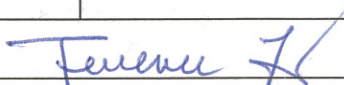


BBCC ADMINISTRATIVE PROCESS

Title: General Safety Guidelines	AP 7700	Implementing Board Policy: BP7700
Originating Department: Safety & Security	Originated:	Effective Date: 3/03/15
Previous Revisions:	Approved: 	President

1.0 PURPOSE

- 1.1 Big Bend Community College (BBCC) places the highest value on the safety of its employees and students. BBCC is committed to providing a safe workplace and learning environment for all employees and students and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.
- 1.2 BBCC encourages and supports all programs which promote safety of the BBCC community. It is the basic safety policy of BBCC that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

2.0 REFERENCES

- 2.1 Safety
 - 2.1.1 Implementing Board Policy 7700
 - 2.1.2 WAC 296-800, Safety and Health Core Rules
 - 2.1.3 WAC 296-155, Accident Prevention Programs
 - 2.1.4 See *also* AP 7716 (Hazardous Substance Communication) and AP 7717 (Hazardous Waste Management and Disposal)

3.0 Responsibilities

3.1 Administration's Responsibilities

- 3.1.1 Ensure that a campus wide safety committee is formed and is carrying out its responsibilities as described in this program.
- 3.1.2 Ensure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
- 3.1.3 Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
- 3.1.4 Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
- 3.1.5 Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
- 3.1.6 Set a good example by following established safety rules and attending required training.

3.1.7 Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

3.2 Supervisor Responsibilities

3.2.1 Ensure that each employee you supervise has received an initial orientation before beginning work.

3.2.2 Ensure that each employee you supervise is competent or receives training on safe operation of equipment or tasks *before* starting work on that equipment or project.

3.2.3 Ensure that each employee receives required personal protective equipment (PPE) *before* starting work on a project requiring PPE.

3.2.4 Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.

3.2.5 Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.

3.2.6 Set a good example for employees by following safety rules and attending required training.

3.2.7 Investigate all incidents in your area and report your findings to management.

3.2.8 Talk to administration about changes to work practices or equipment that will improve employee safety.

3.3 Employee Responsibilities

3.3.1 Follow safety rules described in the college's safety program, WISHA safety standards and training you receive.

3.3.2 Report unsafe conditions or actions to your supervisor or safety committee representative promptly.

3.3.3 Report all injuries to your supervisor promptly regardless of how serious.

3.3.4 Report all near-miss incidents to your supervisor promptly.

3.3.5 Always use personal protective equipment (PPE) in good working condition where it is required.

3.3.6 Do not remove or defeat any safety device or safeguard provided for employee protection.

3.3.7 Encourage co-workers by your words and example to use safe work practices on the job.

3.3.8 Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

4.0 Accident Prevention Plan

4.1 The college will

4.1.1 Assist employees in identifying unsafe working conditions or practices;

4.1.2 Provide employees with safety training to improve safety skills and knowledge;

4.1.3 Involve employees in keeping the workplace safe; and

4.1.4 Plan for emergencies.

5.0 Safety Committee

- 5.1 BBCC has a safety committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety program.
- 5.2 The committee includes management-designated representatives and one employee-elected representative each from faculty, classified staff, and hourly employees.
- 5.3 Employees in each division will elect from among themselves a representative to be on the committee.
 - 5.3.1 If there is only one volunteer or nomination, the employees will approve the person by voice vote at a short meeting called for that purpose.
 - 5.3.2 If there is more than one volunteer or nomination, a secret paper ballot will be used to elect the representative.
 - 5.3.3 Elected representatives will serve for one year before being re-elected or replaced. If there is a vacancy then an election will be held before the next scheduled meeting to fill the balance of the term.
- 5.4 In addition to the employee-elected representatives, management will designate no more than three representatives but a minimum of one who will serve until replaced by management.
- 5.5 A chairperson will be selected by majority vote of the committee members each year.
 - 5.5.1 If there is a vacancy, the same method will be used to select a replacement.
- 5.6 In addition to the committee responsibilities explained above, duties of safety committee members include:
 - 5.6.1 A monthly self-inspection of the area they represent
 - 5.6.2 Communicating with the employees they represent on safety issues and
 - 5.6.3 Encouraging safe work practices among co-workers.
- 5.7 The regularly scheduled meeting time is 4 p.m. for one hour on the third Thursday of each month, except during the months of June through September, at the ATEC Building. This may be changed by vote of the committee.
- 5.8 A committee member will be designated each month to keep minutes on the attached minutes form.
 - 5.8.1 A copy will be posted on the employee bulletin board after each meeting.
 - 5.8.2 After being posted for one month, the minutes will be filed for one year. The minutes form contains the basic monthly meeting agenda.
 - 5.8.3 Meeting minutes will be kept on file for one year.

Activity	Required Training	Required Program and/or Documents
Do you work with, have or store chemicals in your work area(s), vehicle, or building?	Chemical Safety (Employee & Hazard Communication Class) additional training by supervisor on specific and new hazards	Hazcom program, chemical inventory (annual update to Environmental Health and Safety), MSDSs, container labeling, & training documentation

Do you produce waste that contains chemicals, blood, human body fluids or infectious agents?	Hazardous waste training (HazCom class is prerequisite)	Hazardous waste manual, waste tracking forms (as needed)
Do you provide first aid services, work with or have the potential to contact human blood, body fluids, or tissues?	Bloodborne pathogens (annual review/training on BBP & exposure control plan may be required depending on exposure risk)	Bloodborne Pathogen Program - Infection Control Plan, annual training and HBV vaccine may be required
Do you use respirators or dust masks?	Respiratory Safety and fit testing (annual fit test required)	Respiratory safety program, medical evaluation and annual training documentation
Do your work involve the application of pesticides?	Poss. Pesticide Management &/or License (in addition to respirator safety)	Medical evaluation for sprayer or if known reaction to pesticides
Does your work require hearing protection?	Hearing protection use	Hearing conservation program, protection area signage, and annual review
Do you use or service equipment on which an unexpected restarting could cause injury?	Lockout-tagout	Lockout-tagout procedures, 3 yr review / refresher training
Does your area have any confined spaces that you must enter?	Confined space entry	Confined space program, entry permits (if required), 3 yr review / refresher training
Do you work with or near electrical hazards ?	Cardio-Pulmonary Resuscitation (CPR)	CPR certification (renew every two years)
Do your work involve the use of ladders?	Ladder Safety	Annual review/training
Do you perform maintenance or housekeeping in areas with asbestos?	Asbestos Awareness	Training documents
Do you operate industrial trucks (e.g. forklift, bucket truck, etc.)?	Industrial Trucks Operations (Fork lift training & Aerial lift training)	Training license, retraining/renewal every three years
Are there fire extinguishers in your work area or nearby for your use?	Fire extinguisher training	Emergency Action Plan, emergency phone, evacuation routes