

**HILLSBOROUGH COMMUNITY COLLEGE
EMPLOYEE SAFETY AND HEALTH PROGRAM**

PREFACE

This safety manual provides Hillsborough Community College employees a safety and health program for a safe and healthy work environment. The Risk Manager is the program coordinator and is responsible for the content, updating and training associated with this program.

This manual serves as the basis for the College integrated safety management program. Implementation of this safety program is in compliance with the Florida Administrative Code and will help reduce work place injuries and illnesses. The essential elements of this program include: top administration's commitment and involvement; how safety committees will operate; what employee training will be provided; how first aid procedures will be used; how accident investigations will be performed; record keeping procedures or documents to be maintained; and what safety rules, policies and procedures have been established.

Hillsborough Community College is a member of the Florida Community College Risk Management Consortium. The members of the Consortium are self-insured, which means that the prevention of accidents and injuries will naturally enable the College to reduce accident costs. College policy requires employees to report unsafe conditions and to not perform work tasks if the work is considered unsafe. All accidents, injuries, and unsafe conditions are to be reported to supervisors and the administration without fear of retaliation or penalty.

Every effort has been made to assure this manual is as current as possible with appropriate Federal and State Law as well as Florida State Department of Education Rules and College Administrative Rules and Procedures. This manual is not all-inclusive and is not intended as a replacement for common sense or good judgment. Department Directors and Supervisors may modify any procedure to accommodate actual operations and work practices provided that work safety is not compromised and the original intent of the procedure is not lost.

This manual will be reviewed annually and updated as necessary when procedures change or new ones are developed that further enhance safety or when major portions are found to need revision due to regulatory or administrative changes.

**HCC'S
Ten Tips for Workplace Safety**

- I. Follow Established Rules and Procedures, Obey Safety Signs**
- II. Know what to do in an Emergency-Don't Panic
(Exits-Fire Extinguishers-Emergency Numbers)**
- III. Handle Hazardous Materials Properly**
- IV. Wear Required Personal Protective Equipment**
- V. Remove, Repair or Report Safety Hazards**
- VI. Operate Equipment Correctly**
- VII. Don't Take Safety Risks**
- VIII. Take Training Seriously**
- IX. Report Accidents Promptly; Cooperate in Their Investigation
(Call Security at Extension 7911 as Soon as Possible)**
- IX. Contribute to Work Zone Safety**

"SAFETY – IT'S A WAY OF LIFE"

CHAPTER 1

ADMINISTRATION STATEMENT OF COMMITMENT

HCC administration is totally committed to the College Safety Policy as stated in Administrative Rule 6HX-10-4.105. Employee and student safety and health is our primary concern and shall be given the highest priority possible. Injury and illness losses from accidents are costly and preventable. A safety and health program has been established which adapts fundamental occupational safety and health concepts to help prevent injury and illness due to hazards. Program involvement by employees at all levels is critical to the success of this effort. To ensure success, joint employee administration safety and loss prevention committees will be established. The committees will serve to bring employees and administration together in a non-adversarial cooperative effort to promote safety and health at the college.

The Risk Manager has been appointed program coordinator and has primary responsibility for coordination and implementation of the College's safety program. Recommendations for safety improvement from employees will be given the highest priority by our administration team. The administration will provide financial resources to fund any reasonable request to improve workplace safety. In a like manner, disciplinary procedures will be followed for willful or repeated violations of workplace safety rules. Disciplinary procedures may include verbal or written reprimands. Violations involving damage, injury, or death may ultimately result in termination of employment.

All employees shall be actively involved in sharing responsibility for establishing and maintaining an effective safety program. The program coordinator and members of our administrative team will actively participate in any on-going safety program activities. These on-going safety program activities shall include:

- Promoting safety awareness and co-worker participation;
- Providing safety education and training;
- Communicating our first aid procedures;
- Participating in accident investigation procedures;
- Reviewing record keeping procedures;
- Reviewing and updating our workplace safety rules.

This statement serves to express the administration's commitment and involvement in the protection of employee safety and health. This safety program will be incorporated herein as the standard of practice for this College. Compliance with the workplace safety rules is required for all employees as a condition of employment.

CHAPTER 2 RESPONSIBILITY FOR SAFETY

SECTION 2-1 General

2-1.1 Safety is an important aspect of your job. Safety rules are not meant as a substitute for common sense, nor can safety rules be devised to cover every situation you may experience on the job. As you learn each part of your job, you will learn about potential hazards and risks and you will learn how to work safely.

