

**Procedure Title:** Safety Program  
**Procedure Number:** 01-2006-0017  
**Board Policy Reference:** IV.A.

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**Accountable Administrator:** AVP, Human Resources  
**Position responsible for updating:** AVP, Human Resources  
**Original Date:** 02-14-06  
**Date Approved by Cabinet:** 03-28-06  
**Authorized Signature:** *Signed original on file*  
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**Purpose/Principle/Definitions:**

Safe buildings, grounds, and equipment will be maintained in order to prevent accidents or injury to students, employees, and others from fire, natural disasters, mechanical and electrical malfunction, and other hazards.

Buildings will be planned, constructed, equipped, and maintained in accordance with appropriate local, state, and federal safety regulations.

Buildings will be provided with alarm systems, fire extinguishers, and other safety devices required by state and federal laws and regulations.

The President, in coordination with Human Resources, Maintenance, and other departments on campus, will develop and implement a safety program that will include, but not be limited to, compliance with and enforcement of all state and federal laws, rules, and regulations.

**Guidelines:**

**Safety Officer**

The AVP, Human Resources shall be the safety officer. The safety officer shall:

1. Establish a Safety Committee, advisory to the safety officer, to implement and monitor the safety program.

2. Be responsible for writing and implementing a safety program. (The written program shall include reporting procedures and in-service safety training program.)
3. Coordinate all matters relating to safety and shall make, or cause to be made, periodic inspections of sites and shall review with the site safety manager the status of record keeping, reports, and meeting agendas.
4. Maintain liaison with applicable agencies.
5. Assist all administrators and department supervisors as necessary in the preparation and implementation of their site safety programs.
6. Maintain the accident record system; make necessary reports; personally investigate fatal, serious, and potentially serious accidents; and check corrective action taken by college personnel to eliminate causes of accidents.
7. Establish specific goals for the College's safety program and evaluate goals and accomplishments on a regular basis.

### **Safety Committee**

The Safety Committee shall be composed as designated, and function in accordance with the college committee governance structure. Employee representatives attending safety committee meetings shall be compensated by the employer at the regular hourly wage for duties that extend beyond regular working hours.

The Safety Committee will follow the standards set by the BMCC governance structure and OSHA for safety committees. At the minimum, however, it will:

1. Hold regular meetings at least once a month, except months when quarterly workplace safety inspections are made. This does not exclude other months from Safety Committee meetings if more frequent safety inspections are conducted. Quarterly Safety Committee meetings may be substituted for monthly meetings when the committee's sole area of responsibility involves low hazard work environments such as the office.
2. Provide written agendas for each meeting that shall set the order of business.
3. Make written records of each meeting, which the employer shall review and maintain for three years for inspection.
4. Post and send copies of meeting records to committee members, and the President's Executive Assistant.

5. Assist in creating a hazard-free work environment by:
  - a. Recommending to the employer how to eliminate hazards in the workplace and promote employee adherence to safe work practices; and
  - b. Using lines of communications to promote cooperative attitudes between all persons involved in the operations of the workplace.

### **Degree of Authority**

The Safety Committee is authorized to make written suggestions to the safety officer, based on its experiences, inspections, and input from other employees, students, and patrons, as appropriate.

### **Legal References:**

[ORS 654.003 - 654.022](#)

[ORS 654.176](#)

[ORS 654.182](#)

[OAR 437-001-0765](#)

[OAR 437-002-0020 to -0081](#)

[OAR 437-002-0100](#)

[OAR 437-002-0140](#)

[OAR 437-002-0144](#)

[OAR 437-002-0145](#)

[OAR 437-002-0180 to -0182](#)

[OAR 437-002-0260 to -0268](#)

[OAR 437-002-0360](#)

[OAR 437-002-0368](#)

[OAR 437-002-0377](#)

[OAR 437-002-0390](#)

[OAR 437-002-0391](#)