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Applies To: Colleges and the System Office
Procedure Responsibility: Office of Crisis Management, Environmental Health and Safety

# Environmental Health and Safety and Crisis Management

Section 2.10.1 – General
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## Section 2.10.1 – General

A. It is the intent of 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 integral to management objectives for operating units at all levels of KCTCS. Employees and students are expected to support these goals in all KCTCS activities.

B. KCTCS is committed to developing and maintaining an 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.

C. Any questions or requests for information on health and safety matters should be referred to the Office of Crisis Management, Environmental Health and Safety.

## Section 2.10.2 – Environmental Health and Safety Programs and Responsibilities

A. KCTCS Office of Crisis Management, Environmental Health and Safety

1. The Office of Crisis Management, Environmental Health and Safety 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, staff 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.

2. The KCTCS Office of Crisis Management, Environmental Health and Safety 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 that are being planned. Additionally, the division 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.

3. The KCTCS Office of Crisis Management, Environmental Health and Safety 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 the same. The division will develop additional appropriate environmental health and safety standards for unique campus situations and submit them for administrative approval.

4. The KCTCS Office of Crisis Management, Environmental Health and Safety will perform accident investigation of all serious accidents at KCTCS facilities. A reportable accident is one that requires the injured party to desist from the activity, to absent himself/herself for a period of time, and to receive either first aid or medical attention.

5. The KCTCS Office of Crisis Management, Environmental Health and Safety will coordinate with the KCTCS Human Resources Division on Worker's Compensation claims and maintain compliance with OSHA 300 standards. The office will participate in the investigation of those claims and in the identification and correction of unsafe conditions that either have contributed to an accident or could contribute to an accident.

6. The KCTCS Office of Crisis Management, Environmental Health and Safety will coordinate and ensure college compliance with the Minger and Cleary Laws dealing with campus crime.

7. The KCTCS Office of Crisis Management, Environmental Health and Safety will consult with the colleges on matters relating to physical accessibility to and within KCTCS facilities as prescribed by the Americans with Disabilities Act.

B. College CEO's and Other Heads of Academic and Administrative Units

1. College CEO's 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.

2. Each college shall have one person charged with the responsibility of overseeing all health and safety programs, records, and equipment district-wide.

3. Each campus shall have one person responsible for maintaining safety records, equipment, and programs for the campus.

4. The formation of safety committees within each college is encouraged.

C. Supervisors, Professors, or Instructors

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

1. Safety orientation for new employees
2. Ensuring that adequate and appropriate equipment is provided, maintained, and used
3. Rapid response to reports of unsafe acts or conditions
4. Provision of timely and appropriate safety training and education
5. Prompt reporting and investigation of all accidents and requesting medical treatment, if required

6. Prompt reporting of all job-related health or safety problems
7. Coordinating or conducting internal safety inspections
8. Requesting the support of supervisors 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. These responsibilities include but are not limited to the following:

1. Complying with all safety and health standards and rules
2. Reporting hazardous conditions to supervisors
3. Wearing or using prescribed personal protective equipment
4. Reporting any job-related injuries or illnesses to supervisor, and seeking treatment promptly
5. Refraining from the operation of any mechanical equipment without proper training and authorization.

**Section 2.10.3 – Crisis Management Plans**

A. Each college and the System Office will develop and maintain a comprehensive crisis management plan as prescribed in Administrative Policy 3.3.17 that provides direction to faculty, staff, students, and campus visitors on what actions to take upon the occurrence of a natural disaster, severe weather outbreak, violent incident, or environmental hazard.

B. The KCTCS Office of Crisis Management, Environmental Health and Safety will coordinate the review and approval of college crisis management plans.

**END OF PROCEDURE**