



INJURY PREVENTION PLAN

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NORTHEAST COMMUNITY COLLEGE

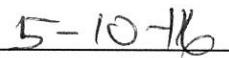
INJURY PREVENTION PLAN

Per Board Policy Number BP-3220, Environmental Safety and Health, protection of the health and safety of the employees and students of Northeast Community College is an important goal. Furthermore, Northeast Community College is committed to achieving compliance with the Nebraska Department of Labor, Division of Safety/Labor Standards "Workplace Safety Consultation Law".

An Injury Prevention Plan has been implemented to accomplish the objectives stated above. The plan was developed under the guidance of the Safety Sub-Committee. Each employee shall be responsible for compliance with the plan.



Northeast Community College President



Date

**NORTHEAST COMMUNITY COLLEGE
INJURY PREVENTION PLAN
TABLE OF CONTENTS**

1.0 General

1.1 Regulatory Basis

1.2 Applicability

2.0 Safety Organization

2.1 Executive Director of Physical Plant and Responsibilities

2.2 Safety Sub-Committee Membership and Duties

3.0 Safety Training

3.1 Responsibility

3.2 Division Involvement

4.0 Accident Reporting and Investigation

4.1 Reporting Procedures

4.2 Written Documentation

5.0 Employees Responsibilities of Safe Practice

6.0 Workplace Hazards Identification

6.1 Responsibility

6.2 Workplace Hazards

6.3 Workplace Inspections

6.4 Compliance

7.0 OSHA Documentation and Record Keeping

Appendix A Safety Sub-Committee Membership

Appendix B List of Safety Plans

Appendix C General Safety Rules

NORTHEAST COMMUNITY COLLEGE INJURY PREVENTION PLAN

1.0 General

The Injury Prevention Plan has been implemented by Northeast Community College (Northeast) to ensure a healthy and safe environment for its employees, students and the general public. This document outlines injury and illness prevention at Northeast. The plan:

- Documents Northeast's safety organization
- Provides for safety training of employees
- Documents safety rules, policies and procedures
- Describes the accident reporting and investigation procedures
- Provides Northeast's approach to workplace hazards identification
- Summarizes documentation and record keeping procedures

It is an objective of Northeast to keep the number of injuries and illnesses to an absolute minimum.

1.1 Regulatory Basis

This plan is written to meet the requirements of the Nebraska Workforce Development, Department of Labor Workplace Safety Consultation Law, Neb. Rev. Stat. §§48-443 to 48-449, a copy of which can be found in the Physical Plant building. It is also written in conjunction with the following Policies and Procedures: BP-3220 Environmental Safety and Health; BP-3237 Alcoholic Beverages and Controlled Substance Testing for Commercial Driver's License; BP-3222 Personal Protective Equipment (PPE); BP-3235 Smoking and Tobacco Use.

1.2 Applicability

The provisions of this plan apply to all Northeast employees. It shall be the responsibility of all vice presidents, deans, directors and supervisors to insure that their respective areas are safe and that their employees are properly trained and informed of workplace hazards.

2.0 Safety Organization

As stated by Nebraska law, every public and private employer in the State, which is subject to Worker's Compensation with one or more employees, shall establish a safety committee that shall function on behalf of and be responsible to all work sites of the employer. The Northeast Safety Sub-Committee was established in November 1993 and reports directly to the Administrative Services Standing Committee.

2.1 Executive Director of Physical Plant and Responsibilities

The Executive Director of Physical Plant or designee is charged with the responsibility of implementing this plan. The Executive Director of Physical Plant or designee reports directly to the Vice President of Administrative Services. This individual works closely with all College staff to insure the College is environmentally safe. The Executive Director of Physical Plant or designee has the full support of the Administration, the President and Governing Board in the fulfillment of the duties inherent within the position.

