

 <b>Portland Community College Health &amp; Safety Manual</b>	Dept: <b>Environmental Health &amp; Safety (EH&amp;S)</b>	
	Function: <b>Facilities Management Services</b>	
	Topic: <b>Chapter 1 — General Safety Program &amp; Responsibilities</b>	
	Board Policy: <b>B507</b>	Revised Date: <b>September 2018</b>

<b>Authority</b>	<b>PCC Board Policy—B507</b>
	<b>Portland Community College is committed to providing a safe and healthy work and educational environment for our employees, students and visitors.</b>

<b>Summary</b>	This chapter, <i>General Safety Program &amp; Responsibilities</i> , has been developed to comply with the applicable sections of the OR-OSHA regulations covering management and employee roles and responsibilities with respect to workplace safety; hazard identification, evaluation and control; and safety communications. It is PCC's goal to reduce or eliminate workplace injuries and illnesses through these activities. Chapter 1 references several other sections of PCC's Health & Safety Manual, most notably, Chapter 2 – <i>Accident/Incident Investigation</i> and Chapter 3 – <i>Safety Committees Charter</i> . The reader is hereby referred to these sections and other applicable, but lesser referenced, sections of the Health & Safety Manual.
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## I. PURPOSE

Portland Community College (the College) endeavors to protect the health and safety of its employees, students and visitors. Injury and illnesses resulting from accidents are both costly and preventable. The College strives to reduce and prevent injuries and illnesses due to recognized workplace hazards by ensuring that administration, supervision/management and employees take an active role in identifying and evaluating health & safety risks, holding safety in all operations to be of primary importance and complying with applicable safety laws, regulations and standards from government agencies.

## II. AUTHORITY

PCC Board Policy – B507

Americans with Disabilities Act (ADA)

Oregon Occupational Safety & Health Administration (OR-OSHA)

OAR Chapter 437, Division 2 – General Occupational Safety and Health Rules

Oregon Structural Specialty Codes based on the Uniform Fire Codes and Uniform Building Codes

Department of Environmental Quality (DEQ)

Classified Agreement – Section 9, Health and Safety

Faculty and Academic Professional Agreement – Section 27, Facilities, Parking and Safety

## III. RESPONSIBILITY

**College Administration** – Administrative personnel have the overall responsibility for the establishment, implementation, administration and governance of the College's Health & Safety Program. This includes:

- Implementing the College's Health & Safety Program
- Recommending College safety policies and procedures
- Ensuring Safety Committees meet regularly and work to resolve issues elevated to their level
- Monitoring the College's operations for health and safety hazards
- Ensuring that all workplace injuries and illnesses are investigated
- Reviewing health and safety aspects of the College's layout and design

**Supervisors/Managers** – Are accountable for all health & safety aspects of employees working under their supervision and are expected to conduct operations in a safe manner at all times. They are directly responsible for the supervision and job training of their staff, including:

- Establishing safe procedures, practices and methods for employees to do their jobs
- Enforcing health & safety rules
- Taking immediate corrective action to eliminate hazardous conditions and practices
- Conducting periodic department self-inspections
- Investigating all near-miss accidents and work-related injuries and illnesses
- Providing personal protective equipment to employees

**Employees** – Each employee is expected to work safely and cooperate with all aspects of the College's Health & Safety Program by:

- Reporting workplace injuries, illnesses and near-misses and incidents immediately to a supervisor/manager
- Completing and submitting an *Injury or Property Incident Report* for those situations in which they are involved
- Wearing required personal protective equipment (PPE)
- Reporting hazardous conditions or other environmental or health & safety concerns to their immediate supervisor/manager
- Participating in campus/center Safety Committees and supporting its membership

**Safety Committees** – Consist of both management and employee representatives who collectively make recommendations on how to improve workplace health & safety and perform the following:

- Meeting regularly to discuss and review investigations of workplace injuries, illnesses and near misses and make recommendations based on material presented
- Reviewing *Hazardous Condition Reports* and suggest corrective actions
- Identifying employee health & safety training needs
- Conducting regularly scheduled health & safety inspections of each workplace
- Making recommendations to College administrators and supervisors/managers regarding necessary corrective actions associated with noted hazards

**Environmental Health & Safety** – Provides a health and safe work environment by preventing and minimizing incidents and injuries. This is accomplished by the following:

