

INSTITUTIONAL DIRECTIVE 4-3

September 11, 2006

Title: Safety and Crime Issues

I. Purpose

To define the college's policies with respect to accidents and criminal behavior, including both prevention and management.

II. Policy

It is the policy of Piedmont Technical College to minimize the occurrence of accidents and criminal behavior while responding properly, quickly, and systematically to either.

III. Applicability

All faculty, staff, students and visitors of Piedmont Technical College.

IV. Responsibility

All faculty, staff, students and visitors are inherently responsible for the safety and security for personnel property under their control while on the campus; the Public Safety Department has the specific responsibility to provide protection to the college in its entirety.

V. Procedures

A. Safety and Accident Prevention

1. Accident Prevention

The goal of accident prevention at Piedmont Technical College is to provide an environmentally clean and safe campus where students can learn and participate under the safest possible conditions. To accomplish this requires not only training in various aspects of personal and industrial safety, but also concentrated supervision in safety by all faculty and staff in cooperation with the Public Safety Department.

Office of Responsibility: Senior Vice President

2. Accident Reports

All accidents involving personal injury or damage to equipment will be reported immediately to his/her supervisor or instructor and to the Public Safety Department. The Public Safety Officer on duty will investigate each accident no matter how small and a report will be filed at the Public Safety Office, with the Supervisor of the injured employee for follow-up, and with Human Resources. Records of all employee related injuries will be maintained in accordance with OSHA regulations in the Human Resources Office and forwarded to the appropriate agencies as required by insurance and South Carolina State Statute and/or regulation. A Workmen's Compensation Insurance Form will be required to be completed and the appropriate physician's statements submitted to the Human Resources Office. When a student is involved in an accident that causes physical injury, a Student Accident Form will be completed and filed with the Administrative Affairs Division Office. A copy will be retained in the Public Safety Office. The injured student will be informed to bring all physician statements to the Administrative Affairs Division Office.

a. Procedure for Reporting Employee Accidents and the Employee Accident Form

- (1) A member of the Public Safety Team will complete the report.
- (2) The date/time/day are in reference to the date/time/and day the event is reported.
- (3) The location listed should be detailed to include the building and room that the accident occurred in.
- (4) An effort should be made at the time of the report to obtain all of the personal data of the victim but due to circumstances it may be advisable to obtain the name and DOB, then follow up with the additional data from the Human Resource's records. (*The nature and the extent of the injury would dictate this.*)
- (5) Describe the physical appearance of the victim. Example: *Dizziness, faint, pale coloration, bleeding, limping, etc.*
- (6) In the narrative if the injury has occurred at a previous time begin with: *The victim stated that on Date/time/day they were injured by.* If it occurred on the date of the report begin with: *On the above date at (time the victim or witness reported that.* Describe as much as possible because this will help us determine the facts of the accident and the nature of the injury. Note: *If more space is required for the narrative includes your remarks on another sheet of paper.*
- (7) Be specific with the type of injury and the part of the body affected that the victim reports. Example: *Cut to right forefinger, bump on left forehead, swelling on left ankle, etc.*
- (8) List the activity that the person was performing at the time of the injury. Example: *Driving a tractor, operating a skill saw, climbing a ladder, lifting a box, extinguishing a fire, etc.*
- (9) Be specific with any equipment used or chemicals. The type chemical will be reflective to the type treatment required.
- (10) Be specific with the location of the accident. If it is a large room, describe something near to the place of the event.
- (11) If evidence is available take photos.

- (12) Note: If the person requests medical treatment, inform them that Public Safety can transport them or arrange transportation for them. Note: *The College cannot force medical treatment.* The victim will be notified that they should contact the Human Resources Office as soon as they are able to complete additional forms for Workmen's Compensation. If they require medical treatment they should inform the treating agency that they are covered by Workmen's Compensation Insurance of the College and the Human Resources Office should be contacted for verification. If the accident occurs after hours or on the weekend, the treating agency should contact Public Safety at 941-8000 for verification. Upon receiving the call from the medical provider, get a call back number and return the call on a secure line to protect privacy. Example: *The event may have happened on 1st shift during Saturday Weekend College and (the Public Safety Team Member) could be working 2nd shift (and) would need to verify the form by examining the report folder and also (Public Safety) radios would be transmitting confidential information.*
- (13) The officer completing the form will sign it and if the victim is physically able they also will sign. Make every effort to determine if witnesses were present and have them sign the form. Take statements from them and include it in the description of the injury. Identify their remarks. Example: *Mr. John Doe stated that the victim slipped on the water but was aware that the condition existed. Or Mr. John Doe stated that (victims name) fell from the ladder when the rung broke loose.*
- (14) Public safety must hand carry the white copy of the form to the Human Resources Office as soon as possible after the report is taken. If the accident occurs after hours or on the weekend, place the white copy in the folder at the Public Safety Office and it will be hand delivered at the earliest hour that the Human Resources Office open on the next business day.
- (15) The yellow copy will be hand delivered to the responsible supervisor or their superior (in their absence) on the day of the event or as soon as the responsible party is available. Note: *If the responsible supervisor or their superior isn't available put a voice mail message on their phone advising them of the accident and their need to notify Public Safety as soon as possible.* The responsible supervisor will investigate, complete and submit the yellow copy of the form to the Human resources Office within three working days of the receipt of the form.
- (16) The pink copy will become a part of the Public Safety records and actively maintained as a file until disposed of in accordance with State Archive Regulations.

3. OSHA Compliance

In addition to complying with health and safety guidelines certain reports and records are required by South Carolina Department of Labor Form 200. Summary of all occupational injuries and illnesses must be maintained current and posted on a central bulletin board located in the mail room of A Building during February of each year. All OSHA publications will be kept on file in the Human Resources Office.

4. Safety Inspections

The Public Safety Director in conjunction with the college Safety Committee will conduct a periodical safety inspection to determine OSHA compliance. Monthly fire inspections will be provided by Public Safety to ensure the serviceability of the fire extinguishers. Fire drill will be held semi annually.

Upon receipt of the Safety Committee's Inspection, each department head will take corrective action as appropriate including the forwarding of Work Requests to the Maintenance Department stating the required alterations and/or repairs. All corrective actions will be reported to the Safety Committee.
 5. First Aid and Emergency Medical Responses

First aid and emergency medical responses are the sole responsibility of the Public Safety Office. Specific instructions on how to handle medical emergencies are contained in College Directive 4-2 of this manual.
 6. Student Health and Accident Insurance

Student Health and Accident Insurance is administered by the Administrative Affairs Division. All full time students are covered by this plan. Details on coverage and instructions for filing a claim can be obtained from the Administrative Affairs Division of the College.
 7. Workmen's Compensation

Workmen's Compensation insurance for employees of Piedmont Technical College is administered by the Human Resources Office. All accidental injuries or environmental health problems must be reported to the Public Safety Office and investigated in order to ensure the rights of the employees under the Workmen's Compensation Regulations are met.
- B. Suspected Criminal Activity
1. Request for Identification
 - a. The Public Safety Department is authorized to ask for identification from any suspicious person who appears to be out of place with the campus by appearance and actions. Individuals refusing to identify themselves will be requested to leave the campus.
 - b. Public Safety Officers and Premise Security Personnel have the authority by state law to ask for identification but will be courteous and understanding when requesting for an ID. Officers will be instructed to use the radio (only as Necessary) and ask for assistance first to ensure that situations do not get out of control.
 2. Arrest Procedures

Public Safety Officers, Premise Security Officers and/or contracted Law Enforcement Officers have the authority to affect an arrest if it is necessary for the safety and security of the campus.

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