

WRITTEN SAFETY AND HEALTH PROGRAM

Calvin College

Establishment Name: Calvin College
Address: 3201 Burton Street SE, Grand Rapids, MI 49546
Phone: 616-526-6000
Type of Business: Private College
Chief Executive Officer: Gaylen Byker, College President
Employer Safety & Health Representative: Heather Chapman and Jennifer Ambrose,
Environmental Health & Occupational Safety Officers

We recognize that the President and his Cabinet can directly influence and ensure the success of Calvin College's safety and health program. As management we are committed to integrating safety and health into the entire organization, becoming personally involved and assuming accountability for safety and health.

Signature/ Chief Executive Officer

SAFETY AND HEALTH POLICY

At Calvin College, we believe that every employee, student and guest is entitled to a safe and healthful workplace. We are committed to protecting ourselves, the environment, and complying with governmental regulations.

The safety and health program of Calvin College has a biblical foundation. Based on Romans 13: 1-8 we believe that:

- We are called to submission to governing authorities
- Governmental authority is established by God
- Obedience to the law gives freedom from fear and punishment
- We are called to love one another
- Caring for each other means having a safe workplace

ENVIRONMENTAL HEALTH AND OCCUPATIONAL SAFETY OFFICER'S RESPONSIBILITY

It is the responsibility of the Environmental Health & Occupational Safety (EHS) Officers to coordinate, implement and administer Calvin College's safety and health program. Responsibilities include:

- Development and implementation of institutional policies and procedures for establishing and maintaining a healthy and safe workplace as mandated by federal, state, and local statutes and regulations.
- Development and coordination of programs for training all college employees in accordance with MIOSHA regulations.
- Implementation and monitoring campus-wide hazardous waste minimization

and disposal.

SUPERVISOR'S RESPONSIBILITY

Supervisors at Calvin College can be deans, department chairs, professors, directors, administrative assistants, lab managers, or anyone who has other staff, faculty or student employees working under them.

Supervisors are responsible for:

- Protecting the safety of those they supervise including students and visitors
- Ensuring that those under their supervision receive safety training
- Knowing and enforcing all Calvin College safety, health and environmental protection policies and procedures

Attitude plays an important part in obtaining or preventing the acceptance of safe and healthful work practices, policies, and procedures. It is the supervisor's responsibility to identify potential hazards, identify methods to control or eliminate the hazards, ensure that employees engage in safe and healthful work practices, and ensure that employees receive safety and health training to do their work. Safety and health performance will be part of our supervisor's evaluation.

COMMITTEE ON ENVIRONMENTAL HEALTH & SAFETY

The Committee on Environmental Health and Safety (CEHS) oversees and reviews campus and classroom policies and procedures pertaining to materials or events that may pose a health and/or safety hazard to faculty, students, staff, the community, and our natural resources. The committee works cooperatively with the Environmental Health and Occupational Safety (EHS) Officers to ensure that such policies and procedures are implemented and that the college maintains compliance with all federal, state, and local environmental and occupational regulations.

In fulfilling its mandate the CEHS receives input from and works cooperatively with individuals, departments, divisions, and other committees which are affected by a particular policy. When any policy statement needs updating, the CEHS will appoint a subcommittee, which could include persons who are not members of the CEHS, to review the policy and recommend changes.

The CEHS reports to the Faculty Senate. Formal agendas, minutes and annual reports are maintained by the committee with copies sent to Faculty Senate.

Membership of the Committee on Environmental Health and Safety will consist of three faculty members (two from the departments of Biology; Chemistry and Biochemistry; Engineering; Geology, Geography, and Environmental Studies; Nursing; or Physics and Astronomy; and one from the Department of Art and Art History, one of whom will chair the committee), the Chemical Hygiene Officer (*ex officio*), one person from Physical Plant, one person from Human Resources, one person from Food Services, one person from Health Services, one student, a Lab Services Manager (*ex officio*), the Environmental Health and Safety Officer (*ex officio*, without vote), and the Campus Safety Officer (*ex officio*, without vote).

The CEHS holds monthly meetings during the school year. Safety and health concerns may be communicated through any of the members in regular

attendance or may be presented at a committee meeting by the employee. Employees will be involved in problem solving.