Safety is more than guidelines and procedures; it's a way of life. This means you need to learn about risks, be alert to problems, and react quickly. The college puts a great deal of effort and time into safety, not just because safety is the law, but also because it makes good sense. Working safely and obeying safety rules protects you and your fellow workers from injuries and illness while at work.

2-1.2 *Your attitude toward safety is essential to our workplace safety. You have to take safety seriously and be safety conscious in everything you do. Always look for the worst scenario and take the necessary action to keep it from happening. Pay close attention to what to look for and what to do in emergencies so that you can develop the knowledge and confidence you need to prevent accidents. WE ARE ALL RESPONSIBLE FOR SAFETY.*

SECTION 2-2 Administration

Administrators are responsible for the prevention of injuries and illness accidents, because they are held accountable for all issues under their span of control.

SECTION 2-3 Safety Committees

Safety Committees are responsible for making recommendations on how to improve safety and health in the workplace. They identify hazards and recommend corrective actions; help identify employee safety training needs and personal protective equipment (PPE); and assist with and establish accident investigation procedures for the College.

SECTION 2-4 Managers/Supervisors

2-4.1 Managers/Supervisors are responsible for supervising and training their workers. This includes proper safe work procedures and practices and proper selection and use of personal protective equipment (PPE). Managers/Supervisors must enforce college rules and procedures and take immediate corrective action to eliminate hazardous work conditions or practices. Safety shall not be sacrificed for any reason.

2-4.2 Managers/Supervisors shall consistently implement and enforce all job safety rules and safe practices outlined in this manual and any other applicable manuals.

2-4.3 Supervisory personnel are responsible for conducting adequate briefings of employees prior to their beginning work as well as inspection of tools, equipment, and the work area. Managers/Supervisors shall observe work in progress to the greatest possible extent to see or foresee hazards or hazardous operations

2-4.4 Managers/Supervisors shall conduct a written job hazard assessment to determine personal protective equipment needed for a particular job task and forwarding results to the Risk Manager.

SECTION 2-5 Faculty

Faculty members shall be familiar with safety requirements, which have been issued by department Deans, Directors or Program Managers. Science Faculty shall require students in science and biology laboratories to read and sign a Science Laboratory Release agreeing to follow all safety rules and regulations prior to allowing them to participate in experiments or procedures that may cause injury or illness.

SECTION 2-6 Individual Responsibilities

2-6.1 All employees are responsible for following approved safety rules, practices, and procedures published in this manual and in any other approved manual of standards which apply to work you perform for the College.

2-6.2 Use only the appropriate and approved protective equipment and devices provided. Use personal protective equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.

2-6.3 Report to your supervisor any hazardous condition that might injure a person or damage property. *Clearly mark the hazardous condition so others can avoid it before an accident occurs.*

SECTION 2-7 Good Housekeeping

2-7.1 Good housekeeping is essential to safe work operations. Good housekeeping and management results in fewer accidents and reduces fire hazards.

2-7.2 Oil and chemical spills shall be cleaned up promptly to eliminate the dangers of slipping, tripping, falling and fire hazards.

2-7.3 All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects that create hazards.

2-7.4 Cleaning up the area where you are working is part of the job.

NOTE: A job is not completed until it is cleaned up.

SECTION 2-8 Accident Reporting and Investigation

2-8.1 Every employee who suffers an injury/illness during work shall promptly report such injury to his/her Supervisor and/or the Safety and Security Department immediately, but no later than at the end of the work period on the day in which the injury occurred.

NOTE: Unless it is an emergency, any injury, which requires medical attention of a physician, shall only be provided by a physician or at a facility that is authorized by the College.

2-8.2 Any accident, which causes damage to property, shall be immediately reported to Security

2-8.3 Every accident shall be investigated by the supervisor to determine the cause and the steps needed to prevent a recurrence. It is the responsibility of the supervisor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to contact the Safety and Security Department to make certain the proper forms are completed. (See Supplemental Accident Report)

2-8.4 Supervisors shall assist in the completion of the Workers' Compensation Form and any other college report forms that may be necessary.

2-8.5 Security shall telephone information or forward the appropriate forms to the Office of Risk Management in a timely manner. Incidents, which require medical treatment, 911 emergency services, or result in major property damage/loss shall be faxed to the Office of Risk Management the same day as the incident.