- Developing College-wide health & safety programs to meet OR-OSHA compliance goals
- Assisting administrators, supervisors/managers and Safety Committees with the implementation of health & safety procedures and training
- Participating on Safety Committees as a College resource
- Collecting and presenting workplace accident/incident data
- Maintaining health & safety records
- Reviewing and updating written plans as required by regulatory agencies and changes to PCC policies and procedures.
- Representing the College and interfacing with representatives of regulatory agencies

## **IV. PROCEDURES**

### **A. Workplace Inspection and Hazard Identification**

Each campus and center is inspected regularly by the membership of its respective Safety Committee who look for unsafe behaviors or conditions. Safety Committees document their inspection findings and elevate them to the management of the inspected areas and College Administration for review and corrective action. Changes in room layouts or function are reviewed for new hazards resulting from the introduction of equipment, materials or processes. Safety Data Sheets are utilized to identify chemical hazards in the workplace and understand the chemical's physical and chemical characteristics and its health effects. Workplace accidents and incidents that result in injury or illness and that go beyond the scope of first aid treatment are investigated to determine root causes and prevent future occurrences.

## B. Hazard Prevention and Control

PCC subscribes to the idea that the best way to prevent an accident or incident is to eliminate the hazard or find a less hazardous substitute. When this cannot be accomplished, the following hierarchy of controls shall be implemented to prevent hazards and protect employees, students and visitors:

**Engineering Controls**, which prevent the hazard from reaching the employee and require a physical change to the workplace. Examples include the use of mechanical lifting devices, use of enclosures, use of ventilation, etc.

**Administrative Controls**, which require an employee or the College to take a specific action through workplace policies and procedures. Administrative controls are considered when engineering controls are not feasible. An example of an administrative control would be rotating employees to perform a function to reduce the amount of time any one person is exposed to a hazard.

**Personal Protective Equipment**, which serves as a barrier between the employee and the hazard. Personal protective equipment (PPE) is the least effective control method and should therefore be selected after engineering and administrative controls prove ineffective or unfeasible. Examples of PPE include chemical resistant gloves, eye and face protection, foot protection, head protection, hearing protection, respiratory protection, etc.

Other methods to prevent and control hazards include the following:

- Establishing and adhering to a preventative maintenance schedule for equipment which could pose a hazard if it were not maintained properly. The College's Facilities Management Services department uses a database known as AiM to record and track its preventative maintenance activities.
- Practicing good housekeeping to eliminate hazards from work areas, labs, studios, classrooms, corridors, etc. Good housekeeping encompasses everything from cleaning and sanitizing spaces to eliminating slip and trip hazards. Housekeeping is every employees' responsibility but the Custodial department within Facilities Management Services leads the College's efforts with respect to housekeeping.
- Enforcing workplace safety rules whether they are OR OSHA regulations or College safety policies, procedures and practices. A list of written, established College plans and procedures for complying with specific OR OSHA regulatory requirements can be found in the remaining chapters of the College's Health & Safety Manual. All employees whose activities fall within one of the numerous chapters of the Health & Safety Manual are expected to comply with the requirements of the respective chapter(s).
- Planning for emergencies by adhering to the established emergency plan, providing first aid supplies and automated external defibrillators and knowing how summon emergency services. Public Safety is responsible for the development, execution and training of all parts of the College's emergency plan.

## C. Planning and Evaluation

The College elects to have a long-term focus on its safety and health programs and achieves this focus by means of planning and evaluation. These activities help the College to establish safety-related performance goals and ensure that written programs and plans remain effective, current and comply with regulatory requirements. Activities that would fall into this category would be:

- Safety reviews of new curriculum
- Design/construction safety reviews of new or modified facilities, locations, etc.
- Regular reviews of workplace injuries, illnesses and investigations
- Comprehensive reviews of written safety procedures for equipment
- Comprehensive reviews of required programs and plans

#### **D. Administration and Supervision**

Within the College, all employees are accountable for performing their jobs safely. In order to ensure that all employees remain accountable to the goal of providing a safe and healthful work environment, the following methods have been implemented at the College:

- A written disciplinary action program which includes violations of College Safety and Health rules, regulations and procedures, abuse of College equipment and failure to wear required PPE has been established by the College and can be found in Article 21 of the Classified Agreement. A disciplinary action process can also be found in Article 22 of the Faculty and Academic Professional Agreement.
- Requiring that supervisors and managers enforce workplace safety rules and safe practices among those they supervise/manage.
- Establishing employee's workplace safety responsibilities in their job descriptions and performance evaluations.

