

SECTION: 3.0 PERSONNEL

SUBJECT: SAFETY & LOSS CONTROL

Title: Lewis-Clark State College (LCSC) Safety and Loss Control

Background: This policy establishes the College's safety and loss control program including the Safety Committee.

Point of Contact: Campus Security (208)792-2226 and Risk Management (208) 792-2240

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Physical Plant, Human Resource Services, Information Technology

Date of approval by LCSC authority: October 15th, 2020

Date of State Board Approval: N/A

Date of Most Recent Review: October 2020

Summary of Major Changes incorporated in this revision to the policy: Changed the title from Safety and Accidents to Safety and Loss Control. Defined the roles and responsibilities of Campus Security, Risk Management, Human Resource Services, Managers/Supervisors, Employees, and the Safety Committee. Removed some procedural elements.

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- 1. General Purpose:** The purpose of this policy is to establish the College's safety and loss control program, define the roles and responsibilities as it relates to safety and loss control on campus, and to establish a Safety Committee to provide leadership and guidance for safety and loss control programs on campus.
 - 2. Policy Statement:** It is the policy of Lewis-Clark State College to provide and maintain a safe and healthy work environment for all employees, to minimize the number of employee injuries and damage to property, and to assist injured workers in returning to work as soon as possible.
 - 3. Obligations:** Administrators, managers, and supervisors are responsible for developing and implementing safe work practices, promoting safety, and setting the example for others. All employees are expected to adhere to safe work practices and are encouraged to provide expertise and offer ideas to make safety a part of the job. All members of the College community are expected to continuously promote safety awareness, maintain property and equipment in safe operating condition, comply with appropriate local, state, or federal laws or regulations, and comply with LC State protocols, directives, and guidelines issued during an emergency (e.g., weather, pandemic).

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4. **Campus Security Responsibilities:** Campus Security coordinates the efforts of all College units and employees to create and maintain safe conditions of study, research, and employment to promote safe practices and mitigate loss.
5. **Risk Management Responsibilities:** Risk Management manages the College's participation in the State of Idaho's risk and insurance program including general liability, property, auto liability, and Inland Marine (small property).
6. **Human Resource Services Responsibilities:** Human Resource Services manages all employee workers compensation claims.
7. **Manager and Supervisor Responsibilities:** Deans, directors, department heads, faculty members, staff, and other supervisory personnel are responsible for providing safe environments and operations under their control. This includes, but is not limited to, work, classroom, laboratory, and field-trip activities. Supervisors are required to ensure that all reasonable and necessary precautions are taken to prevent accidents and to preserve the life and health of all employees, instructors, students, and others under their supervision. Supervisors are responsible for ensuring that employees under their supervision are adequately trained, equipped, monitored, evaluated, and guided as appropriate to ensure compliance with established safety policies, standards, and procedures. All reports of employee on-the-job injuries shall be promptly reported to Human Resource Services.
8. **Employee Responsibilities:** All College employees are required to comply with the safety policies, procedures, and work practices established by the College. Employees must avoid any activity that creates or constitutes a serious hazard to themselves or others while working at the College. Any employee who believes that performing an assigned work task or activity may pose a serious risk to life or health is expected to immediately bring those concerns to the attention of his or her supervisor, or others, as designated by department/division procedures. Employees who violate safe operating rules may be subject to disciplinary action.

Employees shall report all incidents which result in actual or potential injury to persons or property to their supervisor. In an emergency, the proper emergency response agency shall be notified, followed immediately by Campus Security. The employee may take all reasonable measures to aid or assist. An [Accident/Loss Safety Hazard Report](#) shall be completed by the responsible party for every occurrence. When possible, the name and status (faculty, staff, student, etc.) should be obtained. These reports shall be returned to Risk Management. All reports of employee on-the-job injuries shall be reported to the employee's supervisor, who shall promptly report the injury to Human Resource Services.

9. **Safety Committee:** The College has established a Safety Committee to serve as LCSC's primary source for leadership and policy guidance on matters affecting safety and loss control on campus. The role of the Safety Committee is to promote health and safety on

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campus; to mitigate occupational and environmental hazards; and to establish a forum to discuss and resolve safety issues and concerns reported by individuals on campus. Non-emergency safety issues may be reported to Risk Management for consideration by the committee. Emergency safety issues shall be reported to Campus Security in a timely manner.