

ADMINISTRATIVE RULES

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| Title: SAFETY AND HEALTH | Identification: 6HX-10-7.03 |
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| | Effective Date: 12/06/17 |
| Authority: FS 1001.64; 1001.65; 1013.12 | Signature/Approval: Dr. Ken Atwater |

PURPOSE

The purpose of this administrative rule is to establish College policy regarding safety practices and protective measures employees and students will take to protect themselves from injury and occupational illnesses while in the workplace and/or on College premises.

RULE

The personal safety and health of each employee and student of Hillsborough Community College is of primary importance. The prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given the highest priority.

The College will maintain and promote a safe and healthy working environment by implementing health and safety programs and procedures that meet or exceed the requirements of the Occupational Health and Safety Act (OSHA) and its regulations, and other applicable legislation and codes.

The College's objective is to provide a safety and health program that will reduce the number of disabling injuries and illnesses to a minimum. The program will embody the proper attitudes toward injury and illness prevention on the part of employees and students. It also requires cooperation in all safety and health matters not only between the administration, employee, and students, but between each employee and each student. The safety and health program for the College community will include:

1. Conducting a program of safety and health inspections to locate eliminate recognizably unsafe conditions or practices and to control recognizable health hazards.
2. Providing neat, clean, safe, attractive, and healthful working and learning conditions.
3. Providing personal protective equipment and training for its use and care.
4. Maintaining a current compilation of Safety Data Sheets (SDS), which shall be available upon request.
5. Promptly and thoroughly investigating every accident to determine the cause and implement corrective action to prevent further occurrences.
6. Providing education and training in workplace safety and health practices.

College administrators, supervisors and other individuals who are responsible for directing the work of others are responsible for the health and safety of all individuals under their direction and the workplace under their charge. They must implement all the necessary measures and programs to

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eliminate or control recognizable hazards associated with the activities under their supervision. In addition they must ensure that the employees or students are provided with workplace safety and health training and education appropriate to their job requirements.

Employees and students shall comply with all aspects of the safety and health program, which includes full compliance with all College rules, procedures and regulations, and for continuously practicing safety while performing their duties. Failure to comply may result in a reduction of employee benefits under Workers' Compensation Law when applicable and may result in a disciplinary action for students and personnel.

History: Adopted: 1/19/94; Formerly: 6HX-10-4.105