



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CGC-1 **Safety Program**

APPROVED: November 3, 2006

REVISED: November 8, 2012

Year of last review: 2021

AUTHORIZING BOARD POLICY: CGC

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To establish guidelines for the implementation of a comprehensive College-wide Safety Program.

PROCEDURE:

All College departments and disciplines are responsible for maintaining up-to-date safety guidelines for their areas of work or academic environment. Safety procedures shall be readily available to all staff, faculty*, students, and visitors. All El Paso Community College's (EPCC) departments and college courses with safety requirements which include but are not limited to labs, work procedures, equipment, facilities, tools, firearms, personal protective equipment, etc. will provide a copy of the written safety procedures to the Office of Risk Management and Safety at the beginning of each semester.

I. General

- A. All areas of the College shall comply with the *Hazard Communication Act*.
 - 1. The Texas Department of State Health Services (TDSHS) notice will be posted and maintained
 - 2. Where applicable, *Safety Data Sheets* (formerly *Material Safety Data Sheets*) will be kept up to date. A current list of chemicals, biological agents, and other hazardous materials will be readily available and provided to the Office of Risk Management and Safety on an annual basis at the beginning of the Spring semester.
- B. Purchase, use, and disposal of controlled substances and select agents and toxins will follow federal and state mandates.
- C. All departments using machinery, hazardous materials, or lab equipment shall maintain updated safety guidelines for their use.

II. College Safety Manual

The *College Safety Manual* was created in order to achieve the goal of the College in establishing a comprehensive College-wide Safety Program.

- A. Revision Process
 - 1. The Office of Risk Management and Safety shall update the *College Safety Manual* to reflect changes in departmental safety guidelines as notified by the department.
 - 2. The Office of Risk Management and Safety shall update the *College Safety Manual* to reflect written course safety procedures received before each Spring Semester.
- B. The District Safety Committee shall review the updated section(s) and shall notify the Office of Risk Management and Safety of any recommendation(s). The District Safety Committee shall contact the originating department for clarification, if necessary.
- C. The revised *College Safety Manual* shall then be placed in the following areas:
 - President's office
 - Vice Presidents' offices
 - Campus Deans' offices
 - Office of Institutional Effectiveness
 - Police Department
 - Physical Plant
 - Office of Risk Management and Safety College web site

*Note: The word "faculty" denotes instructors, counselors and librarians.