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1. PURPOSE:

The purpose of this section is to present the Occupational Safety and Health Policy.

2. PROCEDURE:

The purpose of the statement is to define the policy of Wayne Community College concerning the personal safety and health of all persons employed by the college, enrolled as students in the college or visiting on the college campus, and to delegate responsibilities for assuring compliance with approved standards for safety. The college shall engage in a program of voluntary compliance with the Occupational Safety and Health Act of North Carolina and with all other applicable federal, state, and local codes and regulations. To be successful, such a program must embody the proper attitudes toward injury prevention and safety on the part of all members of the college community. Hence, the program shall be designed to provide not only a safe physical working and learning environment but also an atmosphere of safety awareness through safety education, training, and employee and student involvement. The participation and earnest cooperation of all faculty, staff, and students shall be actively

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encouraged.

Responsibilities:

A. Executive:

1. As chief administrative officer, the president of Wayne Community College has the legal responsibility for the compliance with the Occupational Safety and Health Standards at Wayne Community College and for all reports required by the North Carolina Department of Labor.
2. The vice president for Educational Support Services is delegated the responsibility for proper administration, implementation, and enforcement of the provisions of these regulations.

B. Administration:

1. It shall be the responsibility of the vice president for Educational Support Services, acting as safety coordinator, to plan and recommend a program of safety that adheres to all applicable federal, state, and local laws, codes, and regulations pertaining to safety.
2. Safety and Health Committee: A college Safety and Health Committee representing different areas of the college community shall be appointed by the president. The

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committee shall serve as an advisory unit to the vice president for Educational Support Services on all matters pertaining to safety and health.

C. Implementation:

An important part of any successful safety program is the individual work place supervisor, be it the instructor in the classroom, laboratory or shop, the maintenance foreman on the job or the administrative department head in an office. Supervisors must exhibit the proper attitudes towards safety and health as models to those they supervise or instruct. It shall be expected that, within its budgetary limitations, each department furnish such equipment as deemed necessary to provide the mandatory protection of employees and students. It shall further be expected that each department require the use of all such equipment whenever needed to the point of disciplinary action or administrative sanction in cases of failure to do so. The college Safety and Health Committee shall provide for effective communication with all departments operating throughout the campus.

D. Planning and Financing:

While it is recognized that the individual department is largely responsible for developing the proper attitudes

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towards safety, it is also important that each department plan for and develop safe procedures and safe working areas for all those under supervision. Safety considerations must become a vital part of the budget planning for all new and existing learning programs. The vice president for Educational Support Services shall serve as a resource person to the departments in the interpretation of the standards as they affect each of the work places on campus, making recommendations for the most expeditious and economical means to bring the areas into compliance. Responsibility for the planning and developing of budget requests for departmental safety programs shall rest with the individual department. Financial planning for safety must be concurrent with the academic and general operations budgets.