SECTION 2-9 Safety Inspections

2-9.1 Each employee shall make frequent safety inspections of tools and other equipment used to make certain such tools and equipment are in good condition and are safe to use.

2-9.2 Managers/Supervisors shall conduct frequent safety inspections of their areas to determine if equipment used or employee work practice is safe.

2-9.3 An annual comprehensive safety inspection is conducted of all college facilities to determine compliance with Florida State

Requirements for Educational Facilities (SREF). The Risk Manager prepares a report and submits it to the Administration for review. The report is forwarded to the Board of Trustees for their review and approval. A copy is also provided to the Department of Education, President's Cabinet, the Director of Facilities, Facilities/Operations Managers, and certified Firesafety Inspectors.

CHAPTER 3

SAFETY/LOSS PREVENTION COMMITTEES

Safety and Loss Prevention Committees have been established and appointed to recommend improvements to our workplace safety program and to help identify corrective measures needed to eliminate or control recognized safety hazards. All levels of administration and other members of staff and faculty are expected to participate in the safety committees.

SECTION 3-1 College Safety/Loss Prevention Committee (CS/LPC)

3-1.1 The College Safety/Loss Prevention Committee functions as the advisory body to develop, recommend, and act on matters of policy and procedure affecting the administration of the College's Safety and Loss Prevention Program. Duties and responsibilities of the College Safety/Loss Prevention Committee include:

3-1.1.a Monitoring the safety and loss prevention program to assure adopted practices and philosophies are the most effective in preventing workplace injuries, occupational diseases, liabilities, and damage to property, equipment and material;

3-1.1.b Review and act on recommendations and issues submitted by employees as necessary to assure effective program administration;

3-1.1.c Review monthly summaries of accidents for accident/injury experiences, related costs, cause analysis for determining trends and problem areas in order to evaluate overall safety performance;

3-1.1.d Conduct follow-up investigations, where required, to assure that unsafe conditions or practices identified by Campus Safety Committees, employees and students have been properly corrected;

3-1.1.e Coordinating compliance with federal, state, and local safety laws;

3-1.1.f Periodically conduct inspections of facilities to evaluate compliance with the program, conditions and practices needing improvements, and elimination of recognized hazards;

3-1.1.g Review Workers' Compensation reports and make recommendations where applicable.

3-1.2 Members of the College Safety/Loss Prevention Committee shall consist of the following members:

Chairperson

Director, Human Resources

Members

Risk Manager

2 Facilities Managers

1 Member from Each Campus Safety Committee

2 SEIU Members*

2 Professional/Managerial Employee Representative*

2 FUSA Members*

***Representatives shall be selected in the following priority, be a volunteer, elected by peer vote or selected by the SEIU, FUSA, or Organization President.**

3-1.3 The CS/LPC shall meet at least once each quarter after the campus committee meetings. The chairperson will prepare an agenda in advance of each meeting taking into consideration the following committee responsibilities:

3-1.3.a Reviewing actions taken on previously addressed College and campus committee issues;

3-1.3.b Reviewing accident and incident reports for corrective and preventative actions;

3-1.3.c Reviewing reports of safety audits and training completed since the previous committee meeting;

3-1.3.d Addressing safety and health suggestions and/or complaints submitted by campus committees, employees and students;

3-1.3.e Addressing the present focus for safety awareness and proposed improvements to the safety program; and

3-1.3.f Determining the agenda for the next meeting.

3-1.4 Minutes will be published after each meeting and distributed to all committee members, Campus Presidents and posted on the College website within two weeks after the meeting.

SECTION 3-2 Campus Safety Committees (CSC)

3-2.1 The Campus Safety Committees shall function as advisory bodies to develop and recommend matters of policy and procedure affecting the administration of the College Loss Prevention Program to the respective Campus President including, but not limited to the following:

- 3-2.1.a Developing a safety mindset among staff, faculty and students;**
- 3-2.1.b Addressing specific campus safety needs;**
- 3-2.1.c Improving productivity by reducing accidents;**
- 3-2.1.d Reducing costs resulting from injury and illness;**
- 3-2.1.e Training employees to recognize, avoid and report unsafe practices and hazards;**
- 3-2.1.f Explaining how to prevent or minimize job injuries;**
- 3-2.1.g Achieving compliance with Federal and State Safety Regulations.**
- 3-2.2 Members of the Campus Safety Committees are appointed each fiscal year by the respective Campus President and shall consist of the following members:**

