Identification and Evaluation of Workplace Hazards (continued)

Department managers should conduct such evaluations on a continuous basis. The purpose of these inspections is to identify unsafe conditions and work practices and correct them before an injury occurs.

Another important system for identifying and evaluating workplace hazards is for employees to report possible unsafe conditions.

What Should Be Reported?

Employees are required to report an accident or incident to the immediate supervisor as soon as possible. Reporting should be done regardless of the extent of injuries or even in the absence of injuries. "Near-accidents" should also be reported, as they are an indication that something is wrong.

A form for reporting possible unsafe conditions exists as a part of the Injury and Illness Prevention Program. Copies are available on-line, through each department and through the Human Resources and Physical Plant Offices.

Investigations

The supervisor or department manager is responsible for conducting initial accident, incident, or unsafe condition investigations.

Conclusion

Workplace safety concerns us all. Each of us has a role to play not only in protecting ourselves but also in protecting the safety of others. Please think safe, work safe, and be safe.
The Shasta-Tehama-Trinity Joint Community College District is committed to providing a safe workplace for all of its employees and to providing a safe facility for students and school site visitors.

The District has implemented an Injury and Illness Prevention Program to ensure safe and healthful working conditions for all District employees. The Injury and Illness Prevention Program is intended to standardize various safety programs and procedures into one effective, uniform program and to ensure compliance with State and Federal safety regulations.

Through this Injury and Illness Prevention Program, the District expects to limit and/or control safety and health risks as a priority for all District programs.

Employee Responsibilities

To assure that the District's program works, each employee should act in a manner which protects his or her health and welfare as well as that of co-workers, other District employees, students, visitors, and the general public (when job duties extend beyond a District site).

Each District employee is responsible for the following safety-related tasks:

1. Attending and participating in District provided training and information programs.
2. Following District safety rules and regulations and applying safe work practices to all jobs.
3. Reporting safety hazards to an immediate supervisor, the Human Resources Office, the Physical Plant Office, or the Safety Committee. The District's "Safety Report Form" is made available for this purpose.
4. Making suggestions on how to eliminate or reduce a discovered safety hazard.

Department Administrator Responsibilities

Safety is a responsibility for administrators at all levels. Each department manager and supervisor is responsible for employee health and safety in his or her department or work unit and has the authority to enforce appropriate parts of the Injury and Illness Prevention Program.

Department administrators have the following duties and responsibilities:

1. Educate employees about safe work practices and hazards unique to specific job assignments.
2. Supervise and train employees to ensure that safe policies, rules, and regulations are followed.
3. Require employees to use appropriate personal protective and safety equipment when required and that such use is in accordance with operating instructions.
4. Intervene when unsafe acts and conditions are identified and brought to the attention of the Physical Plant Office and/or the Safety Committee.
5. Attend specialized training programs when offered by the District for supervisors and key employees.
6. Complete an Accident Investigation report or fill out the "Safety Report Form" in the Injury and Illness Prevention Program handbook, or use the Human Resources online version.
7. Follow-up accident investigations by providing department employees with a synopsis of the accident and precautions necessary to prevent a reoccurrence.
8. Conduct periodic safety inspections of the workplace in conjunction with Physical Plant.

Safety Communication and Training

Communication between employees and management on matters relating to occupational safety and health is crucial to the success of the District's Injury and Illness Prevention Program.

The District will

A. Provide to District employees educational and training materials related to occupational safety and health, and,
B. Provide encouragement for employees to notify the District of workplace hazards without fear of reprisal.

The communication portion of this program may include department meetings, safety meetings, in-service workshops, on-line training, and written communications such as intercampus memos, newsletters, and postings. Employees are encouraged to take notice of the materials and participate in activities.

Identification and Evaluation of Workplace Hazards

A major contributor to the effectiveness of the Injury and Illness Prevention Program is the organization's ability to properly identify and evaluate workplace hazards. The primary method for identifying and evaluating workplace hazards is scheduled periodic inspections of the workplace.