

Policy:

The department is responsible to improve safety conditions by evaluating the work environment for hazards, analyzing employee work methods, and providing monthly safety training.

---

Prevailing Codes and Standards:

TJC EC 01.01.01; Office of Risk Management - Division of Administration.

---

Procedure:

I. PHYSICAL HAZARD INSPECTION

- A. Each departmental safety committee member will perform a monthly inspection of his shop area and equipment.
- B. Document the inspection, discrepancies, and required corrective action on the **Hazard Control Log** (HC-1-86). A form must be prepared even if no hazards are reported. Copies will be kept on file by the safety committee member for at least three years.
- C. Safety problems will be reported by the Safety Committee on the attached "Safety Committee Action Form" to the Assistant Director who will initiate a work order if necessary.
- D. Deficiencies and corrective action will be discussed at the next Safety Committee meeting. The deficiency will be kept on the backlog until corrected.

II. SAFETY TRAINING

- A. Supervisors are responsible to conduct safety training for his shop each month.
- B. The supervisor will maintain documentation of the training session including:
  1. Employee names
  2. Date of training
  3. Material covered
- C. Training session topics will be at the discretion of the supervisor, but should include potential safety hazards, accidents that have occurred, or other safety concerns. Upon request, the Safety Office will furnish pamphlets that cover various safety issues.