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1. INTRODUCTION

This Safety Manual provides guidelines for establishing a safe and healthy environment for all persons while on any Palm Beach State College campus, center or facility. Provisions of this health and safety program apply to all employees, students, and visitors.

In recognition of its responsibilities, Palm Beach State College has adopted a Safety, Health and Environmental Policy that commits it to do the following:

A. Comply with all applicable safety, health and environmental laws and regulations and establish programs and procedures to assure compliance.
B. Provide College personnel with appropriate safety and emergency equipment and ensure that they are properly trained in the procedures that will protect themselves and the environment.
C. Take appropriate action to correct hazards or conditions that pose a risk to safety, health or the environment.
D. Consider safety and environmental factors in all operating decisions.

The policy makes all College employees and students responsible for compliance with it. A copy of this policy is in Appendix A.

To ensure that its employees are provided an environment free from recognized hazards and to fulfill the requirements of its Safety, Health and Environmental Policy, Palm Beach State College has developed this Safety Manual which addresses the OSHA requirements applicable to the College and establishes programs to comply with them, as well as promoting best-practices. The specific safety programs and procedures are detailed in separate documents referenced in this manual. Organization in this manner allows the programs to be directed to the specifically affected personnel and departments at the College, while also affording ease of administration—a change in a program’s description or requirements to accommodate changes in the regulations would not necessitate an accompanying amendment of the manual.
2. RESPONSIBILITIES

Pursuant to the Occupational Safety and Health Act, Palm Beach State College, as employer, is responsible for (1) providing its employees with employment and a place of employment which is safe and (2) complying with applicable OSHA regulations. Likewise, each employee is responsible for complying with those regulations through their adherence to the safety programs and procedures established by the College.

The Safety & Risk Manager, reporting to the Director Security, who reports to the Vice President Administration & Business Services, who reports to the College President, who reports to the District Board of Trustees, is responsible for development of programs that will comply with OSHA requirements and lead to a healthy and safe environment for all members of the College community, which includes faculty, staff, students, vendors and visitors.

Every employee is responsible for working in a safe manner, and for management of risk, including using College facilities, equipment and vehicles in a manner that minimizes potential losses and claims against the College.

Program-specific responsibilities are detailed in each respective program document.

3. WORKPLACE HAZARD ANALYSIS

Identifying and understanding workplace hazards helps to determine the potential for risks to the safety and health of our employees, students, vendors and visitors resulting from activities at any of the College’s campuses. OSHA requires such an assessment of the workplace to determine if hazards are present or are likely to be present. (See 29 CFR 1910.132(d)(1).) Analysis of these hazards allows identification of measures that can eliminate or mitigate their risks. The identification of hazards and their associated controls requires the involvement of safety and health professionals, supervisors, managers, directors and affected employees and can occur through various means.

A. Job Hazard Analysis

One method of determining hazards to personnel is conduct of a job hazard analysis, which examines the steps involved in each task an employee is required to perform to identify any risks that may be present. Consideration is given to the following hazard categories and their sources:

- Impact (e.g., from sources of motion such as movement of tools, machine elements or particles or movement of personnel that could result in collision with stationary objects. Also, from falling objects).
- Penetration (e.g., from sharp objects or materials that might pierce, cut or abrade a body part).
• Compression (e.g., from roll-over of vehicles or rolling or pinching objects that could crush a body part).
• Chemical exposure (e.g., from laboratory operations or waste handling).
• Extreme temperature (e.g., high temperatures from ovens or heaters that could result in burns, eye injury or ignition of clothing or cold temperatures from cryogenic materials that could cause freezing of the skin or eye injury).
• Harmful dust exposure (e.g., from grinding or machining operations).
• Light (optical) radiation (e.g., from lasers, welding, brazing, furnaces, heat treating, high intensity lights, etc.)
• Electrical (e.g., shock hazards from improperly grounded electrical equipment, bare or unprotected electrical wiring, etc.)
• Ionizing/non-ionizing radiation exposure (e.g., from non-destructive test equipment, X-ray equipment)
• Biological exposure (e.g., to bloodborne pathogens or other potentially infectious materials from “needlesticks” or response to an accident involving bodily injury)
• Combustion (e.g., from ignition of automotive fuel, oils and other flammable or combustible materials)
• Harmful noise exposure (e.g., from operation of gasoline- or diesel-powered equipment)
• Repetitive motion/ergonomic stress (e.g., from improper lifting techniques or poorly designed office equipment)

