SAFE WORKING ENVIRONMENT

I. POLICY

It is the policy of Rollins College to provide a safe work environment free from recognized hazards and to comply with all federal, state and local regulations in accomplishing this goal. Employees are expected to comply with all safety and health requirements whether established by the College or by federal, state or local law.

II. EFFECTIVE DATE

This procedure is effective upon receipt and supersedes all previously issued policies.

III. APPLICATIONS

This procedure applies to all faculty, exempt and non-exempt staff as well as to all students working for the College either through Financial Aid or through the regular College payroll system.

IV. DESCRIPTION OF SAFETY PROGRAM

The President has appointed a Safety and Environmental Committee whose responsibilities include:

A. Monitoring compliance with College safety rules and regulations and the applicable Safety and Health Standards established as a result of the Occupational Safety and Health Act of 1970 and any other applicable federal, state or local employee safety laws or regulations.

B. Investigate, correct and eliminate recognized unsafe working conditions or potential hazards.

C. Conduct periodic informal safety inspections of all work areas, grounds and any other recognized potentially hazardous College facilities or areas.

D. Follow up with the appropriate deans and department heads to monitor recommendations for change to conform to OSHA requirements.

E. Report to the Provost and the Vice President and Treasurer on a regular basis.

F. Communicate with the Human Resources Department of findings on a regular basis.

VI. GENERAL

Questions concerning this procedure should be addressed to the Human Resources Department or the Safety and Environmental Committee.

Return to Policy Index
Return to Human Resource Home Page