise the safety and health officer of the above information so contact with the contractor can be made to ascertain the following:
   7. Any hazards that may be created in the workplace by the contractor. This would include; blocked exits, use of hazardous chemicals, etc.
   8. Request MSDS on any hazardous substance introduced into the workplace.
   9. Advise the contractor of any hazardous substance that he or his employees may encounter in the workplace and furnish MSDS upon request.
   10. The FMTS Director should notify Warren Wilson College employees of the work to be performed, when it will begin, and when it is expected to be completed. The notification must also include any hazardous conditions, materials that will be present in their workplace. If hazardous materials are to be used, copies of MSDS must be available for the employees inspection.

|  |  |  |
| --- | --- | --- |
| **Type of Records** | **Retention Period** | **Statute** |
| Log and summary of occupational injuries and illnesses (OSHA form No. 200) | Five years following end of year to which records relate | 29 U.S.C. §657; 29 C.F.R. §1904.2 (Occupational Safety and Health Act) |
| Supplemental record for each occupational injury or illness (OSHA form No. 101) | Five years | 29 U.S.C. §657; 29 C.F.R. §1904.4 (Occupational Safety and Health Act) |
| Annual summary of occupational injuries and illnesses | Five years | 29 U.S.C. §657; 29 C.F.R. §1904.5 (Occupational Safety and Health Act) |
| Records of medical examinations required by law | Duration of employment plus thirty years, unless OSHA requirements provide otherwise | 29 U.S.C. §657; 29 C.F.R. §1910.1020 (Occupational Safety and Health Act) |
| Records of monitoring exposure to hazardous materials | Thirty years | 29 U.S.C. §657; 29 C.F.R. §1910.1020 (Occupational Safety and Health Act) |
| Manufacturers, processors, or distributors of any chemical substance must retain records of employees’ "significant adverse reactions" to health or the environment. | Thirty years from date such adverse reaction first reported to or known by person maintaining record | 15 U.S.C. §2607 (Toxic Substances Control Act) |
| Any other records of such adverse reactions | Five years from date first reported to or known by person maintaining the record | 15 U.S.C. §2607 (Toxic Substances Control Act) |
| Consumer allegations of personal injury or harm to health, reports of occupational disease or injury and reports or complaints of injury to the environment submitted to the manufacturer, processor, or distributor from any source | Thirty years for employee claims of occupational disease or occupational health problems | 15 U.S.C. §2607 (Toxic Substances Control Act) |