

NORTHEAST COMMUNITY COLLEGE



INJURY PREVENTION PLAN

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INJURY PREVENTION PLAN

Per Administration Policy Code 2070, Environmental Safety and Health, protection of the health and safety of the employees and students of Northeast Community College is an important goal of the Administration. 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.

Dr. Bill Path, President

Date

**NORTHEAST COMMUNITY COLLEGE
INJURY PREVENTION PLAN
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NORTHEAST COMMUNITY COLLEGE INJURY PREVENTION PLAN

1.0 General

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

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

It is an objective of Northeast Community College 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 48-446, a copy of which can be found in the Maintenance office. It is also written in conjunction with the following Policies and Procedures: Code 2070, Environmental Safety and Health; Code 2076, Alcohol and Controlled Substance Testing for Commercial Drivers License; Code 2085, Personal Protective Equipment.

1.2 Applicability

The provisions of this plan apply to all employees of Northeast Community College. 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 Community College Safety Sub-Committee was established in November 1993 and reports directly to the Administrative Services Standing Committee.

2.1 Safety Director and Responsibilities

The Director of Physical Plant is charged with the responsibility of implementing this plan and also bears the title of Safety Director throughout this plan. The Safety Director reports directly to the Vice President of Administrative Services. This individual works closely with all college staff to insure the campus is environmentally safe. The Safety Director 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 Safety Director, 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. Review any reported accidents or incidents that occur.
3. Appoint inspection teams.
4. Review and plan action on safety suggestions from employees.
5. Check any operational changes or new construction to be sure that all safety regulations are met.
6. Plan future activities to generate interest in safety.
7. Attend and assist in planning general safety meetings.
8. Have the authority to take appropriate action to correct any unsafe condition.
9. Insure that minutes will be taken at all meetings of the Safety Sub-Committee; and further, will keep the minutes on file for a minimum of three (3) years.
10. Post by February 1 of each calendar year, OSHA Form 300A and take any additional steps necessary to inform all staff of the contents of OSHA Form 300.

2.2 Safety Sub-Committee Membership and Duties

Under the direction of the Safety Director 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 on the Northeast Community College campus. The Safety Sub-Committee will:

1. Develop safety rules and programs for all employees.
2. Review any reported accidents or incidents that occur.
3. Review and plan action on safety suggestions from employees.
4. Make safety inspections and report the results to 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.

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.

The Safety Sub-Committee meets monthly or in response to employee or College concerns. Minutes are recorded and maintained for three years. The Sub-Committee is advisory in nature and shall develop recommendations regarding the correction of hazards affecting workplace safety.

See *Appendix A* for current list of members.

3.0 Safety Training Program

Northeast Community College will provide college employees safety training. The plan is established to provide initial safety orientation on rules, policies and job-specific procedures for performance of employee duties.

3.1 Safety Training

Training will begin during the New Employee Orientation Session. The Safety Director or designee will present emergency procedures, safety programs and hazard communication plans. The new employee is instructed to check with the immediate supervisor for additional safety training before performing hazardous work duties. Additional training will be scheduled with, and performed by, the Safety Director, or appropriately trained or contracted individuals. NECC will provide training when new chemical classes, piece of equipment, process, or procedures are implemented or when a hazard is discovered. The Safety Director will schedule annual general safety training.

A list of plans, including those being developed, is located in *Appendix B*. Training on each plan will be provided as they are developed, updated or as required by law. These plans will be combined into a general Campus Safety Manual. A copy of the manual is located in the Maintenance office, library and on the college website.

It is the responsibility of the Safety Director to make the campus community 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 campus-wide publication that is circulated on a regular basis.

3.2 Responsibility

It is the immediate supervisor's responsibility to schedule job specific safety training for their employees to perform their job duties effectively. Upon completion of an employee's training and all refresher courses, the Supervisor will maintain documentation and data is forwarded to Human Resources for inclusion into employee records.

3.3 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 Safety Director and General Counsel & Vice President of Human Resources with a list of potential hazards for safety training in their respective areas that directly affect their employees health and function of their job duties. This list would be used for continual safety training of all employees.

4.0 Accident Reporting and Investigation

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 workers when they perform unsafe work habits and remind them of the proper safety procedures. Accident prevention is everyone's responsibility.

4.1 Reporting Procedures

Every injury that occurs on the job, even a slight cut or strain, must be reported to the supervisor and the Safety Director within 24 hours of incident. An "Incident/Accident Report" must be completed and submitted to the Safety Director. Incident/Accident Report forms are available in the College mailroom, Human Resource office, Maintenance office or on the college website. See *Appendix C* for copy of the form.

