

PIEDMONT TECHNICAL COLLEGE



PROCEDURE

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TITLE: Occupational Safety and Health Plan

RELATED POLICY AND PROCEDURES: South Carolina Department of Occupational Safety and Health (OSHA) Manual (Article VI, 29 CFR part 1910) as amended. 4-8-1010 Campus Safety and Security

DIVISION OF RESPONSIBILITY: Administrative

July 15, 2013

October 24, 2018

October 24, 2018

Date Approved by President

Date of Last Review

Date of Last Revision

Administrative Responsibilities

It is the joint responsibility of the Facilities Management Director, Human Resources Office, Campus Police and Security Director, and the College Safety Committee to review and revise this procedure guided by the requirements contained in the South Carolina Department of Occupational Safety and Health (OSHA) Manual (Article VI, 29 CFR part 1910) as amended.

Procedure

A. Compliance with OSHA Regulations

1. The Human Resources Office in conjunction with the Facilities Management and the College Safety Committee:
 - a. Implements and enforces all OSHA safety regulations of the South Carolina Occupational Safety and Health Manual.
 - b. Implements and maintains an official file on all matters relating to public and plant safety.

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- c. Ensures the availability of pertinent OSHA publications, proper posting of safety regulations and holds training on a periodic basis to keep employees familiar with OSHA safety requirements.
2. Safety Committee:
 - a. Meets at least twice a year to discuss College public safety concerns and to develop an annual safety plan that addresses these concerns.
 - b. A safety inspection of the College occurs annually.
 - c. Reports discrepancies to the President and the appropriate department involved with the discrepancy. Corrections are made by the Facilities Management staff.
3. Campus Police and Security Office:
 - a. Holds monthly fire inspections to determine the service-ability of firefighting equipment and checks for adherence to or violations of current directives pertaining to fire safety.
 - b. Conducts an emergency drill annually
4. Employees:
 - a. All employees, full-time, part-time and work-study are to be familiar with health and safety regulations in their area of responsibility via information furnished by the Office of Human Resources and Facilities Management Director as defined in appropriate sections of the South Carolina Manual for Occupational Safety Standards, Article VI (29 CFR part 1910) as amended.
 - b. Instructors and Department Head/Academic Program Directors are to ensure that each student under their guidance is well versed in pertinent safety and first aid procedures, accident reporting procedures, proper handling of tools and equipment and all other matters concerning health and safety pertaining to the student's education and personal welfare. The [Piedmont Technical College Lab Safety Statement](#) is linked to each course syllabus through the Course Information Sheet. Students confirm receipt and acknowledge reading the statement through the submission of a mandatory syllabus quiz.
 - c. Upon receipt of OSHA health and safety inspection results, each Dean/Department Head/Academic Program Director and instructor is to take corrective action as appropriate including the forwarding of work requests to the Facility Management Department on those violations not correctable within

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the department's capability. All corrective action efforts will be forwarded to the Facilities Management Director.

B. Accidents and Illness

First aid and emergency medical responses are the sole responsibility of the Campus Police and Security Office.

1. In the event of serious accident or illness, the immediate concern is to aid the victim. The restoration of breathing and/or the control of blood loss are often a matter of life or death. A victim should not be left alone. Assistance is available by contacting the following places in the order listed:
 - a. Campus Police and Security Office - Ext. 8000 or 8563 or use an emergency phone on campus, blue call stations located in the V, B, E, and H building parking lots, gray boxes at F, N and H buildings or elevator call phones. These dial and connect with Campus Police and Security directly.
 - b. EMS (Emergency Medical Service) – 911.
 - c. College County Campuses call 911 in their county or city and Campus Police and Security at 941-8000.
2. In the event the injury or illness demands immediate professional attention beyond basic first aid, that is, loss of life or limb seems apparent, EMS is contacted immediately at 911.
3. The injured person is not to be moved unless it is absolutely necessary. The injured person is to be attended until responsible persons assume control.
4. All personnel should become familiar with the location of first aid kits. First aid kits are maintained by the Campus Police and Security Office through inspections. Included with First Aid supplies is information on basic first aid.
5. The college maintains a number of first aid stations for the treatment of minor injuries. These are located in:

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- a. Building A (Upper Level Kitchenette & Lower Level at Main Desk)
- b. Buildings A, E, M and R (Each Industrial Laboratory)
- c. Buildings B and V (Kitchens)
- d. Building C (Lower Level Kitchen & Administrator's Office)
- e. Building D (Upper Level Kitchen)
- f. Building F (Campus Police and Security Office)
- g. Building GA (Room 120GA Break Room)
- h. Building GC (Room 109GC Kitchen)
- i. Building GH (Main Classroom)
- j. Building H (148H Break Room)
- k. Building K (Lower 122K Kitchen, Upper 235K Kitchen)
- l. Building L (105L and 102L)
- m. Building M (Facilities Management)
- n. Building S (Room 200)
- o. James Medford Family Event Center (Kitchen)
- p. McCormick Campus 106MM Staff Break Room (file Cabinet)
- q. Abbeville Campus 05AA Staff Break Room (Left Side File Cabinet)
- r. LCAM Main Lobby File Cabinet at Main Desk
- s. Laurens Campus 327LL (cabinet)
- t. Newberry Campus 311NN Faculty Suite (drawer)
- u. Newberry Campus 312NN Director's Office
- v. Newberry Campus 402NN Staff Office Suite
- w. Newberry Campus 610NN Vet Tech Hospital Room
- x. Newberry Campus 230NN OTA
- y. Newberry Campus 200NN Library (File Cabinet Under Desk)
- z. Saluda Campus 175SS Agriculture Shop
- aa. Saluda Campus 107SS Director's Office (Desk)
- bb. Edgefield Campus 113EE Office Breakroom Cabinet

C. Safety Inspections

1. The Campus Police and Security Director in conjunction with the College Safety Committee conducts a periodical safety inspection to determine OSHA compliance.
2. Monthly fire inspections are provided by Campus Police and Security to ensure the serviceability of the fire extinguishers.
3. Conduct an emergency drill annually.
4. Upon receipt of the Safety Committee's inspection, each Department Head takes corrective action as appropriate including the forwarding of Work Requests to the Facilities Management Department, stating the required alterations and/or repairs.

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5. All corrective actions are reported to the Safety Committee.

D. Reporting

In addition to complying with health and safety guidelines certain reports and records are required by the Federal Occupational Safety and Health Administration (OSHA). The OSHA 300A Summary of all occupational injuries and illnesses is maintained current and posted on a central bulletin board located in the Human Resource Office in “A” Building and each county campus during February of each year. All OSHA publications are kept on file in the Human Resources Office.

E. Summation

Safety and occupational health are of paramount importance to the continued existence and growth of Piedmont Technical College. Adherence to guidelines set forth in this procedure ensures a safe working and learning environment for all concerned and gains Piedmont Technical College the respect of the industrial and business community, employees, students, and members of government who monitor the College's performance.