 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: December 2023

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 College 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 training of their staff, including:

- Establishing safe procedures, practices and methods for employees to do their jobs;
- Completing *Form 1 - New Employee Department Safety Checklist* with new employees;
- Enforcing health & safety rules;
- Taking immediate corrective action to eliminate hazardous conditions and practices;

- Completing *Form 2 – Hazard Assessment* for new academic programs, operational procedures, or equipment/chemicals before they are introduced into department work processes.
- 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, near-misses, and other 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 materials presented;
- Reviewing *Form 4 - Hazardous Condition Report* and *Form 5 – 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

The College encourages all departments and managers to review and/or inspect work areas and equipment to identify hazards and implement hazard controls. *Form 2 - Hazard Assessment* should be used to document potential hazards and/or sources of harm associated with a specific area of focus. *Form 2* also includes sections to document applicable hazard controls and additional actions needed to remove/reduce the identified hazards. Managers should use *Form 2* for areas of focus such as:

- New courses or disciplines
- Department specific job descriptions
- Individual work areas (shops, labs, tasks specific rooms, etc.)
- New work processes or procedures
- New equipment or chemicals

For areas of focus like new equipment that will be implanted at multiple locations, managers should complete a *Form 2* for each location to document any location specific hazards or controls. For additional information on completing *Form 2*, managers can review *Appendix B: Hazard Assessment Instructions*.

Completed *Form 2* documents should be maintained by the department and be available for EH&S review upon request.

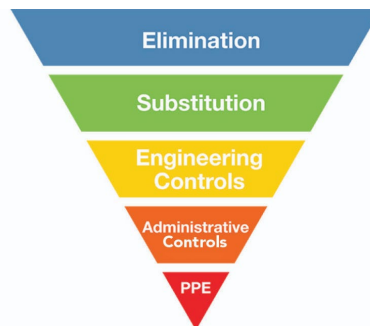
Each of the College's campuses and centers is inspected regularly by the membership of its respective Safety Committee who looks for unsafe behaviors or conditions. Safety Committees document their inspection findings and elevate them to the management of the inspected areas and College Administration for review and corrective action. For more information on the Safety Committee inspection process, see *Chapter 3 - Safety Committee Charter*.

Other sources of hazard identification information include safety data sheets and accident/incident reports. Safety data sheets are utilized to identify chemical hazards in the workplace and understand a 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.

EH&S provides assistance to those managers requesting workplace evaluations and assessments.

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.

One recognized and widely accepted administrative control is the Job Safety Analysis (JSA). This tool allows the user to document tasks and break them down into a series of steps that list any recognized hazards and controls associated with each step. Activities necessary for the development of JSAs include:

- Observation of how a worker performs a task, step-by-step, and then listing those basic steps sequentially
- Analysis of each step for possible hazards, i.e., physical, chemical, biological, ergonomic hazards
- Listing recommended actions or controls necessary to eliminate the hazard or reduce the likelihood of an incident

A blank JSA form can be found in *Form 3 – Job Safety Analysis*. Guidance and instructions for completing a JSA can be found in *Reference document i.- National Safety Council – Job Safety Analysis* and *Reference document ii. – National Safety Council Practical Tips*.

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 the responsibility of every employee 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*.

EH&S provides assistance to those managers requesting assistance with hazard prevention and control.

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 employees' 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;
- Submitting *Form 4 - Hazardous Condition Report* 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 4 - 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.

Employees 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 4 - Hazardous Condition Report*. Employees may elect to complete *Form 4* anonymously if they wish. Employees can use *Form 4* 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 4 - 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
- Human Resources
- Other departments, as needed

EH&S will investigate the alleged workplace safety concerns and document their findings on *Form 5- 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 person or department(s) where the alleged hazardous behavior or conditions were purported to have been 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 4 - Hazardous Condition Report*, 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.

Managers are expected to support the creation, maintenance, and promotion a safe work environment for their employees and comply with applicable OR OSHA and DEQ regulations as well as PCC procedures governing the recognized hazards present in their departments. An online training curriculum for managers to learn about or refresh their knowledge of their safety responsibilities will be available after December 2023.

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 *Form 1 - New Employees Department Safety Checklist* noting department specific topics covered and additional training that may be required. Copies of the completed *Form 1 – New Employee Department Safety Checklist* 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 C: Academic Division Training Chart* and *Appendix D: Operational Department 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.

Hazard Assessments: Completed copies *Form 2 - Hazard Assessment* should be maintained by the department that completed the assessment.

Job Safety Analyses: Completed copies of *Form 3 – Job Safety Analysis* should be maintained by the department that completed the analysis.

Safety Committee records: Documents regarding the College's various campus/center Safety Committees, e.g., agendas, minutes, inspections, *Form 2 - Hazardous Condition Report*, 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 manager to which each new employee reports will maintain the original *Form 1 - New Employee Department Safety Checklist* in their department files.

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 twenty-seven (27) 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
Chapter 26: Scaffold Safety Plan
Chapter 27: Compressed Gas Safety Plan

Appendix E - Health & Safety Manual Chapter Applicability Guide provides readers with a quick synopsis of each of the twenty-seven (27) chapters and their applicability so that readers can quickly determine which chapters to read and apply to their departments based on the types of equipment, machinery, chemicals, or hazards present in those departments.

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/>