Emergency Liaisons

The emergency liaison is the primary communications link between Campus Safety and all building occupants within the department related to weather emergencies, building evacuations and other disasters. The Emergency Liaison is responsible for making sure that staff, faculty, students and guests have information about where the shelter area and designated gathering place is for the department.

RESPONDING TO SAFETY AND HEALTH ISSUES

The administration of Calvin College will take prompt, consistent action when responding to safety and health issues. Actions taken by the administration will demonstrate commitment to addressing safety and health concerns and fostering faculty and staff participation.

Faculty and staff have the ability to communicate safety and health concerns through their supervisors, department chairs, safety committee representatives, or directly to the EHS officers. Faculty and staff are invited to report their concerns via email, telephone, or anonymously via intercampus mail.

The EHS officer will review, investigate and take any necessary and appropriate action on all reports of hazards or potential hazards. The individual reporting the issue will be included in the review and notified of the outcome. Reporting hazards or potential hazards will be without reprisal and viewed as a proactive action by the college.

SAFETY AND HEALTH MEETINGS

The EHS officers arrange meetings with campus departments or representatives from various departments as needed to communicate with employees on safety and health issues. Calvin-News, an email intercampus listserv, is used by EHS officers to communicate with faculty and staff on safety and health issues.

POLICIES, PROCEDURES, SAFETY AND HEALTH RULES

Environmental Health & Occupational Safety, in conjunction with the President's Cabinet, and Department Chairs and Directors are responsible for implementing major decisions, policies and safety and health procedures. Calvin College has established specific safety and health procedures as required by Michigan Occupational Safety and Health Administration (MIOSHA) such as; Lockout/Tagout, Hazard Communications: Right to Know, Personal Protective Equipment Assessment/Certification, Confined Space, Bloodborne Infectious Disease, Asbestos Operations and Maintenance, Chemical Hygiene, Hearing

Conservation, Hot Work, Powered Industrial Trucks, and Respiratory Protection. Copies of these programs are available on the Environmental Health & Occupational Safety website and in the EHS office.

The required MIOSHA posters will be in the Human Resources office and the EHS office. Copies of applicable MIOSHA standards are available for review in the EHS office located in the Physical Plant.

SAFETY INSPECTIONS

Calvin faculty and staff are encouraged to participate in safety and health inspections to help identify potentially hazardous conditions and initiate corrections. Physical Plant Building Supervisors, Campus Safety Officers, Physical Plant management staff, Lab Managers, EHS Officers, and the Chemical Hygiene Officer routinely inspect campus buildings, work sites, and labs. Findings are presented to appropriate directors, officers or chairs for review. Corrective action is planned and implemented under the direction of the EHS Officers in a timely manner. Report of Hazardous Condition forms are used for this purpose and are available on the EHS website.

SUGGESTION SYSTEM

Calvin employees are encouraged to make safety and health suggestions to help improve a process, prevent an accident, or to make any improvement in the safety and health program. Safety suggestions can be shared with the EHS Officers or members of the CEHS committee for input. Each Safety Matters article that is posted on Calvin-News contains the following message, "If you have a concern or suggestion to make regarding safety issues at Calvin College, please send an email to hlc5@calvin.edu. If you prefer, an anonymous message can be sent via ICM to EHS in Physical Plant."

EMPLOYEE PARTICIPATION/INPUT

Faculty and staff are responsible for:

- Following all Calvin College safety, health and environmental protection policies and procedures
- Promoting and supporting safe work among peers
- Asking questions and voicing concerns about health and safety issues with supervisors or the EHS Officers

Faculty and staff are encouraged to participate in all aspects of the safety and health program. Based on expertise, they may be asked to review regulatory standards, assist in or conduct training, and problem solve. Faculty and staff are encouraged to communicate with their department chairs or directors and/or the EHS Officers if they have a safer or better way of performing a task. Calvin staff who are covered by our Bloodborne Pathogens Exposure Control Plan are involved in evaluating safety products. Employee input is obtained through the suggestion system, report of hazard, or through actions of the EHS Officers or CEHS.

