

RESPONSIBILITIES FOR SAFETY AND HEALTH

The ultimate responsibility for safety and health programs in the Louisiana Delta Community College lies with the faculty and staff. They are key persons for the daily instruction of safety and assuring that safety planning is implemented in day-to-day activities. If the faculty and staff do not make safety and health an integral part of every activity, that area will not have an effective safety and health program.

Responsibilities for the necessary safety and health measures for accident prevention extend to everyone. All are charged with responsibilities for safety. Each has a role to play in developing appropriate attitudes and desirable behavioral patterns in all persons involved.

State Bureau of Risk Analysis and Loss Prevention

The Bureau of Risk Analysis and Loss Prevention in the Office of Risk Management was created in 1980 to ensure a safe and healthful environment and work conditions for all employees in state government. The bureau has the responsibilities of administering a loss prevention program designed to enable the state departments, agencies, boards, and commissions that employ fifteen or more persons to plan, organize, direct, and control their operations and resources to minimize severity, frequency, and financial impact of job-related accidents.

The Bureau of Risk Analysis and Loss Prevention is organized to assist public schools of the State, **NOT** under the Board of Elementary and Secondary Education, to design and implement a loss prevention program to meet their specific operational needs. The Bureau can assist the state agency or unit in the following ways:

1. **Planning** (assist in establishing safety policies, rules and priorities)
2. **Organizing** (assist in clarifying safety roles and responsibilities; establishing safety committees, meetings, and safety procedures).
3. **Leading** (assist in establishing a climate in the organization so that all employees are safety conscious).
4. **Controlling** (assist agencies in conducting inspections, monitoring accidents, and clarifying the causes of the losses).

Through the Bureau, agencies can receive assistance in implementing a comprehensive loss prevention/safety program.

Administration

The Chancellor and the Cabinet members have the ultimate responsibility for the safety of the College. This responsibility is demonstrated by setting a good example for staff and participating in safety meetings, reviewing reports and motivating employees toward safe work practices.

1. Secures support from the LCTCS system office.
2. Provide leadership in safety program planning.
3. Directs the establishment of a permanent safety committee and the writing and disseminating of safety policies
4. Provides budgets adequate for achievement of all safety objectives.
5. Maintains an active interest in the safety of campus.

Department Heads

The individual departments are the key to accident prevention. The following functions are considered the responsibilities of the Department Heads in a comprehensive safety and health program:

1. Secure support from and maintain liaison with administration.
2. Provide leadership in safety and health program planning.
3. Secures action on a program of safety and health education that involves the entire staff.
4. Provides safe facilities and services.
5. Participates in securing the cooperation of outside personnel and agencies.
6. Directs the establishment of a permanent safety committee and the writing and disseminating of specific and firm safety and health policies for the college. Ensure that they are observed.
7. Directs the participation of all subordinate organization heads in the safety effort by assigning specific responsibilities to each. Ensure that each employee manager passes on suitable safety and health guidance to personnel under his or her jurisdiction.
8. Directs the safety and health committee to be sure that the safety program is carried out properly and effectively.
9. Checks that safety and health training is carried out on a continuing basis for employees and students, especially those newly employed or transferred.
10. Directs the safety and health committee in investigating every reported hazard or accident. The administrator should be notified immediately of any serious injury, fatality, illness necessitating first aid, or dangerous condition.
11. Meets with the safety committee to evaluate, discuss and take action on safety problems.
12. Provides budgets adequate for achievement of all safety objectives.
13. Ensure that all Office of Risk Management record keeping requirements are being observed.
14. Maintains an active, effective interest in the safety effort.
15. Maintains continuing on-the-job supervision of all potentially hazardous activities.
16. Ensures that good housekeeping practices are maintained at all times.
17. Operates any vehicle or other piece of equipment within the limitations under which it was designed.
18. Does not permit a student to continue any hazardous work if the student is found to be unqualified, unsuitable, or incapable.

