

ANTIOCH COLLEGE



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SAFETY & OCCUPATIONAL HEALTH PLAN

Antioch College Safety & Occupational Health Plan

College President's Safety Policy Statement

Antioch College will provide and maintain a safe working environment by implementing and following operating practices which will safeguard all staff, faculty and students.

Safety and accident prevention shall be an integral part of all college activities. Safety awareness will be ensured throughout the college community through effective communication of our safety program, policies and procedures via scheduled safety training, safety committee initiatives and accurate reporting and disclosure of all incidents and accidents that occur on our campus. Our goal is to obtain an individual commitment and a positive attitude toward the elimination of all preventable accidents and injuries from all staff, faculty and students.

The Antioch College Safety and Occupational Health Committee will address safety and health issues and advise the operations manager in formulating policy and direction to ensure a safe environment in which to live, study, and work. It shall be the responsibility of the Safety Program Administrator and designated safety committee to develop and enhance the annual college safety plan, coordinate college safety activities, and ensure full compliance with OSHA guidelines and practices.

All staff, faculty and students are expected to take an active role in promoting safety awareness and prevention of accidents and injuries.

College Presidents Signature

PURPOSE

The Antioch College Safety Program sets forth policies, procedures and guidelines for planning, organizing and conducting an effective accident prevention program to reduce the number of incidents which result in personal injury or monetary losses in the form of property damage, spoilage or work stoppage.

SCOPE

The Antioch College Safety Program is published for the information and guidance of all staff, faculty and students, and is designed to promote safe practices and safety awareness, both on and off the campus. It is directed to the prevention of all accidents, including, but not limited to fire, chemical exposure, slips, trips and falls and electrical hazards.

CONCEPTS AND PHILOSOPHY

Accident prevention is a management responsibility. Leadership, direction and support will be provided by college administration to accomplish training and safety awareness while maintaining quality and efficiency with respect to staffing, planning, performance, cost and time.

The Physical Plant Director is the designated Safety Program Administrator and will coordinate the accident prevention program for the College administration.

The Safety Program Administrator will furnish safety information, statistical data, records and reports to College leadership to ensure that appropriate measures shall be taken to avoid accidents. Trends indicating an increase in unsafe practices and accidents shall be reviewed and problems corrected to prevent future occurrences. Safe practices and safe working conditions will be incorporated into all procedures.

Supervisors at all levels will help ensure communication and implementation of proper safe practices and procedures. Supervisors will maintain a safe working area for all personnel through good housekeeping and by providing proper tools and maintaining equipment in good condition.

All staff, faculty and students will be reminded of their safety responsibilities for themselves and for the College. Carelessness and indifference can result in serious injury or death as well as property damage or loss. Continuous improvement and elimination of hazards are key to the success of our safety program

OBJECTIVES AND GOALS

The objective of the Antioch College Safety Program is the prevention of all accidents. For statistical comparison, Antioch College will benchmark its safety performance against other colleges in the Great Lakes College Association in the following manner:

- Staff, faculty and student injury rates shall be lower than the average for all schools in the GLCA.
- Loss time injuries for staff, faculty and students shall be lower than the average for schools in the GLCA.
- Incidence of motor vehicle accidents shall be lower than the average for schools in the GLCA.

Since the primary objective of this program is a reduction in occupational injuries and illnesses, college management will select, yearly, a percentage or reduction desired, based upon past experience and safety accomplishments achieved.

ADMINISTRATION

The administration of the Antioch College Safety Program is a staff responsibility assigned to the Safety Program Administrator, assisted by the Antioch College Safety Committee, consisting of the following individuals:

Chairperson - Physical Plant Director (Safety Program Administrator)
Physical Plant Director
Academic Representative
Office of Advancement Representative
Community Life Representative
Admissions Representative
Alumni Relations
Student Representatives
Public Safety Coordinator Supervisor

The College Safety committee will meet monthly to promote safety programs. Subcommittee meetings shall be conducted as frequently as determined necessary by the chairperson. Meetings will be held to review reported incident/accidents or occupational illnesses, to consider the adequacy of action taken to prevent recurrence of such accidents or illnesses, and to discuss methods for planning, promoting and implementing the Antioch College Safety and Occupational Health Programs. Minutes of monthly meetings will be maintained and distributed to committee members and posted on the college safety website. Records of meeting minutes are kept in the Physical Plant Director's office.

College management will exercise aggressive leadership in safety activities consistent with requirements of current laws, regulations, codes and standards applicable to their department.

All department leaders will promote safe practices to prevent accidents and injuries to staff, faculty and students under their supervision and will consider safety equally important to their primary tasks and responsibilities.

Each employee, as a condition of employment, and each student will adhere to all safety policies and will follow safe practices and procedures at all times.