WORKSITE ANALYSIS

Calvin College conducts worksite analysis as needed and required by MIOSHA standards to recognize and understand the hazards associated with our workplace. Listed below are types of assessments that help pinpoint potential hazards:

- Comprehensive inspections (insurance, Grand Rapids Fire Department, Fire Marshall, MIOSHA CET, EPA Peer Audits and On-Site)
- Hazard analysis of changes (new equipment or processes)
- Inspections done by employees and management
 - Safety eye-wash and shower station inspections
 - Fire extinguisher inspections
 - Automated External Defibrillator inspections
 - Hazardous waste site inspections
- Employee reports of hazardous conditions
- Accident and incident investigations
- Injury and illness trend analysis
- Hazard assessment for personal protective equipment certifications
- Ergonomic analysis
- Specific identification of confined spaces
- Identification of energy sources for specific machines
- Observations at worksites

ACCIDENT/INCIDENT INVESTIGATION

Calvin College conducts an investigation for all accidents/incidents. The primary goal of conducting an investigation is to determine the “root cause” and implement corrective action to prevent the risk of future occurrence. Investigation reports can help determine injury and illness trends over time, so that patterns with common causes can be identified and prevented. Investigations are not intended to place blame.

Accidents and “near-miss” incidents will be investigated by EHS Officers. The reports will be reviewed by CEHS and the Director of Physical Plant.

HAZARD PREVENTION AND CONTROL

Calvin College has developed systems to prevent and control hazards. These include; the establishment of controls through engineering, work practice, personal protective equipment, and/or administrative actions; systems to track hazard correction; preventive maintenance systems; emergency preparation; and medical program.

A machine-specific maintenance schedule is established by Marc Huizinga, Assistant Director of Physical Plant, Mechanical Maintenance. Maintenance logs are kept to document work performed and repairs scheduled or ordered. Receipts

are kept for the purchase of safety devices or other safety and health products.

Copies of applicable MIOSHA standards will be located in the EHS office for employee review.

Supervisors will correct and reinforce safe and healthful work practices as part of their daily routine. Written disciplinary procedures assist in fair and consistent enforcement, and include remedies and follow-up.

SAFETY AND HEALTH TRAINING

Calvin College's goal for safety orientation and training is threefold. To show the staff and faculty that Calvin College cares enough about their health to assure that our campus is a safe place to work, to help them recognize hazards that exist and learn how to protect themselves, and to emphasize that a job done well is a job done safely.

Tenure track, short-term, full and part-time faculty, full and part-time staff, seasonal and temporary staff, and all student employees all go through the Calvin College safety orientation program and take a post-test. Additional training is provided by the EHS Officers for specific job descriptions based on applicable MIOSHA standards.

Examples of training to be conducted:

- Hazard Communication
- Personal Protective Equipment
- Respiratory Protection
- Bloodborne Infectious Diseases
- Hearing Conservation
- Asbestos Awareness
- Lockout Tagout, Control of Energy
- Injury reporting/First aid procedures
- Fall Protection
- Lab Safety
- Proper Lifting
- Chemical Spill Response
- Powered Industrial Trucks and Aerial Platform Lifts

Job specific training is completed within the department by the supervisors.

Training is documented and reviewed as necessary or according to MIOSHA requirements to ensure a consistently safe work environment.

Training is done when:

- new people start work
- required by a specific standard, equipment, or procedure
- new methods are developed or changed
- an employee's responsibilities or designated job duties change

- a pattern of unsafe or unhealthy behavior is observed
- new hazards are identified
- new controls are implemented
- personal protective equipment is provided
- an employee shows a deficiency in knowledge of a college rule and procedure

TRAINING RECORDS

All training records are maintained in the EHS office and include; who was trained, training subject, content, and date. The training schedule follows, at a minimum, the training requirements of the MIOSHA standards. The training consists of a combination of lecture, discussion, interactive computer learning, video, written materials, practical training and testing.

SAFETY LITERATURE-BULLETIN BOARD

At Calvin College, required employment postings are found in the Human Resources Office in the Spoelhof College Center. MIOSHA 300 logs are posted as required in the Service Building. A Service Building bulletin board is reserved for safety and health documents, memos, safety and health announcements. Safety information is also posted on Calvin News, the electronic listserv read by all Calvin staff and faculty. The EHS website is fully accessible from any on-campus networked computer. All Calvin College written safety and health policies, programs, and forms are available there.

