



The Safety Committee regularly reviews security and safety incidents with a view to spotting trends and making recommendations for enhanced security and safety, to annually review and update the College's Emergency Procedures and to monitor implementation of the College's safety program.

Duties:

1. The Safety Director will:
  - a. Coordinate annual evaluation of and update to the Safety Program and in conjunction with Safety Committee will recommend changes for improvement.
  - b. Provide oversight of the safety program in the Operations Services area.
  - c. Share with Safety Committee and Department Heads pertinent information concerning safety and accident prevention.
  - d. Receive all accident reports.
  - e. Coordinate required reporting to other agencies.
  - f. Coordinate the College's participation in and cooperation with the loss control efforts undertaken by the Board of Risk and Insurance Management (BRIM).
2. SALT and Department Heads will:
  - a. Provide oversight of the Safety Program in their respective areas.
  - b. Share with Safety Committee and Department Heads pertinent information concerning safety and accident prevention.
3. Employees will:
  - a. Follow accepted safety practices.
  - b. Report to supervisor safety hazards observed.
  - c. Correct safety hazards immediately, where possible.
  - d. Maintain tools and equipment in safe working order or replace defective items.
  - e. Make suggestions for improving safety procedures.
  - f. Assist in investigations of accidents or other incidents involving safety problems.
  - g. Attend safety meetings and training.
  - h. Report all injuries to supervisors immediately.

Students, staff and faculty may request that safety and security issues be addressed by the Safety Committee. Issues may be placed on the agenda by contacting the Safety Director or any Safety Committee member.

Periodic safety meetings and trainings shall take place as part of Eastern Leadership Team meetings. Topics shall include, but are not limited to, use of available safety equipment, emergency evacuation procedures, results of safety inspections, review of accident investigations, vehicle safety, hazard communication, lifting procedures, and suggestions for improving safety.

Reporting Unsafe Conditions

Conditions that may be hazardous should be corrected immediately. If the person who identifies a hazardous condition is not able to correct it, he/she should notify his/her supervisor, instructor, a SALT member or the Safety Director. The reports may be oral or written (please use Incident Report Form on shared file), but should be made immediately after discovery of the unsafe condition.

### Supervisory Inspections

Supervisors should make safety inspections of their work areas daily. The inspections should be concerned with unsafe practices as well as unsafe physical conditions. The Safety Director and one other designated member of the Safety Committee (currently the Director, Information Systems and Technology) will perform semi-annual inspections of the College's buildings and facilities. The findings of these inspections shall be in writing and kept on file in the Business Office. The Safety Inspection Checklist located in Attachment 1 shall be utilized for these inspections. Supervisors, employees and students are encouraged to utilize this inspection checklist to evaluate their areas. The Safety Director will issue corrective action requests to those responsible for physical and procedural improvements. Corrections will be prioritized according to their importance based on life safety and cost. The corrective action requests and resulting actions will be kept on file (as part of BRIM file) in the business office.

### Accident/Incident Investigations

Accidents/incidents involving injury to staff, faculty and/or students, or loss of College property should be reported immediately to your supervisor. All accidents/incidents will be reported in writing on the Incident Report Form available on the College's shared file. The Safety Director, one other member of the Safety Committee, and Department Head responsible for the area or person involved in the accident/incident will conduct investigations and report findings along with recommendations for remedies to persons responsible for maintaining physical and operational safety. Corrections will be prioritized according to their importance based on life safety and cost. The findings and corrective actions shall be in writing, reported to the Safety Committee, and filed in the Business Office.

### Inspections by Outside Agencies

Inspections are conducted by outside agencies such as the West Virginia State Fire Marshall. Such inspections shall be coordinated through the Safety Director. The results of these inspections are reported to the Safety Director who coordinates individual and/or departmental efforts for correcting deficiencies noted on these reports. Corrections will be prioritized according to their importance based on life safety and cost. The findings and corrective actions shall be in writing and filed in the Business Office.

### Board of Risk and Insurance Management (BRIM)

The College will participate in and cooperate with the loss control efforts undertaken by West Virginia BRIM. The College, coordinated through the Executive Dean's office, will participate in loss prevention/safety surveys and ensuing discussions with regard to strategies necessary for controlling losses. The College will provide a written response, within forty-five days, for all BRIM loss control recommendations, including those prepared by any loss control vendor hired by BRIM. After providing the written response, the College must, within ninety days, implement substantially all of the BRIM proposed loss prevention and safety recommendations; or submit an alternative plan, which must be approved by BRIM, for addressing the recommendations. The chair of the Safety Committee and the Executive Dean shall coordinate the College's response. The requests by BRIM and responses shall be kept on file in the Business Office.

### College Owned Motor Vehicles and Equipment

Drivers of College owned motor vehicles and equipment must present a valid driver's license to the Business Office and a copy of that license will be made and kept on file in the Business Office. Drivers of College owned motor vehicles or equipment that require specialized training or specialty licenses, such as certified driver's license, shall present a copy of documents substantiating the completion of the training and the specialty license for a copy to be made and kept on file in the business office. The filing of driver's licenses or certifications to drive/operate specialty vehicles/equipment shall be inspected and made current annual in conjunction with the personnel file update.

Safe driving techniques and vehicle operations will be incorporated as part of the periodic safety meetings and trainings. Drivers will be trained on the proper operation and use of College owned vehicles and equipment. The training will be documented in writing and kept on file in the business office.

All college owned vehicles will be maintained in compliance with all state and federal laws. The Business Office is responsible for scheduling repairs and routine maintenance of vehicles in addition to required inspections. All repairs and maintenance of vehicles shall be in accordance with the manufacturer's recommendations. A log of all repairs and maintenance of vehicles will be kept by the Business Office.

Accidents involving motor vehicles will be reported and investigated as detailed in the Accident Investigations section of this regulation.

The College will recognize all drivers that pass training courses and/or log one year of accident free driving. Recognition will be made at the annual Holiday Eastern Leadership Team meeting.

### **RELATED DOCUMENTS AND POLICIES**

Attachment 1 contains Safety Inspection Checklist. Attachment 2 contains Guidelines for Emergency Situations. Attachment 3 contains Explosive Device Data Record. Attachment 4 contains General Safety and Loss Prevention Guidelines.

**The Safety Director is responsible** for implementation, interpretation, and review of the Safety and Loss Control Prevention Plan procedures. All functional area supervisors are responsible for assisting to achieve an effective safety program. Supervisors are expected to provide the safeguards necessary to have safe conditions and ensure that operations are conducted safely. Employees and, where appropriate, students are responsible for practicing safety, while in performance of duties or (in the case of students) attending classes.

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**Dr. Linda S. Dunn, President**

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**Date**