



WASHINGTON COLLEGE POLICIES

SAFETY AND ACCIDENT POLICIES AND PROCEDURES

It is the policy of Washington College to provide its employees and students with a safe and healthful work environment and to protect property from controllable hazards. The College's goal is to minimize all recognizable hazards that may result in personal injury/illness, property damage/loss and business interruptions caused by accidents, fires or other hazards. It is the intent of the College to comply with all federal, state and local health and safety laws/regulations. If an employee identifies a hazardous or potentially hazardous environment or situation, the employee is expected to report such observations to the Department of Public Safety immediately.

1. Work Related Accident or Injury

If an employee experiences an accident or injury while at work, he/she is required to report the incident to his/her supervisor. The supervisor is responsible for documenting a "First Report of Injury" that must be submitted to Human Resources within 72 hours of the accident.

[Workers Compensation Policy](#)

Contact for Work Related Accidents and Injuries:

Kate Laking Benefits Administration and Assistant Director of Human Resources
(410) 778-7799, klaking2@washcoll.edu

2. Fire Safety

Periodic fire drills are held to insure the safety of all members of the campus community. Anyone found guilty of intentionally setting off a false fire alarm or tampering with fire equipment (alarm, horn, extinguisher or detection device) will be subject to disciplinary action. Persons failing to evacuate a building during a fire alarm may be subject to disciplinary action. Candles, halogen lamps, and overloaded electrical circuits have been determined to be a fire hazard and may not be used in campus buildings. Periodic inspections will be made by the State Fire Marshall and the Department of Public Safety to promote the safety of all buildings on campus.

3. Policy for Fireworks, Firearms, Ammunition, Explosives, or Other Weapons

The possession, storage, or use of fireworks, firearms, ammunition, explosives, weapon replicas, or other weapons, including any dangerous article or substance with the potential to injure or discomfort a person, including knives with blades of three inches or longer, is prohibited at any time for any purpose at any place on the campus or other property of Washington College. This regulation may be conditionally waived for temporary periods by the President of Washington College for authorized Public Safety Officers or official law enforcement officers in the line of duty, for College-sanctioned

public fireworks displays presented and supervised by qualified groups and individuals, and for College-sanctioned athletic events supervised by the Athletic Department.

This regulation may also be conditionally waived for temporary periods by the President of Washington College under such conditions as may be prescribed to permit the exhibition and temporary storage on campus of such articles in connection with activities or events approved and sanctioned by the College. This regulation does not prohibit an individual otherwise subject to its provisions from carrying or possessing Chemical Mace or similar chemical sprays or propellants on campus property provided that such carrying or possession would not constitute a crime under Maryland criminal law.

Contact for Fire, Weapon and Weather Safety:

Office of Public Safety
Wicomico, Lower Level
(410) 778-7810

5. Right-to-Understand Policy

The “Right-to-Understand” laws establish basic legal rights of employees to know or be informed about any hazardous materials that they may encounter on the job. Washington College employees will be provided information and/or training to become familiar with the campus Right-to-Understand Program, and, where applicable, with the nature of the hazardous chemicals and practices which may exist in their work place.

The Resources Manager of Natural Sciences oversees the implementation of the College’s Right to-Understand Program. Documentation for this program is available on the Washington College website and, upon request, from the department.

Contact for Right-to-Understand:

Kari Travis, Resources Manager
(410) 778-7297, ktravis2@washcoll.edu

6. Safety Equipment

The College provides equipment and protective clothing to ensure that each employee works in a safe environment. Employees who are issued safety equipment and clothing are required to use or wear the equipment when appropriate. Employees who have questions about the use of safety equipment should contact their supervisors immediately.

7. Exposure to Potentially Infectious Material

All personal protective equipment designed to prevent exposure to blood and other potentially infectious material which is used at the College will be provided without cost to the employee. The personal protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee’s clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use for the duration of use.

Contact for Blood Borne Pathogens:

Lisa Marx, Director of Health Services
(410) 778-7261, lmarx2@washcoll.edu

8. College Vehicle Operator Safety Policy

College vehicles may only be used for College business unless the vehicle has been assigned to an employee on a full-time basis. The Washington College Buildings and Grounds Department is responsible for the vehicles, training, and required documentation. If an employee has been assigned a vehicle on a full time basis, personal miles are a taxable benefit.

Any employee whose employment at the College depends on the ability to operate a vehicle should understand that maintaining a safe record is a condition of continued employment. The College reserves the right to terminate an employee whose job requires the operation of a College vehicle should that employee not meet the standards or have his/her license suspended or revoked.

Upon application to drive a College vehicle, each operator will receive a copy of the complete policy stating the requirements, standards, and responsibilities associated with operating a College vehicle. Concerns about the Vehicle Operator Safety Policy should be directed to Public Safety (410) 778-7810.

Contact for Vehicle Operation and Safety:

Office of Public Safety
Wicomico, Lower Level
(410) 778-7810

9. Inclement Weather Policy

The following procedures describe official policy for notifying the Washington College Community of closing or changes in our hours of operation due to inclement weather.

1. The decision for an early release, a delayed opening, or a closed day will be based solely on the conditions on campus. The campus will be open unless the snow, ice or other conditions make it impossible for the campus to operate safely.
2. Announcements of an early release will be made by the Office of the Sr. Vice President for Finance and Management.
3. Announcements of a closing or delayed opening will be broadcast as early as possible—we will try to make the decision by 5:00 A.M.—on WBAL-AM radio (1090 on your dial) and WBAL-TV, Baltimore, Channel 11. These are the two stations designated for primary official notification. Notification of closing or delayed opening will also be provided to television stations WMAR 2, WJZ 13, WTTG Fox 5, WJLA 7, WBOC 16, and radio stations WSCL 89.5 FM and WCTR 1530 AM.
4. Weather related announcements will also be posted on the College's web site home page at: www.washcoll.edu.
5. In addition, the switchboard voice mail message will be changed to reflect a closing or delayed opening. You can reach the switchboard by dialing (410) 778-2800.

6. Should a delayed opening be announced, you should double-check one of these sources before leaving for work in case that announcement has been "upgraded" to a closing.

10. Vehicle Damage

Washington College is not responsible for damage that may occur to vehicles while parked on campus. This damage includes (but is not limited to) foul ball strikes or objects cast by lawn mowers. Reports of damage can be made with the Public Safety Office, and reports will be given to the vehicle owner upon request.