

## **POLICY & PROCEDURES MEMORANDUM**

**TITLE: COMPREHENSIVE  
SAFETY PROGRAM**

**EFFECTIVE DATE: October 28, 2024\***  
*(\*Procedural Update 10/28/24;  
Title Updates 10/3/11;  
Original 12/10/08)*

**CANCELLATION:** SF-1370.2 (10/3/11)  
SF-1373.1C (10/3/11)

**OFFICE:** Safety (SF)

### **POLICY STATEMENT**

Delgado Community College is committed to providing a safe environment for students, employees, visitors, and persons using College facilities. A comprehensive safety program has been established to address the various threats to the safety of the College's constituents.

The College works in cooperation with appropriate federal, state and external agencies – in particular the State of Louisiana Office of Risk Management, which is responsible for coordination, implementation and maintenance of safety and loss prevention programs within all State agencies. Furthermore, Delgado strives for adherence to and compliance with all safety-related laws and regulations.

The components of and specific responsibilities for the administration of the College's comprehensive safety program are outlined further in this memorandum.

### **PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To publish the College's comprehensive safety program.

2. **Scope and Applicability**

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

### 3. **Comprehensive Program: A College-wide Structure**

Delgado's commitment to a college-wide safety program is demonstrated by the adherence to a comprehensive structure for administering the program. This structure begins with the Chancellor designating a Safety and Risk Manager, who coordinates all components of the program. The College Safety and Risk Manager chairs a college-wide [Safety Council](#), composed of appropriate college-wide and campus/site specific representatives involved in the safety program and deemed 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.

### 4. **Campus/Site Implementation**

The safety program's College-wide structure is extended to and managed across all campuses and sites by each Campus Executive Dean/ Site Administrator, who works with the College Safety and Risk Manager and various Department Heads, Supervisors, and other Delgado leaders, and oversees a comprehensive safety program on their respective campus or site.

To accomplish this, each year a Campus/Site Safety Committee is established to ensure input on safety and loss prevention from all campuses and sites and operational units of the College.

### 5. **Responsibilities**

The specific responsibilities for the administration of the College's comprehensive safety program are as follows:

#### A. **College Chancellor**

- (1) Assures that accountability for work environment safety is established at all operational levels.
- (2) Designates the College's Safety and Risk Manager to coordinate the College's comprehensive safety program.

#### B. **College Safety and Risk Manager**

- (1) Serves as the College's designated safety liaison and Risk Management Officer with the Louisiana Office of Risk Management (ORM).
- (2) Coordinates a comprehensive safety program for the College that:
  - a. Provides for regular and periodic facility and equipment inspections;

- b. Ensures all accidents at the College are investigated and reported to proper authorities;
  - c. Initiates action, when required, to correct the problem(s) that caused the accident;
  - d. Ensures training programs are provided on work environment safety for supervisors, employees, and students;
  - e. Promotes increased work environment safety awareness by employees and students; and
  - f. Ensures work environment safety programs are in place for each campus/site of the College.
- (3) Works with responsible units to ensure the safety program's components are in place.
  - (4) Coordinates college-wide Safety Council meetings and campus/site-specific safety meetings, and maintain documentation of these meetings.
  - (5) Coordinates with responsible units to ensure required employee training is provided to all employees on a month/quarterly basis, as deemed necessary by the Louisiana Office of Risk Management.
  - (6) Ensures safety inspections of all buildings on all campuses are conducted and documented each quarter.
  - (7) Coordinates the College's and campus/site emergency preparedness plans, as well as response initiatives as directed by the Vice Chancellor for Business and Administrative Affairs.
  - (8) Works with responsible units to coordinate responses to ORM interim and annual audits.
  - (9) 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/Incident Reporting Route](#)).
  - (10) Processes, submits, tracks and follows up on liability claims to ORM, including but not limited to vehicular accidents, accidents involving students, employees, and visitors, and damage to College and third-party property.
  - (11) Maintains statistical data on reimbursement claims for expenses.
  - (12) Prepares and submits quarterly exposure reports, property reports, and all required reports to ORM as required by state laws and regulations.
  - (13) Obtains Certificates of Insurance as needed, and requests opinions/advisements from ORM when deemed necessary.
  - (14) Assist with internal, administrative investigations as requested by the Chancellor.
  - (15) Provides guidance and recommend internal controls to College departments to ensure compliance with federal and state laws and regulations, and System and College policy as directed by the Vice Chancellor for Business and Administrative Affairs.
  - (16) Works with the Policy Office to review and revise safety and risk management-related policies.

