



Suffolk County Community College

Health and Safety Program

Version Date: September 2012

Important Phone Numbers

- College Assistant Director of Public Safety
Office: 851-6771
Cell: 433-0002
- Public Safety (24/7) 451-4242
- For Emergencies dial 9911 from most College phones
- Poison Control Center Emergency#: 1-800-222-1222

*Suffolk County Community College
Health and Safety Program*

Table of Contents	Page
Health and Safety Policy Statement	2
Safety Education and Training Program	2
Health and Safety Communication	3
Environmental Health and Safety Committee	3
Hazard Communications Program	4
Identification of Workplace Hazards	5
Emergency Action Plan	6
Regulatory Inspections	7
OSHA Recordkeeping and Posting Requirements	8
Appendix A- Safety Suggestion Form	

Suffolk County Community College Health and Safety Policy Statement

Suffolk County Community College is dedicated to providing a safe and healthy environment for employees and the public as well as preserving College assets and property. At Suffolk County Community College our most valuable resource are the people who work for us. Injuries generally can be prevented. To achieve this objective, the College will make all reasonable efforts to comply with all government regulations pertaining to Health and Safety issues. An effective Health and Safety Program will be carried out throughout our organization.

The Health and Safety Program will assist management and non-supervisory employees in controlling hazards and risks, which will minimize injuries as well as damage or destruction of College property.

All employees will follow this program. This program is designed to encourage all employees to promote the safety of their fellow employees and members of the public. To accomplish our Health and Safety goals, all members of management are responsible and accountable for implementing this policy, and to insure it is followed.

Suffolk County Community College is sincerely interested in the employee's safety. The policy of the College is to provide safe equipment, adequate tools and training, and the necessary protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use the protective devices, which the College provides.

Safety Education and Training Program

Suffolk County Community College is committed to instructing all employees in safe and healthy work practices. The College will provide training to each employee with regard to general acceptable safety procedures and to any hazards or safety procedures that are specific to that employee's work situation.

Training Will Occur:

- Annually
- When the College believes additional training is warranted
- An employee is given a new job assignment
- New substances, equipment, or new procedures are introduced which represent a new hazard
- When the College is made aware of a new hazard

The Health and Safety training will be provided as necessary to employees and will include any required topics as well as selected non-required training. The College Assistant Director of Public Safety will be available to assist with Health and Safety training. Department Heads should forward copies of all training sessions, safety procedures and other safety related paperwork to the College Assistant Director of Public Safety.

Health and Safety Communication

Communicating With Employees on Health and Safety Issues

Communicating with employees regarding health and safety issues must be a two-way street. It must consist of both employer-to-employee **and** employee-to-employer communications. Employees will be trained through the formal Health and Safety Program, Departmental new employee orientation, and training specific to new or current job assignments and/or hazards.

Reporting of Health and Safety Hazards

Suffolk County Community College has a system for the employee to report a hazard or unsafe condition. The employee will first notify his/her immediate supervisor verbally of such hazard or condition. If the condition is not corrected within a reasonable period of time, the employee should contact the College Assistant Director of Public Safety.

The "Safety Suggestion Form" can be used to suggest safety improvements (see Appendix A). The form should be sent to the employee's supervisor or designated Safety Representative. A prompt and thorough investigation will be conducted of the situation.

Postings

As a routine part of the Health and Safety Program, postings required by state and federal law will be prominently displayed in employee areas.

Training

Suffolk County Community College has training requirements designed to instruct each employee on general safety procedures as well as safety procedures specific to the employee's job. These trainings will also be used to ensure the College is in compliance with Federal and State regulations.

Environmental Health and Safety Committee

The Safety Committee will function as an advisory body to develop and recommend to Suffolk County Community College Management matters of policy and procedure affecting administration of the College Health and Safety Program. A representative from each Campus and bargaining unit should attend. The New York State Department of Labor's Public Employee Safety and Health Office (PESH) will sometimes send representatives as well. The Committee will meet at a mutually convenient time, at the request of a member of the Committee, but not less than once every two months.

The committee shall also provide employees a means to air Health and Safety concerns. The H&S committee is open to any College employee, but not to the public. Any item may be brought up for discussion, as long as the Chair (the College Assistant Director of Public Safety) is notified in advance. The Chair will limit items discussed by the Committee to those that meet the following criteria:

- The item presents an obvious risk to the health and safety of employees.
- The item is an internal concern (i.e. a pothole in front of your house is NOT an internal concern. A pothole in a College parking lot IS an internal concern).
- The employee who raises the item must have attempted to utilize the existing internal procedures (if any) for rectifying the item (exception: the employee may raise the item to receive guidance on the proper procedures to follow). After these channels are exhausted without

*Suffolk County Community College
Health and Safety Program*

satisfactory results, the employee may request their Union Representative or the Chair examine the issue.

-If the item is deemed valid, the Chair will contact the effected department(s) to inform them of the item and will pass along any necessary information and/or recommendations.