ANTIOCH COLLEGE SAFETY PROGRAM

The program is designed to provide safety training, education and information for supervisors, staff and students in the areas and subjects directly related to their jobs and activities. New staff are provided safety training during Human Resources New Hire Orientation. New students are provided safety orientation during Community Life Orientation. Annual on-line safety training will also be utilized.

Emphasis shall be placed on rigorous safety inspections of all campus facilities and grounds. Safety inspections will be performed by designated members of the Antioch College Safety Committee.

To create and maintain interest in the safety program, an award program will be initiated, providing for recognition of outstanding safety performance and accomplishment.

Staff, faculty or students who make significant contributions to accident prevention will be recognized for their work.

ADMINISTRATION

Administration, education and enforcement of the safety program will be carried out as follows:

ALL levels of management shall require their staff members and students to report all occupational injuries and accidents immediately.

A "Report of Injury or Illness" form must be submitted to the Physical Plant Director /Safety Program Administrator within 8 hours of the occurrence. Report of Injury or Illness is an in-college report giving information required in OSHA reporting and is to be used for reporting all staff and student accidents/incidents or work-related illnesses.

Student injuries will be reported by the staff member responsible for the student at the time of injury. Staff injuries will be reported by the direct supervisor of the injured staff member.

The Safety Program Administrator Responsibilities:

- Investigate, analyze and record all incidents/accidents to determine root causes and apply corrective action.
- Conduct regular monthly college safety and fire inspections with the assistance of the college safety committee.
- Prepare monthly written reports of incident/accidents and safety concerns or violations to the Operations Manager.
- Follow-up on safety recommendations originating from safety and fire inspections performed by the college safety team, insurance carrier, federal OSHA investigators, and state or county regulatory groups responsible for safety and health.
- Maintain the necessary accident records required by OSHA and provide statistical breakdown and analysis, looking for trends in unsafe conditions or behaviors.
- Review and approve safe operating procedures and all written safe working practices.
- Review all reports of Accident/Injury/Illness or vehicle or property damage reports to ensure proper corrective action. Forms are retained in the office of the Safety Program Administrator/Physical Plant Director, where such reports are initiated. All accidents involving injuries or illness that require outside medical attention must be called into ADP so that proper OSHA documentation can occur.
- Must ensure that monthly inspections of dormitories, classrooms, vehicles and equipment are conducted by the safety team. Deficiencies must be documented and date of corrections noted. Copies of the inspections must be retained for one year.
- Provide or conduct annual safety training courses for all staff, faculty and students per OSHA guidelines.
- Provide or conduct introductory safety training for new staff, faculty and students.
- Provide or conduct basic first-aid/CPR training required by OSHA for all required staff.
- Provide or conduct basic emergency evacuation training for all staff, faculty and students.
- Conduct annual fire drills and tornado drills.
- Prepare a monthly report to operations manager detailing all incident/accidents that occurred and corrective preventive measures taken.
- Distribute safety publications, brochures, pamphlets, handbooks and all current safety data available to supervisors.
- Provide bulletin boards with safety information throughout the College and change safety posters frequently.
- Maintain a safety reference library including current safety codes, standards, rules and regulations.
- Apply for membership in the local Greene County Safety Council and other organizations that provide safety and health information and training aides.

SAFETY TRAINING

Safety training for staff, faculty and students will be implemented in the following manner:

Office Staff and Faculty – Annual On-line training on general office safety covering basic safety awareness on the following topics:

- Emergency Evacuation
- Fire Safety
- Electrical Safety
- Office Ergonomics
- Slips, Trips and Falls
- Blood Bourne Pathogens
- Hazardous Communication

Maintenance and Property Staff – Annual classroom and hands on safety training on the following topics:

- Fire Safety
- Electrical Safety
- Slips, Trips and Falls
- Blood Bourne Pathogens
- Hazardous Communication
- Lock Out/Tag Out
- Hearing Conservation

Students - Safety Orientation covering the following topics:

- Emergency Evacuation
- Fire Safety
- Lead and Asbestos Awareness
- Recreational/Pool Safety

ENFORCEMENT

The safety committee will meet monthly to establish safety policy, review safety performance and follow-up on corrective measures recommended in reports.

Monthly safety inspection will be performed by designated safety committee members. All unsafe conditions, practices or behaviors identified during the monthly safety inspections will be documented and corrective actions will be implemented.

STUDENT PARTICIPATION

Students shall be responsible for their safe performance and for observing safety and occupational health procedures and stipulated in 29 CFR 1960.10. Students shall:

- Remain continually aware of the necessary job safety and health precautions.
- Recognize unsafe and unhealthy conditions and immediately report detrimental conditions.
- Notify the RLM and/or instructor immediately of unsafe and unhealthy conditions.
- Report all accidents, injuries and illnesses to the immediate supervisor or instructor.
- Wear and use prescribed safety and occupational health equipment as required when working in Sculpture Studio, Woodshop, Science Labs or any classroom setting where PPE should be worn for protection.

