6800 Occupational Health and Safety

Safety is every employee's responsibility. Employees are asked to be constantly aware of and report unsafe equipment, facilities, and work practices.

The College expects employees to use all College safety devices, equipment and property in the properly prescribed manner. Personal Protective Equipment (PPE) required to safely perform a job at the College such as, but not limited to, safety glasses, eye shields, special clothing, and ear plugs shall be provided by the College.

Supervisors are responsible to train new employees in the proper use of equipment and hazardous materials. Supervisors shall use periodic staff meetings for the discussion of specific safety and health hazards, and employees are expected to participate.

An employee's repeated disregard of College safety procedures that have the potential of endangering the individual, another employee, student, or the public may be grounds for initiation of the progressive discipline policy.

If an employee is absent from work due to illness or injury for more than 5 consecutive work days (repeat pattern of frequency above) and/or if safety concerns are present or otherwise observed by a supervisor based upon an employee's ability to perform job functions or work safely, a supervisor, in consultation with Human Resources, may require the employee to provide a doctor's certification or work release from a medical practitioner. This request should be coordinated with Human Resources. If there are work restrictions indicated, the doctor's certification or work release shall indicate the nature of the restrictions and their duration. From this information, it can be determined if the restrictions can be safely met and/or if disability accommodations shall be considered. If requested, the doctor's certification or work release shall be provided to the supervisor or the Human Resources Director. If provided to the supervisor, the doctor's certification and/or work release shall be forwarded to the Human Resources Director as soon as possible and/or prior to the employee's return to work for review. (See also policy 5600 "Nondiscrimination")

Procedure

Any accident or work-related illness that may require medical attention must be reported to the supervisor or department as soon as possible after the occurrence. The accident or work-related illness must also be reported to the Human Resources Office within 72 hours of the occurrence. The Human Resources Office shall file the claim with the Division of Workers' Compensation. Failure to report an accident or work-related illness immediately may result in disciplinary action.

The institution is committed to providing a safe work environment. Therefore, all reported accidents shall be investigated.

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