

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

HEALTH & ENVIRONMENTAL SAFETY PROCEDURE

BACKGROUND

The Michigan Occupational Safety and Health Administration (MIOSHA) is a state government agency that regulates workplace safety and health in the state of Michigan. MIOSHA is an agency within the Michigan Department of Licensing and Regulatory Affairs (LARA) and operates under a formal state-plan agreement with the Occupational Safety and Health Administration (OSHA).

MIOSHA is responsible for assuring safe and healthful working conditions for working men and women in Michigan. The agency administers the MIOSHA Act, Act 154 of 1974, as amended. Safe and healthy work environments are achieved through a combination of enforcement, outreach, and collaborative partnerships.

Schoolcraft College has developed a Safety, Health and Environmental program using the state's outreach programs to provide a safe and healthy work environment to all employees in accordance to MIOSHA standards.

WHAT IS OCCUPATIONAL HEALTH AND SAFETY?

Occupational health and safety is a discipline with a broad scope involving many specialized fields.

- It promotes the highest degree of physical, mental and social well-being for employees in all occupations.
- It minimizes and prevents adverse effects and risks on employees' health caused by their working conditions.
- It ensures that the occupational environment is adapted to employees' physical and mental needs.

In other words, occupational health and safety encompasses the social, mental and physical well-being of workers.

RESPONSIBILITIES

Employee Responsibility

Safety responsibilities as a College employee:

- Follow all health and safety rules and procedures.
- Participate and/or attend any required training that is mandated by the College.
- Report any hazardous conditions to your supervisor.
- Wear or use prescribed protection equipment.
- Report any job-related injury or illness to your supervisor and seek treatment promptly.
- Refrain from the operation of any equipment without both proper instruction and authorization.

Department Head Responsibilities

Each supervisor is responsible for providing a working environment free from recognized health and safety hazards.

Specific safety responsibilities as a College supervisor:

- Inform new employees of their health and safety responsibilities, training, procedures, rules and regulations.
- Provide health and safety education on a continuing basis.
- Assure that required equipment and personal protective devices are provided, maintained and used.
- Take prompt action when unsafe acts or conditions are reported.
- Investigate and report all on-the-job accidents promptly and request medical treatment if necessary.
- Investigate and report all job-related health or safety problems promptly.
- Coordinate or conduct internal inspections to assure safe and healthful working conditions.
- Request the assistance of the next higher level of supervision regarding budget requests for any health and safety improvements needed.
- Post safety and health protection posters for staff within the building and/or department where hazards exist.

Supervisor Responsibility

Primary safety responsibilities of Deans, Directors, Coordinators, and other heads of academic and administrative units:

- The health and safety of their staff and students.
- Compliance with all applicable laws and regulations.
- Obtain and provide funds needed for health and safety improvements and implementation.
- Adherence to requirements established by agencies external to the College.

Offices of the Director of Facilities Operations, Chief Human Resource and Risk Management Officer, and Campus Police Chief

The Director of Facilities Operations, the Chief Human Resource and Risk Management Officer, and the Campus Police Chief (or designees) are responsible for development, oversight, and management of environmental health and safety programs that comply with applicable laws and regulations.

- Provide educational programs and health and safety services to the College community.
- Function as environmental health and safety advisors to deans, directors, and heads of academic and administrative units, staff members, and students.
- Make health and safety investigations as necessary.

College Safety Committee

The responsibilities of the Standing College Safety Committee, in accordance with Procedure 1070.3:

- Review all accidents that have occurred on campus.
- Identify unsafe conditions.
- Make recommendations for eliminating unsafe conditions.
- Insure compliance with OSHA Standards.

TRAINING

College employees are required to participate and/or attend training sessions, using SafeColleges online modules on such topics, but not limited to, blood borne pathogens, hazard communication, FERPA or forklift operations and safety.

Training will be provided when:

- a. An employee is hired.
- b. An employee is given a new work assignment or position for which training has not previously been given.
- c. New training is available.
- d. A new hazard (chemical or physical) is introduced into the workplace.

REPORTING AND PROCESSING SAFETY HAZARDS

- See Procedure 1060.3 for reporting and processing safety hazards.
- See the *MIOSHA/LARA Hazard Communication Program* guide for College employees as it relates to hazardous chemicals.

Adopted—Cabinet
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