The responsibilities of the Executive Director of Physical Plant or designee, in conjunction with the Safety Sub-Committee will include, but not be limited to, the following:

1. Develop safety rules and programs for all employees.
2. Appoint inspection teams.
3. Review safety suggestions from employees and determine action to be taken.
4. Evaluate any operational changes or new construction to be sure that all safety regulations are met.
5. Plan future activities to generate interest in safety.
6. Attend and assist in planning general safety meetings.
7. Have the authority to take appropriate action to correct any unsafe condition.
8. Ensure that minutes will be taken at all Safety Sub-Committee meetings; and ensure minutes will be kept on file for a minimum of three (3) years.

2.2 Safety Sub-Committee Membership and Duties

The purpose of the Safety Sub-Committee is to bring employees and the employer together in a cooperative effort to promote safety. The Sub-Committee is advisory in nature and shall develop recommendations regarding the correction of hazards affecting workplace safety.

Membership as an Employee Representative will be made available to all employees at least once every two years. Employer Representatives need not be rotated. If no new members are recruited, existing members may retain their committee membership. Terms may be staggered. It is an employee's right to seek to be an employee safety sub-committee member and to otherwise participate in the selection process without being subject to penalties, discipline, employer interference, or reprisal of any kind.

Under the direction of the Executive Director of Physical Plant or designee and with the full support of the Administration, President and Governing Board, the Safety Sub-Committee members are charged with a range of duties involving environmental safety at Northeast. The Safety Sub-Committee will:

1. Develop general safety rules and plans for all employees.
2. Identify trends and corrective actions related to safety and security.
3. Review safety suggestions from employees and determine action to be taken.
4. Make safety inspections and report the results to the respective department heads and the Safety Sub-Committee as a whole.
5. Plan future activities to generate interest in safety.
6. Attend and assist in planning general safety meetings.

The Safety Sub-Committee meets at least quarterly, but may meet more frequently, or in response to employee or College concerns. Minutes are recorded and maintained for three years.

See *Appendix A* for current list of members.

3.0 Safety Training

Northeast will provide college employees safety training to begin at the time of employment. Human Resources and the Executive Director of Physical Plant or designee will provide basic safety program, and hazard communications training. Job specific training sessions will be scheduled with and conducted by the Executive Director of Physical Plant or designee as identified by the immediate supervisor and Coordinator of Environmental Health and Safety. Northeast will provide training when a hazard is identified, and/or when new chemical classes, pieces of equipment, processes or procedures are implemented, as well as conduct refresher training for all staff as required by law.

A list of safety related plans is located in *Appendix B*. Training on each plan will be provided by the Executive Director of Physical Plant or designee as they are developed, updated or as required by law. These plans will be combined into a general Northeast Safety Manual. A copy of the manual is located in the Physical Plant building and the library. The manual is available, electronically in SharePoint and on the College website.

It is the responsibility of the Executive Director of Physical Plant or designee to make the College aware of any State or Federal changes in rules and regulations pertaining to environmental health and safety. This is done by direct memorandum with any department affected by the changes or by notice in a college-wide publication that is circulated on a regular basis.

3.1 Responsibility

The Supervisor, in conjunction with the Coordinator of Environmental Health and Safety have responsibility to schedule job specific safety training. Documented training records and data is forwarded to Human Resources for inclusion with employee personnel records.

3.2 Division Involvement

Each division shall be committed to take an active role in safety training in their areas. All divisions are encouraged to hold safety briefings with their employees. The Dean or appropriate supervisor will furnish the Executive Director of Physical Plant or designee with a list of potential hazards that require employee safety training in their respective areas that directly affect their employees' health and function of their job duties. This list will be used as a basis for continuing safety training of all employees.

4.0 Accident Reporting and Investigation

Accident prevention is the responsibility of everyone. Each employee has a personal responsibility to prevent accidents and to observe and practice safety rules and instructions relating to their daily work environment. Each employee should caution fellow employees when they observe unsafe work practices and remind them of the proper safety procedures.

4.1 Reporting Procedures

Injuries that occur on the job, even a minor cut or strain, must be immediately reported to the supervisor and the Executive Director of Business Services or designee within 24 hours of incident. An "Occurrence Report" must be completed and submitted to the Executive Director of Business Services or designee.

