



SAFETY HANDBOOK

2022

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LEADERSHIP STATEMENT

LC State is committed to providing a healthy and safe work environment for employees and others that may work, visit, or enter our facilities. It is our policy to manage and conduct operations and business in a manner that offers maximum protection to every employee and any other person that may be affected by our operations and business.

We will make every effort to provide a working environment that is free from any recognized or potential hazards. We recognize the success of a safety program is contingent and dependent upon support and involvement from all campus employees including the executive level of management.

LC State will establish avenues to solicit and receive comments, information, and assistance from employees where safety and health is concerned. LC State will comply with all safety and health regulations established by federal, state, and local agencies. Campus management and designated supervisors will set an exemplary example of commitment to safety and health at LC State.

Safety is a part of every employee's workplace responsibility and every employee is considered a member of the safety effort and should conduct themselves accordingly.

Lewis-Clark State College

Julie Crea
Vice President for Finance and Administration

GOALS AND OBJECTIVES

The following goals are a desired result for LC State:

- LC State employees are responsible for maintaining the safety of themselves and others.
- Elimination of hazards (current and potential) that expose or create risk of any nature.
- An ongoing effort to reduce work-related incidents resulting in injury or illness to any employee associated with our operation.
- An increased awareness of the overall safe operation of facilities.
- To provide a work environment that is maintained as free as possible from recognized hazards.

The following objectives have been established and will be instrumental in achieving the goals set forth for LC State:

- Commitment for ongoing support at every level of management and personnel.
- Assigned responsibilities and accountability for the safety program.
- Allocation of resources to the safety program.
- Established lines of communication involving management and employees at all levels for safety and health concerns.
- Effective records and documentation maintenance and review.
- Completion of periodic safety audits.
- Effective orientation and training programs.
- Regular program review and revision procedures.

AUTHORITY AND ACCOUNTABILITY

The Human Resource Services and Physical Plant Directors are responsible for establishing policies for the continued development of the safety and health program.

The authority to carry out disciplinary actions for those that violate safety and health policies, procedures, or rules is inherent in the current management structure.

Supervisors are responsible and will be held accountable to ensure that employees under their guidance follow all safety and health policies, procedures, and rules established by LC State. They are also responsible for administering or delegating others to train employees under their direction.

Employees of LC State are responsible and will be held accountable for providing commitment to the safety and health program, following the policies, procedures, rules set forth, and becoming actively involved in providing a safe and healthy workplace for all involved.

Employers of outside contractors that provide or perform services for LC State are responsible to ensure that their employees, and the services provided by their employees, are performed and delivered in a manner that is consistent with LC State's commitment to safety and health. The Safety Handbook will be made available for review to contractors.

EMPLOYEE COMMITMENT AND RESPONSIBILITIES

LC State recognizes the success of any campus-wide endeavor is largely dependent upon the commitment of the entire workforce. LC State also recognizes the value of employee participation to assist in realizing the goals for LC State.

The College expects that employees will act with commitment to a safe and healthy work environment by following the safety and health policies, procedures, or rules established by LC State.

Employees are encouraged and expected to become involved in all aspects of a safety conscious work environment.

Employees will be expected to perform job duties in a manner that is safe for themselves as well as those around them.

Employees are required to abide by safety and health policies, procedures, and rules established by LC State.

Employees will adhere to the safety and health regulations established by federal, state, and local agencies.

Adhering to the safety and health program of LC State is not optional, it is expected and required. Initial and continued employment is contingent upon recognizing and abiding by the safety and health policies, procedures, and rules established by LC State.

EMPLOYEE PARTICIPATION

Management encourages employee participation in the ongoing safety and health initiatives for LC State. Each employee has an opportunity to participate and be responsible for the safety in their work area.

Emergency Management & Safety Committee (EMSC)

LC State's EMSC holds quarterly meetings to discuss safety and health issues or concerns and increase employee awareness of the safety and health programs. The intent of the regular meetings is to keep safety active in the minds of the employees and offer an avenue for employees to voice concern regarding workplace safety and health.

Meeting minutes are documented and published on the EMSC website. Minutes will contain safety items and procedures discussed as well as the date and time of the meeting.

