



Madison Area Technical College

EHS100 – Environmental, Safety & Health Policy

Originally Issued: 02/10/2005
Last Revised: 01/14/2010
Last Reviewed: 01/14/2010
Procedure Owner: Joshua Cotillier
Procedure Approval: Executive Team

CONTENT

1. Purpose
2. Scope & Applicability
3. Safety Management Principles
4. Responsibility
5. References

PURPOSE

Madison Area Technical College District (the college, college) is committed to the provision of a safe and healthy environment for the protection and well being of employees, students, and visitors. To this end, the college will support and enforce all applicable federal, state, local and college safety laws, rules, and regulations. Safety is a value that is integrated into everything we do. Priorities change, values do not. Each employee has the responsibility to work safely.

The primary goals of the Environmental Health & Safety (EHS) program is to provide technical support to increase the safety awareness of all employees, students, and visitors, enhance safe behaviors during work or instructional activities, eliminate or minimize hazards from the work place and classrooms, and to reduce the frequency and severity of work and instructional related incidents.

SCOPE & APPLICABILITY

The requirements of this policy apply to all employees of the college. EHS encompasses Environmental and Occupational Health and Safety issues, including but not limited to: Incident Prevention and Investigation, Chemical/Laboratory Safety, General Office/Shop/Lab Safety, Ergonomics, Biohazards and Infection Control, Hazardous Waste and Universal Waste Management, and Environmental Protection.

SAFETY MANAGEMENT PRINCIPLES

The college recognizes, and is committed to, the following EHS management principles:

- Proactive utilization of a comprehensive EHS management system to ensure efficiency and planned integration into an overall safety culture. The EHS management system ensures that all elements of a best practice EHS program are systematically implemented and continuously improved.
- Ownership and accountability for EHS performance that extends throughout the organization.

- Elimination and control of ‘at-risk’ behaviors and EHS hazards for employees, contractors, visitors and the public.
- We believe all incidents are preventable. “Make Zero Incidents Your Goal.”
- Establishment of annual EHS performance goals. These goals are to be pro-active and focused on the following:
 - Returning each and every employee, student, and visitor home safely each and every day.
 - Consistently display environmental steward.
 - Consistently adhering to safety procedures.
 - Continually improve EHS performance until all workplace incidents are eliminated.

The college’s EHS performance will be openly reported.

RESPONSIBILITY

ENVIRONMENTAL HEALTH & SAFETY IS EVERYONE’S RESPONSIBILITY and cannot be delegated! All employees are expected to carry out their assignments in a way that prevents injury to the environment, themselves, and others. All employees are expected to set personal examples of EHS for their students and other employees.

College Council - The administration desires that the college be a safe and healthy place to learn and work, and will uphold the EHS policies and procedures to this end. The administration supports the Risk/Environmental Health and Safety Manager and the District Safety Committee’s efforts and, in some cases, may need to help resolve identified EHS concerns in the college’s best interest.

Risk/EHS Manager - The goal of the EHS Office is to promote a safe and healthy campus environment, while supporting the mission of the college to provide accessible, high quality learning experiences that serve the community. To support this goal, the EHS Office and Risk/EHS Manager position is charged with the overall responsibility for occupational and environmental health and safety issues, including but not limited to: Incident prevention and investigation, chemical/laboratory safety, infection control, hazardous waste management, environmental protection. The EHS Office exists in order to develop and implement required guidelines for these issues, monitor the effectiveness and needs, and provide consulting resources for college staff.

Specific responsibilities include:

- Oversee college’s EHS programs; develop, review, revise, and implement/maintain the following: Environmental, health and safety programs; emergency procedures; safety orientations; incident reporting; housekeeping audits and inspections; hazardous communications; chemical hygiene plan; bloodborne pathogens exposure control plan; hazardous waste management; infectious waste management; personal protective equipment; respirator protection; confined space entry; lock-out tag-out; medical surveillance; hearing conservation; radiation protection program; injury/illness and prevention program; industrial safety program; compound specific exposure control plans and additional procedures and plans as warranted by legal codes changes/revisions or new and emerging issues warranting recognition, evaluation and control.
- Perform audits and inspections relating to the above programs; provide recommendations on improvements or non-compliance issues and oversee remediation/corrections of discrepancies.
- Identify, develop and coordinate training and information needs on the above programs or as needed.

