

	Texas Chiropractic College Policies and Procedures	Author: Eddie Crabb Approved by: President's Cabinet	Reviewed: 11/06/07 Revised:
	Title: HEALTH AND SAFETY POLICY		Page: 1 of 2
			Policy No. ESS.10

1.0 PURPOSE

1.1 To provide a healthy and safe workplace by:

1.1.1 Integration of health and safety into all workplace activities;

1.1.2 Educating and training personnel in safe workplace practices;

1.1.2.1 Safe workplace procedures;

1.1.2.2 Occupational hygiene;

1.1.2.3 Types of hazards associated with the workplace (depending on types of tasks performed and hazards present).

1.1.3 All levels of management being accountable for carrying out health and safety responsibilities by ensuring;

1.1.3.1 Safety meetings;

1.1.3.2 Open communication / co-operation between management and employees for effective implementation of policy;

1.1.3.3 Methods of accountability and clarification of responsibility;

1.1.3.4 Reporting and correcting safety and health problems;

1.1.3.6 Regular reviews of the policy and monitoring its effectiveness.

2.0 SCOPE

2.1 All TCC employees.

3.0 POLICY

3.1 It is the policy of Texas Chiropractic College (TCC) to promote good health, well being and occupational safety and security for its faculty, employees, students and visitors. TCC will:

3.1.1 Provide an Environmental Safety and Security Committee to oversee and promote safe and healthful conditions on campus;

3.1.2 Comply with federal, state, and local regulations providing for environmental health and occupational safety;

3.1.3 Inform, train and safeguard faculty, staff and students regarding health and safety hazards arising from operations and events at the college;

3.1.4 Install and maintain facilities and equipment in accordance with recognized and accepted standards essential to reduce or prevent exposure to hazards by faculty, staff, students and visitors.

4.0 RESPONSIBILITIES

- 4.1 Senior Management is responsible for the development and endorsement of health and safety programs and establishing a system for assessing safety performance for the college.
- 4.2 The Environmental Safety and Security Committee is responsible for:
 - 4.2.1 Formulating, reviewing and / or recommending the adoption of environmental health and safety policies;
 - 4.2.2 Advising Senior Management on the status of the college's environmental, health and safety program needs;
 - 4.2.3 Monitoring the effectiveness of safety and health programs;
 - 4.2.4 Review accident and injury reports;
 - 4.2.5 Investigating identified hazards;
 - 4.2.6 Recommending actions to correct safety deficiencies;
 - 4.2.7 Developing and assisting in implementation of safety programs;
 - 4.2.8 Providing training materials, assistance, and programs on safe and healthy work practices;
 - 4.2.9 Act as the TCC's official representative with OSHA and other regulatory agencies on issues which are associated with environmental health and occupational safety.
- 4.3 All faculty and staff are responsible for:
 - 4.3.1 Participating in mandated training programs provided by the Environmental Safety and Security Committee;
 - 4.3.2 Properly using materials and equipment supplied by the college;
 - 4.3.3 Using good judgment in carrying out work assignments and following established procedures;
 - 4.3.4 Promptly reporting unsafe conditions, environmental health hazards, as well as injuries and illnesses to Human Resources;
 - 4.3.5 Giving due consideration to personal safety and the safety of others while performing assigned tasks;
 - 4.3.6 Strictly adhering to federal, state and TCC safety requirements and safety policies.

5.0 PROCEDURES

None - Refer to Policy and Responsibilities

NOTE: A list of emergency names and phone numbers, responsible persons, and Incident Report Form are located in the Emergency Preparedness Plan.