Chairperson

A Campus Dean

Members

College Risk Manager (District)

Campus Faculty Member* (One)

SEIU Members* (Two)

One Disabled Student Representative or

One Student Government Representative*

(Coordinated between the Coordinator for Students with Disabilities and the Campus Student Activities Advisor)

***Representatives shall be selected in the following priority, be a volunteer, elected by peer vote or selected by the SEIU, FUSA, or Organization President.**

3-2.3 The Campus Safety/Loss Prevention Committee will meet at least once each quarter. The chairperson shall prepare an agenda in advance of each meeting indicating a time schedule for:

3-2.3.a Reviewing actions taken on previously addressed committee issues;

3-2.3.b Addressing safety and health suggestions and/or complaints presented by employees or students;

3-2.3.c Reviewing accident reports for corrective and preventative actions;

3-2.3.d Reviewing reports of safety audits and training completed since the previous safety committee meeting;

3-2.3.e Addressing the present focus for safety awareness including proposed improvements to safety program and incentive programs; and

3-2.3.f Determining next meeting agenda and program.

3-2.4 Minutes shall be published after each meeting and distributed to all committee members, Campus President and posted on the College website within two weeks after the meeting.

CHAPTER 4

SAFETY AND HEALTH TRAINING

SECTION 4-1 Safety Orientation

4-1.1 The Office of Risk Management conducts an initial safety program orientation as part of the New Employee Orientation. All new employees shall receive an orientation on job specific safety rules from their supervisor on the first day of employment. Supervisors shall review job specific safety rules with employees who are reassigned to a new job. During the initial safety orientation employees will be provided with:

4-1.1.a A personal copy of this safety manual for review and future reference.

4-1.1.b Information about the safety program and engineering safety controls and systems currently in use at facilities.

4-1.1.c Importance of abiding by all identified Safety Rules, Policies and Procedures indicated in Section VII, which are necessary to perform their job safely.

4-1.1.d Informed that College policy requires compliance with workplace safety and health rules described in this safety manual that pertains to them is required as a condition of employment.

4-1.1.e Safety instructions as required by the Occupational Safety and Health Administration (OSHA).

SECTION 4-2 Job-Specific Training

4-2.1 Each employee will be trained by his/her supervisor to perform assigned job tasks safely. Supervisors shall give each employee a safety orientation before they initially perform their job duties consisting of the following:

- 4-2.1.a A review of job specific safety rules, policies and applicable procedures, described in the applicable Appendixes of this safety manual.
- 4-2.1.b Verbal instructions and specific directions on how to perform the work safely.
- 4-2.1.c A demonstration of job tasks using known safe work practices.
- 4-2.1.d Observing employees in the performance of work to insure safety practices are understood. If necessary, remedial instruction will be provided to correct training deficiencies prior to final release to perform unsupervised work.
- NOTE:** Supervisors shall record all job specific and forward that information to the Office of Risk Management. (See Appendix ??? Record of Training)

CHAPTER 4: SAFETY AND HEALTH TRAINING

SECTION 4-3 Periodic Training and Retraining

- 4-3.1 Periodic refresher training and training on new or revised safety procedures shall be scheduled as often as needed. Dates and locations are communicated to administrators, supervisors and employees through various written media (i.e., memorandum, flyers, bulletins etc.).
- 4-3.2 Employees are responsible to attend training that specifically applies to their job and are encouraged to attend all ongoing safety training.
- 4-3.3 Supervisors in departments that have a high propensity for accidents (i.e., trades workers, grounds keepers, laboratories etc.) conduct monthly safety meetings.
- 4-3.4 Training attendance shall be documented (employee signature), maintained for review, and forwarded to the Office of Risk Management. Content of scheduled safety meetings will include at minimum the following.
- Review and discussion of one section of this safety manual or specific safety rules with employees.
 - Discussion of on-the-job accidents including possible ways of preventing them.
 - First aid training including general instructions, and review of first responder and basic life-saving techniques, for designated personnel.

- Review of procedures in Operations and Maintenance (O&M) Manuals.
- Review of changes and updates to this safety manual.

NOTE: Training and safety meeting assistance is available from the Risk Manager.