Once hazards have been identified, an estimate of the potential for injuries is made. Each of the identified hazards is reviewed, including the possibility of exposure to several hazards simultaneously, and a determination is made as to the type, level of risk and seriousness of potential injury from each of the hazards found in an area. This information forms the basis for determining the appropriate measures for hazard prevention and control.

B. Accident/Incident Reports and Investigation

All College employees and students have been instructed to immediately report any accident or incident to the Palm Beach State College Security Department. In an emergency, they have been directed to call 911 first and then notify Security. The responding Security Officer prepares an Accident/Incident Report describing the occurrence and the contributing factors, including statements from witnesses, photographs, etc. These reports can provide information that allows the identification of hazards, as well as serve as the basis for an investigation into cause(s) that determines corrective and preventive measures. Follow-up analysis or additional investigation may be performed by the Safety & Risk Manager, who may also involve the affected employee’s supervisor, to ensure that the root cause of the accident has been identified and that appropriate corrective/preventive action has been taken. Copies of Accident/Incident Reports are forwarded to the affected employee’s supervisor for information and possible follow-up to implement corrective/preventive action, training, etc. Copies of Accident/Incident Reports involving potential liability to the College for
loss, damage or injury may be forwarded to the Florida College System Risk Management Consortium in the event of a future claim.

**C. Employee Reports**

Employees and students are encouraged to note and report unsafe or potentially hazardous conditions to their supervisor or faculty member, Security, Facilities, campus Safety and Security Committee or the Safety & Risk Management Department. These reports become the basis for investigations leading to corrective measures to eliminate or mitigate the hazardous condition.

**D. Ergonomic Assessments**

Musculoskeletal injury can occur from improper equipment, equipment set-up or equipment use. Employees may request an ergonomic assessment through their supervisor, which will identify potential risks, as well as the need for any replacement equipment, and advise employees of proper techniques for using their equipment in a manner that will minimize the risk of injury. Employees may access various ergonomic links on the Safety & Risk Management web page to learn how to set up their office workstations or to obtain an ergonomic assessment.

**E. Annual Inspections/Self-Inspection Program**

The College’s Chief Fire Official conducts annual fire safety inspections at each campus in accordance with State Requirements for Educational Facilities and Florida Administrative Code (FAC) Chapter 69A-58. In addition, the State Requirements for Educational Facilities requires an annual fire safety inspection to be performed by the local fire official and annual casualty safety and sanitation inspections to be performed by persons proficient with applicable rules and standards. The College’s Chief Fire Official performs the annual casualty safety and sanitation inspections at the time of his annual fire safety inspection. Fire safety deficiencies and other safety hazards identified during these inspections, as well as a corrective action plan, must be detailed in a report to the College’s Board of Trustees. The corrective action plan would involve the Safety & Risk Manager and/or other appropriate personnel as necessary.

Periodic safety inspections of College facilities by College safety and health professionals are conducted, which may identify existing or potential hazards in the workplace. The Safety & Risk Manager works with appropriate departments and personnel to correct any deficiencies or safety hazards identified.

The College has also established an employee safety self-inspection program to be undertaken in the employee’s work area on a monthly basis. (See link for “Safety Self-Inspection Program” found on the Safety & Risk Management web page.) If not correctable by the employee (e.g., through submittal of a Facility Work Order), issues or concerns identified by the inspection would be directed to their supervisor for resolution.
The supervisor would bring the matter to the attention of the Safety & Risk Manager and/or other appropriate personnel as necessary.

