

3.3.6 Kentucky Community and Technical College System Environmental Health and Safety Policy

It is the policy of the KCTCS to provide a safe and healthy environment for its students, faculty, staff and visitors. KCTCS intends to be a role model for the Commonwealth in its environmental stewardship, health protection, and safety standards and in its compliance with all laws and regulations relating to the environment, health and safety. These goals will be part of the management objectives for units at all levels of the KCTCS. Employees and students are expected to support these goals in all KCTCS activities.

KCTCS is committed to developing and maintaining a sustainable and environmentally responsible mode of operation, within the context of its educational mission, fiscal constraints, and responsibilities to students, faculty, staff, alumni, and the local communities. This commitment to environmental responsibility is intended both to educate the KCTCS community about environmental issues and to minimize, to the extent practicable, KCTCS's impact on the environment.

3.3.6.1 Environmental Health and Safety Programs and Responsibilities

A. KCTCS Environmental Health and Safety Department

The Environmental Health and Safety Department is responsible for development, oversight and management of environmental health and safety programs that protect the environment, provide safe and healthy conditions for work and study, and comply with applicable laws and regulations. Staff will function as consultants to heads of academic and administrative units in all areas of environmental health and safety. In addition to consultation, the office will make health and safety investigations as necessary and upon request, will assist safety committees in the development of intra-departmental safety programs, and participate in health and safety training and education projects.

The Environmental Health and Safety Coordinators will provide technical assistance in determining existing or potential health and safety hazards. Assistance can be provided through consultations and code interpretations either for existing operations and facilities or for those which are being planned. Additionally, the Safety Coordinators will inspect and report on the environmental health and safety aspects of KCTCS operations and facilities. Such inspections may be routine or by request. The results will be reported to the appropriate administrative personnel.

The Department will maintain reference materials from local, state, and federal agencies, particularly in regard to rules and procedures affecting campus operations, and will assist in the technical interpretation of same. The Department will develop additional appropriate environmental health and safety standards for unique campus situations and submit them for administrative approval.

KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

B. College Presidents, Chief Academic and Student Services Officers, Faculty Division Chairs and Other Heads of Academic and Administrative Units

College Presidents, Chief Academic and Student Services Officers, Faculty Division Chairs and other heads of academic and administrative units have a primary responsibility for the health and safety of their staff and students and for compliance with all applicable laws and regulations; for providing funds needed for safety and health improvements and for making those improvements; and for ensuring that supervisors, employees and students comply with the duties set forth herein. In addition, some units may have other specific requirements and responsibilities established by agencies external to KCTCS.

The formation of safety committees within each college is encouraged.

C. Supervisors

Each supervisor has certain specific responsibilities for providing a working environment free from safety and health hazards for those supervised. These responsibilities include, but are not limited to, the following:

1. Informing new employees about safety and health procedures, rules and regulations, as well as their specific responsibilities.
2. Assuring that required equipment and personal protective equipment are provided, maintained and used.
3. Taking prompt action when unsafe acts or conditions are reported or noted.
4. Providing for health and safety training and education on a continuing basis.
5. Promptly investigating and reporting all on-the-job accidents and requesting medical treatment if required.
6. Promptly investigating and reporting all job-related health or safety problems.
7. Coordinating or conducting internal inspections to assure safe and healthful conditions.
8. Requesting the assistance of the next higher level of supervision regarding budget requests for health and safety improvements.

D. Employees

Each employee has certain specific responsibilities to comply with existing safety and health standards, rules, and regulations. The responsibilities include, but are not limited to, the following:

KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

Following all safety and health standards and rules.

Reporting all hazardous conditions to the supervisor.

Wearing or using prescribed personal protective equipment.

Reporting any job-related injuries or illnesses to the supervisor and seeking treatment promptly.

Refraining from the operation of any mechanical equipment without both proper instructions and authorization.

E. Students

Students are responsible for following all health and safety standards and rules.

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