Reporting of Hazards and Unsafe Conditions

Employees are required to report hazards and unsafe conditions in the workplace to their supervisor or manager.

1. The supervisor/manager will review the report to determine if a hazard exists.
 - a. If it is determined that a hazard does exist, immediate attention will be taken to correct the hazard or interim protective measures will be provided until it can be corrected.
 - b. Regardless of whether or not a hazard is determined, the reporting employee will be notified of the corrective action or the procedures that led to the conclusion that no hazard existed.
 - c. If practical, this information will be shared with all employees of the College.

Safety Suggestion

Employees are encouraged to make suggestions and/or recommendations concerning safety and health to the EMSC by emailing emsc@lsc.edu. Suggestions will be reviewed at the EMSC Meetings.

Documentation

All reports of hazards and corrective measures/action taken will be documented and recorded. This documentation will be reviewed by management. Pertinent information will be made available for employee review.

ACCIDENT REPORTING, MODIFIED DUTY AND INVESTIGATIONS

Supervisors will review work-related accidents and near-miss incidents involving employees or campus property to develop preventive measures and implement corrective actions. Employees have the right to report work-related injuries and illnesses without fear of retaliation.

Employee Reporting

- Employees are required to immediately report any of the following to their supervisor or lead:
 - Accidents or incidents resulting in injury or illness of any significance (including first aid related cases)
 - Accidents or incidents resulting in property or equipment damage of any magnitude.
 - Any near-miss incidents that could potentially have resulted in injury or illness to an employee or property damage.
- If an employee is injured at work, the employee will complete the Idaho State Insurance Fund's First Report of Injury form and present it to their supervisor in order to complete and document the investigation.

Medical Treatment

The following procedures are to be followed in the event an employee is injured while at work:

- Supervisor/manager will evaluate and ask the employee whether they would like to seek medical treatment.

- If the injured employee appears to be in such condition they should not be moved, call **911** and request medical assistance.
- If the injured employee opts not to seek treatment, the Supervisor's Accident and Investigation and Report Form will be completed (also provides documentation if issues arise at a later date and employee wants to seek treatment).
- If the injured employee wants medical treatment, the employee should present themselves to the designated medical provider.

Designated Medical Provider:

Sterling Urgent Care
2201 Thain Grade, Lewiston, ID 83501

In the event a reported/documented work-related injury requires treatment outside of regular work hours:

- Nonemergency – notify the supervisor and schedule an appointment.
- Emergency – contact the Supervisor working & then report to Sterling Urgent Care.
- If unable to contact Supervisor, report to the Designated Medical Provider and then follow up with the Supervisor the next working day.

Modified Duty Program

- The purpose of the Modified Duty Program is to retain employees recovering from work-related injuries who are medically restricted from performing their regular duties. The employee may be assigned to modified duty when possible. Each case will be examined on its own merit, as each situation is unique and each person's requirements will vary.

While assigned to the Modified Duty Program all campus rules as noted in the Employee Handbook will remain in effect, and must be complied with.

If there are any questions or concerns, please contact a Human Resources representative.

The goal is to return healthy employees to their regular positions as soon as possible.

LC State reserves the right to adjust or make changes to the Modified Duty Program as necessary.

Employer Reporting

The Human Resource Services Director or a designee will report the following accidents on the OSHA 300 as required:

- Work-related fatalities will be reported to OSHA within eight (8) hours of finding out about the fatality.
- All work-related inpatient hospitalization, amputation, or eye loss will be reported to OSHA within twenty-four (24) hours.
- Lost workday cases other than fatalities.
- Non-fatal cases without lost workdays which result in transfer to another job or require medical treatment other than first aid, or involve loss of consciousness or restriction of work or motion. This category also includes any diagnosed occupational illnesses which are reported to the employer but are not classified as fatalities or lost workday cases.

Accident Investigation

Supervisors are responsible for conducting accident investigations that occur in their areas or that affect employees under their supervision. Upon notification of an accident or near miss incident, the responsible supervisor(s) will begin investigative proceedings to determine the following:

- How the accident or incident occurred.
- Any special circumstances involved.
- Underlying, indirect, or associated causes.
- Corrective actions or preventive measures to be taken.