EMERGENCY PROCEDERUES

NOTIFICATION TELEPHONE NUMBERS

In the event of disaster or other emergency, the following emergency personnel are to be contacted: (Caller must dial “8” from campus phone)

Physical Plant Director/Safety Program Administrator	937-478-2704
College Public Safety Staff	937-361-0782
Miami Township Fire and Rescue	911
Police Department	911

BUILDING EVACUATION PROCEDURES AND RESPONSIBILITIES (ALL STAFF)

Secure the areas. Assist students and staff in orderly evacuation via posted primary evacuation route. Proceed to assigned locations. Close doors in each unit after evacuations. Monitor evacuation and perform roll calls and crowd control. Students shall stay with assigned staff. (Note: if primary designated route is blocked by fire, proceed to nearest exit away from fire).

DESIGNATED BUILDING EVACUATION REASSEMBLY AREAS

South Hall – McGregor Hall Lobby
McGregor Hall – South Hall Lobby
Birch Hall – Pennell House Lobby
North Hall – Birch Hall Lobby

Library – South Hall Lobby
Wellness Center – Library Lobby
CSK - McGregor
Case Commons – North Hall
Kettering Building (WYSO) – Maintenance Building
Art Annex – Theater Lobby
Science – Theater Lobby
Theater – Science Lobby
Art Annex - Theater

RESIDENTIAL STAFF RESPONSIBILITIES

The residential staff will keep an emergency first aid kit, unit roster and keys to be carried during evacuations.

Staff and RA's shall leave the floors last and shall have responsibility for making sure all students have left the unit. Designated RA's will perform a head count for their areas of responsibility. **The On Call Designee will report headcounts to Emergency Personnel immediately upon arriving outside. Names and room numbers of all students unaccounted for will be reported to Emergency Personnel.**

Antioch College Public Safety are designated first responders and will assist with evacuation of building.

STUDENT RESPONSIBILITIES

Students discovering a fire should pull the alarm (if not automatically initiated), report location of the fire to the nearest staff member, and proceed to evacuate the building.

At the sound of the alarm, each student will proceed out of the building via the designated fire exit. **No one is to use the elevators. Elevators can entrap individuals and fill with smoke during a fire.**

Every student will dress quickly and appropriately, or if it is not possible, use a blanket or coat and exit the building via the proper designated route.

Each dorm unit has a designated area where students will report and remain until further instructions are received. Roll will be taken to ascertain all students are present and accounted for. Any absences must be reported immediately to the emergency personnel on the scene.

SPECIAL NOTES

Staff members will assume authority for the students in their immediate vicinity, making sure they remain orderly. No one will return to the building until instructed to return.

Master Keys are kept at each building for immediate access of local Miami Township Fire Department.

If the building cannot be re-entered, the Emergency Relocation Plan will be followed.

The College Public Safety Coordinator (Security) will submit a written report to the Vice President of Finance & Administration and Safety Program Administrator listing the time of the evacuation and areas where problems occurred during the evacuation. Copies of these reports will be maintained on file in the Safety Program Administrator's office.

FIRE WATCH

In any building without a functional fire alarm system, the safety office will ensure that a loud and clear verbal fire warning is issued and is capable of being heard in all parts of the building. In the event there are hearing impaired persons occupying the building, the Safety Program Administrator or will ensure that they are suitably notified in the event of a fire.

The Safety Program Administrator is responsible to notify the Miami Township Fire Department anytime a fire alarm is not functioning.

The Safety Program Administrator is required to perform fire watch tours every hour while the building is occupied. The tours must include all spaces of the building that may be occupied by students, staff and/or visitors. The building Safety Program Administrator must document these tours on a log sheet provided by the Miami Township fire Department.

CLASSES OF FIRES

A Class "A" fire is one in which paper, cloth, wood, and trash are burning. It can be extinguished best by using WATER. However, a fire extinguisher that is marked "A.B.C." that is filled with a dry chemical powder or carbon dioxide can be used.

Water will do the best job!

A Class “B” fire is one in which flammable liquids are burning. It can best be extinguished by a carbon dioxide extinguisher. A fine spray of water might add oxygen to the fire and help it burn even better. Get an extinguisher that is marked with a “B” in a red square for this type of fire.

A Class “C” fire is one in which electrical wiring and equipment are burning or are within the blaze. **DO NOT USE A WATER OR LIQUID** extinguisher on electrical fires. Be sure to use an extinguisher marked with a “C” in a blue circle on the extinguisher.

