



HEALTH AND SAFETY PLAN

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SAFETY POLICY

It is the policy of Southern Arkansas University Tech to work continually toward improving our safety program and safety procedures.

It is the college's intent to provide a safe working environment in all areas for our employees. It is our belief that all accidents and injuries can and should be prevented by controlling the environment and the actions of our employees. Therefore, safety will take precedence over expediency and shortcuts. Every attempt will be made to reduce the possibility of accidents or injuries. Protection of employees, the public, and college property and operation is paramount. We consider no phase of the operation more important than the health and safety of our employees.

Employee safety is our number one priority as we do business. We will pledge to train and equip our employees with the tools and knowledge to be able to do their jobs safely. We will ensure the policies adopted by our college are implemented and adhered to by all employees. While at the same time, employees must take personal responsibility for the prevention of injuries.

Management will continue to be guided and motivated by this policy, and with the cooperation of all employees, will actively pursue a safer working environment throughout our college.



Corbet J. Lamkin, Ph.D.
Chancellor

ASSIGNMENT OF RESPONSIBILITIES

The Physical Plant Director will be the primary person responsible for the implementation and enforcement of the college safety policy. In the absence of the Physical Plant Director, the Physical Plant Assistant Director or designee will assume the responsibility for enforcing the program.

Additionally, the Human Resources Director will be responsible for all documentation and records developed as a result of safety training, meetings, accident investigations and hazard reports required by the plan.

INJURY ANALYSIS

The Physical Plant Director will review the college's health and safety trends on an annual basis. The purpose of this review will be to identify any trends or patterns and take corrective action.

The following documentation will be reviewed when developing the trend analysis:

(List the records to be reviewed: Examples might include but are not limited to: OSHA 300 log, First Aid log, Loss Runs, Incident Reports/near misses, Accident Investigations, Self inspection reports, etc.)

Trends will be reviewed for patterns such as: shift, injury type, time of day, and by type of exposure. The Physical Plant Assistant Director or designee will make recommendations and track corrective actions identified to prevent recurrence of similar accidents or hazards.

The Human Resources Director will be responsible for documenting the trend analysis reviews. All documented reviews will be retained for a period of 24 months.

(A sample of a simple trend review is attached)

SAFETY PROGRAM RECORD KEEPING

The Human Resources Director will be responsible for maintaining all documentation of training, accident reports, OSHA logs (if required), hazard reports, incident reports, the loss run, and any other documentation required for the implementation of this health and safety plan.

Blank forms for all necessary documentation for the health and safety plan will be available in the Human Resources Office.

The following are a list of records kept as part of the health and safety plan:

Injury Records:

An injury log will be maintained in the Human Resources Office. Injuries will be recorded on an OSHA 300 log (if required), or equivalent, within 24 hours of being reported.

The summary portion of the OSHA 300 log (if required) will be posted from February 1st to April 30th each year in a place where employee notices are normally placed.

Injury records will be retained for a period of five (5) calendar years.

Inspection records will be maintained in the Human Resources Office.

Safety Meetings/Training Records will be maintained in the Human Resources Office.

Accident Investigation Records will be maintained in the Human Resources Office.

TRAINING AND EDUCATION

Southern Arkansas University Tech is committed to providing safety and health related orientation and training to all employees at all levels of the college. The Physical Plant Director and Human Resources Director will be responsible for identifying the education and training needs of this facility on an annual basis. The training subjects and materials are developed utilizing industry and site specific criteria based on the identified and potential hazards and past claims history.

The training program will be administered in two phases consisting of new employee or reassignment orientation and general periodic and refresher training. In addition to formal safety and health training, employees will also receive on the job instruction on safe operating procedures of each assigned job or task.

The training identified by our college will include but is not limited to, the following:

Disaster Preparedness
Driving Safety
Electrical Safety
Fall Prevention
Fire Prevention and Safety
Forklift Safety
Hand and Power Tool Safety
Hand, Wrist and Finger Safety
Hearing Safety
Lock out/tag out
Lifting Techniques
Personal Protective Equipment
Safety Housekeeping and Accident Prevention

Orientation:

The college will conduct orientation for employees when:

- I. Health and Safety Plan is implemented or changed
- II. Employees are new or newly assigned
- III. New substances, processes, or equipment is introduced
- IV. New hazard's or previously unrecognized hazard is found

The orientation will consist of all required training programs as well as job and site specific safety and health information. All new employees will be given a tour of the facility and an opportunity to pose questions to familiarize themselves with the process. New employees will not be released to an individual job assignment until it has been determined by the supervisor that the individual has retained the minimal acceptable elements of the training provided and can safely perform the assigned duties. **(Attach Worker Orientation Checklist)**

Safety education and training will be documented and records will be maintained by the Human Resources Office for a period of 24 months or as required by law or directives.

