

ASSIGNMENT OF SAFETY RESPONSIBILITY

BRCC is mandated to comply with legislation establishing the Office of Risk Management and the Bureau of Risk Analysis and Loss Prevention (L.R.S. 39:1543-1544). In doing so, we have established a safety program with feedback from our faculty/staff, and adopted rules and regulations governing safety procedures unique to our campuses.

Although the ultimate responsibility for preventing accidents and controlling hazards rests with management, employees, students, and visitors must contribute to the elimination of potential hazards by adopting safe and efficient work practices. The keys to effective safety performance are management procedures that assign accountability. BRCC has prepared and shall continue to evaluate, revise, adopt, and enforce such rules, regulations, and practices as deemed necessary and appropriate for the health and safety of students, faculty, staff, and visitors of the College.

Department/Agency Head

The Department/Agency Head has full administrative responsibility for the safety program. Their duties should include but not be limited to:

- Authorizes necessary expenditures to provide safe work conditions.
- Approves safety policies as formulated by the safety officer or safety committee.
- Participates in the safety program as recommended by the safety officer or committee (conducts safety tours, approves safety contracts, reviews and responds to safety reports, ensures safety awareness among key management personnel, evaluates safety program, reviews safety audits).

Duties of the Environmental Health and Safety Department/Director/Designee

The Director of Environmental Health & Safety is responsible for the overall safety program. He/she must have open communication with all safety officers and safety committee members at each BRCC facility and demonstrate leadership in carrying out their duties and responsibilities. Their duties should include but not be limited to:

- Primary responsibility for coordinating the safety operations at each facility.
- Keeping and analyzing accident records.
- Conducting educational activities.
- Conducting activities to stimulate and maintain interest in safety among employees.
- Serving on the safety committee; identify and correct unsafe acts and conditions.
- Reviewing/ supervising accident/incident reports and investigating when necessary.
- Planning and directing a regular program of safety inspections, to include building and property; checking for compliance with applicable safety laws and codes.
- Recommending the adoption of overall safety policies to the Chancellor/Designee.
- Communicating goals of the safety plan with all faculty, staff, students, and visitors.
- Communicating campus safety problems to superiors for corrective action.
- The Director of Environmental Safety is responsible for the development, implementation, and maintenance of programs that work toward the goals and objectives needed to achieve the reduction and eventual elimination of accidents/incidents among employees and students.
- Develop and implement a safety training program to include new employees and student orientation to include annual/periodic training/retraining programs (i.e. Emergency Management Program & Procedures).
- Issuing regular reports showing safety performance and accident trends in an effort to make recommendations for corrective action.
- Review identified injury/illness trends and histories and make recommendations for corrective action as needed.

Responsibilities of the Environmental Health and Safety Department/Director/Designee:

Responsibilities should include, but not be limited to:

- Shall be authorized to ensure the procedures of the Emergency Evacuation Plan are adhered to by all employees, students, and visitors.
- Shall work with BRCC Public Safety to develop, implement, enforce, and maintain a safe evacuation radius for emergency situations.
- Shall ensure rooms, halls, and exits/exit doors remain free of obstructions at all times.
- Shall ensure fire extinguishers, hoses, and other safety appliances, devices, equipment, etc. remain free from obstruction and are serviced and maintained in proper working order.
- Shall coordinate the formulation of plans and procedures with all campuses/departments.
- Periodic emergency management drills shall be held to familiarize all personnel with established policies, procedures duties, and responsibilities.
- Shall ensure all personnel in the building actively participate in drills.

Duties of the Employee

Responsibilities should include, but not limited to:

- Perform their jobs in accordance with all established safe work policies and procedures, recognize accept responsibility for their safety and that of fellow employees as well as students and visitors.
- Makes safety suggestions and/or recommendations; Observe safety rules & regulations.
- Serve on safety committees; Document and report all injuries and/or illnesses.
- Document and report all hazards, observed unsafe practices, acts and conditions.
- Actively participate in the safety program.
- Asks for assistance or further explanation when needed.

Duties of the Maintenance Personnel

- Perform their jobs in accordance with established safe work policies and procedures, recognize and accept responsibility for their safety and that of fellow employees as well as students and visitors.
- Document and report all injuries.
- Document and report all hazards, observed unsafe practices, acts, and conditions.
- Actively participate in the safety program & works with safety committee & foremen to ensure safe work conditions.
- Executes work orders promptly.
- Cooperates in devising safety equipment, guards, and appliances.
- Maintains a regular maintenance schedule on all equipment and keeps maintenance records.
- Makes regularly scheduled inspections & reports as instructed by Safety Department.

Supervisor/Foreman

- Inspects work area for compliance with safe work practices and safety rules.
- Trains employees to work safely; Corrects unsafe conditions and unsafe acts.
- Obtains prompt first aid for the injured.
- Reports and investigates accidents and works with Agency loss prevention representative to determine cause and correct any problems.
- Serves on safety committee; Holds crew safety meetings.
- Discusses safety with individual employees.

Safety Committee

The regulatory and enforcement body of the safety program or advisory committee that primarily meets for the purpose of discussing and taking effective action on mitigating unsafe acts and conditions at BRCC locations.

In carrying out its advisory function, the Safety Committee shall work in such a manner as to enlist cooperation of members of the College community in the safety program at every level of management within the College. The Safety Committee shall be composed of the following persons:

- Environmental Health & Safety Director, Safety Committee Chair
- Director of Public Safety/ Assistant Chief of Police/ Sergeant
- Executive Director of Facility Services/Assistant Director/Operations Supervisor
- Maintenance Personnel
- Supervisor/Foreman
- Laboratory Manager
- Nursing Department Instructor
- Acadian Campus Site Administrator
- Central Campus Site Administrator
- Jackson Campus Site Administrator
- New Roads Campus Site Administrator
- Port Allen Campus Site Administrator

Duties of College Safety Committee

The College Safety Committee shall serve the College in an advisory capacity in reviewing safety problems, developing means and methods for resolving the problems and in developing the necessary procedures for placing acceptable means into effect. Specifically, the Safety Committee shall:

- Assist in developing safety education/training programs designed to create and maintain an interest in job safety.
- Assist in coordinating the efforts of the safety committees organized within the various colleges, schools, and in coordinating major activities of the College.
- Review reports of serious accidents or fires with the Human Resource office.
- Provide the suggestions and recommendations to correct hazardous conditions and/or unsafe work practices.
- Recommend those changes to existing policies or new policies to minimize unsafe acts or conditions on Campus.
- Recommend physical or structural alterations required to eliminate or control hazards.
- Analyze reported incidents to aide in easy detection of potential safety problems.
- Assist in the review of a College wide Safety manual.