SAFETY AND HEALTH WORK OBSERVATIONS

Safety and health work observations are performed periodically by supervisors.

Safety and health work observations ensure; 1) an employee has the knowledge to perform the work as trained, and 2) is actually performing their work task as trained. Specific observations or audits are especially critical for lockout/tagout, confined space, or where the risk of exposure is high. Results are documented and follow-up training is provided as needed.

WRITTEN SAFETY AND HEALTH PROGRAM CHECKLIST

MANAGEMENT COMMITMENT

This worksite meets its management commitment to safety and health through:

- X Written Safety and Health program with duties and accountability.
 - Attached
- X Designated Safety and Health person/department with duties and budget.
 - EHS Officer Job Description
 - Safety Budget records
- X Records showing Safety and Health goal setting and progress made.
 - Compliance Reports
 - EHS Project lists
 - EHS PDP goals
 - CEHS Annual Reports
- X Safety and Health performance are a part of regular employee/supervisor evaluation.
 - Performance Appraisal process
- X Safety and Health meetings, tool box talks, agendas, minutes, actions taken.
 - Safety Meeting records
- X Safety and Health suggestion/promotion/incentive programs.
 - Healthy Habits, Employee Wellness Programs
- X Employee Safety/Health handbook (procedures, practices).
 - EHS Web site
- X Posts MIOSHA poster.
 - Located in Service Building and Human Resources Office
- X Management takes action on identified Safety and Health concerns.
 - EHS Officer actively participates in weekly Project Meetings
 - Report of Hazardous Conditions
 - Follow-up Incident Report
- X Management sets, enforces, and follows Safety and Health rules.
 - Performance Appraisal
 - Employee Handbook for Staff and Faculty
 - President's Cabinet, Faculty Senate, and Planning & Priorities meeting minutes

EMPLOYEE INVOLVEMENT

This worksite arranges for employee participation in the safety and health program through:

- X Employees represented on safety and health committee including: agendas,

- actions taken, minutes.
- CEHS minutes
- X Written employee hazard reporting system or suggestion program with action taken.
 - Report of Hazardous Conditions
 - Safety Matters sign-off statement
- NA Negotiated safety and health contract language.
- NA Designated employee safety and health representatives.
- X Employees participate as trainer, inspectors, problem solvers.
 - Hazard Communication Department Representative responsibilities
 - Department BBP trainers
 - Asbestos O&M Procedure for Assessing Work Orders and Projects
 - CEHS membership
 - Calvin Spill Team
- X Employer has documented, completed or is preparing worker/manager safety and health projects.
 - Automated External Defibrillators (AED) project
 - Calvin Spill Team
 - Asbestos abatement projects
 - Confined Space Assessments, training & program
- X Employees have input in arrangement and content of safety and health training, including tool box talk.
 - Custodial meetings
 - Prince Conference Center meetings
 - Back safety, proper lifting meetings
- X Process for employees to report hazardous conditions to jobsite supervision.
 - Open door policy of EHS officer and Director of Physical Plant
 - Emails, telephone calls
 - Report of Hazardous Condition

WORKSITE ANALYSIS

This worksite tracks worker safety and health both before and after exposures and/or incidents through:

- X Log 300 properly maintained and required supplementary forms filled out.
 - Kept in locked file, posted appropriately
- X Accidents and near misses investigated with corrective actions and follow-up.
 - Follow-Up Incident Reports
 - Injury investigations
 - Campus Safety investigations and reports
- X Copies of written inspections and surveys: insurance company, private consultant, fire department, in-house as required by Safety and Health Standard (i.e., hearing conservation.)
 - Asbestos Surveys & monitoring

- IAQ evaluations - mold
- Noise monitoring
- Insurance company inspections
- Fire Extinguisher checking
- Eyewash inspections
- Safety shower inspections
- AED inspections
- Hazardous Waste inspections
- Confined Space Assessments
- GR Fire Department Site Plan and Walk Through with Lt. Braate
- MIOSHA On-Site and CET consultant inspections

 X Job safety and health analysis, written job descriptions with safety and health responsibilities.

