

**Williamsburg Technical College**  
**PROCEDURE**

**SECTION E – FACILITIES MANAGEMENT**

Title	Number
<b>SAFETY PROGRAM</b>	<b>E-9.1</b>
Division of Responsibility <b>Business Affairs</b>	Approval Date Page <b>1/13/2021 1 of 5</b>
Approval Vice President <hr/> President <hr/>	Supersedes Procedure No. <b>E-9.1</b> Date <b>9/30/10</b>

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**I. WILLIAMSBURG TECHNICAL COLLEGE SAFETY PHILOSOPHY**

The College recognizes its obligation to provide for environmental health and safety. Thus, steps are taken to minimize/eliminate health hazards and risk of injury. The physical well-being of students, faculty, staff and visitors will be given priority consideration. However, individuals are ultimately responsible for their own safety. This procedure establishes appropriate safety standards and guidelines for the College. In addition, each department will develop individual safety guidelines designed around particular functions of their departments.

The responsibility for the Environmental Health Safety Program is assigned to the Vice President (VP) for Administration & Finance. However, the success of this program requires full cooperation of all **FACULTY, STAFF, AND STUDENTS** in adhering to applicable rules.

It is the responsibility of the Vice Presidents, Associate Vice Presidents, Deans, Department Heads and other Administrative Department Managers to include general education in safe practices and specialized training in safe use of equipment and facilities in their particular department area.

In addition, students are instructed in the proper use of materials and equipment used in specific curriculum areas as outlined in the course requirements. Students are also expected to adhere to all general college safety guidelines and practices.

**II. SAFETY PROCEDURE EVALUATION PROCESS**

Evaluation of the Williamsburg Technical College Safety Procedures will be conducted in March of each year. While the ultimate responsibility for evaluation lies with the VP for Administration and Finance, the Associate Vice President (AVP) for Facilities and input from the College community will be instrumental in evaluating, assessing and improving WTC's Safety Program/ Manual.

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The College Community's input will determine whether the College is, indeed, providing a safe and secure environment for all members of the campus community. The components of the plan for evaluation will be as follows:

A yearly review will be conducted by the VP for Administration and Finance and AVP for Facilities of all work-related accident reports on file in the AVP for Facilities office.

The campus community will complete an annual survey to determine the campus community's perception of our safety procedures and to analyze the strengths and weaknesses of our safety program. The survey will be devised, tallied, analyzed and communicated to the campus community by the AVP for Facilities.

The VP for Administration and Finance will be asked to review all State Fire Marshall inspection reports, and any other inspections from safety-oriented agencies.

Using the results of the survey, the AVP for Facilities will prepare an annual report that assesses the College's Safety Program and offer recommendations for improvement directly resulting from the survey suggestions. This report will be submitted to the President and the President's Council.

The components of the plan for evaluation will be as follows:

- A yearly review of all accident reports on file with the AVP for Facilities
- A review of current departmental safety guidelines.
- The campus community will be asked to complete an annual survey to determine the campus community's perception of the College's safety procedures and to analyze the strengths and weaknesses of the safety program.
- The VP for Administration and Finance and AVP for Facilities will be asked to review all state fire marshal inspection reports, and any other inspections from safety-oriented agencies.

Using the results of the evaluation, the VP for Finance and Administration and AVP for Facilities will prepare an annual report that assesses the College's safety program and offer recommendations for improvement. This report will be submitted to the President's Council for approval.

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**III. INDIVIDUAL SAFETY RESPONSIBILITIES**

All employees are expected to:

- Follow the approved college safety guidelines and practices.
- Maintain free and unobstructed access to fire equipment, fire doors and exits in area in which they work.
- Use only the appropriate and approved protective equipment and devices.
- Never use a piece of equipment if a safety guard is loose, broken, or inoperative.
- Make frequent inspections of tools and other equipment used to make sure they are in good working condition. Report any condition that appears to be unsafe and could cause injury or that could damage any machinery/property to the instructor or the employee in charge. The hazard should be corrected before an accident occurs.
- Report any injury that occurs, no matter how slight, or any accident that causes damage to property directly to the supervisor. If an injury requires the services of a physician, the injured party should designate the hospital or physician he/she wishes to use if other than Williamsburg Regional Hospital.

**IV. SUPERVISOR/INSTRUCTOR SAFETY RESPONSIBILITIES**

Creating and maintaining effective interest in safety requires the continuous efforts of administrators from the highest level to the supervisor or instructor in charge of the work area, laboratory, shop, or classroom. The key person in promoting safety practices is the supervisor or the instructor because he/she is in direct contact with the employees and students.

Appropriate staff members will give instructions in emergency procedures during employee /student orientation. Instructors will add the emergency procedures to course syllabi and these procedures will be explained to the students.

Experiments will be conducted in laboratories with safety in mind. Likewise, safety procedures for “hands-on” training, as well as general classroom instruction, will be developed and practiced by instructors.

Instructors will maintain proper supervision commensurate with the potential dangers surrounding the prescribed experiments. Minimum supervision requires the instructor to be present in the laboratory for the duration of the experiments.

Semiannual (2) fire drills will be conducted each year. At a minimum, a tornado drill will be conducted during the Spring semester.

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**V. ACCIDENT INVESTIGATION AND REPORTING**

Every employee who suffers an injury during work shall promptly report such injury to his or her supervisor no later than the next workday in which the injury occurred.

The supervisor shall notify the AVP for Facilities and assist with completing the necessary form(s). The AVP for Facilities will notify the VP for Administration and Finance and the injured employee's supervisor to investigate details of the accident. Based on their findings, the AVP for Facilities will prepare the report. When any injury happens on or off campus while conducting college business, the Human Resources department must also be contacted immediately. Every incident shall be investigated to determine the cause and the steps needed to prevent any recurrences.

For detailed instruction on responding or reacting to the following hazards please refer to the Facilities Safety Procedure 2021 Manual at <https://www.wiltech.edu/wp-content/uploads/Facilities-Safety-Proc-2021.pdf>.

Use of College Vehicles	Ladders, Platforms & Barricades
Lifting Procedures	Chemical Hazards
Bloodborne Pathogens	Campus Closing/Bad Weather
Weather Advisory	Other Guidelines
Civil Disturbance	Questionable/Suspicious behavior

**Emergency Numbers**

Fire, Ambulance, Police	911
Security	(Cell #) 843-356-2710
AVP for Facilities	Ext. 4152
	(Home #) 843-558-3572
	(Cell #) 843-356-2624
President of the College	Ext. 4127
	(Home #) 843-382-8849
	(Cell #) 843-356-6313
VP for Administration and Finance	Ext. 4117
	(Home #) 843-659-2345
	(Cell #) 843-356-6320
VP for Academic and Student Affairs	Ext. 4138
	(Home #) 843-221-5678
	(Cell #) 843-687-3094

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Human Resources Director Ext. 4111  
(Home #) 843-387-5156  
(Cell #) 843-833-0033

## First Aid Kit Location

Building A	Business Office (258) Facility Office (290A) Science Lab (219)
Building B	All Shop Areas (7) Receiving Dock
Building C	Student Services
Building G	Kitchen Area
Building I	Instructor's Office
Building J	Shop Area