

SECTION: Human Resources

NUMBER: A-001-03-0004

AREA: Safety

DATE: 06/01/2018

SUBJECT: Safety

REVIEWED: 12/14/2022

I. PURPOSE

Rocky Mountain College is committed to safety in all areas of the organization and our goal is to comply with the Montana Safety Culture Act and the Occupational Safety & Health Act (OSHA) of 1970. These Acts require that employers provide a safe and healthy working environment and those employees comply with occupational safety and health standards and all rules, regulations, and orders contained within the Acts, which are applicable to their own actions and conduct.

II. POLICY

We believe that safety must function as an integral part of, and in no manner separated from, the operation of the College. In recognition of this and in the interest of prudent management practices, our goal is to:

- Maintain a safe and healthy working environment and to comply with the College's legal obligations.
- Consistently adhere to proper operating practices and procedures, which are designed to prevent injury, illness, and loss of assets.
- Comply with the requirements of federal, state, and local safety and health codes to insure the wellbeing and safety of all employees.
- Provide training and education to make safety awareness part of each worker's satisfactory job performance.

In order to achieve these goals, employees may receive training on the use of equipment, proper and safe operating procedures, and site/task specific job functions. Periodic safety training sessions may be conducted to maintain employee awareness.

All employees are responsible for exercising maximum care, good judgment, and shall comply with established procedures in operating safely and preventing accidents. Unsafe conditions, equipment, or practices shall be reported to the supervisor immediately. Each employee is expected to abide by all safety rules and procedures, shall wear any and all personal protective

equipment required that is provided by the employer, and attend training sessions when scheduled. Failure to attend will result in disciplinary action up to and including termination.

Our safety rules have been written with you in mind. Please follow the rules and help Rocky Mountain College ensure a safe working environment. All employees will receive a copy of the Work Safety Manual and sign a receipt of acceptance.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees