

3.11 Health & Safety

The College is committed to providing a safe and healthful working environment. Therefore, the College makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

In the event of an emergency on campus the emergency phone number is 911. If using a campus phone dial 9+911. The employee's supervisor should be contacted immediately in the event of a work related accident or illness and will assist employees in completing an Accident Report.

The College's health policy is aimed at minimizing the exposure of our employees, customers, and other visitors to our facilities to health or safety risks. To accomplish this objective, all College employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

The responsibilities of all employees of the College in this regard include:

- Exercising maximum care and good judgment at all times to prevent accidents and injuries;
- Reporting to supervisors and seeking first aid for all injuries, regardless of how minor;
- Reporting unsafe conditions, equipment, or practices to supervisory personnel;
- Using safety equipment provided by the College at all times;
- Observing conscientiously all safety rules and regulations at all times;
- Notifying their supervisors, before the beginning of the

workday, of any medication they are taking that may cause drowsiness or other side effects that could lead to injury to them and their coworkers.

- In appropriate circumstances, attending College sponsored safety classes.