Documentation

All activities and findings of the investigators will be documented and sent to the Human Resource Services Director.

Accident investigation documentation will record at a minimum, the following information:

- Date and time of occurrence.
- Name of person(s) involved, job title, area assigned.
- Location of occurrence.
- Nature and severity of injury or illness.
- Name of person(s) conducting the investigation.
- Name of immediate supervisor of employee.
- Job assignment or duties being performed at time of incident.
- Details of how the accident occurred.
- Injury, part of body effected.
- Description of any equipment affected or involved.
- Names and comments of witnesses.
- Direct cause.
- Indirect, underlying, or contributing factors (including fault or failure in safety and health program elements).
- Corrective action implemented or preventive measures taken.

RECORD KEEPING

LC State believes that a key to reviewing and identifying trends in a safety program is through effective record keeping. LC State is committed to implementing and maintaining active, up-to-date records.

Data pertaining to injuries or illnesses that did not require medical treatment, or were not recordable on the above-mentioned documents, will be recorded on the [Accident/Loss/Safety Hazard Report Form](#), reported to HR, and kept in the department files. This will include first aid treatment of any kind.

ANALYSIS

The Human Resource Services Director or designee will review injury records (OSHA-300) annually in January and accident investigation reports to identify injury trends and recommend corrective measures. Inspection reports will be reviewed by the Physical Plant Director and hazard reports will be reviewed by the EMSC to determine hazard trends and safety program deficiencies.

Trend analysis will identify recurring accidents and near-miss incidents resulting in, or potentially involving injury, illness, or property damage. The analysis will also recognize repeatedly identified hazards/violations needing corrective action to establish what program component is failing that allowed the hazard to exist.

Information will be provided to the EMSC and the appropriate supervisors to assist in recommendations for corrective measures.

- Employees will be made aware of developing trends and hazard exposures as they are recognized.
- Trends of accidents or hazard recurrences will be a focal point for corrective action and employee training as needed.
- Corrective measures will be reviewed until the causing factor has been eliminated or controlled.
- Employee training records will also be reviewed at least annually to ensure an adequate and effective training program is maintained. Employees may be interviewed from time to time to establish retention of training and determine when information should be supported or repeated.

DISCIPLINARY ACTION

LC State is committed to providing a safe and secure workplace and strives to ensure that all individuals associated with LC State are treated in a respectful and fair manner. People who work together have an impact on each other's performance, productivity, and personal satisfaction in their jobs. Employees are expected to conduct themselves in an intelligent, mature, and responsible manner. In this regard there are certain standards of conduct that employees must know and follow. Where, in the judgment of LC State, an employee's performance or conduct does not meet our expectations, LC State may take any of the following actions that are determined by LC State to be appropriate, including but not limited to verbal warnings, written warnings, suspensions, demotions and termination.

These actions are a tool to ensure enforcement of the rules and procedures for a safe and healthy working environment and apply to employees of LC State.

SAFETY AND HEALTH TRAINING

LC State is committed to providing safety and health related orientation and training to employees at all levels of LC State.

Ongoing Training

Employees are required to participate in the ongoing safety and health trainings as pertaining to their position. The frequency, repetitiveness, and subject matter will vary. Employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable level prior to returning to the job assignment.

Documentation

Any and all safety and health related training administered will be forwarded to Human Resource Services to include in the employee's personnel file. This information will include at least the following information:

- Date of training session
- Provider (name of person conducting training or external company)
- Subject matter
- Name of attendee(s)
- Signature or acknowledgment of attendance

FIRE PREVENTION

The most common causes of fires are matches and smoking materials that are thrown away while still hot or burning. Employees are expected to help protect LC State facilities by observing the following:

