There is no policy.

**PROCEDURE**

The College Accident Prevention Program is intended to reduce work hazards and promote the well being of Clover Park Technical College personnel. Each college staff member is responsible for following college safety regulations as documented in this and other printed matter and to be a role model for the safe operation of his/her department.

Specific categories of college employees are responsible for the following:

**Administrators**

- Establish, manage, and maintain a safe and healthful working environment.
- Establish, manage, and maintain an accident prevention program.
- Establish, manage, and maintain a program to ensure that individuals may become aware of what hazards exist and how to prevent accidents.
- Create a system of reporting and recording incidents/accidents that will provide useful information for monitoring the effectiveness of the Accident Prevention Program.
- Provide necessary safety equipment to employees.
- Provide required safety training to employees.
- Participate in investigation of accidents involving a lost time injury, serious near incidents/accidents and major damage accidents.

**Coordinators and Instructional Staff**

- Inform and instruct subordinates or students on proper procedures and safety practices. Be alert to, report and correct, any unsafe working conditions or practices.
- Serve on the College Safety Committee when elected and/or appointed.
- Ensure that all necessary safety equipment and personal protective equipment is available in proper working order and used when applicable.
• Report any unsafe conditions to your supervisor and/or the appropriate department. Report all accidents immediately to the Risk Manager on the Accidental Injury or Occupational Illness form.

• Arrange and conduct safety orientation and training immediately after hire and prior to assignment to any new job, task, or location; and periodically thereafter within each department area.

• Offer safety suggestions and establish safety awareness that will contribute to a safer work environment.

• Maintain a current MSDS book for all hazardous chemicals present in work area.

• Be alert for physical or mental conditions in employees, which may cause safety risks.

• Develop cooperative safety awareness in employees; through education, friendly persuasion and setting of good examples.

Students/Patrons

• Shall review, understand and comply with applicable safety and health rules prior to beginning any job task.

• Shall not use intoxicating beverages or narcotics in or around the workplace or enter the workplace while under the influence of intoxicating beverages or narcotics.

NOTE: This does not apply to persons using prescription drugs as directed by a physician. All such incidents shall be documented by physician and permission to work prescribed by physician.

• Shall comply with Federal, state and college safety and health rules and apply the principles of accident awareness and prevention to all day-to-day activities.

• Shall report promptly any job-related injury, illness or property damage to the instructor or supervisor and seek necessary treatment immediately. There are no exceptions listed in WAC 296-24.

• Shall wear personal protective equipment when necessary.

• Shall participate in safety training when provided.

• Shall report hazards and unsafe practices to the instructor, supervisor, Safety Committee representative, Security Office and/or the Safety Coordinator.
• Shall not interfere with another person's use of any personal protective equipment, safety device, or safeguard.

**Safety Coordinator**

Appointed by the College President, the Safety Coordinator is responsible for the coordination of the safety and health activities throughout the college. The President has appointed the Director of Plant Services and Security to act as Safety Coordinator.

The Safety Coordinator is the advocate of the college safety program. Specific duties include, but are not limited to the following:

• Attend meetings of the College Safety Committee.

• Oversee the operation of the Safety Committee.

• Provide necessary leadership to conduct campus-wide safety awareness programs.

• Assist the fire department with fire inspections.

• Maintain and inspect fire extinguishers and other associated equipment annually and maintain inspection log.

• Maintain the college's Hazardous Communication Program.

• Conduct fire/evacuation drills annually.

• Assist supervisors in the investigation of accidents and injuries to determine the causes to which actions can be taken to prevent recurrence.

• Provide advice and feedback to the Safety Committee and to the college administration on the status of safety efforts.