

## Section 9. Safety, Health & Environmental Services

### Authority

Assistant Vice President of Human Resources

### Summary

This section reviews all phases of Safety, Health & Environmental Services processes. Below are the main headings:

- 9.1 Campus Public Safety
- 9.2 Jeanne Clery Disclosure of Campus Security Policy, the Campus Crime Statistics Act of 1998, and the Campus Sex Crimes Prevention Act
- 9.3 Vehicle Use Policy
- 9.4 Environmental Health and Safety
- 9.5 Injury and Illness Prevention Program (IIPP)
- 9.6 No Smoking Policy
- 9.7 Hazard Communication Program
- 9.8 Hearing Conservation Program
- 9.9 Bloodborne Pathogen Exposure Control Plan
- 9.10 Ergonomics Program
- 9.11 Hazardous Materials and Waste Handling and Disposal Procedures.
- 9.12 SLUG Discharge Prevention and Contingency Plan
- 9.13 Human Research Institutional Review Board
- 9.14 Fitness To Work

### 9.1 Campus Public Safety

The service and assistance of the College's Public Safety personnel is available to all College employees as well as to students. The Public Safety Department is charged with monitoring and preventing conduct that might interfere with the mission of the College and/or violate College policies. Employees must contact Public Safety to report:

- loss or theft of College-owned property in any location

- loss of personal property while on College-owned or controlled property
- commission or potential commission of a crime on College-owned or controlled property
- violations of campus policies which Public Safety has responsibility to enforce
- possible crisis situations
- problems related to traffic and parking.

NOTE: personal property is not covered by the College’s insurance. Employees should check their homeowner’s or renter’s insurance policies for coverage of lost or stolen personal items brought on to campus.

## **9.2 Jeanne Clery Disclosure of Campus Security Policy, the Campus Crime Statistics Act of 1998, and the Campus Sex Crimes Prevention Act**

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Saint Mary’s College of California through its Department of Public Safety, annually provides notice and makes available copies of the Annual Security Report, to the campus community, prospective students, employees and the public. In addition, as provided by the Campus Sex Crimes Prevention Act, the Contra Costa County Sheriff’s Office maintains a Megan’s Law database of sex crime offenders. For more information see the full policy in Section I.

## **9.3 Vehicle Use Policy**

### **9.3.1 Policy**

Saint Mary’s Policy on the use of College vehicles, including electric cart use is under the control and administration of Facilities Services. A DMV Class B license is required for driving the 15-passenger vans. Eight (8) passenger vans and electric carts require a DMV Class C auto license. Van drivers must be 18 years of age or older, possess a current, valid United States driver’s license issued by the Department of Motor Vehicles (DMV), and have an acceptable driving record, as determined by the College’s insurance carrier. An Saint Mary’s College faculty or staff member must accompany the bus or van. College-owned, -leased or -rented

vehicles cannot be driven out of the country at any time. More detail about this policy can be found on the [Facilities Services website](#).

The use of College-owned, -rental or -leased vehicles is limited to authorized employees, volunteers or students. These vehicles are provided for use in College-related activities and are not for personal use. Using these vehicles is a privilege, not an entitlement.

### **9.3.2 Vehicle Safety and Accident Reporting**

Employees, volunteers or students driving for College-related activities must have a current, valid United States driver's license issued by the DMV and an acceptable driving record. *Any change in license status or driving record must be reported within one working day to the Administrative Services Coordinator in the Finance Department.* From time to time, the College or its insurance carrier will request reports from the Department of Motor Vehicles regarding the license status and driving record of employees who drive College vehicles. In the event that the license status or driving record of any employee whose responsibilities include driving becomes unacceptable to the College or the College's insurance carrier, that employee may be restricted from driving, reassigned, suspended or terminated, at the discretion of the Vice President for Finance, in consultation with the employee's department and the Assistant Vice President of Human Resources or designee.

In the event of an accident while driving a College-owned, -leased or -rented vehicle or an accident while driving a personal vehicle on College business or College-related activity must be reported within one work day to Administrative Services in the Finance Department. NOTE: In the State of California, it is the vehicle driver's responsibility, if an accident involves death or personal injury or more than \$750.00 damage to a car or property, to report the accident within five (5) days to the Department of Motor Vehicles. You can download an Accident Form from their website [www.dmv.ca.gov](http://www.dmv.ca.gov).

### **9.3.3 Drivers Safety Training**

All drivers of College owned, rented or leased vehicle or their own vehicle on Saint Mary's College business should complete at least one drivers' safety program. A driver's safety program is provided by the College's Department of Environmental Health & Safety.