Documentation will include:

- 1) Date of training,
- 2) Name of trainer,
- 3) Subject(s) covered, and
- 4) Attendance roster with employee's signatures.

Southern Arkansas University Tech will ensure that supervisors are trained in safety hazard recognition and prevention.

Safety Inspections

The Physical Plant Assistant Director or designee will be responsible for conducting and documenting safety inspections within the college. The purpose of these inspections is to identify hazardous conditions and practices which may result in injury or illness to the employee. Furthermore, the Physical Plant Assistant Director or designee will be responsible for taking action to track and correct the hazards found during these inspections.

The following is a list and schedule of areas to be inspected:

Inspections will be conducted on a monthly basis.

SAU Tech main campus – Physical Plant Assistant Director or designee
AR Fire Training Academy (Camden) – instructor
AR Fire Training Academy (Lincoln) – instructor
AR Fire Training Academy (Jonesboro) – instructor
Career Academy (Magnolia) - instructor
Aviation (Camden) - instructor
Aviation (Texarkana) - instructor

Records of these inspections will be maintained by the Human Resources Office. Records will be maintained and tracked until all hazards noted are corrected and will remain on file for a period of 12 months.

Documentation will include:

1. Date of inspection
2. Name of person conducting inspection
3. Inspection results(items noted)
4. Person assigned for corrective action
5. Date of corrections made

All parties who conduct formal workplace inspections will be trained on their responsibilities and on how to document the inspections.

Accident/Incident Investigation

An accident may be defined as an unexpected and usually undesirable event that may cause injury to people, damage to property or the environment, or a combination of both. Accidents usually arise from a combination of unsafe conditions and unsafe acts.

Southern Arkansas University Tech requires all employees to immediately report to their supervisor all accidents and incidents that result in injury or property damage, and all near misses. Each of these events will be investigated within 24 hours to determine the causes and contributing factors. From the accident investigation, a plan of corrective action will be established to prevent recurrence of similar events.

The Human Resources Director and/or the Physical Plant Assistant Director or designee will investigate and document all accidents and incidents that involve workers. The investigation will include completing the Accident Investigation Report, taking witness statements, and ensuring the injured worker has received any needed medical assistance. **(Attach accident investigation report form used by college)**

Procedure:

1. The employee reports work related accident
 2. Supervisor ensures proper medical attention given
 3. Arrange for transportation for injured employee's medical treatment if needed
 4. Secure the scene of the accident
 5. Supervisor completes the Accident Investigation Report
- A. The steps of an effective accident investigation include:
1. Secure and manage the scene to prevent further injury and preserve evidence that may be important in the investigation.
 2. Take photographs and make sketches of the scene. Identify equipment, materials, et.
 3. Interview witnesses, others who may have been involved in or have information about the process, and others who may be able to provide pertinent information concerning the conditions that may have contributed to the accident. Reduce the statements to writing and have them signed by the persons interviewed.
 4. Evaluate all factors to determine Who, What, When, How, and Why?
 5. Prepare a written, detailed report of the investigation
 6. Recommend corrective actions
 7. Follow up on the recommendations to ensure corrective actions have been implemented and that they are effective.

8. Supervisor sends Accident Investigation Report to Senior Management for review.

The accident investigation will be reviewed by Physical Plant Assistant Director or designee to determine corrective actions needed. The Physical Plant Assistant Director or designee will be responsible for tracking and implementing the corrective actions. Accident investigation reports should be retained in the Human Resources Office for a period of at least two years.

Southern Arkansas University Tech will ensure that accident investigations are conducted by trained personnel.

Review and Revision

The Physical Plant Director or other designated representative will review and revise the components of the Health and Safety Plan on an annual basis. The purpose of this review will be to determine if all areas of exposure are addressed in the Health and Safety Plan. Special attention will be devoted to areas that demonstrate failure in a program element, and introduction of new processes or equipment. Corrective actions will be taken and the plan will be amended to ensure that it is effective.

Annual reviews will be documented showing the date of the review and any corrective actions taken. Documentation will be maintained by the Human Resources Director.

Health and Safety Plan Employee Acknowledgment

Employee Name: _____

Date Hired: _____

I acknowledge that I have read and received training on the contents of the health and safety plan. I understand that compliance with all stated college policies, including safety, is a condition of continued employment with this college.

Employee Signature _____ Date _____

College Representative _____ Date _____

SAMPLE TREND ANALYSIS REVIEW

YEAR (DATE) to (Date)

DATA REVIEWED

- X OSHA 300 log
- X 1st Report of Injury
- X Loss Runs
- X Incident/near miss reports
- X Accident investigations
- X Self Inspection Reports

RESULTS OF REVIEW

In (Year) the areas that have had the largest occurrences of injuries and near misses are, in order of highest to lowest:

CORRECTIVE ACTIONS TAKEN: