

## Safety Policy

Safety is a shared responsibility of all members of the Montana Tech campus. In the interest of improved safety, Montana Tech shall provide, so far as possible, a facility free of health and safety hazards. To accomplish this, Montana Tech shall comply with all occupational safety, health and environmental laws mandated by relevant local, state, and federal law or regulation.

To prevent injuries to its personnel and students, and to prevent damage to property and equipment, Montana Tech shall provide training to employees and students, as appropriate, and shall require compliance with safety regulations and procedures. In turn, each person is ultimately responsible for personal safety, and shall follow safety and health policies and procedures, exercise caution in the performance of duties, use normal safe working practices, observe and obey safety postings and rules, use and maintain personal protective equipment when needed and approved, and promptly report all accidents to the appropriate authorities.

### **Objective of the Safety Policy**

The objective of the Safety Policy is to protect the health and well-being of all Montana Tech employees by:

1. Decreasing the number of accidents and injuries;
2. Instituting adequate procedures to protect all property from loss and damage due to accidents;
3. Assuring that all employees clearly understand the risks that directly affect them in the performance of their duties, and providing all employees with adequate training to deal with these risks;
4. Requiring all employees to be in compliance with all safety regulations and procedures;
5. Reducing, controlling, or avoiding employee exposure to all known or suspected occupational health and safety risks;
6. Establishing and maintaining communication with all employees to keep them aware of the safety and health factors related to their jobs;
7. Establishing and maintaining an accident and injury reporting system and recordkeeping system in conjunction with Montana Tech's Personnel Office and the Director of Physical Facilities; and
8. Training all employees to use the reporting system

## **Responsibility for the Safety Program**

### ***The Chancellor of Montana Tech shall:***

1. Assume ultimate institutional responsibility for the general safety and health program at Montana Tech and administer the program;
2. Ensure the existence of an ongoing Safety Committee and the position of Director of Environmental Health and Safety (EH&S);
3. Delegate to the Safety Committee and the Director of EH&S responsibilities for establishing procedures to be followed by all employees, students, and all those having administrative responsibilities for personnel supervision and facilities control;
4. Act on recommendations of the Safety Committee and the Director of EH&S; and
5. Invest the Director of EH&S with the authority to interpret applicable regulations and policies, and enforce them through appropriate administrative channels.

### ***The Safety Committee:***

The Safety Committee is appointed by the Vice-Chancellor of Academic Affairs and Research. According to Administrative Rules of Montana, 24.30.2542-2546, this committee shall:

1. Hold regular meetings as necessary, but meet at least once every four months;
2. Assess potential hazards and communicate suggested hazard control information to the campus;
3. Inform employees of safety committee activities and recommendations;
4. Help motivate employees to create a culture of safety in the workplace; and
5. Assist in:
  - Development of safety rules, policies and procedures;
  - Control of hazards;
  - Periodic evaluation of the safety program;
  - Inspection of the workplace; and
  - Development of safety training and awareness topics.

In addition, the Safety Committee shall:

1. Coordinate the establishment of campus procedures and standards pertaining to safety, health, and loss control; and
2. Transmit pertinent safety and health information to the Director of EH&S and to appropriate administrators as required.

***The Director of Environmental Health and Safety shall:***

1. Be empowered by the Chancellor to interpret and enforce all applicable regulations and policies;
2. Co-Report to the Chancellor and Vice-Chancellor for Administration and Finance;
3. Assist in the preparation of written procedures and standards for safe general practices in work and laboratory situations;
4. Inspect all campus facilities, including but not limited to, specific operations, lab activities, Montana Bureau of Mines and Geology activities, and student Residence Halls in conjunction with appropriate committee members at regular and adequate intervals;
5. Use emergency action procedures and confer with the appropriate campus departments and regulatory agencies for medical concerns, chemical spills, fires, bomb threats, and power loss in conjunction with other established campus emergency response policies;
6. Implement, in conjunction with academic program representatives and administrative directors, the safety and health training activities required for specific operations and lab work that may produce hazardous situations;
7. Actively promote and be a resource for educational safety training programs for faculty, staff and students;
8. Perform recordkeeping for safety programs and issues, including the *Montana 300 Log* and *Summary of Occupational Injuries and Illnesses*, and perform accident investigations in conjunction with campus Security and the Personnel Office as appropriate;
9. Report to the Safety Committee and the Personnel Office concerning accident reports and accident investigations;
10. Direct Montana Tech's Hazardous Waste Disposal Program, conferring with the Director of Physical Facilities, the appropriate Vice Chancellor, and/or the Chancellor;
11. Report significant issues of safety and health and/or noncompliance with this policy to the appropriate Vice Chancellor and/or Chancellor; and
12. Provide a risk assessment, as requested, for ongoing or proposed operations, provide strategies for risk minimization or elimination, and develop cost estimates for implementation of these strategies.

**Deans, Program Managers, and Department Heads shall:**

1. Ensure that faculty, laboratory directors, and all other employees and students in their college, program or department understand safety-related procedures and policies, particularly with regard to accident reporting and safe-work practices. To achieve this end, safety meetings with employees should be scheduled once a semester (can be included in regular departmental meeting) to discuss the following issues. These meetings should be documented as to content and attendance, with copies of documentation being sent to the Environmental Health and Safety Office.
  - Recent accidents, if any;
  - Near misses (A near miss is defined as an incident that has the potential to cause serious injury or property damage. The incident reveals a physical condition or employee action that could lead to future serious injury or property damage if not corrected.);
  - Employee suggestions for improving workplace safety conditions;
  - Results of inspections by Environmental Health and Safety and/or the State;
  - Corrective actions performed in response to hazardous conditions that were identified; and
  - Any questions pertaining to the safety program, policies, and actions of the Safety Committee.
2. Act upon recommendations of the Safety Committee and/or Director of EH&S to correct recognizable safety hazards;
3. Ensure that the department has a working Chemical Hygiene Plan for each laboratory, if applicable, and a Montana Tech safety manual;
4. Request training, literature, or information from the Director of EH&S as needed to ensure that employees understand accident reporting procedures and safe work practices;
5. Ensure that faculty, lab directors and teaching assistants enforce safety rules, report accidents promptly, and keep records of near misses for review; and
6. When necessary, promptly and accurately complete an accident report form or ensure that the form is completed, and submit a copy to the Personnel Office within 24 hours of the accident or injury.

**Employees shall:**

1. Receive a copy of Montana Tech's Safety Policy and sign a statement acknowledging that they have received and read the policy;
2. Perform their job in compliance with safe work practices;

3. Attend required safety training programs when they are offered;
4. Promptly report to their supervisor any recognizable hazardous condition or procedure that might put an employee or student at risk. If the supervisor does not respond to the report of hazard, contact the Director of EH&S for follow-up.
5. Report any accidents, injuries, or exposures to hazardous chemicals to their supervisor;
6. Recognize "near misses" and report them to their supervisor; cooperate in the investigation of any near miss or accident to prevent a recurrence;
7. Understand and use approved safe work methods, and recognize potential hazards or consequences if machinery, tools or fellow employees fail to perform adequately;
8. Operate machinery or equipment only for which they have been authorized and trained;
9. Use only tools, machinery and vehicles that are in safe working order;
10. Never endanger the health or safety of a co-worker, student, or the public through horseplay, practical jokes, wanton neglect, or thoughtless indifference; and
11. Never be under the influence of intoxicating beverages, mind-altering substances or medication that could affect their performance on the job (also see Campus Drug and Alcohol Policy).

***Students shall:***

1. Students employed by Montana Tech shall be classified as employees for the purpose of this policy.
2. All Montana Tech students shall be provided with appropriate and adequate safety training by their supervisor or instructor, and shall comply with rules, standards, and requirements of the institution and department(s) in whose course(s) they are presently enrolled
3. Perform their job or activity in compliance with safe work practices;
4. Attend required safety training programs when they are offered;
5. Promptly report to their supervisor or instructor any recognizable hazardous condition or procedure that might put an employee or student at risk. If the supervisor or instructor does not respond to the report of hazard, contact the Director of EH&S for follow-up.
6. Report any accidents, injuries, or exposures to hazardous chemicals to their supervisor or instructor;
7. Recognize "near misses" and report them to their supervisor or instructor; cooperate in the investigation of any near miss or accident to prevent a recurrence;
8. Understand and use approved safe job or lab methods and recognize potential hazards or consequences if machinery, tools or fellow employees or students fail to perform adequately;

9. Operate only machinery or equipment for which they have been authorized and trained;
10. Use only tools, machinery and vehicles that are in safe working order;
11. Never endanger the health or safety of a co-worker, student, or the public through horseplay, practical jokes, wanton neglect, or thoughtless indifference; and
12. Never be under the influence of intoxicating beverages, mind-altering substances or medication that could affect their performance on the job (also see Campus Drug and Alcohol Policy)

## **Safety Training**

The Montana Safety Culture Act of 1993 and the OSHA Act of 1971 require that Montana Tech provide employee safety training and education programs. In compliance with the above, Montana Tech shall inform all employees of:

- All hazards to which they are exposed;
- Routes of exposure of hazard (i.e., through skin contact, inhalation, ingestion, etc.);
- Proper precautions to protect them from exposure; and
- Emergency treatment procedures

To this end, Montana Tech shall provide employee safety training in the following areas:

- New employee orientation;
- Basic worksite safety;
- Hazardous materials in the workplace (Hazard Communication);
- Accident reporting;
- Emergency procedures;
- Use of personal protective equipment as appropriate and as approved;
- Medical care and first aid;
- Fire protection/prevention;
- Materials handling and storage;
- Machinery and equipment safeguarding; and
- Other areas as deemed necessary by the Safety Committee or departments.

Those in administrative or managerial positions shall provide safety training or make arrangements for safety training when:

1. A new employee or a transferred employee begins work in their department;
2. Procedures have been revised;
3. Specific information must be made available;
4. Employee performance needs improvement; or
5. Loss analysis reveals trends contributing to injuries.

## Medical Treatment

Any employee who is in need of medical treatment because of a work-related accident or injury should:

1. If the injury is not life threatening, attempt to see a family physician first. If that is not possible, go to an Express Care unit or to St. James Emergency Room.
2. If the injury requires immediate attention, go to St. James Emergency Room.
3. In the event of a serious accident or injury where victims should not be moved, call 911 to respond.

## Accident Reporting/Investigation

**All work-related accidents**, whether or not an injury occurs, must be reported within one working day to the Personnel Office (ext. 4380) and Environmental Health & Safety (4463) using the online *First Report of Injury and Occupational Disease* form (accessed through Personnel or EH&S website).

If the incident involves any property damage or loss, the Personnel Office (ext. 4380) and Physical Facilities Director (ext. 4399), must be notified immediately.

Any **non-work related** incidents involving students or visitors must be reported within one working day by telephone or in person to the Personnel Office (ext. 4380) using the *Student/Visitor Incident Report* form.

All work-related accidents involving one or more of the following shall be investigated:

- Injury or death involving a Montana Tech employee. Injury or death of a student will be included in this section if the injury or death occurs on campus.
- Damage to Montana Tech property and/or vehicle in excess of \$250.00.

The immediate supervisor or department head shall make the initial investigation and report using the *First Report of Occupational Injury and Occupational Disease*. If the injury involves a student or visitor, the *Student/Visitor Incident Report* must be used. The completed form shall be sent to the Personnel Office within twenty-four hours of the incident. The Personnel Office will coordinate with the Director of EH&S to investigate the incident.

An accident report **must** be initiated even if the employee does not seek medical attention. This protects both the employee and Montana Tech. If an employee does not complete a report form and later decides to see a doctor, and Montana Tech has no documentation that the accident occurred at work, the claim may be questioned or challenged by Montana Tech and/or the Worker's Compensation carrier, and consequently may be denied, even if no injury or property damage resulted from the incident. A "near-miss" signals that something is not right and should be investigated to prevent further incidents.

An accident report **must** be initiated and reported to the Montana Department of Labor and Industry Safety Bureau within eight hours in the event of the death of any employee from a work-related incident, and reported within 24 hours in the event of the in-patient hospitalization of an employee, an amputation or loss of an eye as a result of a work-related incident.

## **Calling 911**

On the Montana Tech campus, 911 must be called in the following circumstances.

1. **Anytime we have an unconscious person.** Even if the person regains consciousness immediately, 911 must be called. The injured/ill person has the right to refuse treatment, but we have the obligation to get medical help dispatched to the scene. Note: A-1 Ambulance does not charge for coming to the scene if no one is taken in the ambulance.
2. **Any accident, illness, or workplace violence situation where a life-threatening condition exists or a situation where the victim(s) should not be moved.**
3. **Anytime a fire alarm goes off in any campus building.** The call should be made by someone in the building where the alarms are ringing. If Physical Facilities personnel are aware of the alarm, as a backup, they should call 911 in the event someone in the building did not call.

Physical Facilities personnel will go to the scene and wait for the fire department to arrive but will not enter the building. No Montana Tech employee will enter until the firemen have declared the scene safe. However, at the request of the fire department, the facilities personnel may go in with the firemen to view the alarm panel to determine which alarm has been activated. Once the scene has been declared safe, the facilities employees will reset the alarm, and the occupants will be allowed to go back into the building.

**Note:** After 911 is called, campus security (4357) and Environmental Health & Safety (4463) must also be notified.

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