Notification will be made to OSHA in the event of all work-related fatalities and injuries as required. The results of each investigation will be documented in writing, and if a serious injury has resulted, the Associate Vice President of Human Resources will be advised. All accidents require follow-up investigations to identify the casual factors in the workplace that caused them and to avoid recurrences.

4.2 Written Documentation

The Executive Director of Physical Plant, or designee, or the Executive Director of Business Services or designee, along with the supervisor, will investigate the circumstances of the accident. When necessary, a written report will be prepared from the accident information with complete and accurate documentation. The report is compiled and may be reviewed by the Safety Sub-Committee. Staff and students are encouraged to report "near misses" to their supervisor.

5.0 Employees Responsibilities of Safe Practice

Northeast is committed to the safety of its employees and College property. It is the obligation of every employee to correct an unsafe condition, if possible, and/or report the situation immediately to his/her supervisor. Refer to *Appendix C* for General Safety Rules.

6.0 Workplace Hazards Identification

A hazard is defined as the potential for harm or damage to people, College property or the environment.

6.1 Responsibility

It is the responsibility of all Northeast faculty, staff and students to report any and all possible workplace hazards. Employees should report potential hazards to the immediate attention of their supervisors. Supervisors should report safety hazards to the Executive Director of Physical Plant or designee. Employees and students will not be disciplined or retaliated against for reporting any safety hazards.

6.2 Workplace Hazards

Northeast cannot provide a safe environment without the awareness and participation of employees and students. The following rules apply to all situations:

- No employee or student should undertake a job that appears to be unsafe.
- No employee or student is expected to undertake a job until they have received adequate safety instructions and training, and is authorized to perform the task.
- No employee or student should use chemicals without full understanding of their toxic properties and without the knowledge required to safely work with these chemicals. Refer to Hazard Communication Plan.
- Mechanical safeguards must be kept in place at all times.
- Any work-related injury or illness must be reported as soon as possible to the supervisor and Executive Director of Business Services or designee, and no later than 24 hours after initial onset.
- Personal protective equipment must be used as required for each situation. All equipment must be properly maintained.
- Operating bicycles, roller blades, a skateboard or similar device, in any manner that could cause injury to others or damage to College property is strictly prohibited. Equipment may be confiscated and person held responsible for any damages.
- Employees and/or students must contact Physical Plant to gain access to any campus building roofs.
- Prior to digging at any College location, contact Physical Plant.

6.3 Workplace Inspections

Periodic inspections will be performed at random. Inspection reports (annual and random) shall be submitted to and maintained by Physical Plant. All departments are encouraged to conduct regular safety inspections of their areas to ensure a safe and healthy work environment. *Refer to SharePoint for the Safety Inspection Guidelines and Checklists.*

6.4 Compliance

6.4 Compliance

Hazards identified through workplace inspections shall be reported to the Dean or appropriate supervisor and Executive Director of Physical Plant or designee and if possible, corrected at the department level.

The Safety Sub-Committee shall receive a summary report from the Executive Director of Physical Plant or designee on the status of all areas of noncompliance as well as corrective actions taken.

7.0 OSHA Documentation and Record Keeping

In order to comply with state and federal regulations, current and accurate record keeping of injuries and illnesses will be maintained by the Executive Director of Business Services or designee.

Record keeping steps include:

1. Complete a Northeast Occurrence Report form, located in SharePoint and on the College website, on every work-related accident, injury or illness within 24 hours.
2. A recordable injury or illness will be recorded on the OSHA 300 log by the Executive Director of Business Services or designee no later than six (6) working days after receiving information that a recordable case has occurred.
3. The OSHA 300A summary log will be posted by the Human Resources office from February 1 to April 30 of the year following the year covered by the form and it will be filed into the OSHA records at the College.
4. Records will be maintained in the College files for five years.