#### **E. Employee Participation**

The College believes in diversity and that each employee contributes to the overall safety culture of the campus or center to which they belong. As such, the College encourages and supports employee participation and involvement in its Health and Safety Programs. Employee involvement can be seen in a number of ways that help to keep the College safe:

- Participating on Safety Committees as either members or in leadership
- Participating on Emergency Teams
- Submitting *Hazardous Condition Reports* to EH&S
- Making suggestions regarding safety programs, plans, practices, training topics, etc.
- Making suggestions with respect to ways of preventing and controlling hazards
- Showing coworkers how to work safely
- Helping to evaluate elements of the College's Health & Safety Program

#### **F. Safety Communications**

The College demonstrates its commitment to providing a safe and healthful work environment for all by distributing or disseminating health and safety information to its employees, students and visitors by means of the following methods:

- Maintaining health & safety information and resources on College websites:
  - Environmental Health & Safety: <https://www.pcc.edu/facilities-management/services/environmental-health-and-safety/>
  - Public Safety: <https://www.pcc.edu/public-safety/>
  - Risk Services: <https://s443-intranet-pcc-edu.view.pcc.edu/departments/finance/safety/>
- Distributing written communications regarding major or complex issues to employees in each department
- Providing campus/center safety committee meeting minutes, agendas, etc. to be posted on campus/center bulletin boards and/or websites

Additionally the College encourages employees to communicate health & safety information to management via the following methods:

- Addressing issues with an immediate supervisor/manager
- Reviewing issues with any level of management
- Submitting written health or safety recommendations
- Reviewing issues with campus/center Safety Committee representatives
- Completion and submittal of a Hazardous Condition report to the Environmental Health & Safety department

## **G. Hazardous Condition Reporting**

The identification of previously unrecognized health and safety hazards is a critical step in the College's efforts to reduce or eliminate workplace injuries and illnesses and provide a safe working environment. One such way that employees can report hazardous safety conditions is by completing the Hazardous Condition report (FORM 2). Employees are able to anonymously report hazardous conditions, provide details as to where and under what circumstances the conditions can be observed, and even make suggestions as to how to correct the conditions. Completed Hazardous Conditions reports are sent to the Environmental Health & Safety department where the date of receipt is noted, a file number is issued and the report is distributed to the following organizations within the College:

- Department supervisor/manager where the hazardous conditions were noted
- Reporting employee (if not anonymous)
- Campus/center Safety Committee
- Campus/center Administration
- College Federation Office
- Other departments, as needed

Hazardous conditions noted on this report are to be corrected as soon as possible but some corrective actions may represent an interim solution due to the cost or timeline of implementing a permanent solution.

The campus/center Safety Committee will review the Hazardous Condition Report along with any corrective actions recommended by EH&S, at which point the Safety Committee will either agree

with the corrective action or decide to take no action. In those circumstances when action is not taken by the Safety Committee, the hazardous conditions are reported to the Contract Administration Meeting (CAM) committee, which meets monthly.

An annual summary of hazardous conditions noted on Hazardous Condition reports, and their respective corrective actions is submitted to the FMS Director and/or the campus/center administration to address any budgetary forecasting issues.

In all but those cases in which a Hazardous Condition Report was completed/submitted anonymously, a written status report regarding each Hazardous Condition Report will be generated and sent to the employee that generated the report within 30 days.

Employees may elect not to complete a Hazardous Condition Report to report a health and safety concern but rather contact Facilities Management Services (FMS) to request safety support, preventative maintenance activities, housekeeping/custodial services, grounds/landscaping support, etc. via the following methods:

- Telephone: Calling (971) 722-4800 and speaking with a representative of the Service Request Center
- Email: Sending concerns to [src@pcc.edu](mailto:src@pcc.edu)
- ReADY: Visiting the FMS webpage at <https://www.pcc.edu/facilities-management/> and using the Make A Request feature

## V. TRAINING

The College holds safety in all operations and activities to be of high importance. Accordingly, employee will be trained in the safe performance of their jobs. The Health & Safety Manual stresses the importance of safety and identifies expected standards of safe conduct. Regulations from government agencies, e.g., OR-OSHA, dictate many standards of employee performance.