Safety Coordinator/Officer

A safety coordinator/officer is appointed to coordinate the safety and health functions of Delta campuses. The following are responsibilities of the Safety Coordinator/Officer:

1. Assumes primary responsibility for coordinating the safety operations at each facility or agency. The role of the safety coordinator/officer is supported by demonstration and communication of support for the safety function.
2. Keeps and analyze accident records.
3. Conducts educational activities for faculty and staff.
4. Conducts activities to stimulate and maintain interest in safety among employees.
5. Serves on the safety committee.
6. Supervises and appraise accident investigations.
7. Plans and directs a regular program of safety inspections.
8. Checks for compliance with applicable safety laws and codes.
9. Issues regular reports showing safety performance and accident trends.

Safety and Health Committee

The safety committee is responsible for the day-to-day administration of the safety program. One student should hold a position on the safety committee. Grade point average and “good standing” or other prerequisites may be required of the student committee member.

The student member of the safety committee assists with all decisions and recommendations of the safety committee, and solicits the cooperation of students in safety training and practice. She/he helps plan safety promotions and publicity and assists in the review of any accidents. The committee chair may appoint an assistant director and a secretary. Responsibilities of the safety committee include the following functions, but are not limited to them.

1. Develop and administer the College's safety program.
 - a. Design a complete program of safety.
 - b. Stimulate and coordinate the work of others.
 - c. Lead in establishing safety regulations.
 - d. Conduct in-service training relating to safety.
2. Inspect to locate unsafe conditions or unsafe practices.
 - a. Investigate injuries.
 - b. See that corrective action is taken to avoid recurrences.
 - c. Correct conditions to forestall injuries.
 - d. Maintain work injury and illness records.
 - e. Prepare reports on the current safety experience of the school so as to justify safety measures.
 - f. Analyze records for clues to prevent future injuries and illnesses.
 - g. Make hygiene studies to discover and correct environmental hazards, such as unsafe dust concentration.
 - h. Consult with governmental agencies and insurance companies on safety problems.
 - i. Act as advisor to others on safety matters.
 - j. Publicize safety materials.
 - k. Supervise the procurement and distribution of personal protective equipment.
 - l. Check on Delta's compliance with federal, state, and local regulations regarding work safety and health.
 - m. Accompany an official of the Bureau of Risk Analysis and Loss Prevention office or other safety inspector who may visit the school.
 - n. Establish a program to monitor and audit operational activities for their safety aspects.
 - o. Review audit reports made by others.
 - p. Check on or aid in safety aspects of training.
 - q. Set safety-related standards for ordering equipment facilities, supplies and tools for use in school.

Maintenance And Custodial

For those campuses with Maintenance and/or Custodial Department, staff is responsible for minor building, equipment maintenance and cleanliness of the buildings. Duties of maintenance and custodial personnel include, but are not limited to:

1. Operating to ensure safe working and learning conditions in administrative spaces, classrooms, laboratories, shops and support facilities.
2. Executing work orders promptly.
3. Cooperating in devising safety equipment, guards, and appliances.

4. Maintaining regular maintenance schedules and inspections on designated equipment and keeping appropriate records.
5. Maintaining regular maintenance schedules and inspections on designated fire, safety, and emergency management equipment and keeping appropriate records.
6. Maintaining regular maintenance schedules and inspections on designated campus vehicles and for keeping appropriate records.
7. Making regularly scheduled and unscheduled safety inspections, making reports, and maintaining appropriate records.
8. Ensuring designated equipment and work area(s) are in safe working order.
9. Monitoring work procedures and practices within designated area(s) of responsibility to ensure performance of respective duties in a safe manner at all times.
10. Executing acceptable housekeeping procedures.
11. Maintaining required safety documentation, records, and reports.
12. Reporting and correcting unsafe conditions and practices.
13. Making safety suggestions.
14. Asking for assistance, further explanation, or training when needed.
15. Aiding employees and students in the resolution of safety related problems in order to maintain a safe learning and working environment.
16. Setting a good example through proper attitude, discussions and observance of safety rules and regulations.

Staff

Staff members are responsible for their assigned work stations, program areas, and/or other areas designated by the administration. Duties of the staff include, but not limited to:

1. Work with safety committees, safety officers, and instructors to ensure safe work conditions.
2. Execute work orders promptly.
3. Cooperate in devising safety equipment, guards, and appliances, as may be requested.
4. Maintain a regular maintenance schedule on all equipment and keep maintenance records.

