

OCCUPATIONAL AND ENVIRONMENTAL SAFETY

I. Purpose

To provide a safe workplace and educational environment for employees and students. The college will maintain an Occupational and Environmental Safety Program that follows the safety and environmental requirements issued by Michigan Occupational Safety and Health Administration (MIOSHA) and Michigan Department of Environment, Great Lakes, and Energy (EGLE).

II. Scope

This policy applies to employees, students, visitors, volunteers, contractors, and vendors.

Executive Leadership, administrators, and supervisors' commitment to occupational and environmental safety is essential to ensure the development, implementation, and maintenance of an effective occupational and environmental safety program.

III. General

This policy identifies the components necessary for the development, implementation, and maintenance of a comprehensive occupational and environmental safety program.

A. Occupational and Environmental Safety Program Elements:

The following elements are consistent with MIOSHA guidelines and provide a systematic approach to implementing and sustaining an occupational and environmental safety program.

1. Management Commitment

This policy confirms management's commitment to provide resources and make reasonable efforts to identify hazards and establish controls to prevent injuries and hazardous conditions.

2. Employee Involvement

Employees contribute to the college's overall safety culture. As such, the college encourages and supports employee participation and involvement in occupational and environmental safety programs.

3. Worksite Analysis

Divisions, departments, and programs conduct worksite analysis in order to identify and eliminate existing or potential hazards. Continual analysis and review of program elements and systems provide improvement opportunities.

4. Hazard Prevention and Control

Divisions, departments, and programs elimination of identified hazards or establishment of controls through substitution, engineering, administrative procedures, and personal protective equipment (PPE).

5. Safety and Health Training

Students, employees, visitors, and volunteers need to receive adequate training on hazards associated with their tasks and related protective measures.

B. Occupational and Environmental Safety Department

There is an established department of Occupational and Environmental Safety within the Administrative Services Division for the purpose of developing and coordinating programs, processes, procedures, and activities within the college. The department shall have a dedicated Director of Occupational and Environmental Safety.

C. Program Safety Manager (PSM)

PSMs are charged with leading their programs, departments, or divisions in complying with applicable state and local regulatory occupational and environmental safety requirements.

D. Safety Committee

Safety Committees may assist in the development of safe work practices and procedures, perform area inspections, and host activities that enhance the program, department, or division safety programs.

E. Standard Operating Procedures

Procedures associated with the occupational and environmental safety program will be outlined in a standard operating procedure located on the college's shared drive.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Administrative Services or designee.

Adopted: 01/23/2023