 Portland Community College Health & Safety Manual	Dept: Environmental Health & Safety (EH&S)	
	Function: Facilities Management Services	
	Topic: Chapter 1 — General Safety Program & Responsibilities	
	Board Policy: B507	Revised Date: March 2022

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

Summary	This chapter, <i>General Safety Program & Responsibilities</i> , has been developed to comply with the applicable sections of the OR-OSHA regulations covering the roles and responsibilities of management and employees 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. This chapter references several other sections of PCC's <i>Health & Safety Manual</i> , most notably, <i>Chapter 2 – Accident/Incident Investigation</i> and <i>Chapter 3 – Safety Committees Charter</i> . The reader is hereby referred to these sections and other applicable, but lesser referenced, sections of the <i>Health & Safety Manual</i> .
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I. PURPOSE

Portland Community College (the College) endeavors to protect the health and safety of its employees, students and visitors. Injuries 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 (See *Appendix A: 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

Oregon 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.
- Completing *Form 1 - New Employee Safety Training Checklist* with new employees.
- 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.
- Addressing *Hazardous Condition Reports* received from 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 Online Form* on the Risk Services webpage for those situations in which they are involved.
- Wearing required personal protective equipment.
- Reporting hazardous conditions or other environmental or health & safety concerns to their immediate supervisor/manager.
- Participating in and supporting campus/center Safety Committees

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 *Form 2 - Hazardous Condition Reports* and *Form 3 – Hazardous Condition Report Investigation* and suggesting 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 (EH&S) – 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 investigations.
- Addressing *Hazardous Condition Reports* received and conducting investigations
- Maintaining health & safety records.
- Reviewing and updating written plans as required by regulatory agencies and changes to the College's policies and procedures.
- Representing the College and interfacing with representatives of regulatory agencies.

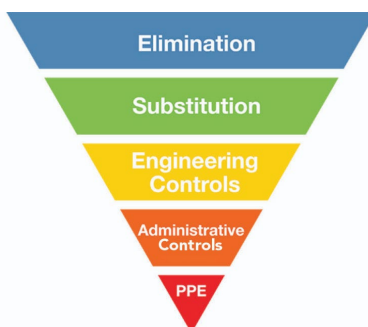
IV. PROCEDURES

A. Workplace Inspection and Hazard Identification

Each of the College's campuses and centers is inspected regularly by the membership of its respective Safety Committee who looks 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

The College 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 and/or control 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 (PPE)**, which serves as a barrier between the employee and the hazard. 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 (FMS) 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 FMS 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 to summon emergency services. Public Safety is responsible for the development, execution and training of all parts of the College's *Emergency Operations 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 include:

- 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 *Form 2 - 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:
 - EH&S: <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. and posting them 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.

- Completing and submitting a *Form 2 - Hazardous Condition Report* to the EH&S department.

G. Reporting Safety Issues

Employees and management should strive to maintain a safe and healthy work environment in order to prevent workplace accidents. Employees may request services from a number of support departments by contacting the FMS Service Request Center (SRC) to request safety support, personal protective equipment, training, preventative maintenance, custodial services, grounds/landscaping support, etc. The SRC can be reached 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*
- *ReADY: Visiting the FMS webpage at <https://www.pcc.edu/facilities-management/> and using the Make A Request feature.*

As a result of contacting the SRC, a work order is generated and assigned to the applicable department for action. Work orders assigned to EH&S will be closed in a timely manner after the work has been performed and documented with supporting notes or related documents attached to the work order.

Employee may also report safety & health concerns to one or more of the following groups in order to correct the hazard(s):

- Their management;
- The campus/center Safety Committee; and/or
- The EH&S department

EH&S is available to work with both management and the Safety Committees in determining if workplace conditions or practices are safe should disputes arise with respect to the effectiveness of corrective actions.

H. Hazardous Condition Reports

Another way in which employees can report unsafe workplace conditions or practices is by completing *Form 2 - Hazardous Condition Report*. Employees may elect to complete Form 2 anonymously if they wish. Employees can use Form 2 to 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 *Form 2 - Hazardous Condition Reports* should be sent to the both employee's management as well as EH&S.