- Smoke only in the designated area outside and ensure all matches and smoking materials are extinguished prior to returning to work.
- Substances such as gasoline, paint thinner, lacquers, and metallic dust are a potential fire hazard and are never to be used for purposes other than their designed use.
- Hazardous materials are to be stored in approved flammable lockers. There are multiple flammable lockers at LC State for storage of hazardous materials, such as in the Landscape shop at the Physical Plant and in the Stockroom in Sacajawea Hall.
- In the event of a fire, use the “**RED**” alarm pull station to evacuate the facility and clear the area for trained personnel. See the [LC State Emergency Evacuation Plan](#) for more information.
- Fire extinguisher training is provided to select individuals based on job duties/position by Campus Security. If there is a fire that can be extinguished by using a fire extinguisher, utilize care (this is voluntary act).
 - Do not attempt to extinguish electrical fires with water or foam fire extinguishers.
- Know the location of the nearest emergency exit and follow the procedures outlined in the Emergency Evacuation Plan. In case of emergency call the Fire Department at **911**.

FACILITY SAFETY RULES

Walkways and Exits

- Exits will be marked and kept clear at all times and remain unlocked during working hours.
- Always use handrails when walking up or down stairways. Do not take more than one step at a time.
- Always use ladders, ramps, stairways and paths intended for safe travel.
- Aisles, hallways, doorways, fire extinguisher locations, electrical panels, and main fire system components are to remain accessible. Items stacked on shelves are to be no closer than 18 inches to the overhead sprinkler system.
- Materials stacked on pallets should be done in such a manner that will not fall or that sharp edges do not protrude into the aisles.

Electric Panels and Lines

- Keep access to electrical panels clear at all times.
- Do not place items on top of electrical panels; they are to remain clear at all times.
- Use only properly rated electrical extension cords.
- Extension cords are intended for temporary use only.
- Only qualified employees are authorized to perform electrical repairs.
- Cords that must be placed across an aisle way must be clearly marked and protected by a barrier.

Housekeeping

- Keep areas clean and safe.
- Put items that may cause slips, trips or falls in proper receptacles.
- Throw waste materials in the cans provided for this purpose.
- Maintaining a clean dry floor in the work area will assist greatly in the prevention of slip and fall injuries.

Non-Employees

While inside LC State facilities, the actions of individuals who are not LC State employees should be supervised and limited. Non-LC State employees are not permitted to operate LC State owned or leased equipment, vehicles, or machinery. Contractors and vendors must be authorized to operate LC State owned or leased equipment, and maintain appropriate [insurance coverage](#). LC State students must be duly authorized and/or supervised when operating LC State owned or leased equipment, vehicles, or machinery. Students who have completed a [Vehicle Use Agreement](#) may operate LC State owned, leased vehicle, or customer vehicle under the authorization of an LC Employee. Contact Risk Management with any questions and for information on authorized volunteers.

WORKPLACE VIOLENCE

Employees, customers, visitors, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. LC State will not tolerate violence in the workplace. Examples include, but are not limited to: physical altercations, coercion, pushing or shoving, intimidation, harassment, stalking, threatening others, possession of a weapon on Campus premises including the parking lot, etc. Additionally, any comments about violence will be taken seriously—and may result in the employee's immediate termination from employment.

