

Mountwest Community & Technical College
Institutional Board of Governors
Environmental Health and Safety Policy
Policy No. G-9

1. General

1.1 Scope:

1.1.1 This policy is designed to ensure that the college provides a safe and healthy environment for the faculty, staff, students, and visitors on the main campus and all satellite campus and class locations.

1.2 Authority: West Virginia Code

1.3 Passage Date: April 23, 2010

1.4 Effective Date: May 23, 2010

1.5 Controlling Over: Mountwest Community and Technical College (MCTC)

2. Policy

2.1 Maintaining a safe facility; conducting work in a safe manner; and protecting the safety of employees, students, and the general public are extremely important to the MCTC Institutional Board of Governors. Therefore, it is the policy of the Board that the President of the College will establish and assure adherence to an Environmental Health and Safety Manual/Procedures.

2.1.1 This manual will establish risk management and loss control procedures that will protect the assets of MCTC, the safety of its employees, its students, and members of the general public.

2.1.2 All of MCTC's employees and administrators have certain responsibilities in the risk management and loss control process that must be carried out to have a successful program. These responsibilities include such activities as establishing a safe work place, following safe practices, limiting exposure to potential liability and loss, and carrying out the system necessary to maintain an effective and efficient risk management and loss control program. The specifics of these activities are to be detailed in the Environmental Health and Safety Manual, which is to be distributed to each employee. Upon employment, each employee is to sign a statement that this policy and the manual have been reviewed and is understood by the employee. Updates and/or revisions to the manual will be distributed to employees and made publicly available online.

2.2 It is the policy of the Board that the President will establish a Safety/Loss Control Committee. This Committee is an important part of MCTC's safety and loss control efforts. Managers and

supervisors can gain valuable assistance in their areas of joint effort with their committee members. Committee membership is a volunteer service to MCTC. All managers, supervisors, and employees are to fully support the effort of the Safety/Loss Control Committee.

2.2.1 Goals of the Safety/Loss Control Committee

- a. Involve employees in safety and loss control management;
- b. Lower the frequency and severity of accidents and injuries;
- c. Maintain a safe environment for employees, students, and visitors; and,
- d. Involve employee participation in safety programs.

2.2.2 Committee Formation

Membership on the committee is to be voluntary. The committee will represent all departments, but have the most efficient number of members to assist in the accomplishment of committee goals. Standing members to the committee will include a representative from Human Resources, Business Services, Maintenance, and Safety. The purpose of the standing membership is to provide continuity, lend experience, and provide a resource for the committee. The President will designate an administrator to oversee the Safety/Loss Control Program. The designated administrator will be the main contact for loss control and safety activities. The committee's other members represent a cross-section of employees from various departments with membership rotated every three years with staggering terms to ensure continuity.

2.2.3 Committee Functions

The suggested functions of the loss control committee include:

- a. Developing a loss control and safety manual and assuring this manual is provided to all employees.
- b. Serving as a loss control review board for all accidents or incidents involving employees, members of the general public, entity vehicles or property. This includes recommending loss control and safety measures that could prevent similar occurrences in the future.
- c. Establishing a procedure for reporting hazardous conditions or activities and taking corrective action.
- d. Periodically inspecting facilities to see that they are complying with established loss control policies and standards and to identify and correct hazardous conditions.
- e. Preparing checklists to guide and document inspections.
- f. Coordinating evacuation or shelter drills.
- g. Determining loss control and safety training needs, including the identification, handling, storage, and disposal of hazardous materials, and developing a plan of action to guarantee required safety training is accomplished.

- h. Ensuring that first aid kits and personal protective equipment needs are met.
- i. Developing and conducting loss control and safety orientation program for new employees.
- j. Reviewing compliance status with the college's Records Management System.
- k. Will report to the Board of Governors on an annual basis.

2.2.4 Duties and Responsibilities

2.2.4.1 Safety Committee Members

Safety Committee members have the following responsibilities:

- a. Attend each meeting;
- b. Discuss safety activities and unsafe acts/conditions;
- c. Encourage all employees to work safely;
- d. Report safety and loss control actions to their department during normally scheduled safety training; and,
- e. During each spring term, elect a member of the committee to serve as chairperson.
- f.

2.2.5 Meetings

The Safety/Loss Control Committee will meet on a quarterly basis at a regular time and date. Each meeting will have a fixed agenda that is sent to the members approximately one week before the meeting. A special meeting may be held or an additional committee formed to address an emergency situation or complicated issue.

The agenda for the meeting should include, but not be limited to, the following:

- Call to Order
- Roll call by the secretary
- Introduction of any visitors
- Reading and approval of minutes of the previous meeting
- Review of any policies and/or procedures issued since the last meeting
- Taking care of unfinished business
- Review of any general liability, property, and auto claims or losses occurring and preventive measures taken since the previous meeting
- Discussion of loss control inspections and recommendations
- Addressing new business
- Adjournment

2.2.6 Records

2.2.6.1 The President will designate a staff member to serve as secretary for the committee. The secretary will maintain all records pertaining to the actions of the committee; these actions will be made publicly available online.

2.2.6.2 Records of all Safety/Loss Control Committee meetings and actions shall be maintained by the secretary for a period that shall be in compliance with State and Federal document retention guidelines.

2.2.7 Training

Each Safety Committee member will be provided with the necessary training in the:

- Function of the Committee; and,
- Safety and Loss Control policies and programs.

