

WORKPLACE SAFETY POLICY

Goucher College is committed to provide a safe work environment for all employees and intends to comply with all federal, state, and local laws governing workplace safety.

All employees – managers, supervisors, staff, faculty and safety officers -- have a responsibility to make Goucher a safe place to work. The responsibilities of each group of employees are outlined below. It is expected that all employees will carry out their responsibilities in a cooperative manner.

VICE PRESIDENT OF FINANCE

The Vice President of Finance has the responsibility to establish and disseminate college safety policies.

MANAGERS AND SUPERVISORS

The managerial and supervisory staff at Goucher have the following responsibilities:

- Implement college safety policies within their jurisdiction;
- Ensure that staff under their supervision are properly trained and follow all safety policies;
- Enforce policies within their jurisdiction;
- Investigate accidents and take corrective action;
- Foster a positive, proactive approach towards safety in the workplace.

EMPLOYEES AND FACULTY

Employees, including student workers, and faculty members have the following responsibilities:

- Familiarize themselves and comply with all college safety policies that apply to their workspace;
- Attend all training mandated by college policies and/or their supervisor;
- Use appropriate safety devices and personal protective equipment;
- Maintain their workspace in a safe manner;
- Ensure that students under their supervision are properly trained and follow all safety policies;
- Report accidents and unsafe working conditions to their supervisors.

SAFETY STAFF

In addition to the general responsibilities for employees described above, safety staff have the following responsibilities:

Health and Safety Officer

- Provide advice to senior management concerning regulatory compliance;
- Assist in the development of safety policies at the college;
- Provide advice to employees regarding safe work practices;
- Provide training, as required by college policies;
- Assist faculty in the development of student training programs;
- Assist in the investigation of accidents and unsafe working conditions.

Chemical Hygiene Officer

- Provide advice to senior management concerning regulatory compliance in the science laboratories;
- Assist in the development of safety policies at the college;
- Provide advice to employees regarding safe work practices;
- Provide training to staff, as required by college policies;
- Assist faculty in the development of student training programs;
- Carry out other duties as detailed in the college's Chemical Hygiene Plan.

LEGAL COUNSEL

Members of the Legal Counsel's office have the following responsibilities:

- Ensure that college safety policies comply with all federal, state and local laws and regulations;
- Provide legal advice concerning compliance responsibilities to employees, faculty, managers, supervisors, safety officers and the Risk Management Committee.

RISK MANAGEMENT COMMITTEE

Members of the Risk Management Committee have the following responsibilities:

- Be familiar with regulatory requirements;
- Make recommendations to senior management regarding the college's compliance program;
- Work to ensure that safety staff members have necessary resources to provide an effective safety program, including required training.