

## INSTITUTIONAL DIRECTIVE 4-4

July 31, 2006

### Title: Compliance with OSHA Program Standards

#### I. Purpose

To establish procedures and responsibilities on Public and Plant Safety consistent with requirements contained in the South Carolina Department of Occupational Safety and Health Manual (Article VI, 29 CFR part 1910) as amended.

#### II. Policy

It is the policy of Piedmont Technical College to provide a safe learning environment by the implementation of sound principles of safety and health management.

#### III. Scope

This directive establishes broad guidelines concerning Occupational Safety and Health standards as required by South Carolina law. Specific guidelines in implementing and reporting first aid for occupational accidents and injuries will be explained in detail.

#### IV. Applicability

To all faculty, staff, students, adjunct faculty and visitors to the campus of Piedmont Technical College.

#### V. Responsibilities

- A. Overall Responsibility: Responsible institutional officer is the President of Piedmont Technical College.
- B. Administrative Responsibility: Administrative responsibility lies with the Senior Vice President .
- C. Implementation and Enforcement: Implementation and enforcement of this directive is vested primarily in the Director of Physical Plant guided by the South Carolina Department of Occupational Safety and Health Administration.

#### VI. Procedures

- A. The Office of Human Resources and the College Safety Committee will:
  - 1. Implement and enforce all OSHA safety regulations of the South Carolina Occupational Safety and Health Manual.
  - 2. Hold quarterly Safety Committee meetings to discuss college public safety concerns and to develop an annual safety plan that addresses these concerns. Quarterly the Safety Committee will complete a safety inspection of the college. Discrepancies will be reported to the President and corrected by the maintenance staff.

Office of Responsibility: Senior Vice President

3. Hold fire inspections in conjunction with the Public Safety Office to determine the service-ability of fire fighting equipment and check for adherence to or violations of current directives pertaining to fire safety.
4. Ensure the availability of pertinent OSHA publications, proper posting of safety regulations and hold training on a periodic basis to keep department heads and instructors familiar with OSHA safety requirements.
5. Be responsible for implementing and maintaining an official file on all matters relating to public and plant safety.

NOTE : Jim Smith to verify B-1

B. Department Heads and Instructors

1. All employees, full-time, part-time and work-study will be familiar with health and safety regulations in his/her area of responsibility via information furnished by the Office of Human Resources and Director of Physical Plant as defined in appropriate sections of the South Carolina Manual for Occupational Safety Standards, Article VI (29 CFR part 1910) as amended.
2. Instructors and department heads will ensure that each student under his/her guidance is well versed in pertinent safety and first aid procedures, accident reporting procedures, proper handling of tools and equipment and all other matters concerning health and safety pertaining to the student's education and personal welfare. Instruction in shop safety procedures will be included throughout curriculum instruction. However, shop safety indoctrination will be a major part of instruction prior to student participation in shop activities.
3. Upon receipt of OSHA health and safety inspection results, each instructor/dean/department head will take corrective action as appropriate including the forwarding of work requests to the Maintenance Department on those violations not correctable within the department's capability. All corrective action efforts will be forwarded to the Director of Physical Plant.

C. Accidents and Illness

1. In the event of serious accident or illness, the immediate concern is to aid the victim. The restoration of breathing and/or the control of blood loss is often a matter of life or death. A victim should not be left alone. Assistance is available by contacting the following places in order listed:

Daytime: PUBLIC SAFETY OFFICE - Ext. 8000 or 8563

EMS (Emergency Medical Service) - 911

Evening: PUBLIC SAFETY OFFICE - 8000 or 8563

EVENING ADMINISTRATOR - Ext. 8674 or (cell) 941-7673

EMS (Emergency Medical Service) 911

In the event of no response at the numbers, call the switchboard and request that they page security and to stand by to call EMS if necessary.

2. In the event the injury or illness demands immediate professional attention beyond basic first aid, that is, loss of life or limb seems apparent, EMS will be contacted immediately at 911.
3. The injured will not be moved unless it is absolutely necessary. The injured will be attended until responsible persons assume control. All personnel should become familiar with the location of first aid kits. First aid kits, available in the following locations, will be maintained by the Public Safety Office through

inspections. Included with First Aid supplies will be information on basic first aid.

- a. Maintenance Office
- b. Public Safety Office (Bldg.F)
- c. Industrial Education Office (Bldg. E)
- d. All shops and labs

D. Accident Reporting Procedures Department heads, instructors, and supervisors are responsible for complying with the following procedures for reporting and recording accidents and occupational illnesses:

1. Students and Work-Study Students

- a. The accident will be reported immediately to the instructor, supervisor and to the Public Safety as soon as practical. Public Safety will deliver a copy to the appropriate employee of the Administrative Affairs.
- b. A report to the insurance carrier must be made in each case requiring medical attention before any claim is paid. The appropriate insurance accident forms should be obtained from the Personnel Office to be completed by a Public Safety Officer or Off Campus County Center Director or designated employee prior to seeking medical attention. When the urgency of the situation precludes obtaining completion of the forms prior to treatment, the student must report to the Public Safety as soon as he/she is able.
- c. The Public Safety Office will have the responsibility of completing a report and delivering a copy to the appropriate employee in Administrative Affairs, of all accidents and illnesses involving students, faculty and staff at Piedmont Technical College.

2. Faculty and Staff

- a. Supervisors, (Deans, Department Heads) will report all incidents involving injury or occupational illnesses to Piedmont Technical College employees to the Public Safety Officer. All employees are covered under the Workmen's Compensation Act, which requires immediate reporting and record keeping procedures. Delay in reporting could possibly result in delay or loss of compensation.
- b. Transporting of persons injured on campus to the nearest medical facility will be coordinated by the Public Safety Office. In the case of extreme emergency contact EMS at 911, then immediately notify Public Safety at extension 8000 or 8563.

E. Insurance

1. Accident Insurance

- a. All full-time and part-time students are covered by accident insurance. This insurance is provided by Piedmont Technical College. Coverage is limited to coverage of injuries or occupational health incidents received while on the campus of Piedmont Technical College, engaged in Piedmont Technical College (off campus) activities, or while engaged in traveling to or from a place of residence to Piedmont Technical College. Accidents should be reported to the Office of Human Resources; all claims must be processed by this office.

- b. Work-study students are covered under Worker's Compensation, depending on whether the injury or illness occurred while engaged in curriculum studies or while performing as an employee of Piedmont Technical College.
- c. All permanent and part-time employees are covered under Worker's Compensation for any accident or occupational illness incurred on the premises of Piedmont Technical College while engaged in official functions or regular job requirements; plus coverage off the premises of Piedmont Technical College while engaged in official Piedmont Technical College activities. All permanent employees are covered under the Blue Cross/Blue Shield plan while not engaged in Piedmont Technical College official activities.
- d. All permanent employees including Advisory Board members and Area Commissioners are insured by a blanket personal liability policy to cover them for any contingency arising while acting in an official capacity. The tort liability policy is underwritten by the South Carolina Budget and Control Board in the amount of \$600,000 per individual covered.  
The Human Resources Office is available to provide assistance in resolving problems regarding medical insurance.

F. Summation

Safety and occupational health are of paramount importance to the continued existence and growth of Piedmont Technical College. Adherence to guidelines set forth in this directive will ensure a safe working and learning environment for all concerned and will gain Piedmont Technical College the respect of the industrial and business community, employees, students, and members of government who monitor the college's performance.

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**Approved for Publication      Date**