

PIEDMONT TECHNICAL COLLEGE



PROCEDURE

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TITLE: Occupational Safety and Health Plan

RELATED POLICY AND PROCEDURES: South Carolina Department of Occupational Safety and Health (OSHA) Manual (Article VI, 29 CFR part 1910) as amended. 4-8-1010 Campus Safety and Security

DIVISION OF RESPONSIBILITY: Administrative

July 15, 2013

Date Approved by President

Date of Last Review

Date of Last Revision

Administrative Responsibilities

It is the joint responsibility of the Facilities Management Director, Human Resources Office, Campus Police and Security Director, and the College Safety Committee to review and revise this procedure guided by the requirements contained in the South Carolina Department of Occupational Safety and Health (OSHA) Manual (Article VI, 29 CFR part 1910) as amended.

Procedure

A. Compliance with OSHA Regulations

1. The Human Resources Office in conjunction with the Facilities Management and the College Safety Committee:
 - a. Implements and enforces all OSHA safety regulations of the South Carolina Occupational Safety and Health Manual.
 - b. Implements and maintains an official file on all matters relating to public and plant safety.

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- c. Ensures the availability of pertinent OSHA publications, proper posting of safety regulations and holds training on a periodic basis to keep employees familiar with OSHA safety requirements.
2. Safety Committee:
 - a. Holds quarterly meetings to discuss College public safety concerns and to develop an annual safety plan that addresses these concerns.
 - b. Quarterly completes a safety inspection of the College.
 - c. Reports discrepancies to the President and the appropriate department involved with the discrepancy. Corrections are made by the Facilities Management staff.
3. Campus Police and Security Office:
 - a. Holds monthly fire inspections to determine the service-ability of firefighting equipment and checks for adherence to or violations of current directives pertaining to fire safety.
 - b. Holds fire drills semiannually.
4. Employees:
 - a. All employees, full-time, part-time and work-study are to be familiar with health and safety regulations in their area of responsibility via information furnished by the Office of Human Resources and Facilities Management Director as defined in appropriate sections of the South Carolina Manual for Occupational Safety Standards, Article VI (29 CFR part 1910) as amended.
 - b. Instructors and Department Head/Academic Program Directors are to ensure that each student under their 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. Laboratory Safety is included in each syllabus and students are required to sign a statement that they reviewed and understand the policy. Instruction in shop safety procedures are included throughout curriculum instruction.

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- c. Upon receipt of OSHA health and safety inspection results, each Dean/Department Head/Academic Program Director and instructor is to take corrective action as appropriate including the forwarding of work requests to the Facility Management Department on those violations not correctable within the department's capability. All corrective action efforts will be forwarded to the Facilities Management Director.

B. Accidents and Illness

First aid and emergency medical responses are the sole responsibility of the Campus Police and Security Office.

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 are 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:
 - a. Campus Police and Security Office - Ext. 8000 or 8563 or use an emergency phone on campus, located in parking lots, gray boxes at F Bldg., N Bldg. and H Bldg. or elevator call phones. These call Campus Police and Security directly.
 - b. EMS (Emergency Medical Service) – 911.
 - c. In the event of no response at the numbers, call the switchboard and request that they contact Campus Police and Security by cell phone and to stand by to call EMS if necessary.
 - d. College County Campuses call 911 for their respective areas and Campus Police and Security at 941-8000.
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 is contacted immediately at 911.
3. The injured person is not to be moved unless it is absolutely necessary. The injured person is to be attended until responsible persons assume control.
4. All personnel should become familiar with the location of first aid kits. First aid kits are maintained by the Campus Police and Security Office through inspections. Included with First Aid supplies is information on basic first aid.

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5. The college maintains a number of first aid stations for the treatment of minor injuries. These are located in:
 - a. Building A (Upper & Lower Levels)
 - b. Buildings A, E, M and R (Each Industrial Laboratory)
 - c. Buildings B and V (Kitchens)
 - d. Building C (Lower Level Kitchen & Administrator's Office)
 - e. Building D (Kitchen)
 - f. Building F (Campus Police and Security Office)
 - g. Building G (Media Center)
 - h. Building GA (Room 120GA Break Room)
 - i. Building GC (Room 109GC Kitchen)
 - j. Building GH (Main Classroom)
 - k. Building H (148H Break Room)
 - l. Building K (Lower 122K Kitchen, Upper 235K Kitchen)
 - m. Building L (105L and 102L)
 - n. Building M (Facilities Management)
 - o. Building S (Room 200)
 - p. James Medford Family Event Center
 - q. Each College Campus

C. Safety Inspections

1. The Campus Police and Security Director in conjunction with the College Safety Committee conducts a periodical safety inspection to determine OSHA compliance.
2. Monthly fire inspections are provided by Campus Police and Security to ensure the serviceability of the fire extinguishers.
3. Fire drills will be held semiannually.
4. Upon receipt of the Safety Committee's inspection, each Department Head takes corrective action as appropriate including the forwarding of Work Requests to the Facilities Management Department, stating the required alterations and/or repairs.
5. All corrective actions are reported to the Safety Committee.

D. Reporting

Occupational Safety and Health Administration (OSHA)

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In addition to complying with health and safety guidelines certain reports and records are required by the Federal Occupational Safety and Health Administration (OSHA). The OSHA 300A Summary of all occupational injuries and illnesses is maintained current and posted on a central bulletin board located in the Human Resource Office in “A” Building and each county campus during February of each year. All OSHA publications are kept on file in the Human Resources Office.

E. 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 procedure ensures a safe working and learning environment for all concerned and gains Piedmont Technical College the respect of the industrial and business community, employees, students, and members of government who monitor the College's performance.