



BEREA SAFE

ACCIDENT & ILLNESS PREVENTION PROGRAM (AIPP)

Policy Statement

Berea College is committed to provide an environment that protects the health and safety of all students, employee, and visitors. The College will promote the development and maintenance of programs to identify and prevent safety hazards and promote environmental health on our campus. All campus-related facilities, activities, and programs shall be designed, conducted, and operated in a manner which reasonably protects human health, safety, and the environment in compliance with applicable environmental health and safety laws and regulations.

Objectives of the BEREASAFE program

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- Reduction of work -related injuries and illnesses, property loss, and environmental impairment
- Development and the implementation of safe and healthful work practices for the specific jobs performed by College employees and students.
- Provide general safety and health rules and procedures applicable to all College employees
- Prevention of hazards through regular safety observations and workplace inspections.
- Promote awareness through training, communication, and celebration of work well done.
- Regular maintenance of equipment and vehicles
- Prompt correction of hazards
- Prompt investigation of hazardous conditions, workplace accidents, near-miss incidents, and reported workplace illness and injuries.
- Comply with environmental health and safety laws and regulations and recognized standards developed for the protection of individuals.

Responsibilities

College Administration

- a. To provide leadership and direction
- b. To support the goals and objectives of the BEREA SAFE Program
- c. Respond to recommendations in a timely manner

Department Directors/Supervisors

- a. Motivate employees to work safely
- b. Incorporate safety into regular meeting discussions
- c. Be alert for unsafe employee acts and correct through training
- d. Conduct Job safety evaluations to identify potential safety hazards and personal protective equipment requirements if applicable.
- e. Commit resources to assure identified hazards are promptly corrected, equipment and vehicles are maintained in a safe condition, and that all employees have the right tools, equipment and personal protective equipment to do their job safely.
- f. Routinely conduct surveys and inspections to assess program effectiveness, work place condition, and employee compliance.
- g. Inform EHS of any new chemicals or chemical products purchased and maintain Safety Data Sheets for those products.
- h. Assure all employees receive required safety training
- i. Recognize work well done

Environmental Health and Safety (EHS) Department

- a. Help develop, implement and monitor the BEREA SAFE (AIPP) program by working with the various departments on campus concerning:
 1. Regulatory Compliance
 2. Hazard identification and evaluation
 3. Assist Departments with Job Safety Analysis (JSA)
 4. Employee Training programs
 5. Accident/near miss investigation
 6. Routine fire safety inspections and drills
- b. Monitor activities on a consultative basis in the areas of chemical hygiene, emergency preparedness, fire safety, hazard communication, hazard identification, hazardous materials management, ergonomics, industrial hygiene, biological safety, occupational safety, and indoor air quality.
- c. Investigate employee complaints of hazardous conditions and refer findings to appropriate department directors and supervisors
- d. Help develop and implement campus safety policies and procedures
- e. Maintain employee safety training and monitoring records
- f. Maintain safety statics/metrics to identify problem areas and track overall performance

Faculty, Staff, and Students

- a. Know and practice all applicable safety rules and established safe work practices
- b. Properly use and maintain personal protective equipment
- c. Promptly reports all accidents, injuries and illnesses to their immediate supervisor with follow-up reports to Public Safety and People Services if work related.
- d. Keep work area clean and free of hazards
- e. Promptly report work place hazards, unsafe conditions or work practices to your supervisor
- f. Never remove or defeat any safety guard or device or modify equipment to allow it to operate in a manner not intended by the manufacturer.

Campus Safety Committee

The Berea College Campus safety committee is made up of representatives across campus and serves as a forum for administration, employees, and students to discuss both public, residential, and workplace safety and security issues. The committee meets on a monthly basis. It is the responsibility of the safety committee to evaluate the effectiveness of the Berea Safe program by reviewing incident and accident reports, findings of inspection surveys, and overall participation and compliance with the BEREASAFE program.

Department Safety Meetings

Departments should schedule regular meetings at which safety and health issues may be freely and openly discussed by employees of the department. These meetings can be incorporated into existing department meetings (i.e. staff meetings). Departments are also encouraged to start each meeting with a short safety contact. A safety contact can be on any safety related topic, but is most effective if applicable to the work being done in the department.

Accident and Illness Reporting and Investigation

The purpose of accident reporting and investigation is to identify the cause of the accident without placing blame so that preventative action can be taken to prevent similar accidents from occurring in the future.

Employees are required to notify their supervisor immediately if they suffer a work related injury or illness. Even Minor injuries that require only first aid shall be reported. All incidents, both work related and non-work related shall be reported to Public Safety ext. 3333. Work related injuries/illnesses shall also be reported to People Services. The record keeping responsibility is with Public Safety and People Services. The department supervisor shall keep a copy of the investigation reports.

Accident/injury investigation Program

Department supervisors and employees will investigate all injuries, illnesses, near miss events, and property damage that occur within their department. The EHS department will participate and help conduct investigations as requested and will participate in all investigations for recordable injury events

as defined under the OSHA record keeping standard. Recordable injury/illness events are considered more serious based on the type of treatment provided.

Employee Safety Training

Effective safety communication and instruction is at the heart of a successful accident and illness prevention program. All employees should receive general safety work practice training and well as specific instruction to address hazards unique to each employee's job assignment.

Departments are responsible for identifying and providing job specific safety training for procedures, operations and equipment unique to their work area. Each department should also make sure employees are informed about any new substances, processes, procedures or equipment introduced to the work place which represents a new hazard. *All safety training must be documented and employee safety training records maintained by the Department.*

Accidents, Illness, & Exposure recordkeeping:

1. Accident and illness reports shall be maintained by the Department that conducts the investigation and by Public Safety and People Services for a minimum of five years.
2. Employee Exposure Records will be maintained for a minimum of thirty years. These records include results from monitoring for exposure to chemical, physical, and biological agents. Exposure records will be maintained by the EHS Department.
3. Employee medical records will be maintained by the treating physician and/or People Services. These records must be maintained for a minimum of 30 years and include medical histories, results of medical exams and lab tests, first aid records, descriptions of treatments and prescriptions.