Safety training will be directed at developing each employee's knowledge, skill and understanding to enable them to work safely. Training will be provided through various means with primary instruction given by the immediate supervisor/manager or Environmental Health & Safety.

New employees will participate in the New Employee Safety Orientation (NESO) class which is offered monthly at different locations by the EH&S department and covers both facility and job specific training. Following NESO, each new employees is to meet with their immediate supervisor/manager and complete the *New Employees Safety Training Checklist* noting department specific topics covered and additional training that may be required. Completed Training Checklists are forwarded to the EH&S department who uses them to forecast upcoming class needs.

Employees that have completed NESO and are either later reclassified into different positions or require training on new equipment, materials or processes, need not repeat NESO but rather the supervisor/manager should review the employees' new training needs and coordinate these needs with EH&S.

Training topics covered in NESO and those that require refresher training based on either a frequency established by regulation or College program are listed in Appendix B, *Training Level Chart*.

## VI. RECORDKEEPING

**Training records:** Information regarding employee health & safety training such as agendas, handouts, presentation materials, rosters, etc., is maintained by the EH&S department when the EH&S department hosts/conducts the training. Departments that conduct their own employee health & safety training should maintain the original documents but forward copies of the documents to the EH&S department.

**Safety Committee records:** documents regarding the College's various campus/center Safety Committees, e.g., agendas, minutes, inspections, Hazardous Condition reports, etc., are maintained by the EH&S department and can be found on the EH&S webpage at the following address: <https://www.pcc.edu/facilities-management/services/environmental-health-and-safety/>.

**Incident and injury reports:** EH&S will maintain copies of all *Injury Incident Report Forms* and *Supervisor's Incident Investigation Reports* for employee incidents and work-related injuries and illnesses. The College's Public Safety department will maintain original records regarding student and visitor incidents. The Risk Services department will maintain all documentation for students, and visitors for those cases where claims have been filed. Additionally, Risk Services will maintain all documentation for employee incidents when Workers Compensation documentation has been filed.

**New Employee Safety Training Checklists:** The home department to which the new employee reports will maintain the original *New Employee Training Checklist* and forward a copy to the College's EH&S department for review.

All records are to be retained by the applicable departments for the duration established by the Oregon State Archives in conjunction with government regulations.

## VII. COLLEGE HEALTH & SAFETY PLAN

The College's written Health & Safety Plan consists of the various chapters of the *Health & Safety Manual* found on the Environmental Health & Safety webpage: <https://www.pcc.edu/facilities-management/services/environmental-health-and-safety/health-safety-manual/>

The *Health & Safety Manual* is comprised of the following chapters and is subject to change as regulations and workplace conditions change:

- Chapter 1: General Safety Policies and Responsibilities
- Chapter 2: Accident/Incident Investigation
- Chapter 3: Safety Committees Charter
- Chapter 4: Bloodborne Pathogens Exposure Control Plan
- Chapter 5: Confined Space Entry
- Chapter 6: Electrical Safety
- Chapter 7: Emergency Response Action Plan
- Chapter 8: Hazard Communication
- Chapter 9: Chemical Hygiene Plan – Laboratories
- Chapter 10: Control of Hazardous Energy



Chapter 11: Noise & Hearing Conservation  
Chapter 12: Personal Protective Equipment  
Chapter 13: Asbestos Removal and Maintenance Programs  
Chapter 14: Forklift & Industrial Vehicle  
Chapter 15: Mechanical Hazards – Controls and Facility Safety  
Chapter 16: Welding Safety  
Chapter 17: Respirator Protection Plan  
Chapter 18: Contractor Notification  
Chapter 19: Industrial Hygiene Program & Air Monitoring Results  
Chapter 20: Fall Protection  
Chapter 21: Regulated Waste

Additional safety-related information and resources can be located at the following College websites:

Environmental Health & Safety:

Public Safety: <https://www.pcc.edu/public-safety/>

Risk Services: <https://s443-intranet-pcc-edu.view.pcc.edu/departments/finance/safety/>