

SECTION: PERSONNEL

SUBJECT: SAFETY & ACCIDENTS

Background Purpose of this policy is to notify campus personnel of the importance of safety on campus and the steps available to ensure that safety.

Point of Contact: Director of Security

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Risk Management, Physical Plant and the Safety Committee

Date of approval by LCSC authority: 7/29/09

Date of State Board Approval: N/A

Date of Most Recent Review: 9/09

Summary of Major Changes incorporated in this revision to the policy: Addition of the Safety Committee and their contact information.

1. It is the policy of Lewis-Clark State College to provide and maintain a safe and healthy work environment for all employees, to minimize the number of employee injuries and to assist injured workers in returning to work as soon as possible.
2. Safety is the responsibility of every worker. Each employee can contribute by becoming more aware of unsafe conditions and acts and report them to their supervisor so that corrective action can be taken before an accident occurs.
3. Employees should be conscious to:
 - A. use reasonable precaution to prevent all persons from injury
 - B. be alert and report all conditions or practices believed to be unsafe
 - C. be familiar with and abide by the working conditions and safe practices
4. Employees who violate safe operating rules may be subject to disciplinary action.
5. Employees should report all accidents immediately to their supervisor. Accident means any incident which results in actual or potential injury to persons or property. An “accident/safety/loss/hazard” report should be filled out by the responsible party for every occurrence. These reports may be found online at www.lcsc.edu/adminservices/rm/accident.htm and should be returned to the office of the Vice President of Finance and Administrative Services.

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6. In an emergency (injuries, sickness, fire/police, etc) the proper agency should be notified and then immediately thereafter Campus Security should be notified. In the absence of a security officer, all reasonable measures should be taken to aid or assist. When possible, the name and status (faculty, staff, student, etc.) of the victim and what happened should be obtained. This information will aid security in reaching parties responsible for the victim.
7. Whenever emergency services (fire, police, ambulance, etc.) are called or have responded to a false alarm, Campus Security should be called also. The person in charge of the building, event, activity, or area to which the emergency vehicle has responded is responsible for reporting. In the absence of a security officer, any faculty or staff member is expected to render the required assistance.
8. All emergencies, accidents and safety/loss incidents should be immediately reported to Campus Security. Campus Security is located in Meriwether Lewis Hall room 110. Officers can be reached: Monday – Friday, 7:00 a.m. to 5:00 p.m.: Ext 2226 or after hours, weekends and holidays at Ext. 2815.
9. If a security officer is not available, employees should report accidents, fires, or other incidents promptly to the office of the Vice President for Finance and Administrative Services, Ext. 2240.
10. The Security Department conducts scheduled safety inspections of the buildings and grounds. Any deficiencies, safety or health hazards are reported to the Physical Plant or the responsible department for correction. To address other safety concerns the college has established a safety committee consisting of faculty, staff and students representing the broad spectrum of institutional activities and functions whose role is to promote health and safety on campus, to mitigate occupational and environmental hazards and to establish a forum to which individuals may bring safety issues and concerns. Safety issues can be reported to the committee at: <http://www.lcsc.edu/safety/comments.asp>