F. Capital Planning and Planned Changes to Equipment and Facilities

The College’s capital planning process, as administered by Facilities Planning & Construction, ensures that all facility additions or modifications that are classified as a capital or fixed asset, including purchases of capital equipment, are reviewed by the Safety & Risk Management Department in order to:

- Determine potential environmental impacts and safety or health hazards;
- Identify permit requirements and obtain necessary regulatory approvals;
- Recommend appropriate design modifications or engineering and/or administrative controls necessary to eliminate or mitigate the impacts or hazards identified;
- Determine operating procedures necessary to comply with environmental, safety or health requirements and to protect employees;
- Determine appropriate personal protective equipment and employee environmental, safety and health training requirements.

Issues identified by the review are brought to the attention of Facilities Planning & Construction for resolution.

4. OSHA AND RELATED REGULATORY REQUIREMENTS

Based on an analysis of workplace hazards, which includes the elements described above, several OSHA and related regulations that are applicable to the College’s activities have been identified. These regulations require employers to undertake various actions to protect employees and promote their safety, including the following which have been undertaken by the College:

- Provide appropriate employee training.
  - Initial safety training is given to employees during their New Employee Orientation, including the following subjects:
    - Reporting work-related injuries and illnesses.
    - Reporting of incidents and unsafe acts and conditions.
    - Safety and environmental policy.
  - Annual safety training is provided in the following subjects:
    - Respiratory protection and respirator fit testing, including medical clearance (29 CFR 1910.134(k))
Periodic inspection of Energy Control Program procedures (lockout/tagout) and attendant training as necessary (29 CFR 1910.147(c)(6)(i) and (c)(7))

- Powered industrial truck (forklift), as necessary to satisfy the OSHA requirement to evaluate each operator's performance at least once every three years (29 CFR 1910.178(l)).

- Asbestos awareness for employees (e.g., custodians) who perform housekeeping operations in an area having asbestos-containing materials (ACM) or presumed ACM. This also includes maintenance personnel. (29 CFR 1919.1001(j)(7)(iv)).

- Bloodborne pathogens (29 CFR 1910.1030(g)(2)).

  - As-needed safety training is provided in such subjects as:
    - Personal protective equipment (ref. 29 CFR 1910.132(f)).
    - Electrical safety (ref. 29 CFR 1910.332).
    - Occupational exposure to hazardous chemicals in laboratories (ref. 29 CFR 1910.1450(f)(1) through (f)(4)).
    - OSHA 10-Hour General Industry Safety.
    - OSHA 10-Hour Construction Safety training.
    - Others as determined by new activities and their associated hazard analyses, including slip/trip/fall prevention, ladder safety, lifting/back safety, hand/power tool safety, groundskeeper safety, etc.

- Establish written programs and plans and make them available to employees including:
  - Chemical Hygiene Plan per 29 CFR1910.1450(e)(1)
  - Energy Control Program (Lockout/Tagout) per 29 CFR 1910.147(c)(1)
  - Exposure Control Plan (for Bloodborne Pathogens) per 29CFR 1910.1030(c)(1)(i)
  - Fire Prevention Plan per 29 CFR 1910.39(b)
  - Hazard Communication Program per 29 CFR1910.1200(e)(1). This program also addresses the requirement to have Material Safety Data Sheets for hazardous chemicals in the workplace available to employees during their work shift. The link for “Safety Data Sheets (SDS)” located on the Safety & Risk Management web page ensures their immediate accessibility for employees at any time.
  - Respiratory Protection Program per 29 CFR1910.134(c)(1)

- Palm Beach State College has developed the following environmental compliance programs, which may be found on the Safety and Risk Management web page:
  - Battery Disposal and Recycling.
As new laws and regulations are adopted or revisions to existing ones occur, the compliance programs must be revised to reflect the new requirements. Establishment and maintenance of these compliance programs ensure that the College is not at risk of violation of any its legal requirements.

5. HAZARD PREVENTION AND CONTROL

Workplace hazards are identified though the Workplace Hazard Analysis described in section 3 above. Hazard prevention and control are achieved by one or more of the measures described below.

