

# Safety and Health Committee

## FT\_HR\_FS\_05

Responsible Officer  
Marc Cutrell  
Responsible Office  
Student Services  
Approving Body  
Board of Trustees  
Approval Date  
2018-05  
Last Revision  
2018-05  
Re-evaluation Date  
2020  
Departmental Impact  
Student Services

### Policy Statement

The Safety and Health Committee exists to identify, document, and correct health hazards on campus.

### Policy Procedures

Duties of the Safety and Health Committee:

1. Identifying, evaluating, and documenting safety and health hazards.
  1. The Assistant Maintenance Director will periodically conduct a walk-thru of the facilities, observing, and documenting safety and health hazards.
  2. The Safety Committee will also retain records of safety and health concerns communicated by other to the committee.
  3. The Assistant Maintenance Director will also watch for safety and health hazards during his normal duties. If any are found, he will document and communicate any findings to the Dean of Student Development.
2. Correcting the safety and health hazards.
  1. Once a hazard has been identified, the Committee will contact the individual best suited to correct it (i.e. Maintenance, Food Services, Student Services etc.).
  2. The individual responsible will document the correction made and provide a copy to the Committee and Dean of Student Development.
3. Investigating work-related fatalities, injuries, and illnesses.
  1. When worker's comp is involved, work-related injury investigations will be conducted by the HR rep or their designee.
  2. Other injuries, fatalities, and/or illnesses will be investigated by the Dean of Student Development.
  3. The investigation will be documented and a copy provided to the Committee.
4. Occupational safety and health services, including emergency response and first aid procedures.
  1. When a medical emergency occurs, 911 should be called immediately.
  2. For less serious medical issues or once 911 has been called, contact the Dean of Student Development (Campus Safety). A list will be published documenting CPR and first aid trained staff. A triage area will be located on the second floor of Deeds, next to the stairwell near the Business Office.
5. Employee participation in the implementation of the safety and health program.
  1. The Safety and Health Committee members for the first two years are selected based on areas of responsibility.
  2. Every two years, employees will elect two representatives to serve on the Safety and Health Committee.
  3. Employees can also make suggestions and identify any safety issues to the Committee.
6. Responding to the recommendations of the Safety and Health Committee, where applicable.
  1. The Committee will make recommendations in writing to the Dean of Student Development. The Dean will provide the Committee written documentation of corrective action taken or a reason why it was not.
7. Providing safety and health training, education to employees and to members of the Safety and Health committee.
  1. Periodically, CU will provide training/guidance on various issues of safety and health.
8. When appropriate, authority will be given to individuals to initiate corrective on hazards identified.
  1. The current employee responsible for identifying and correcting safety and health hazards is the Director of Student Development.