The Committee is also responsible for:

- Reviewing statistical data, records, and reports of safety matters to determine the effectiveness of overall accident and loss prevention efforts; and to develop recommendations for improvements of those efforts.
- Identify unsafe work practices and conditions and suggest appropriate remedies. Ensure that employees and others (visitors, contractors, etc.) are informed about safety policies, training programs, injury risks and causation, and other health and safety-related matters.
- Maintain an open channel of communication between unions and management concerning occupational and environmental health and safety matters.
- Provide a means by which employees can utilize their knowledge of workplace operations to advise management in the improvement of policies, condition, and practices.

Hazard Communication Program

Suffolk County Community College complies with the OSHA HAZARD COMMUNICATION STANDARD, TITLE 29 CODE OF FEDERAL REGULATIONS 1910.1200, by using Safety Data Sheets (SDS), by compiling a Hazards Chemicals List, by insuring that containers are labeled, and by providing each employee with training.

This program applies to all work operations in Suffolk County Community College where the employee may be exposed to hazardous substances under normal working conditions or during emergency situations.

The College Assistant Director of Public Safety is the program coordinator, acting as the representative of Suffolk County Community College President, who has overall responsibility for the program. The College Assistant Director of Public Safety will review and update the program as necessary. Copies of the written program may be obtained from the College Assistant Director of Public Safety or from the College's website.

Under this program, each employee will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals which they will use, safe handling procedures, and measures to be taken to protect themselves from these chemicals.

List of Hazardous Chemicals

Each Department is responsible for maintaining a list of all hazardous chemicals used/stored in the department. A copy of this list will be forwarded to the College Assistant Director of Public Safety annually. This list must also identify the corresponding Safety Data Sheet (SDS) for each chemical. Any new hazardous chemicals received by Suffolk County Community College will have an SDS document

*Suffolk County Community College
Health and Safety Program*

available for inspection before any employee uses the chemical. A master list of these chemicals will be maintained by, and is available from, The College Assistant Director of Public Safety.

Safety Data Sheets (SDS)

SDS provides each employee with specific information on the chemicals used. Each Department is responsible for maintaining an SDS file for its chemicals. SDS will be immediately available for any chemical an employee may be using. College employees will not use a chemical unless an SDS is available for it. A copy of any new SDS will be forwarded to the College Assistant Director of Public Safety who will maintain a system with an SDS on every substance on the list of hazardous chemicals.

Labels and Other Forms of Warning

The location supervisor will insure that all hazardous chemicals in the work place are properly labeled. Labels should list at least the chemical's identity and any appropriate hazard warnings. **Labels are required on portable containers.**

Non-Routine Tasks

When employees are required to perform hazardous, non-routine tasks (e.g., cleaning tanks, entering confined spaces, etc.), a special training session will be conducted to inform them of any hazards they may encounter, and the precautions to take to reduce and avoid exposure or danger.

Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazardous Communication Standard and the safe use of those hazardous chemicals. Whenever a new chemical or hazard is introduced, additional training will be conducted to address the new hazard and protective measures to be taken. The training plan will include all components required by the Code of Federal Regulations, with emphasis on employee safety and response.

Contractor Employees

The appropriate College Department Head will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on Suffolk County Community College premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, these individuals will be notified of the location of all SDSs. Each contractor that brings chemicals onto Suffolk County Community College premises must provide Suffolk County Community College with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

Identification of Workplace Hazards

Each Department is responsible for identifying its workplace hazards. The College Assistant Director of Public Safety is available to help assess/identify workplace hazards. The College Hazard Assessment Plan contains specific information and assessment forms, and may be obtained from the College Assistant Director of Public Safety.

Employees who wish to remain anonymous may report unsafe conditions or hazards to the College Assistant Director of Public Safety, or their immediate supervisor.

Employees **must** report immediately any unsafe condition or unsafe practice. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition. Failure to report any obvious unsafe situation may result in disciplinary action in accordance with established procedures.

*Suffolk County Community College
Health and Safety Program*

The immediate work supervisor will ensure that Safety Data Sheets (SDS) are present, up to date, and accessible at the appropriate locations. Department Heads are responsible for informing the College Assistant Director of Public Safety of all new safety issues.

Personal Protective Equipment (29 CFR Part 1910 sections 25,26,28,30,66, 95 and 132)

The College's Personal Protective Equipment Policy is described in the College Hazard Assessment Plan.

Lockout/Tagout (29 CFR 1910.147)

The College's Lockout/Tagout Policy is described in the College LOTO Plan.

Fire Prevention (29 CFR 1910.39)

The College's Fire Prevention Policy is described in the College Fire Prevention Plan.

Bloodborne Pathogen (29CFR1910.1030)

The College's Bloodborne Pathogen Policy is described in the College Exposure Control Plan

Workplace Violence Prevention (12 NYCCR part 800.6)

The College's Workplace Violence Prevention Program is described in the College Workplace Violence Prevention Plan.