Faculty

The instructors and other employees are responsible for the day-to-day safety activities that include but are not limited to the following:

1. Ensure that students have had at least the minimum training necessary to be aware of any potential hazards before they are assigned to any hazardous duties.
2. Prepare detailed emergency procedures to specify actions to be taken when a failure or dangerous condition occurs.
3. Ensure that students are taught the nature of possible hazards, how to avoid exposure, the importance of maintaining good health, and actions necessary if a mishap occurs.
4. Assist in conducting periodic training for all employees and students.
5. Ensure that persons involved in hazardous operations are instructed to report promptly any unusual condition which could place them in further jeopardy, such as an unusual odor or irritating substance, unsafe condition, or malfunction of equipment or safety device.
6. Require training drills to be held to ensure high proficiency of students during emergencies.

7. Encourage students to report safety devices, controls, equipment, or protective clothing which adversely affects their performance.
8. Require that the buddy system be used for tasks that involve considerable danger. These tasks include such work as operations on high-voltage equipment, where toxic fumes or gases may be present, and similar situations (appropriate lock out/tag out procedures should be followed in all such procedures).
9. Keep students informed of new and accepted safety practices for accident prevention.
10. Set proper examples for students.
11. Insist on proper clothing and accessories for students in shop/lab areas.
12. Develop programs outlining special requirements concerning tools, clothing, etc.
13. Inspect new equipment on receipt to ensure that all desirable safety features and devices have been incorporated or provided.
14. Institute operating procedures to minimize the possibility of danger from existing hazards. The hazards should be identified and personnel should be warned by the most noticeable means appropriate.
15. Have each potentially hazardous operation reviewed and analyzed to ensure that suitable procedures and safeguards are provided.
16. Perform periodic inspections.
17. Institute a procedure requiring permission and safety surveillance for any hazardous operation.
18. Administer safety tests. Keep the tests on file.
19. Post student's responsibilities for safety in a conspicuous place.
20. Prepare an accident report immediately after an accident.
21. Document safety meetings and inspections.

Students

The students' responsibilities for safety should be written and posted in a conspicuous location. Students must recognize that because of their lack of experience, they must take extra precautions and use their best judgment to safeguard themselves and others while in the laboratories and classrooms. Each student must assume some of the responsibility for his/her safety and that of classmates. Student responsibilities include:

1. Work within the bounds of College policies and safety regulations.
2. Develop desirable behavioral patterns and attitudes by accepting directions, advice, and counsel.
3. Accept personal responsibility for assisting in the safety program and in working toward its success.
4. Ask questions, when in doubt, on the operation of equipment.
5. Make casual inspection of equipment prior to each use.
6. Report any unsafe conditions to the instructor.
7. Wear personal protective equipment, as required.
8. Be aware of activities going on around you.

SAFETY RULES

1. No Smoking allowed on campus.
2. Alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
5. Operate equipment only if you are trained and authorized.
6. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
7. Immediately report any recognized potentially unsafe condition or act to your supervisor.
8. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
9. Immediately report accidents, potential hazards, and property damage to a supervisor, regardless of the severity.
10. Supervisors should obtain special safety permits when required. Examples of conditions requiring special safety permits are work with hot objects and work in confined spaces.
11. Follow recommended work procedures outlined for the job, including safe work methods.
12. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
13. Report any smoke, fire, or unusual odors to your supervisor.
14. Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting must be determined by the immediate supervisor.
15. Never attempt to catch a falling object.
16. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape or tag the area before leaving it unattended.
17. Fasten restraint belts before starting any motor vehicle.
18. Obey all driver safety instructions.
19. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
20. Know all rules regarding first aid, evacuation routes, and fire department notification.
21. Adhere to rules and procedures specific to Campus operations.
22. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
23. Electrical cords present hazards. Do not allow cords to extend across doorways, aisles or other walkways. When removing plugs from receptacles, grasp plug, not cord.
24. Check all electrical cords to ensure that the wires are not frayed and that plugs are secure.
25. A good worker is a safe worker: Be sure you know the safe way to perform any job given to you. If there is any doubt, ask your supervisor.