A. Engineering Controls

Engineering controls involve some structural change to the work environment or work process to place a barrier to, or interrupt the transmission path between, the worker and the hazard. This may include isolation or enclosure of hazards or use of machine guards and manual handling devices. At Palm Beach State College, the use of engineering controls is the preferred method of preventing exposure to chemical, physical and ergonomic hazards. Listed below are a few examples of engineering controls implemented within the College.

### Examples of Palm Beach State College Engineering Controls

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Engineering Control</th>
</tr>
</thead>
</table>
| Chemical Exposure, Combustion | • Laboratory fume hoods.  
• Storage of chemical containers in secondary containment or in flammable cabinets.  
• Local ventilation when cutting concrete or other silica-containing materials. |
| Penetration | • Machine guards for drill presses. |
| Ergonomic Stress | • Ergonomically correct workstations and furniture. |
### B. Administrative Controls

Administrative (procedural) controls reduce or eliminate exposure of individuals to a hazard by adherence to a specific process or set of instructions. Documentation should emphasize all the steps to be taken and the controls to be used in carrying out the task safely. Listed below are a few examples of administrative controls utilized by the College.

#### Examples of Palm Beach State College Administrative Controls

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Administrative Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact</td>
<td>Certification of forklift operators.</td>
</tr>
<tr>
<td>Compression</td>
<td>“No wearing of personal jewelry” policy.</td>
</tr>
<tr>
<td>Ergonomic Stress</td>
<td>“Ergonomic Assessment Process”.</td>
</tr>
</tbody>
</table>

### C. Safe Work Practices

Work practice controls ensuring the safety of College employees are documented in the programs listed in section 4 above.

### D. Personal Protective Equipment

Personal protective equipment (PPE) is worn by employees as a barrier between themselves and the hazard. The success of this control is dependent on the protective equipment being chosen correctly (i.e., it must ensure a level of protection greater than the minimum required to protect an individual from the hazard), as well as its being fitted, worn and maintained correctly and worn at all times of exposure to the specific hazard. All PPE is College-provided and selected to meet the requirements of recognized regulatory standards. The selection of proper PPE is determined from the job hazard analysis and, in the case of handling chemicals, from the chemical-specific Material Safety Data Sheet. The table below summarizes some of the PPE utilized by our employees.

#### Examples of Personal Protective Equipment Used by Palm Beach State College Employees

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Hazard</th>
<th>PPE Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handling/pouring chemicals or waste chemicals</td>
<td>Chemical exposure</td>
<td>Goggles, face shield, gloves, laboratory coat.</td>
</tr>
<tr>
<td>Grinding/sanding/machining operations</td>
<td>Impact, penetration, compression</td>
<td>Safety glasses with side shields, gloves.</td>
</tr>
<tr>
<td>Operation of gasoline-powered grounds-keeping equipment</td>
<td>Harmful noise/dust (fume) exposure</td>
<td>Hearing protection, N95 disposable respirator.</td>
</tr>
</tbody>
</table>

**E. Preventive Maintenance**

When equipment fails to operate properly or breaks down, the result can lead to accidents, injury and/or unsafe conditions (e.g., poor indoor air quality) for members of the College community. The Facilities Department at Palm Beach State College has an extensive, detailed preventive maintenance (PM) program covering every major piece of equipment to ensure that it continues to operate properly. Examples of the type of equipment covered include the following:

- Heating, ventilating and air conditioning (HVAC) systems.
- Generators.
- Hoist and lifting devices.
- Materials handling equipment (e.g., forklifts).
- Motors and motor bearings.
- Blowers.
- Laboratory fume hoods.
- Alarm systems.
- Fire suppression systems.
- Utility carts.
- Automobiles and trucks.

Each major piece of equipment at the site has a detailed, written procedure for performing PM, which is conducted in accordance with an established regular schedule. By conducting regular PM and corrective maintenance as necessary, the Facilities Department ensures that the potential for equipment failure is minimized, thereby preventing equipment breakdowns that may cause hazards.

