

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: MCC Safety and Health Program

DATE: August 10, 2018

PURPOSE: The College is concerned with the safety and wellbeing of its employees. Federal law requires the College to maintain a safe working environment for its employees. The Nebraska Department of Labor requires all employers in Nebraska to establish an effective written injury prevention program that addresses all work sites and all classes of workers.

SCOPE: The policy and procedures described in this program apply to all MCC employees.

1. Purpose

The College's intention is to bring passion and energy to safety and health. The College will ensure that safety and health is a fundamental part of the College's culture and remains at the core of the organization. The College will foster a zero injury environment.

2. Policy

The College is committed to furnishing and maintaining a working environment that is free from recognized hazards. All assigned duties can be performed while maintaining the highest standard of safety for all employees.

All management personnel are responsible and accountable for implementing and maintaining safe working conditions. Training is provided to ensure that each employee has the skills and knowledge necessary to perform his or her job. Management will be responsive to safety and health needs and concerns as it becomes aware of them.

All employees are responsible and accountable for following expectations outlined herein. Employees are expected to communicate safety and health concerns to management so that they may be addressed promptly.

Violation of College safety rules may subject violators to disciplinary action, up to and including termination.

3. Administration

The Campus, Planning and Sustainability department has the authority and responsibility to implement, coordinate and maintain the Safety and Health Program.

4. Employee Involvement

Employees have many opportunities to become actively involved in safety and health. Employees may communicate safety suggestions and/or concerns to a Supervisor or the Campus, Planning and Sustainability department.

With Supervisor approval, employees may:

- A. Assist with hazard prevention and control efforts.
- B. Assist with inspections and audits within their respective area.
- C. Attend a meeting and/or conference of interest that relates to job duties at the National Safety Council, Nebraska.
- D. Participate on the Safety Committee.

5. Emergency Procedures

Emergency procedures have been outlined in the Emergency Procedures Handbook for the following:

- A. Emergency Notification Procedures
- B. National Terrorism Advisory System
- C. Fire
- D. Evacuation of People with Disabilities
- E. Medical
- F. Disturbances
- G. Inclement Weather
- H. Tornadoes
- I. Severe Weather Areas
- J. Earthquakes
- K. Power Outages
- L. Bomb Threats
- M. Hazardous Materials

The handbook is accessible in My Way through the Workplace Safety and Health webpage. If printed, the hardcopy must be replaced after a revision. The month and year of a revision is indicated on the front cover.

6. Emergency Equipment & Information

The location of fire extinguishers, automated external defibrillators (AED's), first aid cabinets, safety showers, eyewash stations, emergency exits and severe weather areas are identified on Campus/Center maps. The maps are posted throughout each location. They are also available on the MCC website.

7. Injury/Illness Reporting & Investigation

Every injury that occurs on the job, even a minor cut or strain, must be reported. When an on-the-job injury or illness occurs, the employee must notify his/her supervisor immediately, unless the employee is prevented by incapacity from doing so. Under no circumstances, except emergency trips to the hospital, should an employee leave the College without first reporting a work-related injury or illness to their supervisor. In any event, notification must occur within 24-hours of the incident.

Once notified, the supervisor, or his/her designee, must contact the MCC Police/Public Safety officer on duty and the Human Resources office as soon as practicable. MCC Police/Public Safety will investigate and document the incident. Part of the investigation process requires that the sick or injured employee, and any witnesses to the injury or illness, complete a Statement Form, located on the MCC Police/Public Safety resource page. Human Resources will provide direction to the affected employee as well as the supervisor, or his/her designee, as to the appropriate course of action, including treatment facility options, the paperwork to be completed and the employee's benefits provided by law.

Recognized hazardous conditions that contributed to a workplace illness or injury shall be corrected immediately, or as soon as feasible. Incident documentation shall be forwarded by the MCC Police/Public Safety department to the Campus, Planning and Sustainability department. Trends shall be evaluated periodically to substantiate injury/illness reduction measures.

8. General Safety Requirements

General safety requirements are basic expectations that promote a safe working environment and atmosphere. These requirements are outlined in the General Safety Requirements document. The document can be accessed in My Way through the Workplace Safety and Health webpage.

9. Worksite Analysis

A formal College-wide safety and health audit shall be conducted periodically to identify unsafe conditions and practices. Findings shall be evaluated, separated according to risk potential and documented. Findings that are of the highest risk potential shall be corrected immediately, or as soon as feasible. If possible, the risk potential associated

with a hazard shall be reduced temporarily until a permanent solution can be implemented. A corrective action plan shall be created for all other findings.