Housekeeping

Good housekeeping is an integral part of any effective safety program. Keeping work areas neat and clean reduces the potential for accidents and injuries. Each employee is responsible for keeping his or her work area neat, orderly, and free of any hazardous condition.

Emergency Guide

The College provides and maintains an Emergency Guide. This guide describes employee response to a standard emergency. All employees should become familiar with the guide.

Compliance Inspections

Purpose

To establish the policy for all managers to follow if a Regulatory Agency Compliance inspection will be conducted.

Overview

The New York State Department of Labor's Public Employee Health and Safety Bureau (PESH) is authorized to conduct workplace inspections to determine whether the College is complying with the standards issued by the OSHA. Inspections are usually conducted without advance notice and can be conducted for one or more of the following reasons:

- Imminent Danger – Any condition where there is reasonable danger that a situation exists that may be expected to immediately cause death or serious harm.
- Accidents – Investigation of fatalities or accidents resulting in any deaths or the hospitalization of 2 or more employees. Such incidents must be reported to PESH within 8 hours.
- Employee Complaints
- Programmed Inspections – Based on injury rates, previous citation history, and employee exposure to toxic substances or random computerized selection.

The New York State Department of Environmental Conservation and the United States Environmental Protection Agency are authorized to conduct inspections to determine whether the College is following the applicable regulations designed to protect the environment. Some of these Agencies responsibilities have been delegated to the Suffolk County Department of Health. These agencies will be looking for violations of pollution control regulations.

This policy details the phases of a compliance inspection, the response and attitude of management to an inspection and steps to insure completion of the appropriate follow-up corrective action.

Policy

Suffolk County Community College policy is to demonstrate “**good faith**” effort to comply with all government regulations and any health, safety or environmental issues raised in an inspection. Management is responsible for implementing this policy and correcting all deficiencies revealed during compliance inspections. The College Assistant Director of Public Safety will provide technical assistance and coordination of corrective action, as required.

Admitting an Inspector

If an inspector requests to conduct an inspection, the senior management member is to ask to see the officer's credentials. All inspectors carry agency credentials bearing their photograph. **The senior management member is to contact the College Assistant Director of Public Safety immediately.**

Note: DO **NOT** REFUSE THE INSPECTOR ADMITTANCE.

Senior management members and/or the College Assistant Director of Public Safety will accompany the inspector on any inspection. They will be respectful while firmly standing up for Suffolk County Community College rights and viewpoints. The conduct of the College personnel shall be in accordance with the following guidelines:

- Do not physically interfere with the inspector when they are making the inspection

*Suffolk County Community College
Health and Safety Program*

- Do not give false or misleading information.
- Accompany the inspector at all times during the inspection.
- Answers to an inspector's questions are to be responsive to the question asked. **Do not offer any information beyond the scope of the question.** Avoid making any statement that could be construed as an admission of a violation of any recognized health standard.
- Do not discuss with the inspector any previous safety inspections.
- If the inspector wants to take photographs, senior management must request copies of the photographs. Senior management will also take photographs of the area from the same and different angle.
- Observe and take notes regarding all activities of the inspector. Notes should be detailed and should include such pertinent information as to the name of the inspector, time of arrival, activities of inspector, amount of time spent at each location, comments about violations and potential citations, who was interviewed, what was said, etc.
- Immediately correct minor but apparent safety problems in order to help establish Suffolk County Community College's "good faith" effort to comply with all health, safety and environmental standards.

OSHA Recordkeeping and Posting Requirements

Purpose

To establish the policy and procedures regarding Suffolk County Community College requirements for compliance with OSHA record keeping and posting guidelines for occupational injuries and illnesses.

Policy

All locations are to post the "Job Health and Safety Protection" poster (or state equivalent) in prominent places in the workplace as required by State and Federal regulation.

OSHA requires that employers maintain a record of certain occupational injuries that occur at each business establishment on the PESH Form Log 900 and 900A: Log of Work-Related Injuries and Illnesses and Summary of Work-Related Injuries and Illnesses. The form 900A will be submitted to PESH annually. At the end of each year, OSHA requires the summary section of the PESH Form Log 900A to be posted at each business establishment no later than February 1 and remain in place until April 30. Suffolk County Community College will comply with this requirement. The College Human Resources Department is responsible for maintaining the PESH Logs.

NOTE: The OSHA 300 and 300A forms may be substituted for the PESH 900 and 900A forms.

Record Retention

Personnel will maintain the PESH forms as required by OSHA standards.

Hazardous Material Spill Response

Hazardous Material spill response will be handled as outlined in the Emergency Guide.

Appendix A

SAFETY SUGGESTION FORM

NAME: _____ **DATE:** _____
(OPTIONAL)

LOCATION: _____

DESCRIPTION OF UNSAFE CONDITION OR PRACTICE:

CAUSE OR CONTRIBUTING FACTORS:

SUGGESTION FOR IMPROVING SAFETY:

Draw a picture to describe situation: