

INJURY ILLNESS PREVENTION PROGRAM

Safety Program

Because the safety of our employees and students is important to us, Feather River Community College has established an Injury and Illness Prevention Program or safety program. The health and well being of every employee, student, visitor and resident near Feather River Community College' facilities is of vital importance. The active participation of Feather River Community College, all of its employees and the communities around it are necessary to make the occupational health and safety program a success.

Feather River Community College's policy in this area is aimed at preventing an employee, visitor, customer or person residing or working near Feather River Community College Facilities from being subjected to any unusual health or safety risk. Feather River Community College shall establish positive and realistic policies, based on past experience and research developments, to prevent unreasonable health and safety risks.

Program Administrator

Director of Human Resources is the safety administrator responsible for administrating Feather River Community College's Safety Program. The Campus Safety Officer, under the direction of the Safety Administrator will coordinate the day to day management of the program.

Need for Compliance

All employees must comply with Feather River Community College health and safety policies and procedures. To fulfill these goals, Feather River Community College shall take these steps:

1. Control and reduce employee exposure to all known or clearly suspected occupational health and safety risks, and attempt to lower exposure levels as quickly as governmental regulations, technology and economic feasibility allow.
2. Maintain an ongoing program to identify all health and safety risks to employees. Feather River Community College shall see to it that all employees clearly understand all facets of the college's health and safety programs, which directly affect them and their duties.
3. Establish supervisory responsibility for training and directing employees in safe practices, taking disciplinary action if needed to assure the highest degree of safety possible, and setting a good example on following safety practices.

4. Recognize that despite every effort Feather River Community College makes, the basic responsibility for employee health and safety rests with you, the individual. It is a condition of employment or enrollment for you to conduct your work in a safe and healthful manner. It is the responsibility of every employee to rectify, if possible, any unsafe condition and inform your immediate supervisor of the condition. This is extremely important because you do not want to be responsible for the injury of a fellow employee, a student or yourself due to your negligence. It is your responsibility to promptly and accurately report to your supervisor or instructor:

- All unsafe conditions that could lead to accidents, and
- Any accident or injury, regardless to severity.

If your supervisor is not available a report must be made to the Campus Safety Officer or the personnel department within twenty-four (24) hours.

Violations of safety rules and polices can have serious consequences even jeopardize lives. Therefore, safety violations may result in corrective action, up to and including immediate termination, depending on the violation.

Accidents Requiring Medical Attention

The most important thing for employees to remember is they should not attempt to provide aid beyond what they have been trained to do. When in doubt, outside medical aid should be summoned immediately, and the injured or ill person should be made as comfortable as possible.

Communications

The Feather River Community College will inform you of matters relating to occupational safety and health through posted notices and inter-office memos. Safety issues may also be raised and discussed at staff meetings, board meetings, and training meetings

You may direct any questions regarding safety to the safety administrator or safety officer. You should also notify your supervisor, the safety officer or the safety administrator immediately of any hazard or unsafe conditions at the work site. If you

prefer to report your concerns anonymously, you may call or write to the safety officer or to the safety administrator and indicate that you do not wish to identify yourself.

Identification of Work Place Hazards

The safety officer will inspect the work site periodically in a continuing effort to identify and evaluate possible unsafe conditions and work practices. Inspections may occur when new procedures or equipment are introduced into the work place that may represent a hazard or whenever Feather River Community College is made aware of a new or previously unrecognized hazard.

Investigation of Injuries and Illness

Feather River Community College will investigate occupational injuries and illnesses in the manner it deems appropriate. This may include inspecting the following:

- Location where an injury occurred
- Investigating the circumstances that led to the injury or illness
- Analyzing whether specific procedures, practices, or preventative measures could have helped reduce or eliminate the danger or prevent the injury or illness

Correction of Unsafe Conditions

Where Feather River Community College determines that an unsafe or unhealthy condition, work practice or work procedure exists, it will take appropriate corrective action. Feather River Community College will consider the severity of the hazard along with other relevant factors when evaluating the most appropriate method for correcting any hazardous situation and the time frame within which to make the correction. If an imminent hazard exists that cannot be abated immediately without endangering employees or property, Feather River Community College may find it necessary to remove all exposed personnel from the area in which the hazard exists. Should Feather River Community College need the assistance of any employee to correct the hazardous conditions, they will be provided necessary safeguards.

Training and Instruction

Periodically, various health and safety training instruction will be provided to the employees at safety meetings or as notices on bulletin boards.

Records

Feather River Community College will keep records of inspections and training conducted under the safety program for the period required by law.

OSHA and EPA Compliance

Feather River Community College shall attempt to comply with all Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements. Because such rules and regulations are so extensive, each employee, supervisor and manager is strongly advised to consult with the appropriate Feather River Community College health official. Until further notice that individual is the Campus Safety Officer, John Burns.

Feather River Community College will cooperate with all reasonable OSHA or EPA inspections and compliance reviews. The Program Administrator will be present at such inspections or reviews, along with other appropriate management officials.

The Program Administrator will be available to answers questions and assist in these areas. The Program Administrator is also available to assist with safety plans and activities.

Protective Equipment and Clothing

Employees are required to wear all appropriate protective equipment at the proper times and in the proper manner. Failure to wear required protective equipment is cause for disciplinary action up to and including termination. Feather River Community College is legally and morally bound to make sure each employee complies with this policy.

Employees are required not to override or tamper with safety devices installed on equipment.

Environmental Protection

Feather River Community College is very concerned with protection of the Environment. It is the responsibility of every employee to make sure that materials are disposed of correctly. Feather River Community College will not tolerate contamination of the environment. Any employee found showing disregard for this policy will be disciplined. Discipline can be a warning, suspension or termination.