## 9.4 Environmental Health and Safety

Environmental Health and Safety coordinates the development of various programs and training in response to various environmental, health and safety issues. Some of those programs and policies are described below. For additional information and up-to-date programs, policies and training, please refer to the Environmental Health and Safety (EH&S) website.

## 9.5 Injury and Illness Prevention Program (IIPP)

The College is committed to providing a safe and healthy workplace and, to this end, has implemented an Injury and Illness Prevention Program (IIPP). Supervisors are expected to take all reasonable steps within their control to provide a safe environment and to comply with federal, state, and local safety regulations, including but not limited to applicable U.S. Environmental Protection Agency and Cal-OSHA requirements.

Employees are expected to adhere to all safety rules, follow established safe work practices and exercise caution in all work activities. Employees are to report immediately any work condition they perceive to be unsafe, as well as any job-related accidents or injuries, to their immediate supervisor. When possible, the supervisor is to correct any unsafe work condition and, in all cases, promptly report the situation to Environmental Health and Safety, (EH&S).

The College's written Injury and Illness Prevention Program (IIPP), was also established to identify and evaluate hazards or health issues for their accident or injury potential. This Plan guides faculty and staff on what they need to do to prevent employee and student injuries by defining responsibilities, providing safety policies and rules, and providing forms for reporting purposes. The IIPP also defines an Environmental Health and Safety Committee to review policies and to guide the administrator of the program.

Employee injuries shall be documented on an Accident Report form, available on the Human Resources website, or in the HR office. If there is no injury, but a "near miss," use Form 1501 Incident/Near-Miss available on the EH&S website.

**Applies to** – All faculty and staff employees, student workers, interns, and contract personnel working on Saint Mary's College campuses.

**Training required** – Required once in each College employee's career, unless there is a dramatic change in the program or on-site hazards. Also required once for other applicable individuals described above.

**Standards' location** – EH&S website, Human Resources website, and hard copy in Facilities Services.

## 9.6 No Smoking Policy

Smoking is prohibited inside all residential and non-residential buildings. In addition, smoking is prohibited in College -owned or -leased vehicles, outdoor campus facilities or places of entertainment, in patios, porticos or walkways protected with an overhang, within 20 feet of entrances and windows, or as posted.

## 9.7 Hazard Communication Program

Saint Mary's Hazard Communication Program was established to protect worker health when handling or working near hazardous materials on the job, and to reduce the incidence of chemical source illness and injuries. The plan is available to all employees of the College and includes the proper labeling of on-site containers, being able to identify signage, having material Safety Data Sheets (MSDS) readily available to employees, and training employees on the use of hazardous chemicals, a written program, and information if creating a substance that is considered a trade secret. This Program complies with Cal-OSHA Title 8.

**Applies to** – All employees of or independent contractors who do work for the College, including Facilities Services employees, Science department staff and faculty, and the Student Health Care center employees.

**Training required** – Applicable employees and contractors are required to repeat every 12 months

**Standards' location** – EH&S website, and hard copy in Facilities Services.

## 9.8 Hearing Conservation Program

Saint Mary's Hearing Conservation Program was established to prevent occupational hearing loss and comply with the Cal-OSHA Standard, Title 8, Section 5097. The program includes:

- noise monitoring
- audiometric testing annually
- hearing protectors

- education and training annually
- record keeping

**Applies to** – all employees occupationally exposed and/or potentially exposed to harmful noise at certain levels proscribed by Cal-OSHA. If monitoring reveals that for a particular employee the noise level is exceeded, the employee would be included in this program. Currently all Facilities Services Grounds employees fall under this requirement.

**Training required** – Applicable employees are required to repeat this training every 12 months plus hearing monitoring every 12 months

**Standards' location** – EH&S website, and hard copy in Facilities Services.

## 9.9 Bloodborne Pathogen Exposure Control Plan

Saint Mary's Bloodborne Pathogen Exposure Control Plan provides guidance and awareness to employees who may be exposed to bloodborne pathogens in the course of providing First Aid / CPR, the handling or contact of blood or other potentially infectious material or performing public safety duties at Saint Mary's College. Training includes how to avoid or minimize their exposure risk, and provides a voluntary vaccination program.

**Applies to** – Athletic trainers and coaches, Building Maintenance personnel, Athletic Equipment managers, Laboratory Staff and Faculty in certain disciplines, Nurses and Nurse Practitioners, Public Safety Officers, Residence Community Coordinators.