**F. Safety and Health Training and Awareness**

Providing training and information to the College community on safety requirements and procedures and promoting awareness of safety hazards and measures to avoid them are essential to ensuring the prevention and control of hazards. The College provides this training and awareness through many activities.
(1) Recurring Training
Employee training in order to promote hazard awareness and safe work practices is an OSHA requirement under various programs. Students may receive similar training as part of their academic coursework. Some of the OSHA-required training must be provided annually, while other training is one-time and recurs only under the conditions indicated in the specific regulation. The Safety & Risk Manager is responsible for developing and coordinating presentation of pertinent training courses for College employees. Supervisors are responsible for ensuring their employees receive required safety training.

(2) New Employee Orientation
New employees receive an orientation on the College, its administrative policies and procedures and benefits, including the functions of various departments, on the first working day of the month following their hire date, or as soon as possible thereafter. The orientation also includes a session on employee safety. Supervisors have the responsibility of ensuring their employees receive position-specific safety orientation and training.

(3) College Publications
Information regarding safe practices or to promote safety awareness is communicated to the College community through various publications, the majority of which are available online.

(4) Electronic Alert System
College employees and students can receive emergency notifications and updates via the College’s Rave emergency alert system. Immediate safety alerts, emergency closings, cancellations, re-openings and updates will be sent directly to each individual through any of the devices registered. The service will send text or instant messages to registered mobile phones, wireless PDAs, e-mail addresses, Facebook and/or Twitter. The Electronic Alert system is an “opt-out” system (students and employees are signed up automatically), which is managed by the Security Department.

(5) Campus Safety and Security Committees
Each campus has formed a Safety and Security Committee to communicate safety and security information and coordinate responses to safety and security issues and concerns. Each committee meets routinely to review trends, issues and concerns.
pertinent to its campus, establish priorities for educating the campus community regarding them, and develop plans and assign responsibilities for addressing them, including working with the Facilities Department to correct physical hazards. A link to the name of each committee’s chair for each committee is available on the Safety & Risk Management web page. If any member of the College community has a safety or security issue or concern, it may be addressed either to one of the Safety and Security Committee members for their campus or to either the Safety & Risk Manager or the Director of Security.

G. Emergency Preparedness and Response

Various internal and external events with hazardous consequences may occur, which result in an emergency for the College. Examples include fire, hurricane, tornado, hazardous material spill, active shooter, etc. Being prepared for emergencies and undertaking an effective response will limit the impact of the emergency on the College community, provide for the safety of personnel and property and promote the College’s continued operation. OSHA requires that employers, such as Palm Beach State College, have a written emergency action plan, kept in the workplace and available for employees to review (29 CFR1910.38(b)). The Palm Beach State College’s Emergency Operations Plan has been prepared jointly by the Security and Safety & Risk Management Departments to fulfill this requirement. Included in the Emergency Operations Plan are the various response scenarios for the emergencies that can occur at the College. These include evacuation (in response to a fire alarm, an actual fire or a power outage), lockdown (in response to an active shooter on campus or a nearby off-campus threat) and shelter in place (in response to an external environmental threat such as a tornado, lightning storm or hazardous material spill).

The Emergency Operations Plan includes sub-plans that address risks in greater detail. Included in these sub-plans is the Hurricane Preparedness Plan, which describes the actions to be taken at the Hurricane Watch and Hurricane Warning stages, which will protect College property and ensure that the College is returned to operation as soon as possible after the storm. Also included are: Emergency Closing Plan, Pandemic Flu Plan, Emergency Communication Plan, Bomb threat Assessment Form, and Chemical Spill Response Plan.


H. Fleet Safety

The College has numerous pieces of automotive equipment (cars, truck, passenger vans, buses) used by College employees to carry out work requirements offsite or to transport students to offsite events. It is imperative that the equipment on these
vehicles (e.g., lights, brakes, horns, tires) is in good condition and operates properly so that College personnel may travel in safety. The College’s Facilities department tracks vehicle mileage and brings each vehicle in at 5,000 miles or at least annually to perform preventive maintenance and to check operation.