- Hazard Assessments for PPE
- EHS Officer job description
- Lab Manager job description
- Chemical Hygiene Officer responsibilities
- Radiation Safety Officer responsibilities

 X Ergonomic analyses.

- Asst. Director: Design office evaluations
- Workstation guidelines on EHS web site

 X Firm has safety and health as a priority when planning, designing, or implementing a job, task or process.

- EHS Officer actively participates in weekly Project Meetings

 X A designated person makes regular worksite inspections to identify hazardous conditions and initiate correction.

- This is a EHS Officer and Physical Plant Assistant Director responsibility

HAZARD PREVENTION AND CONTROL

This worksite carries out an active program of identifying and controlling hazards through:

 X Written system to assure guards, housekeeping and personal protective equipment are essentially in place.

- Weekly Housekeeping Logs for each building
- Safety Closet supply use log
- Weekly inspection log for hazardous waste storage

 X Maintenance and repair schedules, orders, receipts for safety and health products.

- Gas monitor calibration logs
- Physical Plant Work Request system
- HVAC preventative maintenance schedule
- Safety product order records

 X Written programs and procedures: lockout, respirator, right to know, confined space, infection control, asbestos, benzene, lead, hearing conservation,

- forklift permits, as required in place.
- X Written disciplinary action against employees and/or supervisors for safety and health infractions including remedies and follow-up.

 - Employee Handbook
 - Employee Counseling and Guidance Report
- X Timely reports of hazards and corrective actions.

 - Email records
 - Physical Plant Work Request system
 - Spreadsheet recording of hazards reported and abated
- X Safe work procedures.

 - BBP ECP Standard Operating Procedures
 - Campus Safety procedures
 - Procedures within Written Plans and Policies
- X Copies of MIOSHA standards.

 - EHS Offices
- X Engineering controls in place, ventilation, isolation, reflective shields, special tools, fixtures.

 - Dust collection in Art Dept, Physical Plant, and Theatre Scene shop woodshop
 - Sharps containers, Safety syringes
 - Paint Spray booth
 - Bio-safety cabinets
 - Fume hoods
- X First aid, return to work, light duty, medical controls, and emergency preparedness in place.

 - Cintas First Aid & Safety
 - First Aid guidelines
 - MED-1 agreement for occupational medicine
 - Employee Injury Reporting and Follow Up Procedure
 - Calvin College Emergency Procedures
 - Campus Safety procedures
- X Employees and supervisors can state hazards of task/tool and safe work procedures.

 - Hazard Assessments
 - On the job training
- X Employees are aware firm has method for identification and correction of hazards and can recall examples.
- X Supervisors correct and reinforce safe and healthful work practices as part of daily routine.

SAFETY AND HEALTH TRAINING

This worksite provides information on safety and health protection to employees through:

- X Training records: dates, trainees, subjects.
 - Training records in EHS Office and HR KnightVision records
- X New employee safety orientation.
 - New Faculty and Staff Safety Orientation
 - Student employee Safety Orientation
 - New summer student employee Safety Training
- X Standards based training in place: right to know, noise, lockout, lift truck, confined space, ergonomics, infection control, asbestos, hazwoper, tools, ppe., first aid (documented).
 - Training records in EHS Office, Campus Safety office or Human Resources
- X Safety literature, bulletin board, posters, stickers.
 - Service Building bulletin boards
 - Safety Matters articles in Calvin News
- NA Apprentice or other off-site safety and health training can be documented.
- X Supervisors can explain rules and procedures for safety and health and how they teach and enforce them.
- X Employees can explain how and why they need to do their jobs in a safe and healthful manner.
- X Training is given periodically and pertains to the hazards of the job.
 - Hazard Communications training by department reps
 - BBP annual training tailored for the department
 - Laboratory Safety training
 - Hearing conservation
 - Asbestos awareness
 - Confined Space Entry
 - Lockout Tagout
 - Powered Industrial Trucks and Aerial Lifts
 - Scaffolding, Ladders, Fall Protection