

POLICY & PROCEDURES MEMORANDUM

**TITLE: WORK ENVIRONMENT
SAFETY PROGRAM**

EFFECTIVE DATE: December 10, 2008*
*(*Title Updates 10/3/11)*

CANCELLATION: AD-1373.1B (2/15/00)

OFFICE: Safety (SF)

POLICY STATEMENT

Delgado Community College is committed to a continuing and aggressive accident prevention effort at all levels and at all times in order to maintain a safe work environment for employees, students, and persons using College facilities. Work environment safety practices at the College adhere to the Safety Management Plan of the Office of State of Louisiana Workers' Compensation Administration, as well as nationally recognized work environment safety codes, standards, manuals, and guides in all areas of operation. Delgado Community College maintains a close liaison with the State of Louisiana Office of Risk Management in developing and implementing its Work Environment Safety Program.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish the College's Work Environment Safety Program, which is designed to prevent or reduce the number of accidents and/or incidents involving injuries and loss of property at Delgado Community College.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all College operating units and to all employees, students and visitors of the Delgado Community College.

3. **Background**

Act 520 amended Title 39 of the Louisiana Revised Statutes of 1950 to include, among other things, the creation of an Office of Risk Management within the State of Louisiana Division of Administration. This agency is responsible for implementation of work environment safety or loss prevention programs within all State agencies.

In accordance with Louisiana Revised Statute 39:1527, et seq., Delgado Community College is required to establish a work environment safety and loss prevention program. The thrust of the program is to provide work environments and operating procedures that offer the greatest potential for preventing or reducing job-related and classroom/laboratory accidents, injuries, and loss of State property, thereby reducing direct and indirect costs related to such losses.

4. **Structure of the Work Environment Safety Program**

A. **State of Louisiana**

The Bureau of Risk Analysis and Loss Prevention, created within the State of Louisiana Office of Risk Management by Act 520, is responsible for the coordination, implementation, and maintenance of the loss prevention program within all State agencies. The responsibility includes training incidental to facility inspections and accident investigations.

B. **Delgado Community College**

Because Delgado Community College is a multi-campus institution offering traditional, occupational, and technical programs, its work environment safety program must include provisions for physical safety at all facilities and operational procedures that ensure the personal safety of employees and students, and provide safeguards for Delgado property.

Delgado's commitment to work environment safety and loss prevention is demonstrated by the Chancellor designating a Risk and Safety Manager to oversee the program and requiring each Campus Executive Dean/ Site Administrator to be responsible for work environment safety on his/her campus or site. The Campus/Site Safety Committees have been established to ensure input on safety and loss prevention from all operational units of the College.

(1). **College Risk and Safety Manager**

In accordance with the College's [Comprehensive Safety Program](#) policy, the Chancellor designates a Risk and Safety Manager to coordinate the College's safety program.

(2) **Safety Council**

In accordance with the College's [Comprehensive Safety Program](#) policy, the College Risk and Safety Manager chairs a college-wide [Safety Council](#), composed of appropriate college-wide and campus/site specific representatives involved in the safety program and deemed appropriate by the Chancellor. The function of the [Safety Council](#) is to address all components of the college-wide safety program and make policy and procedural recommendations for improvements on an ongoing basis.

(3) **Campus/Site Safety Committees**

Each academic year, in accordance with the College's [Comprehensive Safety Program](#) policy, a Safety Committee is established on each campus and site, which is chaired by the Campus Executive Dean/ Site Administrator or his/her designated representative. The Campus Executive Dean/ Site Administrator or his/her designated representative shall also serve as the Campus/Site Safety Program Coordinator. Committee membership includes Division Deans or designees, as deemed appropriate by the Executive Dean/ Site Administrator; representatives from Campus Police, Maintenance, Central Utilities, if applicable; the campus/site SGA President; and others recommended by the Campus Executive Dean/ Site Administrator.

5. **Work Environment Safety Responsibilities**

A. The Chancellor:

- (1) Assures that accountability for work environment safety is established at all operational levels.

