

Subject: Classroom, Occupational Safety & Health

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1. Purpose

This policy reaffirms Tidewater Community College’s (TCC) commitment to safety and a healthy work and learning place, and establishes a uniform system to help individuals, departments, and other operating units meet their health and safety responsibilities. The policy outlines safety responsibilities to ensure individual and institutional compliance with relevant environmental, health, and safety laws, regulations, policies, and guidelines, including Commonwealth of Virginia Executive Order 109 (2010).

2. Policy

Tidewater Community College shall provide a safe and healthful work and learning environment for all employees, contract staff, students, and visitors. TCC's mission with respect to safety is to safeguard the lives and health of employees, contractors, students, and visitors to reduce personal injuries that may occur, to promote better college-wide working conditions, and to protect the college's resources in the event of a workplace or learning space incident, situation, or emergency. To that end, employees, students, and other members of the TCC community shall conduct college operations in compliance with applicable federal, state, and local regulations, and college requirements. This policy supplements the Virginia Community College System (VCCS) Policy Manual Section 10.7 (High Risk Instructional Programs Incident and Accident Reporting and Lab Safety). To effect this policy, TCC shall publish a Classroom, Occupational Safety & Health Plan, which will delineate specific responsibilities, guidelines, and procedures.

3. Responsibilities

At TCC, safety is everyone's responsibility. All members of the college community are expected to be thoroughly familiar with their safety responsibilities, strive to follow safety practices at all times, act proactively to prevent accidents and injuries, communicate hazards to supervisors, and prepare for emergencies that may occur in the workplace. Specific responsibilities follow.

3.1. College President

The College President assumes overall responsibility for the implementation of TCC's Classroom, Occupational Safety & Health Plan at all facilities under college control and in all TCC-sponsored activities conducted away from college facilities.

3.2. Chief Operations Officer, Facilities and Public Safety

The COO, Facilities and Public Safety shall be responsible for providing executive direction for the management of the college's Classroom, Occupational Safety & Health Plan, including developing and maintaining procedures that are consistent with this policy and that comply with the policies and principles of the Virginia Community College System (VCCS) and with relevant federal and state laws and regulations. The COO, Facilities and Public Safety shall oversee development and maintenance of the Classroom, Occupational Safety & Health Plan and appoint the College Classroom, Occupational Safety & Health Committee, which will be comprised of members representing a cross-section of academic and administrative programs from each campus and off-campus facilities and the college's central administration.

3.3 Executive Vice President for Academic Affairs & Student Affairs and the Vice President for Workforce Solutions

The Executive Vice President for Academic Affairs & Student Affairs and the Vice President for Workforce Solutions shall be responsible for developing and

maintaining a review process by which safety in instructional, academic and workforce activities will be assessed, to develop procedures for compliance with standards that promote safe classroom practices, and to assign responsibility for carrying out safe classroom practices. The Classroom, Occupational Safety & Health Plan shall include a Safe Teaching Environment Program developed by the Executive Vice President for Academic Affairs & Student Affairs and the Vice President for Workforce Solutions.

3.4. Associate Vice President for Human Resources

The Associate Vice President for Human Resources shall be responsible to maintain the college's OSHA (Occupational Safety Health Administration) records, to review and update employee work profiles to identify duties involving safety risks, manage the Worker Compensation system, coordinate with the Safety Office for the investigation of worker compensation incidents, and in collaboration with the Safety Office develop and provide new employee and annual safety training and awareness programs.

3.5. Director of Public Safety

The Director of Public Safety shall be the College Safety Officer and chair of the College Classroom, Occupational Safety & Health Committee. As such, the Director is responsible for the development, maintenance, and overall management of the Classroom, Occupational Safety & Health Plan. The Director may appoint a Safety Program Coordinator to serve as a liaison between the various academic and administrative departments and programs with regards to safety and health issues and to assist in carrying out the related activities assigned to the Director.

3.6. Vice Presidents & Provosts

Each vice president and campus provost shall have oversight responsibility for implementation of the college's Classroom, Occupational Safety & Health Plan in their respective divisions and on their respective campuses and off-campus locations. The campus provosts, in coordination with the Executive Vice President for Academic Affairs & Student Affairs, are responsible for ensuring that all full-time and adjunct faculty members are knowledgeable of the elements of this program and implement the program as necessary in the academic environment to ensure student safety.

3.7. Associate Vice Presidents, Deans/Directors of Academic Programs

Each associate vice president and dean/director of an academic or workforce program shall be responsible in their respective areas to ensure that employees, faculty members, and students under their supervision are knowledgeable of the elements of this policy and are provided safety training as needed to conduct their duties and instructional activities as assigned in a safe and healthy manner to ensure student safety.

3.8. Department Heads & Supervisors

Each director, associate vice president, or other supervisor shall be responsible, in their respective areas, to ensure the employees under their supervision are knowledgeable of and apply the elements of this policy, and are provided safety training as needed to conduct their duties as assigned in a safe and healthy manner.