SECTION 4-4 Mandated Training

4-4.1 Federal and state rules require that the college provide safety training. Employees are required to attend mandatory safety training. Supervisors and the Risk Manager are responsible for assuring that required training is conducted and recorded. Current rules require that training be provided to affected employees as follows:

4-4.2 Hazardous Communication (Right to Know) Program

4-4.2.a Hazardous Communication (Right to Know) training is required for all new employees within 30 days of employment and annually for all full and part-time employees who work with toxic substances or hazardous materials as a part of their occupational duties. This includes, but is not limited to, laboratory staff and faculty (biology, chemistry, photography, etc.), custodial and janitorial staff, maintenance staff, warehouse staff, reproduction equipment operators, and grounds keepers.

4-4.2.b The training provides employees with information on: The OSHA Hazard Communication Standard, the college written Hazard Communication Program, routes of exposure, methods of detecting exposure, Material Safety Data Sheets (MSDA), and selection and use of Personal Protective Equipment (PPE).

4-4.2.c Detailed information on Hazard Communication is contained in the college's written Hazard Communication Program.

4-4.3 Respiratory Protection Program

4-4.3.a Employees who use respirators or maintain respirators for use during emergencies are required to attend respirator training prior to using them. Training on the use and limitations of respirators is provided as part of annual hazardous communication training. Supervisors or managers will conduct periodic refresher training. Training assistance is available from the Risk Manager.

4-4.3.b Detailed information on respirator training is contained in the college's written Respiratory Protection Program.

4-4.4 Bloodborne Pathogen Exposure Control Program

4-4.4.a Employees in job classifications who are at some risk of being exposed to diseases transmitted by blood while performing occupational duties are required to attend training on exposure control. Job classifications in which some employees may be at risk of being exposed are; Faculty, Science Laboratory Supervisors and Technicians, Safety & Security Officers, Custodial/Janitorial Staff, Athletic Trainers, and Summer Camp Counselors.

4-4.4.b Detailed information on exposure control and training is contained in the College's written Exposure Control Plan for Bloodborne Pathogens.

4-4.5 Lockout and Tagout Program

4-4.5.a All employees who perform maintenance or repairs on energized machines or equipment shall be trained on the proper lockout or tagout procedures prior to performing needed maintenance or repairs.

4-4.5.b Employees in these job classifications are authorized to lockout or tagout energized machines and equipment:

- **Maintenance Managers and Supervisors**
- **Tradesworkers**
- **HVAC Station Operators**
- **Autotronics Laboratory Instructors**
- **Architectural/Construction Laboratory Instructors**
- **Science Laboratory Supervisors and Technicians**
- **Visual Arts Instructors**

NOTE: Any other employee who is trained on lockout/tagout that performs service or maintenance on machinery or equipment that can be energized by someone else while servicing or maintenance is being performed.

4-4.5.c Lockout/tagout procedures shall be followed under the following conditions.

- **Machine guards or other safety devices are either removed or bypassed, resulting in exposure to hazards at the point of operation.**
- **Any part of the body is placed in contact with the point of operation of the machine or piece of equipment.**

- Any part of the body is placed in a danger zone associated with the operating cycle of the machine or equipment.

4-4.5.d Supervisors shall make lockout and tagout devices available for use to all employees who are authorized to lockout and/or tagout machines and equipment.

WARNING: No one other than the employee who put the lockout or tagout device on the machine or equipment is authorized to remove that device. Failure to abide by this rule may result in a serious injury or death.

4-4.5.e Detailed information on lockout and tagout training and procedures is contained in the College's written Lockout and Tagout Program.

4-4.6 Science Laboratory Safety Program

4-4.6.a Every science laboratory worker shall receive training and know the location and proper use of available protective clothing and equipment as well as in the proper use of emergency equipment and procedures.

4-4.6.b Training and education shall be a regular continuing activity and in accordance with the College Hazard Communication Procedure.

4-4.6.c Specific rules, procedures and guidelines for safety in college chemical laboratories is contained in the College Chemical Hygiene Plan.

4-4.7 Contract Employee Training

Independent contractors whose primary employer is not Hillsborough Community College but perform duties at the college that require training as stated in the previous chapters shall receive the training from their primary employer. Documentation verifying receipt of training shall be provided to the College Attorney or Risk Manager within 30 days of commencement of employment at the College or within 30 days after training is received.

