



Message from: Linda M. Dodd, PHR
Director of Human Resources/
Equal Opportunity Compliance Officer

SAFETY POLICY

STATEMENT

Butler County Community College (BC3) is committed to working collaboratively with our employees to provide a safe, secure, and healthy learning and working environment and enhancing the quality of life of the College Community. The College places a high emphasis on protecting the environment, health and safety of all students, employees, and visitors and requires strict adherence to established College safety policy, procedures and practices and applicable laws and regulations.

Providing a safe, secure, and healthy learning and working environment can only be accomplished by integrating safe, secure, and healthy practices into our daily operations and requiring a commitment from all employees, students, and visitors. Through a collaboration of administrators and employees a Safety Committee will be established to promote protecting the environment, health and safety of all students, employees, and visitors, and ensuring BC3 maintains a safe, secure, and healthy learning and working environment.

The Safety Committee will make recommendations for maintaining a safe, secure, and healthy learning and working environment to the President and his/her Cabinet. Students, employees, and visitors will be encouraged to make suggestions that would enhance protecting the environment and the health and safety of all to the Safety Committee for review and analysis. After thorough consideration, the Safety Committee may forward a recommendation, if warranted, to the President and his/her Cabinet. All recommendations will be considered seriously to ensure hazards, unsafe working

conditions and/or practices are remedied and appropriate funding will be allocated, if deemed necessary.

Incidents can and should be prevented by following safe practices to avoid unnecessary pain and suffering, loss of life and/or unnecessary costs. All College students, employees, and visitors are required to abide by this policy and be responsible for ensuring their safety as well as others.

Any violation of this policy by a student or employee may result in disciplinary action. Visitors who violate this policy may be required to leave the premises and may be denied future access to the College.

PRESIDENT AND HIS/HER CABINET

The President and his/her Cabinet are accountable to the Board of Trustees and responsible for providing a safe, secure, and healthy learning and working environment and protecting the environment, health and safety of all students, employees, and visitors. To carry out these responsibilities they must be informed and made aware of any hazards, unsafe working conditions and/or practices immediately so they can properly address and regularly review the effectiveness of the College's safety policy, procedures, and practices. They support and provide direction to supervisors, employees, students, and visitors to ensure BC3 maintains a safe, secure, and healthy learning and working environment by providing resources and training as appropriate to eliminate hazards, unsafe working conditions and/or practices.

SUPERVISOR

Supervisors are accountable to the President and his/her Cabinet and responsible for ensuring employees and students are properly trained and held accountable for adhering to proper procedures and safe, secure and healthy practices. In carrying out these responsibilities they must require strict adherence to established College safety procedures and practices and applicable laws and regulations, take appropriate action to address any hazards, unsafe working conditions or practices,

ensure health and safety is not sacrificed, and encourage employees to serve on the Safety Committee and participate in any related activities.

STUDENTS AND EMPLOYEES

All students and employees are required to adhere to established College safety policy, procedures, and practices and applicable laws and regulations including, but not limited to:

- reporting all injuries and accidents immediately when they occur;
- reporting all unsafe working conditions or practices;
- reporting all hazardous conditions;
- wearing all required personal protective equipment at all times;
- obeying precautionary signs and warnings;
- taking time to do things safely;
- performing tasks in a safe, secure, and efficient manner;
- complying with this safety policy, procedures, and practices; and
- upholding his/her part to ensure the health and safety of all.

SAFETY COMMITTEE

The President will establish the Safety Committee consisting of administrative and employee representatives who have a desire and commitment to work collaboratively together to enhance and protect the environment and health and safety of the College Community. Members of the Safety Committee will be responsible for making recommendations for maintaining and improving a safe, secure, and healthy learning and working environment. The charge of the Safety Committee includes, but is not limited to:

- establishing procedures for documenting accident investigations and reviewing accident investigation reports;

- establishing procedures for monthly inspections for locating and identifying health and safety hazards, and reviewing newly implemented safety equipment and safety and health procedures;
- evaluating safety program annually and reviewing suggestions that would enhance protecting the environment and health and safety of all;
- reviewing complaints and identifying hazards, or unsafe working conditions and/or practices;
- recommending corrective action plans to improve maintaining a safe, secure, and healthy learning and working environment;
- informing the President and his/her Cabinet of hazards or unsafe working conditions and/or practices;
- reviewing work-related illness and injury to ensure established investigative and resolution procedures were followed encouraging and obtaining employee suggestions and participation in any safety-related activities
- assisting in identifying employee safety training needs; and
- assisting in the management of safety