

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Safety at the College**

**DATE: March 1, 1993**

**NUMBER: 2.44**

**REVISION(S):**

The College wishes to reduce or eliminate accidents in the workplace. To accomplish this end the College has committed several resources to ensure compliance with federal standards and a safe workplace for all staff, students, and the public.

**1. College Safety Committee**

The College has a safety committee comprised of at least one (1) faculty member, one (1) facility member, one (1) classified staff member, and one (1) administrator. The committee conducts a quarterly inspection of all College facilities and reports its findings to the President. The report identifies any unsafe conditions and the steps recommended or taken to eliminate those conditions. The committee is also responsible for certain postings, OSHA reports, and information distribution.

**2. Condition of Premises**

Each employee is responsible for the condition of the College premises and is accountable for identifying, correcting, or reporting unsafe conditions in office areas, classrooms, laboratories, work areas, or grounds.

All employees are responsible and accountable for accurately reporting all injuries. This includes injuries to students, visitors, or co-workers. Report injuries promptly. Late claim reporting can jeopardize the payment of a claim and delay the correction of an unsafe condition.

**3. College Vehicles**

The safe use of College vehicles is basic to any safety program. Only properly licensed employees approved by the President or the Vice President of Finance and Administration are allowed to operate College vehicles.

Report immediately any accident or injury involving a College vehicle.

College vehicles may be used for College business only, unless otherwise authorized by the Vice President of Finance and Administration. Unauthorized trips for personal reasons or transporting unauthorized persons in a College vehicle is a misuse of College property that may lead to disciplinary action, up to and including termination of employment.

It is a part of job responsibility to know and follow all safety standards and legal requirements. Discuss what is required with a supervisor and/or the Safety Committee.

AUTHENTICATION (Signature):

COPP

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President

3/1/93  
(Date)

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