



ANTIOCH  
COLLEGE

---

## ***Workplace Accident and Injury Reduction Program***

Antioch College has established a Workplace Accident and Injury Reduction Program (*W.A.I.R.*) that promotes safe and healthful working conditions. Leadership, Faculty and Staff are responsible for implementing the program and continued participation will be established, measured and maintained through the following practices:

- Monthly review of safety incidents and accidents by Safety Committee during safety meetings.
- Participation by all in safety programs, orientation, training, safety council meetings and other safety events.
- Injury Illness reporting (See Incident/accident Reporting Procedure “Attachment A”)
- Personal accountability and enforcement via annual employee review process.
- Internal monthly auditing by Safety Team.
- Annual report to Director of Finance & Operations by Safety Program Administrator.

Methods used to identify, analyze and control new or existing hazards, conditions and operations are as follows:

- Maintenance Request to address unsafe equipment or conditions.
- Safety Team Inspections
- Incident Accident Reporting
- Trending Analysis

Communication of work-related hazards and controls will be accomplished by the following methods:

- Monthly training on all appropriate safety topics for college Facilities and Housekeeping Staff
- Annual Safety training for all Staff and Faculty
- New Student Safety Orientation (Occurs annually in the Fall term)
- E-mails and Postings

Workplace accidents will be thoroughly investigated and corrective/preventive actions or measures implemented and followed up per the company’s Incident Accident Reporting procedure. (See “Attachment A”- Incident Accident Reporting Procedure)

Safe work practices and rules will be enforced by the following methods:

- Annual Employee Reviews - Personal Accountability
- Disciplinary Action