

Section: Workplace Safety

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Sponsoring Unit/Department: Finance and Administration

Workplace Safety

The College supports workplace safety and the reduction of workplace/work related accidents and injuries. All employees are responsible for contributing to a safe working environment. Any employee observing a workplace safety issue should report the condition to an appropriate authority as soon as possible.

Personal Protective Equipment

The College shall provide the proper apparel and equipment necessary to protect employees from injury or harm. Employees must use the provided personal protective equipment as required by College policy, standard practice and/or relevant state or federal laws and regulations. Where safety shoes and safety glasses are required, the College shall provide an allowance for prescription safety glasses and safety shoes in accordance with the appropriate unit guidelines. Employees may, at their own expense, provide their own personal equipment provided it is approved prior to its use by the supervisor and Environmental Health and Safety (EHS) and it is of equal or better quality than the College provides as determined by EHS.

All determinations will be in writing and kept on file in the EHS.

Uniforms and Other College Required Equipment

Some units require employees to wear uniforms. Within those units, uniforms shall be worn by all employees in accordance with their unit guidelines. Where uniforms are required, the College shall provide and replace them in accordance with the appropriate unit guideline. Laundry and upkeep are the employee's responsibility. (Optional uniform items not issued or required by the College are the responsibility of the employee.)

If an employee is required by the College and authorized by his/her supervisor to care for College-owned equipment other than a uniform (i.e., police weapons, bicycles, cars, tools, etc.) and such care and equipment are required for the performance of his/her principle activities, the employee will be afforded in his/her regular schedule the time and supplies to care for and maintain the College-owned equipment at work. The College will determine and designate the time and place for the care of such equipment.

Text Alert System

All employees with personal or college cell phones are required to subscribe to the College's emergency text alert system. This applies to staff, part-time employees, faculty, adjunct faculty, and administrators.