



# **Suffolk County Community College**

## **Health and Safety Program**

Version Date: September 2012

### **Important Phone Numbers**

#### **College Assistant Director of Public Safety**

**Office: 851-6771**

**Cell: 433-0002**

**Public Safety (24/7) 451-4242**

**For Emergencies dial 9911 from most College phones**

**Poison Control Center Emergency#: 1-800-222-1222**

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## **Suffolk County Community College Health and Safety Policy Statement**

Suffolk County Community College is dedicated to providing a safe and healthy environment for employees and the public as well as preserving College assets and property. At Suffolk County Community College our most valuable resource are the people who work for us. Injuries generally can be prevented. To achieve this objective, the College will make all reasonable efforts to comply with all government regulations pertaining to Health and Safety issues. An effective Health and Safety Program will be carried out throughout our organization.

The Health and Safety Program will assist management and non-supervisory employees in controlling hazards and risks, which will minimize injuries as well as damage or destruction of College property.

All employees will follow this program. This program is designed to encourage all employees to promote the safety of their fellow employees and members of the public. To accomplish our Health and Safety goals, all members of management are responsible and accountable for implementing this policy, and to insure it is followed.

Suffolk County Community College is sincerely interested in the employee's safety. The policy of the College is to provide safe equipment, adequate tools and training, and the necessary protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use the protective devices, which the College provides.

### **Safety Education and Training Program**

Suffolk County Community College is committed to instructing all employees in safe and healthy work practices. The College will provide training to each employee with regard to general acceptable safety procedures and to any hazards or safety procedures that are specific to that employee's work situation.

#### Training Will Occur:

- Annually
- When the College believes additional training is warranted
- An employee is given a new job assignment
- New substances, equipment, or new procedures are introduced which represent a new hazard
- When the College is made aware of a new hazard

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## Health and Safety Communication

### Communicating With Employees on Health and Safety Issues

Communicating with employees regarding health and safety issues must be a two-way street. It must consist of both employer-to-employee **and** employee-to-employer communications. Employees will be trained through the formal Health and Safety Program,

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satisfactory results, the employee may request their Union Representative or the Chair examine the issue.

-If the item is deemed valid, the Chair will contact the effected department(s) to inform them of the item and will pass along any necessary information and/or recommendations.

The Committee is also responsible for:

- Reviewing statistical data, records, and reports of safety matters to determine the effectiveness of overall accident and loss prevention efforts; and to develop recommendations for improvements of those efforts.
- Identify unsafe work practices and conditions and suggest appropriate remedies. Ensure that employees and others (visitors, contractors, etc.) are informed about safety policies, training programs, injury risks and causation, and other health and safety-related matters.
- Maintain an open channel of communication between unions and management concerning occupational and environmental health and safety matters.
- Provide a means by which employees can utilize their knowledge of workplace operations to advise management in the improvement of policies, condition, and practices.

## Hazard Communication Program

Suffolk County Community College complies with the OSHA HAZARD COMMUNICATION STANDARD, TITLE 29 CODE OF FEDERAL REGULATIONS 1910.1200, by using Safety Data Sheets (SDS), by compiling a Hazards Chemicals List, by insuring that containers are labeled, and by providing each employee with training.

This program applies to all work operations in Suffolk County Community College where the employee may be exposed to hazardous substances under normal working conditions or during emergency situations.

The College Assistant Director of Public Safety is the program coordinator, acting as the representative of Suffolk County Community College President, who has overall responsibility for the program. The College Assistant Director of Public Safety will review and update the program as necessary. Copies of the written program may be obtained from the College Assistant Director of Public Safety or from the College's website.

Under this program, each employee will be informed of the contents of the Hazard

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available for inspection before any employee uses the chemical. A master list of these chemicals will be maintained by, and is available from, The College Assistant Director of Public Safety.

Safety Data Sheets (SDS)

SDS provides each employee with specific information on the chemicals used. Each Department is responsible for maintaining an SDS file for its chemicals. SDS will be immediately available for any chemical an employee may be using. College employees will not use a chemical unless an SDS is available for it. A copy of any new SDS will be forwarded to the College Assistant Director of Public Safety who will maintain a system with an SDS on every substance on the list of hazardous chemicals.

Labels and Other Forms of Warning

The location supervisor will insure that all hazardous chemicals in the work place are properly

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The immediate work supervisor will ensure that Safety Data Sheets (SDS) are present, up to date, and accessible at the appropri

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## Compliance Inspections

### Purpose

To establish the policy for all managers to follow if a Regulatory Agency Compliance inspection will be conducted.

### Overview

The New York State Department of Labor's Public Employee Health and Safety Bureau (PEOSH) is authorized to conduct workplace inspections to determine whether the College is complying with the standards issued by the OSHA. Inspections are usually conducted without advance notice and can be conducted for one or more of the following reasons:

- Imminent Danger – Any condition where there is reasonable danger that a situation exists that may be expected to immediately cause death or serious harm.
- Accidents – Investigation of fatalities or accidents resulting in any deaths or the loss of the ability to work for 14 days or more.





