



Category	
POLICY: 7-26 Staff Safety Responsibilities Policy	
Approval	
LT Approved: 8/24/12	
Effective Date: 08/27/12	
Revised: 5/1/12	
Responsible Party: Director , Safety & Security	

Policy Statement

Deans, Program Directors, Security and Facilities personnel are primarily responsible for initiating and maintaining the necessary precautions for health and safety and for compliance with the rules, regulations, and laws governing health and safety.

Implemental Procedures:

The Director of Operations/Facilities is assigned the overall supervision for health and safety responsibilities, as well as delegating the responsibility for implementation of rules, regulations, and laws governing health and safety.

The Director of Operations/Facilities is responsible for monitoring compliance with College safety policies and procedures.

Safety education, as essential in various curriculum areas, is the responsibility of each Dean, Program Director, and classroom instructor.

a. Classroom Instructors

1. Classroom instructors are responsible for obeying all safety policies and establishing and maintaining the practice of good safety techniques.
2. Classroom instructors are responsible for providing safety instruction for all students in the use and proper handling of equipment and materials. The instructor is to document the students' failure to abide by any appropriate safety procedures.
3. Each instructor must document any safety instructions (in writing, audio or visual) prior to the use of potentially hazardous or dangerous equipment and materials.

Safety inspection of the facilities, equipment, and materials is the responsibility of the Program Director and the Director of Operations/Facilities.

Correction of safety and health conditions relating to buildings and equipment is the responsibility of each Dean or Program Director and the Director of Operations/Facilities.

- a. Extremely hazardous and unhealthful conditions requiring immediate attention should be reported by calling the WSU Tech Safety Team (677-1911) and the Director of Operations/Facilities should be immediately notified.
- b. Hazardous and unhealthful conditions not requiring immediate attention shall be reported to the Director of Operations/Facilities. A written work request form for alteration to building or site, service, or safety shall be submitted to Facilities by submitting an email ticket by the person observing an issue.
- c. The Director of Operations/Facilities will be responsible for structuring long range planning requirements into the Facilities budget proposals, subject to available funding.