

C.1.6.3 (Procedure) Safety Program: Responsibilities

Responsible Department: Vice Chancellor for Finance and Administration

Based on Board Policy: [C.1.6](#) – Enterprise Risk Management

Approved: 8-18-09

Last Amended: 2-26-15

All Employees and Students

All College District employees and students shall, insofar as possible:

1. Comply with all safety and health standards, rules, and regulations established for the College District;
2. Report any accident or injury promptly to the appropriate campus health center; and
3. Take immediate corrective action or report to proper authority any unsafe condition or practice.

Administrator Responsibilities

1. Promote and develop a safety program.
2. Assist in providing a safe and healthful environment free from recognized hazards that are likely to cause injury or illness.
3. Ensure that safety and health precautions and instructions are available to faculty, staff, and students.
4. Conduct a periodic review of the College District safety program to ensure its effectiveness.
5. Incorporate pertinent safety information into the new employee orientation program.
6. Hold one safety meeting per year to update safety techniques.

Faculty Member Responsibilities

1. Recognize that they are key individuals in the safety program because they are in constant contact with students.
2. Make every reasonable effort to prevent accidents in the classroom since they exercise supervision over actions within this environment.
3. Encourage students insofar as possible to recognize safety hazards and to appreciate the benefits to be gained from following safe practices.
4. In the event of an emergency evacuation, have a predetermined plan for handling handicapped/incapacitated individuals, and remain with and assist in the evacuation of all students under their responsibility, according to the evacuation plan for their area.
5. Be familiar with and prepared to assist in implementing the life safety information described in the Alamo Community College District Safety Plan.

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Student Responsibilities

1. Learn, accept, and follow all safety regulations.
2. Be aware of and ready to assist with evacuation procedures.

Legal Reference - TACC Policy Reference Manual

CG(LEGAL) - Safety Program

CGA(LEGAL) - Safety Program: Inspections

CGB(LEGAL) - Safety Program: Accident Prevention