Informal observations of conditions and practices will be made periodically throughout the year. Unsafe conditions will be communicated to management and employees within the affected area(s). If not immediately correctable, solutions will be implemented as soon as practicable. The risk potential associated with a hazard shall be reduced temporarily until a permanent solution can be implemented.

10. Hazard Prevention & Control

The College will ensure that recognized hazards are prevented and controlled through one or more of the following:

- A. Engineering Control
- B. Administrative Control
- C. Personal Protective Equipment (PPE)

Hazards are identified through injury/illness investigations, audits, observations and reporting. Hazard awareness is achieved through training as well as safety and health participation.

11. Training

All employees are required to complete basic safety and health training. The training modules can be accessed in My Way through the Workplace Safety and Health webpage. Basic training encompasses the following:

- A. Zero Injury Culture
- B. Behavior Based Safety
- C. Emergency Procedures
- D. Fire Safety
- E. Injury/Illness Reporting
- F. General Safety
- G. Bloodborne Pathogens Awareness
- H. Ergonomics Awareness
- I. Hazard Communication Awareness
- J. Personal Protective Equipment Awareness

More specific training will be required for those employees that perform specialized tasks within their normal job scope that are subject to potential hazards. Specific training may encompass one or more of the following:

- A. Bloodborne Pathogens (training beyond awareness level)
- B. Electrical Safety
- C. Elevated Work/Ladders/Fall Protection

- D. Ergonomics (training beyond awareness level)
- E. Hand and Power Tools
- F. Hazard Communication (training beyond awareness level)
- G. Hazardous Waste
- H. Hot Work, Cutting and Welding
- I. Lab Safety
- J. Lockout/Tagout
- K. Machinery and Machine Guarding
- L. Occupational Noise Exposure
- M. Permit-Required Confined Space Entry
- N. Personal Protective Equipment (training beyond awareness level)
- O. Powered Industrial Vehicles
- P. Respiratory Protection

12. Programs & Procedures

Additional safety and health documents, such as programs and procedures, will be developed and made available for various topics. These documents will provide more in-depth information and guidance. Said documents may include the following:

- A. Audit
- B. Behavior Based Safety
- C. Bloodborne Pathogens
- D. Confined Space Entry
- E. Contractor Safety
- F. Electrical Safety
- G. Elevated Work
- H. Ergonomics
- I. Hazard Communication
- J. Hot Work, Cutting and Welding
- K. Lockout/Tagout
- L. Machinery and Machine Guarding
- M. Occupational Noise Exposure
- N. Permits and Procedures
- O. Personal Protective Equipment (PPE)
- P. Powered Industrial Vehicles
- Q. Respiratory Protection

13. Safety Committee

Involvement with the College Safety Committee provides employees throughout all levels of the organization with the opportunity to become actively involved in safety and health. The Committee is a vehicle for advice, creativity and leadership in furthering the College's mission to foster a zero injury environment. Activities of the Committee involve the following:

- A. Support and promote safety and health efforts.
- B. Evaluate information and provide input.
- C. Suggest innovative ideas.
- D. Discuss concerns.
- E. Assist in areas of interest and strength.

Meetings are held quarterly. With supervisor approval, interested employees are encouraged to attend and participate.

14. Continuous Improvement

The College will continuously evaluate and improve upon the safety and health processes in place through the following means:

- A. Annual Budgeting
 - 1. Approved funds for ongoing expenses, new initiatives and improvements.
- B. Periodic Safety and Health Audits
 - 1. Hazard assessments and mitigation efforts.
- C. Goal Setting
 - 1. Strategic short and long term goals are identified within the annual budget.
- D. Incidence Rate
 - 1. The nationally recognized Incidence Rate (I/R) is utilized to gauge the effectiveness of safety and health measures within MCC ($I/R = \text{number of injuries and illnesses} \times 200,000 / \text{employee hours worked}$).
- E. Periodic Informal Observations

15. Recordkeeping

The College shall maintain records for various lengths of time, depending on the record type and the legal requirements for record retention. The following records are retained in accordance with MCC's Records Management policy, state and federal law:

- A. Audit and Corrective Action Plan
- B. Emergency Procedures Handbook Revisions
- C. Injury/Illness Reports
- D. Safety and Health Program at MCC
- E. OSHA Form 300A
- F. Safety Committee Meeting Minutes
- G. Training Documentation

16. References & Resources

Metropolitan Community College Workplace Safety and Health Webpage

Metropolitan Community College - PM VI-31: Workers' Compensation for On-the-Job Injuries

PM X-27: Records Management at Metropolitan Community College

- A. Records Retention Schedule 151
- B. Records Retention Schedule 24

Nebraska Department of Labor Website

Adopted 10/8/12; Revised 10/14/13; 3/11/14; 7/8/14; 8/10/18