SEVERE WEATHER CONDITIONS

TORNADO

In the event of a tornado alert or drill, all staff and students should report to the Designated Tornado Safe Zone, line up against the walls and sit on the floor away from window or doors that exit to the outside. Staff needs to bring their roll call sheets to verify head count. Staff will follow building evacuation responsibilities making sure assigned areas are clear, and been evacuated to basement or designated tornado safe area. Remain seated until the all-clear announcement is given. Tornado drills are to be conducted by the Safety Program Administrator annually between the months of March and April every calendar year.

A **TORNADO** is a violently rotating column of air that extends from the base of a thunderstorm. A condensation funnel does not need to reach the ground for a tornado to be present. A debris cloud beneath a thunderstorm is all that is needed to confirm the presence of a tornado.

TORNADO WATCH is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Watches are usually issued for four to eight hours. During the tornado watch, people should review tornado safety rules and be prepared to move to a place of safety if threatening weather approaches. Listen to a radio or newscasts for up-to-date weather information.

TORNADO WARNING is issued by the local National Weather Service when a tornado has been detected by Doppler radar or sighted by storm spotters. A tornado watch does not have to be in effect for a tornado to form. If a tornado warning is issued for your area, seek safe shelter immediately. Tornado warnings are usually issued for 30 minutes.

STAFF RESPONSIBILITIES

Upon receiving the warning of high winds or tornados, staff members will move students to the designated tornado safe areas and have them sit down with their back against the wall, and close all doors. Make sure everyone is away from windows, door with glass etc. Everyone will remain in the tornado safe areas and remain seated until Safety Program Administrator or emergency personnel give the all clear to return to normal

activity

STUDENT RESPONSIBILITIES

Students, upon receiving warning, will proceed to the designate tornado safe area, sit with their back against the wall, head down and covered and stay away from windows, doors with glass, etc. Students will remain in tornado safe area until told to return to normal activity.

Tornado Safe areas on campus are as follows:

South Hall – Basement
McGregor Hall - Basement
Library - Basement
Birch Hall – Ground Floor Hallway
CSK – Restrooms
Case Commons – Lower Level Restrooms
Wellness Center – Locker Rooms or Racquetball courts
Folkmanis - Basement
Art Annex – Restroom
Theater – Restrooms
Science – Lower Level Corridors and Restrooms
Kettering Building – 1st Floor Corridor

Tornado Emergency Notification:

Weather Alert Radios will be installed in each building and monitored by a staff designee. In the event of a Tornado warning the designee will notify all building occupants of threat (via air horn) and occupants will immediately evacuate to Tornado safe area and remain there until all clear is given by Safety Program Administrator or emergency personnel.

EMERGENCY RELOCATION PROCEDURES

Following evacuation of the building, the Miami Township Fire Chief will determine in consultation with college authorities if is safe to re-enter the building or not. If building is deemed unsafe to re-enter, then occupants will relocate to an alternative dorm or administrative building.

RETURNING STUDENTS TO THE COLLEGE IN EMERGENCY SITUATIONS

Definition

Students who become involved in situations outside the College that require an escort back to the College for reasons of injury, illness, or any inability to function on their own volition can constitute an emergency situation.

The responsibility for returning such students back to the College will be that of the Community Life Director. If the Community Life is unavailable, the Residential Living Manager or designee will assume responsibility for returning students to the College.

If serious illness or injury of a student is determined, an ambulance will be called and the student will be transported to the nearest emergency facility, escorted by the residential staff member. The Community Life director will report student injury to VP of Finance & Administration and Safety Program Administrator as soon as possible once student has been attended to.

BOMB THREAT PROCEDURES

In the event of a bomb threat, the following procedures should be followed:

The person receiving the call, upon receiving a bomb threat, should immediately use the bomb threat checklist. Each item on the list should be checked off as accurately as possible.

Try to obtain as much information as necessary in order to report the findings to the proper authorities. Upon receiving information from the caller, the operator should immediately contact the Public Safety Coordinator.

In the event a bomb threat is received after normal working hours, it will be handled by the campus security officer.

The Emergency Bomb Squad will be called by dialing 911.

If the Public Safety Coordinator and Emergency Bomb Squad Personnel feel that is necessary to evacuate the building, the same procedure used for fire drills will apply for the bomb threat.

The Police and Emergency Bomb Squad will make the search for the bomb. College staff nor students are permitted to assist in or make any searches.

NOTE: All bomb threats must be reported to the Police by the Public Safety Coordinator (Security), and a full report must be sent to the college Safety Program Administrator and VP of Finance and Administration.

EMERGENCY TELEPHONE NUMBERS (Dial "8" first from a campus phone)

Fire – Miami Township Fire Department

911

Police – Yellow Springs Police Department 911
Ambulance – Miami Township Fire Department 911

KEY COLLEGE PERSONNEL

VP of Finance & Administration – Andrea Adkins 937-286-6761
Safety Program Administrator – Reggie Stratton 937-478-2704
Community Life Director – Lori Collins-Hall 937-319-0069
Public Safety Director – Roger Stoppa 937-361-0782