**NORTHEAST COMMUNITY COLLEGE
SAFETY SUB-COMMITTEE MEMBERSHIP:
(AS OF 1/2016)**

EMPLOYER REPRESENTATIVES:

Brandon McLean – Executive Director of Physical Plant
Lyle Kathol – Dean of Applied Technology
TBD - Human Resources Coordinator
Karen Weidner - Director of Nursing Programs
Mary Meyer - Executive Director of Business Services
Pete Rizzo - Director of Residence Life & Food Service

EMPLOYEE REPRESENTATIVES:

Roger Carnell - Auto Technology Instructor (8/02)
Susan Cooper - Maintenance (8/07)
Barb Soulliere - College Store Specialist (9/13)
Janet Heberer - Communications Supervisor (9/08)
Shelley Lammers - Director of Advising and Academic Support (9/11)
Jason Elznic - English Instructor (9/11)

STUDENT REPRESENTATIVES:

Appointed each year

RECORDING SECRETARY:

Deb Ferris - Physical Plant Administrative Assistant

NORTHEAST COMMUNITY COLLEGE SAFETY PLANS

- Automated External Defibrillator (AED) Plan
- Bloodborne Pathogens
- Contractor Notification
- Fire Prevention
- Hazard Communication
- Hazardous Materials Management
- Injury Prevention
- Lockout/Tagout
- Powered Industrial Truck
- Spill Prevention Counter Control (SPCC)
- Vehicle Safety

General Safety Rules

1. All employees of Northeast will follow these safe practice rules, and report all unsafe conditions or practices to the supervisor/employer immediately.
2. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance.
3. Alcohol and illegal drugs will not be permitted on the premises at any time. Anyone known to be under the influence of alcohol and/or other drugs will not be allowed on the job.
4. No one will knowingly be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness or other causes that might expose the individual or others to injury.
5. Employees should verify that all guards and other protective devices are in proper places and properly adjusted. Guards must never be removed except when necessary to make adjustments or repairs, and individuals removing protective devices are required to be authorized and trained to do so.. Any guard or protective device that is removed should be replaced immediately upon completion of work. If a guard is not in its proper position or functioning properly, it should be immediately reported to the supervisor.
6. Inappropriate workplace behavior which might result in an accident or injury will not be tolerated.
7. Work will be well planned and supervised to prevent injuries when working with equipment and handling heavy materials.
8. Employees will not handle any electrical equipment, machinery, air or water lines in a manner not within the scope of their duties.
9. The use of tobacco and tobacco substitutes is not permitted on any College-owned property, in buildings, vehicles, during classes, athletic events, or at any College sponsored activity.
10. Be respectful of other employees. Do not distract the attention of another employee, unless warranted.
11. Jewelry, watch chains, key chains, etc., will not be worn in hazardous areas and when working on electrical equipment.
12. Loose ties or clothing must not be worn around machinery.

13. Long hair must be restrained while working around machinery.
14. Before using any ladder, verify it has good safety feet and is free from cracks, broken rungs or other defects. If there is any danger of slipping, request assistance from another employee to hold the ladder.
15. Never use makeshift or defective scaffolding, rigging or stages.
16. Never use defective tools; including but not limited to chisels, sledge hammers, punches and wrenches.
17. Approved personal protective equipment will be worn in specified work areas.
18. Never operate any machine or piece of equipment without permission from the supervisor, and until adequate training has been provided in its safe use.
19. When working where there are heavy fumes or dust, employees are required to wear respirators provided for protection. In some cases, a lifeline and an observer may be required.
20. Keep work area clean. Place all respective wastes into the containers provided for those purposes.
21. Know the location of all fire exits and alarm pull stations in and around individual work areas. Comply with all safety drills.
22. Locate material, trucks, skids, racks, crates, boxes, ladders and other equipment so that they do not block aisles, exits, firefighting equipment, alarm boxes, electric lighting, power panels, etc. FIRE DOORS MUST BE KEPT CLEAR.
23. Know the location and proper use of firefighting equipment in the respective departments. ABC type fire extinguishers are provided throughout the College to cover all types of fires.
24. Keep floors clean and dry.
25. Warn and advise other employees, students, or visitors to work carefully, if an unsafe act is witnessed.
26. Wash hands often to avoid potential contamination and spreading of diseases. Always wash hands after using the restroom. Never handle food, or touch food contact surface areas without washing hands prior to handling.
27. Always obey all warning signs.
28. All employees in a health care situation will utilize universal precautions.