CHAPTER 5

FIRST AID PROCEDURES

SECTION 5-1 First Aid Procedures/Minor Injuries

5-1.1 First aid kits are located in campus security offices, science laboratory work areas and in various locations at each campus. College Safety and Security Officers are the designated first responders for first aid and are trained to perform CPR. If you sustain an injury or develop a condition that requires first aid treatment, the following action must be taken.

- Contact campus security and inform your supervisor about the incident.
- Obtain first aid treatment for minor injuries. First aid is not intended as a substitute for medical treatment and you should seek medical treatment as soon as possible if needed.
- Assist the Safety and Security Officer in filling out the College Incident/Complaint Report Form, Report of Injury or Illness and the Accident-Incident Report. The College as well as Florida Department of Labor and the Florida Community College Consortium require these reports.

SECTION 5-2 Emergency Medical Treatment/Severe Injuries

5-2.1 The emergency telephone number is 9-911 when using a College telephone or 911 when using an outside line or a pay telephone. Other emergency numbers are posted on bulletin boards. If you sustain a severe injury or develop a condition that requires immediate medical attention, take the following action.

- Call for help by calling 9-911 or ask a co-worker to call for you if you are unable to do so.
- Notify Safety and Security by calling extension 7911 or have a co-worker call for you.
- Notify your supervisor of the incident as soon as practicable.
- Within 24 hours (first work day in event of a weekend or holiday) of the incident, assist Safety and Security with filling out report forms as stated above, or have your supervisor or designated person do so if you are unable to.
- Cooperate with any further investigation so that the facts may be properly documented and future injuries avoided.

SECTION 5-3 First Aid Training

5-3.1 Basic first aid training for designated employees will be part of periodic retraining described in Section III, Safety and Health Training, of this safety manual. First responder training will be provided by the Risk Manager or other appointed trainers.

5-3.2 Appendix K contains basic first aid instructions. Copies are located in department head offices, with supervisors at all support facilities and in all first aid kits. Supervisors shall familiarize employees with established first aid and medical treatment procedures.

CHAPTER 6

ACCIDENT INVESTIGATION

SECTION 6-1 Accident Investigations and Reports

NOTE: All work-related accidents/incidents shall be reported to the Office of Safety and Security (7911).

6-1.1 Work-related accidents that result in injuries requiring minor first aid treatment should be reported to Security within 24 hours.

6-1.2 Work-related accidents that result in injuries requiring medical treatment should be reported to Security within the work-shift.

6-1.3 Employee accidents resulting in serious injury or death must be reported immediately to Security, the Risk Manager, and the appropriate Administrator(s).

6-1.4 Work-related incidents that result in property damage, theft, harassment, bodily harm, threats, or any other occurrence having actual or potentially adverse effects to HCC operations shall be reported to Security and/or the appropriate supervisor or Administrator.

6-1.5 Security and/or the appropriate local or federal enforcement agency will investigate all incidents.

6-1.6 The supervisor or a designated representative shall routinely investigate all work-related accidents and injuries, cooperate with investigations performed by Safety and Security, and complete the Supplemental Accident Investigation Report when requested. All investigation reports (see Appendix L) shall include at minimum the following.

- Date and time of the accident.
- Name of the employee involved in the accident.
- Nature of the injury or damage.
- Brief detail of the accident including what work was being performed, what materials or equipment were involved, and what conditions such as housekeeping, weather, etc., may have been factors.
- Corrective action and/or interim measures taken to prevent similar incidents from recurring.
- If applicable, recommendations for change or revision of work practices, safety procedures or rules.

6-1.3 Upon completion, all reports are to be forwarded to the Risk Manager.

- 6-2.2 The Risk Manager shall review the accident investigation report and conduct follow-up investigations when deemed necessary. The Risk Manager shall maintain the official investigative record, notify the appropriate Administrators, and provide copies to Campus Safety Committee members.**

CHAPTER 7

RECORDKEEPING PROCEDURES

SECTION 7-1 Accident and Injury Records

- 7-1.1 The Office of Risk Management is responsible for control and maintenance of records of all accidents, incident, and injuries (see Appendix J). These records shall include the following.**

- Incident/Complaint Report Form 1-6-002**
- Accident Investigation Reports**
- Log & Summary of Occupational Injuries and Illnesses (OSHA 300 Form)**
- Safety Training Records**
- First report of Injury or Illness (LES Form DWC-1)**
- Accident - Incident Report (FCCRMC Form)**

- 7-1.2 These records shall be maintained for a minimum of three (3) years.**