

**WARTBURG COLLEGE
ENVIRONMENTAL AND OCCUPATIONAL SAFETY PROGRAM**

MISSION AND OBJECTIVES

We are committed to fostering a safe environment for all members of the campus community and visitors. We strive to protect our natural resources and environment for present and future generations. To assure fulfillment of our commitment, Wartburg College has adopted the following safety goals:

- *Maintain a safe work, living, and academic environment for faculty, staff, alumni, and visitors.*
- *Demonstrate leadership in safety and environmental issues.*
- *Minimize adverse environmental and health impacts while contributing to a fully functional college.*
- *Incorporate the consideration of safety and the environment as an integral part of the institutional planning process.*
- *Take aggressive action to comply with all federal, state, and local occupational safety and environmental laws and regulations.*
- *Support programs to prevent pollution and minimize the generation of waste.*

Safety Committee

The Safety Committee is organized to plan, implement, and manage the missions and functions of the Environmental and Occupational Safety Program. The primary responsibility of the committee is to address health and safety issues in college programs, activities, and facilities. The committee is advisory to the President.

Specific responsibilities:

- Monitor and adhere to state and federal regulations relative to environmental protection, waste disposal, chemical safety, safety in science laboratories, and safety for employees.
- Make provisions for training of faculty, staff, and students to ensure compliance with state and federal regulations.
- Develop and implement plans to respond to requests from government inspectors and requests from the campus community relative to safety issues.
- Prepare and implement a budget to fund safety-related programs and initiatives.
- Develop and implement a self-audit program to monitor compliance, identify violations, and ensure prompt correction of violations and prevent future problems.
- Review all accident reports occurring on campus and vehicle accidents relating to college-owned, leased or rented vehicles. Initiate corrective measures as appropriate.

Committee Membership

The President appoints employee committee members. The Director of Campus Security and Safety fills a permanent position on the committee and serves as the committee chair. The following positions are also permanent members of the committee:

- Plant Superintendent
- Director of Human Resources
- Science Laboratory Supervisor
- Science professor

Three members will serve a two-year term. Members are nominated by the permanent membership and approved by the President. The initial two-year term members are:

- Chair of Art Department
- Director of Food Services
- Director of Printing Services

One student serves a one-year term as a member of the committee and is appointed by the Student Senate.

Meetings

The committee shall meet on a regular schedule as determined by committee majority vote or at the call of the committee chair. At minimum, the committee shall meet quarterly. Specific times and location of subsequent meetings will be established at the conclusion of each meeting.

Records

Minutes of every meeting will be recorded and copies furnished to the President and the President's Cabinet.

Plans

Plans are established to comply with local, state, and federal regulations and laws. As applicable, plans are distributed to offices and departments for compliance, information, or monitoring purposes. Plans will be reviewed periodically and changes made in response to current laws and regulations. Recommendations and change requests should be directed to the Director of Campus Security and Safety.

A current list of plans and offices responsible for compliance may be found in appendix A of this plan.

APPENDIX A

Inventory of Safety Plans

<u>Plan</u>	<u>Required by</u>	<u>Offices Applicable</u>
Exposure Control Plan (March 30, 2001)	29CFR1910.1030	Offices with designated employees in the following offices/departments: Security, Health and Wellness, Athletics, Food Service, Maintenance, and Science departments
Emergency Response Plan (February 1, 2001)	29 CFR 1910.120	All departments
Hazardous Waste Plan (February 3, 2001)	40 CFR 120, 240-299	Science departments, Maintenance, Art, Food Service, Printing Services, Health & Wellness, Athletics, Communication Arts, and any other department that generates hazardous waste.
Hazardous Chemical Communications Plan (February 1, 2001)	29 CFR 1910.1200	All offices and departments
Violence in the Workplace Plan (May 10, 2002)	29 CFR 1910 Sec. 5	All offices and departments
Fire Prevention Plan (To be published)	29 CFR 1910.38	All offices and departments
Safety & Health Plan (To be published)	29 CFR 1910 Sec. 5	All offices and departments
Chemical Hygiene Plan (To be published)	29 CFR 1910.1450	Science departments
Asbestos Safety Plan	40 CFR 61 & 63	Maintenance

(To be published)	29 CFR 1910	
Clean Air Plan (To be published)	Clean Air Act 29 CFR 1910.101	Maintenance
<u>Plan</u>	<u>Required by</u>	<u>Offices Applicable</u>
Confined Space Plan (To be published)	29 CFR 1910.146	Maintenance
Electrical Power & Electrical Systems Plan (To be published)	29 CFR 1910.269, 303	Maintenance
Fire Detection Systems (To be published)	29 CFR 1910.164	Maintenance, Campus Security
Lockout/Tagout Plan (To be published)	29 CFR 1910.147	Maintenance
Personal Protective Equipment Plan (To be published)	29 CFR 1910.132	Maintenance, Art, Food Service, Athletics, Health and Wellness, Science departments
Ergonomics Plan (Awaiting OSHA guidance)	To be published	Human Resources, all departments
Worker's Compensation Plan (To be published)	29 CFR 1904	Human Resources
Hand and Power Tool Safety Plan (To be published)	29 CFR 1910.213	Maintenance
Hearing Conservation Plan (To be published)	29 CFR 1910.95	Maintenance
Medical, First Aid & Eye Wash Plan (To be published)	29 CFR 1910.151	Science Departments, Athletics, Food Service, Maintenance, Health and Wellness
Respiratory Protection	29 CFR 1910.134	Maintenance

(To be published)

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