



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Health and Safety
<i>AP Number:</i>	AP 11.03.01
<i>Adoption Date:</i>	2/14/96
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	1/29/02, 11/13/06, 4/1/17, 4/26/22
<i>Revision Date(s):</i>	1/29/02, 11/13/06, 4/1/17, 4/26/22
<i>Sponsoring Unit/Department:</i>	Finance
<i>Policy Title(s) & No(s).:</i>	Environmental Health and Safety, BP-11.03
<i>Legal Reference:</i>	Federal Occupational Safety and Health Standards, 29 CFR 1910 (OSHA); State of Arizona OSHA Safety and Health Standards, 29 CFR 1926; A.R.S. Title 49, sections 101-1106
<i>Cross Reference:</i>	Environmental Management, AP 11.03.02

AUTHORITY

The Chancellor delegates to the Executive Vice Chancellor for Finance and Administration or designee responsibility for ensuring that the College's Environmental Health and Safety Policy, BP 11.03 as it relates to health and safety is implemented in accordance with this Administrative Procedure (AP).

SECTION 1: Institutional Responsibility

Pima Community College ("College") is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe conditions on its premises. The College will meet its responsibilities for health and safety by

adhering to relevant health and safety standards, including, but not limited to, those identified in 29 CFR 1910.

SECTION 2: Education and Training

The Executive Vice Chancellor for Finance and Administration or designee shall take all reasonable steps to acquaint College employees with their rights and duties in the workplace and applicable regulations and procedures for protecting their health and safety. Where appropriate, the Executive Vice Chancellor for Finance and Administration or designee shall establish training programs to assist in maintaining safe conditions and work practices and facilitating employee participation in health and safety activities, including, but not limited to, health and safety committees.

SECTION 3: Compliance

All employees shall protect their own health and safety by working in compliance with prevailing regulations and standards and with safe-work practices and procedures established by the College and by their individual departments. All employees must report any health hazards and unsafe conditions or practices to supervisory staff immediately for corrective action.

It is a primary duty of all persons in authority (instructors, supervisors, and administrators); to ensure that any persons under their direction are made aware of and comply with all applicable health and safety APs and other safety procedures. They shall be responsible for ensuring that all aspects of the workplace are safe and that any risks, hazards, or safety violations brought to their attention are investigated and corrected promptly.