For all Hazardous Condition Reports received, EH&S will note the date of receipt, assign a file number and distribute the Hazardous Condition Report to the following organizations within the College:

- Management of the employee filing the Hazardous Condition Report
- Campus/center Administration
- Human Resources
- Other departments, as needed

EH&S will investigate the alleged workplace safety concerns and document their findings on Form 3- *Hazardous Condition Report Investigation*.

Within 30 days of filing a *Hazardous Condition Report*, the originating employee and their manager will receive a written reply from EH&S regarding the receipt and status of their *Hazardous Condition Report*. After completing its investigation, EH&S will present the *Hazardous Condition Report* and *Hazardous Condition Report Investigation* to the applicable campus/center Safety Committee(s) along with any recommendations and/or corrective action. The Safety Committee will review the materials and provide any additional comments and/or recommendations of their own and return a signed copy of the *Hazardous Condition Report Investigation* to EH&S.

EH&S will forward the *Hazardous Condition Report Investigation* to the manager(s) of the department(s) where the alleged hazardous behavior or conditions can be found to request their review and signature of the completed investigation.

EH&S will then forward the signed *Hazardous Condition Report Investigation* to Human Resources for review. Human Resources will work with management to determine how and when any recommended corrective actions will be implemented. Human Resources will report all alleged hazardous workplace conditions and behaviors addressed through the *Hazardous Condition Report* process to the Contract Administration Meeting (CAM) committee, which meets monthly. An annual summary of alleged hazardous conditions noted on the Form 2 - *Hazardous Condition Reports*, and their respective corrective actions, if any, is submitted to the FMS Director and/or the campus/center administration to address any budgetary forecasting issues.

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 EH&S.

New employees will participate in the New Employee Safety Orientation (NESO) curricula which are offered at least monthly, at different locations, virtually or online, by the EH&S department. Following NESO, each new employee is to meet with their immediate supervisor/manager and complete the *Form 1 - New Employees Safety Training Checklist* noting department specific topics covered and additional training that may be required. Completed *Form 1 – New Employee Safety 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: Academic Training Chart* and *Appendix C: Operational Training 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, *Form 2 - 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 Property 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 *Form 1 - 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 EH&S webpage: <https://www.pcc.edu/facilities-management/services/environmental-health-and-safety/health-safety-manual/>

The *Health & Safety Manual* is comprised of the following 25 chapters and is subject to change as regulations and workplace conditions change:

- Chapter 1: General Safety Program and Responsibilities*
- Chapter 2: Accident/Incident Investigation*
- Chapter 3: Safety Committees Charter*
- Chapter 4: Bloodborne Pathogens (BBP) Exposure Control Plan*
- Chapter 5: Confined Space Entry*
- Chapter 6: Electrical Safety*
- Chapter 7: Hazardous Material Emergency Response Plan*
- Chapter 8: Hazard Communication*
- Chapter 9: Chemical Hygiene Plan – Laboratories*
- Chapter 10: Control of Hazardous Energy – Lockout/Tagout*
- Chapter 11: Noise & Hearing Conservation*
- Chapter 12: Personal Protective Equipment (PPE)*
- Chapter 13: Hazardous Building Materials*
- Chapter 14: Powered Industrial Trucks, Material Handling Vehicles & Powered Mobile Equipment*
- Chapter 15: Mechanical Hazards – Controls and Facility Safety*
- Chapter 16: Hot Work Plan*
- Chapter 17: Respiratory Protection Plan*
- Chapter 18: Contractor Hazard Notification (Multi-employer Sites)*
- Chapter 19: Industrial Hygiene Program & Air Monitoring Results*
- Chapter 20: Fall Protection Program*
- Chapter 21: Regulated Waste*
- Chapter 22: Environmental Protection & Stewardship*
- Chapter 23: Cranes, Hoists & Slings*
- Chapter 24: Heat Illness Prevention Plan*
- Chapter 25: Wildfire Smoke Protection Plan*

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

EH&S: <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/>