**Training required** – Applicable employees are required to repeat this training every 12 months

**Standards' location** – EH&S website, and hard copy in Facilities Services.

## 9.10 Ergonomics Program

Saint Mary's Ergonomics Program was established for all job processes or operations where repetitive motion injuries or work-related musculoskeletal disorders (WMSDs) have occurred. It is designed to minimize the number and severity of WMSDs employees may experience by identifying and controlling the hazards that could possibly cause or contribute to the WMSDs.

**Applies to** – All faculty and staff employees

**Training required** – Training is not required, but optional training is periodically provided.

**Standards' location** – EH&S website, Human Resources website, and hard copy in Facilities Services.

### 9.11 Hazardous Materials and Waste Handling and Disposal Procedures

Saint Mary's Hazardous Materials and Waste Handling and Disposal Procedures establishes practices for the safe handling and proper disposal of all known hazardous waste and materials generated by SMC, and assigns the tasks required to accomplish this to the appropriate departments. Gives descriptions of certain commonly found hazardous materials, their hazards and how employees can protect themselves. Also gives examples of properly filled out shipping labels. Emergency response procedures and spill reporting requirements are included. Complies with multiple county, and State EPA regulations.

**Applies to** – Any employee that handles hazardous materials or hazardous waste on Saint Mary's College property, including but not limited to all Facilities Services employees, Science and lab technician staff.

**Training required** – Applicable employees are required to repeat every 12 months; an additional Hazardous Waste Generator Refresher course is required for those that handle or offer for shipment any type of hazardous waste, and must be repeated every 12 months.

**Standards' location** – EH&S website, and a binder in the Facilities Services office

### 9.12 Sludge Discharge Prevention and Contingency Plan

Saint Mary's has established a plan to identify and respond to any non-allowable discharge to storm drains or sanitary sewers on campus. The plan includes notification procedures and the treatment plants' phone numbers to be notified in the event of a non-allowable discharge by any person, including person(s) without affiliation to the College. Contact Public Safety immediately if you have knowledge of discharge to campus storm drains or sewers that may not be allowable.

**Applies to** – Anyone with access to a sanitary sewer or storm drain, including but not limited to all Facilities Services employees, scientific class room staff, art and theatrical department staff, and food services personnel.

**Training required** – Applicable employees are required to repeat this training every 36 months.

**Standards' location** – EH&S website, and hard copy in Facilities Services.

### 9.13 Human Research Institutional Review Board

**Role** – The Human Research Institutional Review Board (IRB) meets at least twice a year and regularly notifies the College community at-large concerning the responsibilities of faculty, student or administrative researchers whose projects involve biological and/or behavioral research using human subjects, in order to ensure that the procedures followed safeguard the rights and welfare of research subjects and comply with federal regulations.

**Responsibilities** – The Committee's responsibilities include:

- The formulation of guidelines and policies that meet federal regulations, incorporate the ethical concerns of the entire Saint Mary's community, and reflect the particular needs of the College researchers. These guidelines and policies are to be approved by the President of the College in consultation with his designee and the College's General Counsel.
- The provision of information to researchers as to the appropriate means for protecting the rights and welfare of the subject, securing the effective, free, informed consent of the subject, and fulfilling federal, local and Saint Mary's standards regarding human research.
- The review of all proposals for human research submitted to the Committee by faculty, student or administrative researchers to assure concordance with aforementioned guidelines. The guidelines specify which research is included and which is exempt from the Committee's research.
- The maintenance of adequate records and confidentiality. The preparation of a yearly report to the Dean for Academic Development on the research approved.

**For More Information** – Refer to the Academic Affairs website under "Faculty Handbook."

### 9.14 Fitness To Work

Driving on campus or driving a College-owned, -leased or -rented vehicle or personal vehicle while "under the influence" is prohibited. If prescribed or non-prescribed drugs which the employee must take for reasons of health interfere with his/her job performance or endanger the



safety of others, the employee must take a medical leave of absence, make other arrangements to be away from his/her position or, in some circumstances request an accommodation in the work environment and/or the job until the condition improves. If the employee requests an accommodation, the College will require appropriate professional documentation regarding the employee's drug or alcohol related condition and will determine if the accommodation requested is reasonable under the circumstances presented.

The College reserves the right to require testing for drugs or alcohol when the College has a reasonable suspicion that an individual employee is impaired by drugs or alcohol or following an accident or safety violation. *Reasonable suspicion means suspicion based on information or observation of, among other things, the appearance, behavior, speech, attitude, mood and/or breath odor of an employee.*