3.9. Employees & Students

Each TCC employee and student has an individual responsibility to comply with the program elements and requirements established in the Classroom, Occupational Safety & Health Plan. In addition, employees have a responsibility to report injuries and any unsafe or unhealthy condition to their supervisor, or correct the condition if it is within their ability to do so safely. All employees shall be provided access to safety training materials, personal protective equipment, safety data sheets, results of safety inspections, results of accident investigations (except for information deemed confidential for personnel or medical reasons), hazard assessments, and other materials that may be helpful in improving safety and health in their workplaces.

3.10. College Classroom, Occupational Safety & Health Committee

The committee will monitor compliance with this policy and safety conditions across the college and recommend corrective actions to the COO, Facilities and Public Safety, Executive Vice President for Academic Affairs & Student Affairs, and Vice President for Workforce Solutions. The committee will review the college's Classroom, Occupational Safety & Health Plan annually and recommend modifications determined to be necessary.

4. Procedures

The college's Classroom, Occupational Safety & Health Plan shall include the necessary specific information to comply with federal and state laws and regulations and VCCS policy.

4.1. Classroom, Occupational Safety & Health Plan Development and Maintenance

Under the direction of the COO, Facilities and Public Safety, the Director of Public Safety will develop and maintain the TCC Classroom, Occupational Safety & Health Plan. The plan will be published on the college's website such that it is accessible to all members of the college community.

In developing and maintaining the plan, the Director of Public Safety shall insure that its provisions, including assignments of responsibilities, are coordinated with the affected members of the President's Executive Staff and their respective management staff.

4.2. Classroom, Occupational Safety & Health Plan Contents

The plan will include specific procedures, assignment of responsibilities, and programs guidelines. At a minimum, the plan will address/include:

- Classroom, Occupational Safety & Health Program Administration
 - Assignment of Responsibilities
 - Job Description Requirements
 - Managers' Performance Expectations
 - First Report of Injury Requirements
 - Annual Evaluation of Work-Related Injuries & Illnesses
 - Strategies & Practices to Reduce Lost Time
 - Annual Reporting
- Classroom, Occupational Safety & Health Committee
 - Appointment & Composition
 - Responsibilities
 - Annual Plan Review
- Worksite & Hazard Analysis
 - Inspections & Corrective Action
 - Hazard Analysis of Routine Tasks
 - Hazard Analysis of Non-Routine Tasks
 - Reporting of Hazards
 - Reporting of Incidents (On- and Off-Campus)
 - Reporting of Incidents Involving Property Damage and/or Vehicle Use
- Safety Training
 - Training for New Hires
 - Departmental General Classroom, Occupational Safety & Health Training
 - Specialized Classroom, Occupational Safety & Health Training (based on Employee Work Profile)
 - Supervisory Safety Training
- Hazard Prevention and Control Programs
 - Asbestos Protection Program
 - Bloodborne Pathogens Program/Exposure Control Program
 - Chemical Hygiene Program
 - Confined Space Entry Program
 - Electrical Safety Program
 - Excavation, Trenching, and Shoring Program
 - Fire Prevention & Life Safety Program
 - General Safety Program
 - Hazard Communication Program
 - Hazardous Materials Management Program
 - Hearing Conservation Program

- High Risk Instructional Program
- Hot Work Permit Program
- Lead Hazard Control Program
- Lock-out/Tag-out Program
- Personal Protective Equipment (PPE) Program
- Powered Industrial Truck (forklifts, etc.) Training & Certification Program
- Radioactive Material Safety Program
- Respiratory Protection Program
- Safe Teaching Environment Program
- Slip, Trip, and Fall Protection Program

5. Definitions

No definitions are associated with this policy.

6. References

Commonwealth of Virginia Executive Order 109 (2010) (Workplace Safety and Employee Health)

U.S. Department of Labor, Occupational Safety & Health Administration - Safety and Health Program Management Guidelines; Issuance of Voluntary Guidelines (*Federal Register*, Vol. 54, January 26, 1989)

U.S. Department of Labor, Occupational Safety & Health Administration – Revisions to the Voluntary Protection Programs to Provide Safe and Healthful Working Conditions (*Federal Register*, Vol. 74, No.6, January 6, 2009)

VCCS Policy Section 2.7.1 (Safety Procedures)

VCCS Policy Section 10.7 (High Risk Instructional Programs Incident and Accident Reporting and Lab Safety)

Virginia Occupational Safety & Health Standards

Virginia Statewide Fire Prevention Code (2012 Edition)

7. Review Periodicity and Responsibility

The COO, Facilities and Public Safety shall review this policy at the anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This revision to the policy is effective upon its approval by the College President on August 7, 2017.

Policy Approved:

Procedure Developed:

Edna V. Baehre-Kolovani, Ph.D.
President

Matthew J. Baumgarten
COO, Facilities and Public Safety

9. Review and Revision History

The initial version of this policy was effective April 18, 2016.

Approved April 18, 2016 by President Edna V. Baehre-Kolovani, Ph.D.

- Revision 1 provides changes to policy reflecting changes to titles and transitions the responsibility from one department to the other.

Approved August 7, 2017 by Edna V. Baehre-Kolovani, Ph.D.