**C. Safety Council**

The college-wide Safety Council, chaired by the College Safety and Risk Manager, is 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.

**D. Campus Executive Dean/ Site Administrator or Designee**

- (1) Works with the College Safety and Risk Manager to oversee a comprehensive safety program on their respective campus or site.
- (2) Serves as the Campus/Site Safety Program Coordinator.
- (3) Chairs their respective Campus/Site Safety Committee to ensure input on safety and loss prevention.
- (4) Includes safety issues on the agenda of appropriate Campus/Site Committee or Safety Council meetings, as needed.
- (3) Makes policy, procedures and operational recommendations to the College's Safety Council, as needed.

**E. Campus/Site Safety Committee**

Each year a Campus/Site Safety Committee is established for each campus and site to ensure input on safety and loss prevention from all operational units of the College. These committees are chaired by the respective Campus Executive Dean/ Site Administrator or designee. Committee membership includes academic deans or their designees, as deemed appropriate by the Executive Dean/ Site Administrator; representatives from Campus Police, Maintenance, and Central Utilities, if applicable; the campus/site SGA President(s), if applicable; and others recommended by the Campus Executive Dean/ Site Administrator.

**F. Director of Maintenance**

- (1) Makes periodic inspections of facilities at all campuses and sites.
- (2) Informs the College Safety and Risk Manager of any potential safety hazards.

**G. Health Services Coordinator**

- (1) Administers first aid to accident victims and arrange for medical care, if required.
- (2) Completes medical reports on job-related incidents involving students and visitors, and submits these reports to the Safety and Risk Manager.
- (3) Conducts inspections of AEDs

- (4) Stays up to date on health emergency and public health information

**H. Campus Police Chief**

- (1) Provides and documents training for Driver's Safety Program.
- (2) Obtains and reviews Official Driver Records for drivers requesting authorization.
- (3) Submits list of authorized drivers to Controller's Office.
- (4) Maintains key control and building/facility access.
- (5) Coordinates the violence in the workplace training program in conjunction with Human Resources to ensure that training is in line with ORM requirements.
- (6) Ensures Police Reports are completed following response to accidents/incidents on College facilities and submit reports regarding incidents with potential liability to College's Safety and Risk Manager.
- (7) Conducts fire drills in fall and spring semesters.
- (8) Works with Safety and Risk Manager to provide response to the interim and annual audits by the Office of Risk Management relevant to responsible duties listed above.

**I. Assistance Vice Chancellor of Facilities and Planning (in conjunction with Maintenance Department and College Safety and Risk Manager):**

- (1) Provides expertise in fire alarm system.
- (2) Maintains documentation of hazardous materials on campus.
- (5) Arranges for proper disposal of biological and other hazardous waste.
- (6) Represents the College with the Department of Environmental Quality when necessary.
- (7) Serves, with external contracted assistance as needed, as environmental consultant for College.
- (8) Addresses environmental facility concerns of faculty and staff (i.e., respond to questions on mold, suspicious odors, spills, and unknown substances.)
- (9) Works with the College Safety and Risk Manager to provide response to the interim and annual audits by the Office of Risk Management relevant to responsible duties listed above.

**J. Chief Human Resources Officer**

- (1) Oversees the administration of the College's [Employee Drug and Alcohol Testing program](#) and employee testing when required by College policy and when deemed necessary.
- (2) Ensures all Human Resources responsibilities are completed in accordance with the College's [Transitional Return to Work Program](#) policy.
- (3) Ensures sexual/workplace harassment training is in place as required by the State of Louisiana.

**K. Controller's Office:**

- (1) Processes payments for all job-related accident reports.
- (2) Maintains statistical data on workers' compensation claims.

**L. Supervisors/ Department Heads:**

- (1) Assures safety procedures for work and classroom/laboratory areas are established, discussed, and disseminated to all employees under their supervision.
- (2) Investigates workplace and classroom accidents and conduct job safety analyses, if appropriate, to determine cause of the accident and to initiate corrective action.

**M. All Employees:**

- (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 workspace, classroom and laboratory work environment safety requirements are strictly followed by students.
- (4) Report all accidents/incidents, injuries and near misses to their Supervisor/ Department Head.
- (5) Complete all required employee safety training.

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

**6. Components of the Safety Program**

As the safety of College's constituents is affected by various components associated with potential threats, specific components of the College's comprehensive safety program have been identified through associated external regulations. The College is diligent in working toward maintaining full compliance and adherence to all related laws and regulations. Each specific component of the Comprehensive Safety Program follows the structure set forth above in administering each of the respective component programs.

