

POL-101 EMPLOYEE HEALTH AND SAFETY PLAN

This policy applies to all employees of Seattle Central College. This includes the employees working at the four satellite locations: the Health Education Center (HEC) at Pacific Medical Tower, Seattle Maritime Academy (SMA), Seattle Vocational Institute (SVI), and the Wood Technology Center (WTC).

1. Shared Employee Responsibilities

Employees are encouraged to take an active role in the identification and prevention of hazards. To establish a culture of safety, employees shall:

- Attend initial safety orientation and job-specific safety training before initial assignments.
- Follow safety rules outlined in this plan, the Washington Industrial Safety and Health Act (WISHA), and those provided during training.
- Cooperate with the College to assist in eliminating workplace hazards.
- Promptly report all incidents, injuries, and near-misses to your immediate supervisor (PRO-101A).
- Report all identified hazards, regardless of severity (PRO-101B).
- Maintain all issued personal protective equipment (PPE) in a safe and usable condition.
- Perform all assigned projects in a safe manner to avoid endangering yourself or others.
- Abstain from making modification(s) to equipment unless you are responsible to do so.
- Model safe work practices and set a good example for co-workers.
- Voice concerns and identify practices that can improve the safety of your work environment.

Additionally, Supervisors can help address hazards before an incident occurs. To meet this obligation, they will:

- Ensure observance of all safety and health rules, standards, and procedures.
- Ensure that each of their employees receive safety training before starting their work. This includes checking employee competency on equipment they are required to use.
- Record and maintain department-specific training.
- Provide necessary PPE to employees before they do work that require its use.
- Monitor and enforce required PPE use.
- Conduct and document safety self-checks of your area of responsibility. Promptly address any hazards identified during safety self-checks.
- Correct unsafe behaviors.
- Provide on-going training and discipline as needed to assure compliance with the requirements of this plan.

Further, Deans, Directors, and Managers will:

- Delegate authority to supervisors and hold them accountable for incident prevention and reporting procedures.
- Ensure that funds are budgeted for safety equipment, training, and other requirements.

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- Ensure the investigation of all incidents and assign corrective actions to prevent reoccurrence.

2. Bulletin Boards Communicate Health and Safety Topics

Each College location will maintain a safety bulletin board that will include the following items:

- Citations and notices (posted for three working days or until all violations are corrected).
- Appeals of citations or notices (posted until the appeal is resolved).
- Information about the College Safety Committee and directions how to access recent meeting minutes.
- Locations of emergency equipment.
- Procedures for reporting a safety hazard or incident.
- Other safety information, as appropriate.

3. Employee Safety Orientation and Training

Orientation of new employees, re-hires, part-time employees, substitutes, temporaries, and student workers must take place before, or at the start of, initial assignments. The training will include:

- A review of this policy to include an overview of the College's health and safety expectations.
- How to report unsafe conditions and practices.
- How and when to report on-the-job injuries including instruction about the location of first aid facilities and safety equipment in their workplace.
- Information pertaining to the College's Safety Committee (POL-103).
- A review of the College's emergency procedures.

A workplace-specific orientation will also occur for the above group, in addition to employees transferring from other departments, at the start of initial assignments. This training will include:

- On-the-job orientation showing employees what they need to know to perform their initial job assignments safely.
- The use and care of required PPE, if applicable.
- Hazard Communication Training (POL-102).

Employees should contact the Human Resources office to request disability related accommodations.

The Environmental Health and Safety Manager (EHS Manager) maintains record of general safety orientation training. Departments maintain record of job-specific orientation and training they provide.

4. Necessary Student Safety Training

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Students enrolled in classes where they have exposure to hazards as part of their coursework will receive training and instruction from the faculty person teaching the course. Additional safety orientations and information sessions will occur, as appropriate, to orient students to new programs, laboratories, and workshops.

5. Definitions Used in Incident and Hazard Reporting

The College recognizes the following definitions for use in reporting:

- **Major Injury:** an injury sustained that results in a fatality, in-patient hospitalization, amputation, or loss of eye(s).
- **Minor Injury:** an injury sustained that requires emergency medical treatment that could include, but is not limited to, a bone break or fracture, burn, or laceration; OR an injury that required a visit to an employee's personal doctor or an outpatient clinic.
- **Work-Related Illness:** includes both acute and chronic illness due to a chemical or environmental exposure at work that could include, but is not limited to, skin disease, respiratory disorder, or poisoning.
- **Near-miss:** an incident that could have resulted in injury OR resulted in injury that either did not need medical treatment or could be self-treated with the contents of a workplace first aid kit.
- **Workplace Hazard:** any condition or process identified by an individual that has either immediate or future potential to cause a workplace injury, illness, or near-miss.

6. Limiting Employee Exposure to Bloodborne Pathogens

Employees should refer to the College Emergency Action Plan for information on how to respond during medical (and other) emergencies on campus.

If employees respond to a minor injury (PRO-101D), they should take steps to protect themselves from bloodborne pathogens and other potentially infectious material. In short:

- Employees should assume that all blood is infectious. HIV, Hepatitis B and C are of the most concern in blood.
- Employees, unless qualified by training and within the scope of their position at the College, are not required to perform first aid as part of their job duties.
- Employees should report discarded sharps (i.e. needles) to the Public Safety Office for removal.
- Employees should report blood or other potentially infectious material to Facilities and Plant Operations for removal and disinfection.

7. Preventing and Controlling Workplace Hazards

Whenever possible, the College will design its facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, the College will develop requirements that will mitigate employee exposure. When these methods of control are not possible or are not fully effective, the College will require employee use of PPE.

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The College created the following basic safety rules to establish an institution-wide baseline. These rules are in addition to task- and equipment-specific guidelines generated per department. Failure to comply with these rules may result in disciplinary action.

- If a job is unsafe, report it (PRO-101B)! You have the right, and responsibility, to refuse work where adequate safety measures are not in place.
- Never knowingly do anything unsafe to complete a job faster.
- Obey all workplace warning signs and notices.
- Do not remove or disable any safety device. Guards must remain in place on machines and tools at all times.
- Use personal protective equipment whenever it is required.
- Never operate equipment unless you are trained and authorized to complete tasks that require its use.
- Clean up all spills promptly to eliminate slip, contact, and possible respiratory hazards.
- Put all tools and supplies away after use. Do not allow supplies, trash, scrap materials, or recyclables to accumulate and create a hazard. A tidy workspace is a safe one!
- Do not bring firearms, weapons, or explosives onto College property.
- Working under the influence of alcohol, *Cannabis*, or drugs (this includes prescription drugs that alter your ability to operate equipment safely) is prohibited and grounds for disciplinary action.
- The College prohibits horseplay, running, and/or fighting in the workplace.
- Smoking is only permitted outside buildings and at a minimum of 25 feet away from any entry or ventilation intake.

8. Developing Departmental Safety Rules

Supervisors of each workspace are responsible for identifying site-specific hazards, in conjunction with the EHS manager, to determine the necessary written plans needed to ensure a safe, compliant workspace. A PPE Hazard Assessment form (FRM-101E) is available to aid in the identification of general workplace hazards. Supervisors identifying and assessing task- or job-specific hazards may use the Job Hazard Analysis form (FRM-101D).

All written programs and plans that have utility in multiple locations will adhere to the same core administrative policy template.

See Also: POL-102, POL-103
PRO-101A, PRO-101B, PRO-101C, PRO-101D
TSK-101A, TSK-101B, TSK-101C, TSK-101D
FRM-101A, FRM-101B, FRM-101C, FRM-101D, FRM-101E, FRM-101F