- Plan, coordinate and implement an incident prevention and investigation program.
- Provide support services to the college's staff in the areas of environment, health and safety.
- Develop and maintain appropriate records, documents and data as required by various Federal, State and local regulatory agencies including, but not limited to, Occupational Safety & Health Administration, Department of Commerce, Madison Fire Department, and the Department of Natural Resources.

District Safety Committee - The District Safety Committee will assist in identifying safety concerns and act as a forum for college staff and students to bring EHS concerns to the attention of the District; and investigate options and develop recommendations to appropriate sources.

Deans, Department Heads and Supervisors/Managers/Instructors

Management at all levels is responsible for:

- The health and safety of their staff and students.
- Establishing, following, and enforcing of EHS practices and procedures pertaining to their specific programs in accordance with applicable laws and regulations.
- Enforcing attendance at appropriate EHS training sessions (e.g., Emergency Procedures, Chemical Safety, Hazardous Waste Management, Infection Control, etc.) as coordinated/defined by the Risk/EHS Manager.

Additionally, direct Supervisors/Managers/Instructors are responsible for:

- Reviewing and analyzing incident investigation reports for accuracy and completeness (participate in investigation, when needed), adequacy of corrective action, identification of incident problems or trends, and determining what order they should be given attention. Mandatory training is a key component of many safety efforts.
- Provide information to their employees on the specific hazards associated with their activities and the EHS practices and procedures to be followed.
- Ensure that all appropriate EHS practices and procedures and rules are followed.
- Correct EHS problems identified to them in their areas with help from their supervisors and/or EHS Office, if necessary.
- Assist and supporting the EHS program in:
 - Reviewing EHS inspection reports, job safety analyses, reports and employee suggestions for possible changes in work practices or procedures, EHS practices and procedures, protective devices or equipment, and/or training.
 - Planning and implementing promotional safety activities.
 - Developing practical safety inspection procedures and assisting in making inspections.

Employees

Responsibilities of all faculty are:

- Observing all applicable EHS rules, regulations, practices, and procedures and complying with all EHS training requirements.
- Becoming familiar with and observing approved EHS work practices and procedures for their work activities.
- Refraining from the operation of any equipment without both proper instruction and authorization.

- Promptly reporting all work related incidents to their supervisor.
- Promptly reporting all observed unsafe practices or conditions to the manager/supervisor.
- Cooperating with and assisting in investigation of incidents to identify correctable causes and to prevent recurrence.
- Actively supporting safety promotional and educational measures utilized in EHS programs.
- Ensuring that needed EHS instructions are provided to all students.
- Providing EHS instructions that focus attention upon safe behaviors, emphasizing potential hazards, changes in work conditions or procedures, etc.
- Actively supporting EHS promotional activities.
- Observing and evaluating practices and procedures to detect and correct unsafe conditions and practices.
- Promptly reporting incidents and completing, with the assistance of effected employee(s) to complete required Incident Report Form.
- Assisting and making available information needed by Risk/EHS Manager to conduct incident investigation.
- Being receptive to and encouraging students to report unsafe practices and conditions and to submit practical suggestions for correction.
- Participating in EHS training modules designed to increase their professional knowledge of EHS principles and techniques.
- Establishing and maintaining high standards in housekeeping and personal and environmental sanitation.
- Ensuring that tools, equipment and protective devices are properly maintained and properly utilized.
- Monitoring students' use of equipment in classroom laboratories and shops.

Students

All students are responsible for:

- Behaving in a safe manner, protecting him/herself from injury, and preventing incidents, injuries, or threats thereof to others.
- Respecting property, following rules presented by the instructor or the department head in the area of study, using caution when driving and walking on the college lots.
- Not using equipment in the labs/shops without first receiving training on how to safely operate, and without supervision (instructor, lab assistant, and educational assistant), excluding open computer labs.

REFERENCES

Please contact Risk/EHS Manager for more information.