Drivers of vehicles used for student transportation are required to perform a pre-operational check of the vehicle that includes safety items and to report any problems to the College’s Transportation Coordinator. These drivers also undergo driver training given by the Transportation Coordinator.

I. College Vehicle Usage Procedures

Only employees of Palm Beach State College are authorized to operate College vehicles. Vehicle operators must have a valid Florida State driver’s license. A listing of vehicle operators, their driver’s license numbers and when the license was last checked for validity is maintained on PantherNet. Safety & Risk Management performs weekly checks of this listing for drivers who are “due” such that the validity of the license for every employee whose uses a College vehicle is checked at least once each year.

Personal use of College vehicles is not permitted and may result in disciplinary action up to and including dismissal. Other requirements for drivers of College vehicles are described in College Vehicle Usage Procedures, which may be accessed from the Safety and Risk Management web page.

Operators of utility/golf carts are also required to have a valid driver’s license and must complete utility/golf cart safety training before being allowed to operate a utility/golf cart. The College’s Utility/Golf Cart Safety Program may be found on the Safety and Risk Management web page.

K. Other Programs.

Other programs that limit risk are described below:

(1) Automated External Defibrillators

Sudden cardiac arrest (SCA) can occur to anyone at any time. The College has placed Automated External Defibrillators (AEDs) at every campus in locations that conform to the guidelines of the American Heart Association regarding having a three-minute response time between the determination that someone is the victim of SCA and the arrival of an AED at the victim’s location. Maps showing the locations of the AEDs at each campus may be found on the Safety and Risk Management web page.
AED batteries and pads are replaced in accordance with the manufacturer’s recommended schedule. The Security Office at each campus conducts a monthly inspection of the AEDs on the campus to ensure that they are in good condition and working order.

(2) Household Electrical Appliance Procedure
Unauthorized household electrical appliances put the College at risk for power outages, fires and injuries to employees and loss of productive time due to unnecessary evacuations from buildings because of false alarms. The College’s Household Electrical Appliance Procedure sets forth the requirements under which an employee may have and use a household electrical appliance, as well as those appliances that are not allowed on any of the College’s campuses and the conditions under which an appliance may be removed. The College’s Household Electrical Appliance Procedure is located on the Safety and Risk Management web page.

Any questions about this manual and/or the programs and policies contained herein should be directed to Safety and Risk Management.
APPENDIX A

Palm Beach State College Board Policy

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Safety, Health and Environmental Policy</th>
<th>NUMBER</th>
<th>6Hx-18-4.70</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGAL AUTHORITY</td>
<td>1001.61 FS, 1001.64 FS, 1004.65 FS, Div. 62 FAC, Florida Executive Order 2000-292, Federal law: 29 U.S.C. 651 et seq.</td>
<td>PAGE</td>
<td>1 of 1</td>
</tr>
<tr>
<td>DATE ADOPTED/AMENDED</td>
<td>Adopted 05/29/2012</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Policy:

1. As a responsible steward of our people and facilities and the environment, it is the duty of Palm Beach State College to provide a workplace for its faculty and staff and a learning environment for its students that are free from recognized hazards to their safety and health. In addition to protecting the people who work and learn on our campuses, the College has an obligation to ensure that its operations do not harm the environment.

2. In recognition of these responsibilities, Palm Beach State College hereby adopts a safety, health and environmental policy that commits it to do the following:

   A. Comply with all applicable safety, health and environmental laws and regulations and establish programs and procedures to assure compliance.

   B. Provide College personnel with appropriate safety and emergency equipment and ensure that they are properly trained in the procedures that will protect themselves and the environment.

   C. Take appropriate action to correct hazards or conditions that pose a risk to safety, health or the environment.

   D. Consider safety and environmental factors in all operating decisions.

3. The safety and health of the College community must be a part of everyone’s daily concern, and safety and environmental protection must be an integral part of every job.

4. All faculty and supervisory personnel are accountable for the actions of the individuals they supervise in that regard.
5. All College employees and students are responsible for complying with all safety rules, for their individual safety performance, for the safety of those around them and for working in such a manner as to prevent harm to themselves, to others and to the environment.