Notification will be made to OSHA in the event of death of an employee on the job or the hospitalization of two or more employees in the same accident. In less serious cases, the investigation report must be presented to the administration by the Safety Director and disclosed to NECC's insurance carrier.

The results of each investigation will be documented in writing, and if a serious injury has resulted, the College's attorneys should be advised.

All accidents require follow-up investigations to identify the problems in the workplace that caused them and to avoid recurrences.

4.2 Written Documentation

The Safety Director, 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 by the Safety Director's Office and may be reviewed by the Safety Sub-Committee.

5.0 Employees Responsibilities of Safe Practice

Northeast Community College is committed to the safety of its employees and campus property. It is the obligation of every employee to correct an unsafe condition, if possible, and/or report the situation immediately to their supervisor when unsafe conditions exist. Refer to *Appendix D* 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 Safety Director. Employees will not be disciplined or receive retaliation for reporting any safety hazards, but failure to report a hazard is viewed as job negligence.

6.2 Workplace Hazards

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

- No employee/student should undertake a job that appears to be unsafe.
- No employee/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/student should use chemicals without full understanding of their toxic properties and without the knowledge required to safely work with these chemicals.
- Mechanical safeguards must be kept in place at all times.
- Employees/students must report any unsafe conditions to their immediate supervisor.
- Any work-related injury or illness must be reported to the Safety Director within 24 hours after the accident.
- Personal protective equipment must be used as required for each situation. All equipment must be properly maintained.

6.3 Workplace Inspections

Periodic inspections will be performed at random by the Safety Sub-Committee. Inspection reports (annual and random) shall be made in writing and reviewed by the Safety Sub-Committee. All departments are encouraged to conduct regular safety inspections of their areas to ensure a safe and healthy work environment.

6.4 Compliance

Hazards identified through workplace inspections shall be reported to the Dean or appropriate supervisor and Safety Director and corrected at the department level.

The Safety Sub-Committee shall receive a summary report from the Safety Director 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 all College accidents and incidents relating to safety matters must be documented and are maintained by the Human Resource Office.

Record keeping steps include:

1. Complete an Incident/Accident report on every work-related accident, injury or illness using the NECC Incident/Accident form.
2. A recordable injury or illness will be recorded on the OSHA 300 log by the Human Resource office no later than 6 working days after receiving information that a recordable case has occurred.
3. The OSHA 300A summary log will be posted from February 1 to April 30 of the year following the year covered by the form in a place where employees can view it, 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 8/2007)**

EMPLOYER REPRESENTATIVES:

Brandon McLean - Director of Physical Plant
Lyle Kathol - Dean of Applied Technology
Nell Votruba - Director of Purchasing
Ann Oertwich – Director of Nursing Programs
Matt Johnson – Utility Line Instructor

EMPLOYEE REPRESENTATIVES:

Roger Gipson – Biology Instructor (8/03)
Roger Carnell – Auto Technology Instructor (8/02)
Susan Cooper – Maintenance (8/07)
Les Richmond – Maintenance (8/06)
Keith Neal – Director of Allied Health Services (8/02)

STUDENT REPRESENTATIVES:

Appointed each year

RECORDING SECRETARY:

Deb Ferris – Administrative Assistant to Physical Plant

LIST OF SAFETY PLANS

This list includes plans that have been written and plans that are still being developed.

- Emergency Action
- Fire Prevention
- Chemical Hygiene
- Bloodborne Pathogens
- Respiratory Protection
- Lockout/Tagout
- General Electrical Safety Guidelines
- Confined Space Entry
- Back Safety
- Workstation Ergonomics
- Ladder Safety
- Driver Safety
- Hazard Communication
- Contractor Notification
- Injury Prevention
- Waste Management
- Spill Prevention Counter Control (SPCC)
- Forklift Operation

**NORTHEAST COMMUNITY COLLEGE
INCIDENT/ACCIDENT REPORT FORM**

**PLEASE COMPLETE THIS FORM WHEN INVOLVED IN A CAMPUS ACCIDENT OR INCIDENT
AND RETURN TO SAFETY DIRECTOR WITHIN 24 HOURS.**