The following includes the components of the comprehensive safety program and respective policy and procedures for full implementation:

**Safety Program**

- [Comprehensive Safety Program Acknowledgement Form](#)  
--[Employee Safety Rules and Responsibilities](#)

**Public Safety**

- [Access Control Procedures](#)
- [Banning Persons from College Property](#)
- [Behavioral Intervention Team Procedures](#)
- [Classroom Disruption Procedures](#)
- [Driver's Safety Program](#)
- [Parking and Driving Regulations](#)
- [Power-Based Violence/ Sexual Misconduct](#)
- [Record Searches for Employment Purposes](#)
- [Violence in the Workplace](#)  
--[Violent Incident Reporting Route](#)
- [Weapons on Campus Policy](#)

**Environmental Safety**

- [Accident/Incident Reporting Route](#)
- [Control of Hazardous Materials](#)
  - [Air Quality and Unknown Substances](#)
  - [Asbestos-Containing Material Program](#)
  - [Lead Exposure Prevention Program](#)
  - [Hazardous Materials Spill/Release Emergency Procedures](#)
- [Personal Protective Equipment \(PPE\) Assessment](#)
- [Animals on Campus \(BAA-Y02\)](#)
- [Glass Claim Incident Reporting Procedure](#)
- [Tobacco-Free College](#)

**Health**

- [Health Services](#)
- [Bloodborne Pathogens: Exposure Control Plan](#)
- [Public Access Defibrillation \(PAD\) Program](#)
- [Drug-Free College](#)
  - [Drug and Alcohol Prevention and Awareness Program](#)
  - [Employee Drug Testing](#)
  - [Responsible Employee Use of Alcohol at College Functions](#)
- [Emergency Care for Injured Allied Health & Nursing Clinical/Practicum Students](#)
- [Science Laboratory Accident/Incident Reporting](#)
- [Science Laboratory Access Control](#)
- [Infectious Diseases](#)
- [Transitional Return to Work Plan](#)

## ***Emergency Preparedness***

- [Emergency Planning, Response and Recovery](#)

### College-wide Emergency Plans:

- [Delgado Active Shooter Response Plan](#)
- [Delgado Assault Emergency Plan](#)
- [Delgado Bloodborne Pathogens: Exposure Control Plan](#)
- [Delgado Bomb Threat Emergency Plan](#)
- [Delgado Chemical or Biological Threat Emergency Plan](#)
- [Delgado College-wide Hurricane Emergency Plan](#)
- [Delgado Demonstration Emergency Plan](#)
- [Delgado Fight/Disturbance Emergency Plan](#)
- [Delgado Fire Emergency Plan](#)
- [Delgado Hazardous Materials Emergency Plan](#)
- [Delgado Hostage Emergency Plan](#)
- [Delgado Intruder Emergency Plan](#)
- [Delgado Medical Emergency Plan](#)
- [Delgado Pandemic/Public Health Emergency Plan](#)
- [Delgado Severe Weather Emergency Plan](#)
- [Delgado Suicide Emergency Plan](#)
- [Delgado Train Derailment Emergency Plan](#)
- [Delgado Weapons Emergency Plan](#)

### College-wide Emergency Procedures:

- [Delgado Checklist for Telephone Threats](#)
- [Delgado Evacuation/Relocation Procedures](#)
- [Delgado General Emergency Procedures](#)
- [Delgado Lockdown Emergency Procedures](#)
- [Delgado Medical Emergency Plan/Procedures](#)
- [Delgado Post-Crisis Intervention Procedures](#)
- [Delgado Shelter-In-Place Emergency Procedures](#)

As new threats against safety develop, additional components are added to ensure the program's comprehensiveness. These additional components will be officially noted above as they are developed and implemented.

## **7. Cancellation**

This policy and procedures memorandum cancels SF-1370.2, *Comprehensive Safety Program*, dated October 3, 2011, and SF-1373.1C, *Work Environment Safety Program*, dated October 3, 2011.



October 28, 2024\*

SF-1370.2

(\*Procedural Update 10/28/24;  
Title Updates 10/3/11; Original 12/10/03)

*Review/ Update Process:*

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

Safety Council 10/28/08

College Council 12/10/08

Title Updates – Chancellor's Approval 10/3/11

Vice Chancellor for Business and Administrative Affairs Procedural Update

Approval – -10/28/24

*Distribution:*

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