

**TITLE: PERSONAL AND ENVIRONMENTAL SAFETY**

**POLICY NO: 4-35**

**EFFECTIVE DATE: 12/11/00**

**VCCS POLICY NO: [2.7.1](#)**

**REVISED DATE: 03/27/12**

I. Purpose:

To establish policy and procedures that will encourage and support the college in complying with regulations that pertain to personal and environmental safety.

II. Definitions: N/A

III. Policy:

- A. All divisions, programs, and units are expected to comply with local, state, and federal regulations. The safety manager will assist in identifying, developing, and implementing necessary procedures to comply with these regulations. Copies of the procedures will be kept with the safety manager. In addition, the safety manager will recommend training needs for unit personnel as well as work with the manager of training and development to develop college-wide safety training. Training records will be tracked in the JSRCC Knowledge Center.
- B. The safety manager will review all safety related plans, policies, and procedures and make recommendations to the JSRCC Safety Committee for final approval. The safety manager will also develop an audit plan in conjunction with the JSRCC Safety Committee and conduct the inspections and audits to ensure compliance with all local, state, and federal regulations.
- C. The safety manager will act as the college's first point of contact and representative during any scheduled or unscheduled compliance visit or audit by any federal or state agency (OSHA, EPA, etc.) for any areas that fall under the college's responsibility. The safety manager will notify the unit head of the visit or audit, prior to conducting the visit or audit. All original inspection, citation, and abatement documentation will be directed to and maintained in the Safety Office, with copies provided to the affected department.
- D. Inspections and citations in areas that do not fall under the college's responsibility, (construction projects, vendors, etc.) will be directed to the appropriate contractor with notice to the director of facilities management and planning, or designee. Abatement of any such citation will be the responsibility of said contractor or vendor.
- E. Supervisors or their designee will be expected to attend meetings addressing the results of an audit.

IV. Procedures:

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The safety manager will forward in-house audit documentation to the respective individual and supervisor, the appropriate department/unit head, and the financial operations compliance officer. Should any corrective measures be required, a follow-up audit will be conducted to ensure that proper corrective action has been taken. In the event of non-compliance, the safety manager will forward the updated audit results to the vice president of finance and administration for further sanction.

V. Other Information: N/A