Full Name:		
Address:		
Phone:		
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Visitor	
Time employee began work:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m. <input type="checkbox"/> N/A	
DESCRIPTION OF INCIDENT/ACCIDENT: List events, specific cause, activity, as well as the tools, equipment or material being used. Please be as specific as possible.		
Where did the incident take place?		
Witnesses: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list:		
Were the tasks within the normal responsibilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Was Personal Protective Equipment (PPE) worn?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If yes, please list PPE:		
INCIDENT INFORMATION: What was the injury or illness? (Tell us the part of the body that was affected and how it was affected; be more specific than "hurt, pain, or sore".		
Incident Occurred:	Date:	
	Time:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Incident Reported:	Date:	
	Time:	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Incident Reported To:		
Weather Conditions:	Temperature:	
<input type="checkbox"/> Sunny <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Sleet <input type="checkbox"/> Ice <input type="checkbox"/> N/A		
Assistance from:	<input type="checkbox"/> Fire Department <input type="checkbox"/> Police <input type="checkbox"/> Ambulance/EMS <input type="checkbox"/> N/A	
Transport to Hospital:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Where:	
	By Whom:	
Treatment Given By:		
Type of Treatment Given:		
Name of person preparing report:		
	Date:	

General Safety Rules

1. All employees of Northeast Community College will follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor/employer immediately.
2. Supervisors will insist that employees observe and obey every rule, regulation and order necessary to the safe conduct of the work, and will take such action necessary to obtain compliance.
3. 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. All employees will be given frequent accident prevention instructions. Instructions, practice drills, and articles concerning workplace safety and health will also be given.
4. 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 while in that condition. Persons with symptoms of alcohol and/or drug abuse are encouraged to discuss personal or work-related problems with the supervisor/employer.
5. 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.
6. Employees should be alert to see 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 they should be replaced immediately upon completion of work. If a guard is not in its proper position or functioning properly, report this at once to your supervisor.
7. Horseplay, throwing objects, scuffling and fooling around can be dangerous and will not be tolerated.
8. Work will be well planned and supervised to prevent injuries when working with equipment and handling heavy materials. Do not attempt to lift or push objects that may be too heavy for you. ASK FOR HELP when you need it. Learn to lift the right way to avoid strains. Bend your knees; keep your body erect; then push up with your legs. This is the easiest and the safest way. Back injuries are the most frequent and often the most persistent and painful type of workplace injury.
9. Employees will not handle or tamper with any electrical equipment, machinery, air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor/employer. Unless you are qualified and have received instruction from supervisor, never tamper with electrical circuits or switches

Appendix D Continued

10. Use of tobacco products are not permitted in campus buildings or vehicles. Smoking is designated as outdoors, 10 feet from building entrances.
11. In case of sickness or injury, no matter how slight, report at once to your supervisor for First Aid.
12. Never distract the attention of another employee, as you might cause injury.
13. Jewelry, watch chains, key chains, etc., will not be worn in hazardous areas.
14. Loose ties or torn clothing must not be worn around machinery.
15. Before using any ladder, make sure it has good safety feet and is free from cracks, broken rungs or other defects. When there is any danger of slipping, have another worker hold the ladder.
16. Never use makeshift or defective scaffolding, rigging or stages.
17. As railroad tracks abut campus property, never climb through, over, under or between railroad cars. Wait until the train passes or walk around the end of the train, giving yourself plenty of room for safety.
18. Never use defective tools; including but not limited to chisels, sledge hammers, punches, wrenches. Flying chips from tools with mushroomed or split heads cause many injuries. Exchange or see that the defective tools are repaired.
19. Approved personal protective equipment will be worn in specified work areas.
20. Never operate any machine, crane, tractor, elevator, or other piece of moving equipment unless you have permission from your supervisor and you have been trained to use it.
21. Long hair must be restrained while working around machinery.
22. If you are working where there are heavy fumes or dust, you are required to wear the respirators provided for your protection. In some cases, a lifeline and an observer may be required.
23. Keep the area around you clean. Put all oily rags, rubbish and papers in the containers provided for those purposes.
24. Know the location of all the fire exits and alarm boxes in your department. Comply with annual safety drills.

Appendix D Continued

25. Locate material, trucks, skids, racks, crates, boxes, ladders and other equipment so that they do not block aisles, exits, fire fighting equipment, alarm boxes, electric lighting, power panels, etc. FIRE DOORS MUST BE KEPT CLEAR.
26. Know the location and proper use of fire fighting equipment in your department. ABC type fire extinguishers are provided throughout campus to cover all types of fires.
27. Slippery floors cause falls. Always keep the floor clean and dry.
28. If you see someone working carelessly and liable to be hurt, warn and advise them to work carefully.
29. Always obey all warning signs.
30. Open flames, such as candles, are not permitted in office areas or in classrooms – only where required in labs. Candle warming plates, except as required by the College's food service provider, are not allowed as they can become very hot and cause a fire hazard if left on for a period of time.
31. All employees in a health care situation will utilize universal precautions. Please refer to Bloodborne Pathogen Plan for a listing of universal precautions.