

# Organizational Safety Responsibilities

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In support of the Occupational Safety and Health Manual, the College has defined the following roles and responsibilities.

## **Senior Manager of Facilities Safety, Compliance, and Training**

In pursuit of the College's desire to ensure the safety and health of all employees, the Senior Manager of Facilities Safety, Compliance, and Training shall:

1. Coordinate safety programs and safe work procedures to comply with the College Occupational Safety and Health Manual.
2. Communicate safety activities and trainings with the College Community.
3. Conduct periodic inspections of work sites for compliance with safe work practices and procedures and assist supervisors with safety issues.
4. Coordinate incident investigation; analyze and maintain Incident Investigation Report records.

## **All Employees**

For the safety and health of all, every employee shall:

1. Familiarize themselves with the content of the Occupational Safety and Health Manual.
2. Comply with all established safety rules, regulations, policies, and procedures.
3. Perform all operations in a safe manner and never knowingly or willfully violate federal, state, local, College, or manufacturers' recommendations, rules, regulations, and procedures.
4. Report all hazards, unsafe work conditions, incidents, and near-miss occurrences to your immediate supervisor. In your supervisor's absence the next level of supervision in the chain of command must be contacted until a supervisor is reached, regardless of whether injury or property damage was involved.
5. Report all injuries and suspected work-related illnesses, however slight, to your immediate supervisor. In your supervisor's absence, the next level of supervision in the chain of command must be contacted until a supervisor is reached.

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6. Notify your supervisor or the Office of Human Resources immediately of any change in physical or mental condition that would affect your ability to perform your job duties or would affect the safety of those working with you.
7. Immediately notify the Director of Facilities Planning and Management, or in their absence, the Senior Manager of Facilities Safety, Compliance, and Training, in the event of any onsite inspection by any federal, state, or local regulating agency.

## Supervisors

To further ensure the safety of every employee, Supervisors shall:

1. Observe work activities to detect and correct unsafe conditions and unsafe acts.
2. Enforce safety policies, procedures, and protective measures, such as but not limited to the use of guards, personal protective equipment, clothing/footwear, etc.
3. Discuss with employees all potential hazards on the job.
4. Ensure all Safety Data Sheets are readily available for all chemicals and/or materials used by employees in accordance with federal, state, or local laws.
5. Post signs, notices, and instructions as required.
6. Review the Occupational Safety and Health Manual with newly hired employees. Match employee capabilities to the job. Once assigned, supervise the employee closely to make certain they work according to the College's rules and regulations.
7. After any hazardous incident involving bodily injury, no matter how minor, contact the Office of Risk Management immediately. If the employee requires medical treatment beyond basic first aid, the Senior Director, Facilities Planning and Management must be notified immediately.
8. After any incident in which property, equipment, or motor vehicles are damaged, contact the Director of Risk Management and the Senior Director, Facilities Planning and Management immediately.
9. Maintain equipment and tools in safe condition, consistent with OSHA standards.
10. Enforce rules and regulations as stated in this manual and all College personnel policies.

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11. Complete training and instruction as required ensuring proper job and safety understanding.
12. Complete safety forms/reports in a timely and accurate fashion.
13. Become familiar with the OSH Act and OSHA. See the section on “Understanding the OSH Act and OSHA” for more information.

## Community Partners, Vendors, Contractors, and 1099 Contractors

Each community partner, vendor, contractor and 1099 contractor are responsible for the safety of their operations and each employee working under them. They are required to:

1. Comply with federal, state and local laws and safety regulations and follow safe work practices.
2. Provide copies of Safety Data Sheets for all chemicals and/or materials used on site.
3. Report all incidents to the Senior Director, Facilities Planning and Management. In their absence, report incidents to Campus Police.
4. Familiarize themselves with the College’s procedures and policies to ensure work practices are in full compliance with Carroll Community College’s Occupational Safety and Health Manual.

The Senior Director, Facilities Planning and Management, or their designee, has the authority to immediately stop any unsafe work practices and conditions. All work activity will remain shut down until corrective actions are completed to satisfaction of the Senior Director, Facilities Planning and Management, or their designee.

## Emergency Action Plan

A workplace safety emergency is a crisis which, due to the severity or size of impact, renders existing response mechanisms inadequate. Examples can include, but are not limited to, fires, explosions, floods, hurricanes, tornados, toxic material releases, biological accidents, civil disturbances, and/or workplace violence. In the event of such crisis, a more comprehensive and powerful response is required to manage the crisis and respond to the needs of the College community. Activation of the Crisis Management Team under these circumstances will provide the College with an appropriate response capacity.

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Carroll Community College has prepared an “Emergency Management Plan.” For more information, see the College website under Campus Safety.

## **Injury, Illness and Incident Reporting Procedure**

1. If an employee is injured or becomes ill because of an accident or incident, medical treatment of the injured or ill employee is the highest priority.
  - a. If injuries appear life threatening, “911” should be called immediately and then the Office of Campus Police should be notified by dialing x8123 or 410-386-8123. Should the condition warrant, the Administration Office may contact the College’s nursing staff to assist until emergency responders arrive.
  - b. For non-life-threatening injuries or illnesses that require first aid, the Office of Campus Police should be notified by dialing x8123 or 410-386-8123.
  - c. The College’s employees are not permitted to transport students, visitors, or contractors for medical attention under any circumstances.
2. After appropriate first aid measures are undertaken, a reasonable attempt to notify the injured person’s supervisor should be made by the injured person if able, or by the Office of Campus police if possible.
3. For work-related injuries and illnesses, employees (including student aides) must contact the Office of Risk Management. If not already completed by the Office of Campus Police, the Office of Risk Management will complete a “Physical Injury/Illness Report.”
4. Any employee should contact the Office of Risk Management to report employees and student aide injuries or illnesses if the employee is unable or unwilling to do so themselves.
5. It is important that all injuries and illnesses be promptly reported to the Office of Risk Management, even when minor, since they fall within the scope of Workers’ Compensation regulations.
6. The Office of Risk Management is responsible for recording all OSHA recordable incidents on the OSHA 300 Log. This office is also responsible for all other required OSHA notifications and reports.
7. All incidents not resulting in injury or illness are reported as a Near Miss. A Near Miss event is described as an incident where no property was damaged and no personal injury was sustained but where, given a slight shift in time or position, damage and/or injury

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could have easily occurred. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment may have the potential to cause work related injuries. A “Near Miss Investigation Report” will be completed by the Senior Manager of Facilities Safety, Compliance, and Training, or their designee, in conjunction with the supervisor of the department involved. Completed reports are kept on file, for future reference, in the office of the Senior Manager of Facilities Safety, Compliance, and Training. All files are required to be maintained in a clearly organized and labeled archive which enables immediate and efficient access as needed.

8. The Senior Manager of Facilities Safety, Compliance, and Training investigates any incident resulting in medical attention/treatment or property damage. An “Incident Investigation Report” is completed as part of the investigation and reviewed by the supervisor of the department involved, the Office of Risk Management and the Senior Director, Facilities Planning and Management. Completed reports are kept on file, for future reference, in the office of the Senior Manager of Facilities Safety, Compliance, and Training. All files are required to be maintained in a clearly organized and labeled archive which enables immediate and efficient access as needed.

## Safety Enforcement

1. Workplace safety enforcement is an important part of this Occupational Safety and Health Manual. Violations of any occupational safety and health procedures may result in disciplinary action up to and including termination of employment in accordance with related disciplinary policies of the College.

Revision Notes:

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