B. As a component of the responsibilities established by the College's [Comprehensive Safety Program](#) policy, the [Safety Council](#):

- (1) Addresses work environment safety-related rules and procedures or issues as requested by the Campus/Site Safety Committees and/or recommended by the College or Campus/Site Safety Program Coordinator.

C. As part of the responsibilities established by College's [Comprehensive Safety Program](#) policy, the College Risk and Safety Manager:

- (1) Develops and implements a comprehensive work environment safety program for Delgado Community College that will:

- Provide for regular and periodic facility and equipment inspections.
 - Ensure all accidents at the College are investigated and reported to proper authorities.
 - Initiate action, when required, to correct the problem(s) that caused the accident.
 - Provide training programs on work environment safety for supervisors, employees, and students.
 - Promote increased work environment safety awareness by employees and students.
- (2) Approves the work environment safety programs for each campus/site of the College.
- D. The Director of Maintenance:
- (1) Makes periodic inspections of facilities at all campuses and sites.
- E. The Campus Executive Dean/ Site Administrator/Campus Safety Coordinator:
- (1) Establish a Campus/Site Safety Committee; the Campus Executive Dean/ Site Administrator or his/her designated representative chairs the committee and serves as the Campus/Site Safety Program Coordinator.
- (2) Coordinate and ensure that an effective campus/site work environment safety program is implemented and strictly followed by campus/site personnel.
- (3) Periodically include safety issues on the agenda of appropriate Campus/Site Committee or Council meetings.
- (4) Makes policy, procedures and operational recommendations to the College's [Safety Council](#), as needed.
- F. The Campus Police Office and/or Health Services Office:
- (1) Administers first aid to accident victims and arrange for medical care, if required.
- (2) Completes reports on job-related accidents and accidents involving students and visitors, and submits these reports to the College's designated Risk Management Officer, Human Resources, College Risk and Safety Manager and appropriate Campus/Site Safety Coordinator, as applicable, for processing (see [Accident Reporting Route Flowchart](#)).

- G. The Risk Management Officer (designated by the Chancellor):
- (1) Processes all student, employee, and visitor accident reports and claims for reimbursement of expenses and forwards any related litigation to the appropriate agencies (see [Accident Reporting Route Flowchart](#)).
 - (2) Maintains statistical data on reimbursement claims for expenses.
- H. The Controller's Office:
- (1) Processes payments for all job-related accident reports.
 - (2) Maintains statistical data on workers' compensation claims.
- I. Supervisors/Department Heads:
- (1) Assure safety procedures for work and classroom/laboratory areas are established, discussed, and disseminated to all employees under their supervision.
 - (2) Investigate accidents and conduct job safety analyses, if appropriate, to determine cause of the accident and to initiate corrective action.
- J. All employees of the College:
- (1) Work in accordance with accepted work environment safety practices.
 - (2) Observe work environment safety rules and regulations and report unsafe conditions and practices to proper authorities.
 - (3) Ensure classroom and laboratory work environment safety requirements are strictly followed by students.
 - (4) Report all injuries and near misses to supervisor/department head.

It is the expectation of the College that all employees perform the above responsibilities. Employees may be subject to [disciplinary actions](#) and/or sanctions for not adhering to work environment safety program requirements.

6. **Cancellation**

This policy and procedures memorandum cancels AD-1373.1B, *Safety Program*, dated February 15, 2000.

December 10, 2008*
(*Title Updates 10/3/11)

AD-1373.1C

Attachment:

[Accident Reporting Route Flowchart](#)

Policy Reference:

Louisiana Community and Technical College System Policy #6.014, [Discipline for All Employees](#)

Louisiana Revised Statutes 39:1527, et seq.

Review Process:

Ad Hoc Safety/Emergency Program Task Force 10/7/08

Safety Council 10/28/08

College Council 12/10/08

Distribution:

Distributed Electronically Via College's Website and Email System