Arizona Western College’s

Campus Safety Plan

### Procedure 285.3

### 2019

Arizona Western College is committed to ensuring the safety and health of its employees. The Campus Safety plan is in keeping with our philosophy that employee safety is of the utmost importance and our desire to set the example for other community colleges.

The purpose of this plan is to provide College employees and supervisor’s guidelines and procedures to manage the hazards associated with operating a large organization. It is imperative that everyone comply with safety to make our College a safer place.

All College employees are responsible for the implementation campus safety in the workplace. It will be the responsibility of the Director of Risk Management to ensure this plan is reviewed and revised to ensure their conformance with applicable laws and statutes.

**Campus Safety Plan**

### Purpose

This Campus safety philosophy provides a guiding vision and general policy by which we conduct business and safety together every day. This philosophy is a statement of the ideals Arizona Western College would like to achieve in safety.

### Campus Safety Philosophy

We believe that the safety of employees is of utmost importance. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the employer, the employee, and the community. The following principles support this philosophy:

* All injuries and accidents are preventable through establishment and compliance with safe work procedures.
* The prevention of bodily injury and safeguarding of health are the first considerations in all workplace actions and are the responsibility of every employee at every level.
* Written safety plans describing the safe work practices and procedures to be practiced in all workplace actions are an essential element of the overall workplace safety program. All employees at every level are responsible for knowing and following the safety practices described in the written safety plans.
* Off the job, all employees should be similarly safe and demonstrate awareness of potential hazards.

### Employer Responsibility to Provide a Safe Work Environment

It is the policy of Arizona Western College to provide a place of employment reasonably free from hazards which may cause illness, injury, or death to associates. It is also Arizona Western College policy to establish an effective and continuous safety program incorporating educational and monitoring procedures maintained to teach safety, correct deficiencies, and provide a safe, clean working environment.

The Director of Risk Management is the Designated Responsible Party to represent the College during announced or unannounced inspections by the Arizona Department of Occupational Safety and Health or any other authorized organization.

Prompt attention will be given to reports by employees of noncompliance or unsafe or unhealthy working conditions in accordance with the procedures specified in these regulations. All reports of conditions will be routed to Risk Management.

Human Resources and the assigned Department or Division Chairs or their designee will provide orientation for newly assigned personnel. The Department or Division will schedule required department safety training with Risk Management or other designated provider and will maintain records of training.

All Arizona Western College Departments and supervisors are responsible for the enforcement of safety policies and practices. They must ensure that:

* Their staff members are trained in appropriate safety procedures. Individual safety files are maintained for all employees.
* They notify Human Resources to complete the necessary forms if an accident or work-related health problem occurs in their department. Equipment and property within their area of responsibility is maintained in a safe, hazard-free condition.
* Report to Risk Management any changes in duties, process or procedure that could be a potential hazard. Risk Management will evaluate for any changes or implementation of new safety procedures or practices.

### Employee Responsibility to Follow Safety Rules and Work Safely at All Times

All employees have a responsibility to themselves and to Arizona Western College for their safety and the safety of the co-workers. All employees are required to:

* Comply with all federal, state, and local rules and regulations relevant to their work.
* Observe all Arizona Western College rules and regulations related to the efficient and safe performance of their work.
* Integrate safety into each job function and live by this philosophy in the performance of job duties.
* Report or correct unsafe equipment and practices.
* Report any accidents that occur while on the job.

### Supervisor’s Responsibility to Recognize and Correct Unsafe Acts

Supervisors are directly responsible for the enforcement of all Arizona Western College safety policies and practices.

They must ensure that employees under their direct supervision are trained in appropriate safety practices and procedures, and that they follow safe work practices at all times in their daily work.

If an employee is found to violate safe work practices or procedures, the Supervisor is responsible for correcting the actions of the employee and reinforcing the correct method of work. Injury or damage is not a necessary constituent to warrant disciplinary action. It is the violation of the safety standard itself and not necessarily its end result that is the subject of the counsel. Corrective action will depend on the severity of the safety infraction, and can range anywhere from a verbal reprimand to a written warning to suspension or even dismissal.

### Intent to Comply with All Government Regulations

Arizona Western College will comply with appropriate safety and security laws and regulations such as those established by:

* OSHA (Occupational Safety and Health Act)
* EPA (Environmental Protection Agency)
* DOT (Department of Transportation)
* All other applicable federal, state and local safety and health regulations.

**Accident Reporting & Investigation**

### Accident Reporting Procedures

* Employees injured on the job are to report the injury and any damage to equipment/property to their supervisor as soon as possible after the incident/accident.
* The supervisor or employee is to notify Human Resources and list any witness, and or other relevant people as soon as possible after the accident is reported.
* The supervisor/employee is to notify the Direct of Risk Management of any safety factors contributing to the injury/accident as soon as possible after the accident.
* Any employee witnessing an accident at work is to call for emergency help or whatever assistance appears to be necessary. In addition, the employee is immediately to report the accident to his or her supervisor.

### Injury/Medical Issues

Employees who are injured as the result of a work incident are to report the incident to Human Resources. If medical treatment is needed, then the employee will be directed to a designated medical facility. See the Work Injury Reporting Instructions located on the Human Resources website.

**Emergencies**

Call AWCPD or 911 to report any medical emergencies on campus. AWCPD Officers are the designated first responders and have emergency training to assist until EMS arrives on scene. It is also imperative that AWCPD responds and records the details of any incident on campus for possible insurance or legal purposes.

**Emergency Response**

Information regarding the Emergency Preparedness and Response Plan (procedure 285.4) at Arizona Western College is a separate document and can be obtained from the Office of Risk Management or on the College website.