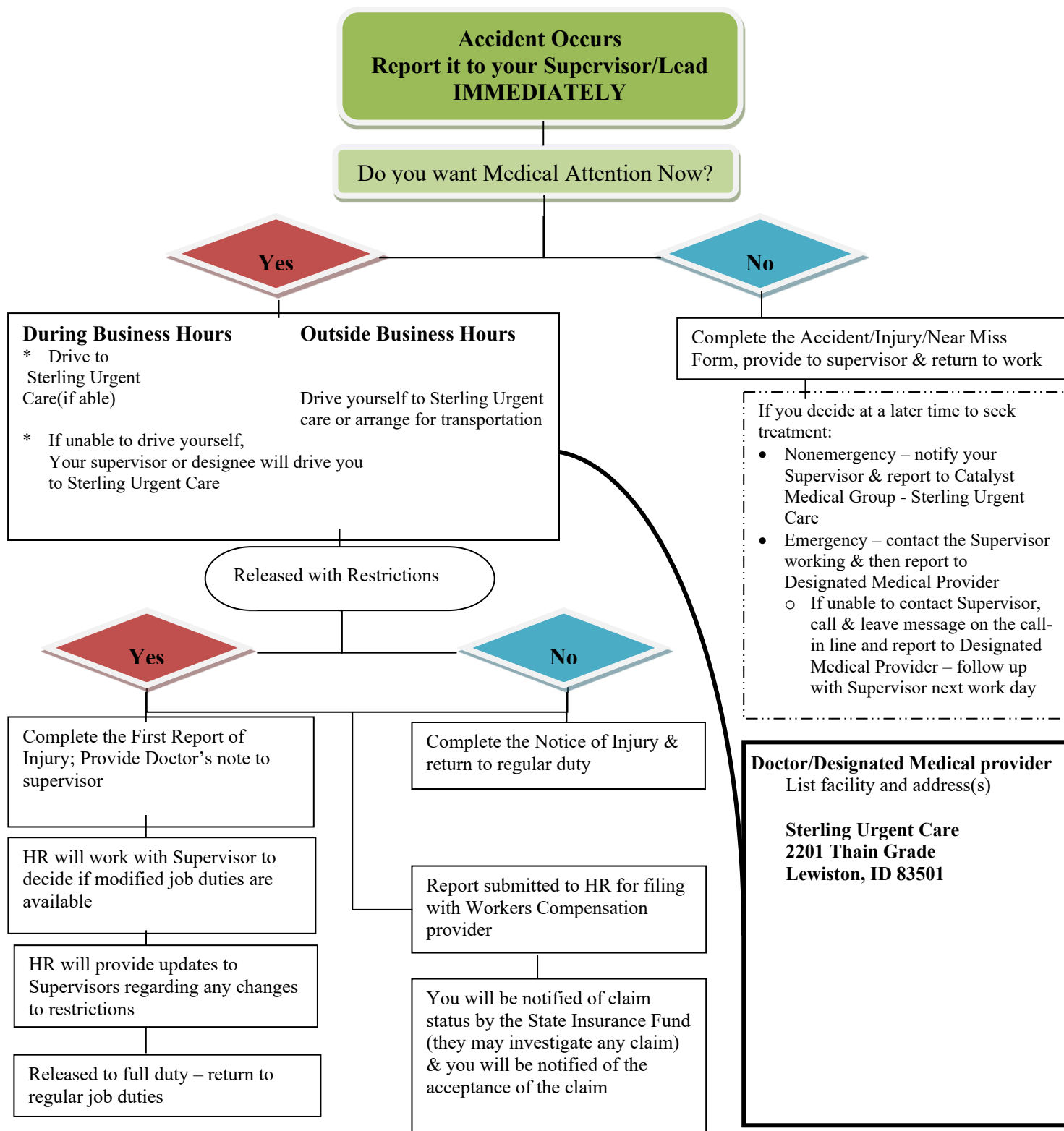
Indirect or direct threats of violence, incidents of violence and suspicious individuals or activities should be reported immediately to Security, Human Resource Services, or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. All incidents will be investigated and appropriate action will be taken. Employees will not face retaliation for making a good faith report.

Employees should promptly inform the Security Director and Human Resource Services of any protective or restraining order that is in place that lists the workplace as a protected area and provide a copy of the order.

REVIEW AND REVISION

The Human Resource Services and Physical Plant Directors or other designated representative will review and revise the components of the Safety Handbook for effectiveness and implementation annually. Special attention will be devoted to areas and criteria that demonstrate failure in a program component, introduction of new procedures, processes, or equipment. Corrective measures will be taken as needed to reemphasize or restructure the Safety Handbook to perform at the optimum effectiveness.

Incident/Accident Flow Chart



I understand that all injuries are to be reported **IMMEDIATELY**, if not reported immediately, I will be subject to disciplinary action, up to and including termination.

(Print Name)

(Signature)

(Date)



Safety Handbook Acknowledgment Form

I acknowledge that I have received a copy of and have read all of the information in the LC State Safety Handbook. I understand and agree that it is my responsibility to abide by the policies and procedures in the LC State Safety Handbook.

I understand that LC State reserves the right to modify, revoke, suspend, terminate or change any or all of the policies and procedures in whole or in part at any time, with or without notice, solely and at its discretion. I understand that this Handbook supersedes any and all prior handbooks issued.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (PRINT)