

**POLICY TITLE: HEALTH, SAFETY, AND SAFE WORK ENVIRONMENT
POLICY**

I. Purpose

This policy documents the College's commitment to a safe work environment for students, staff and the community.

II. Scope

This policy applies to all full-time and part-time LCC faculty, staff, and administrators including those persons working, with or without monetary compensation, on any project under the direction and control of the College and to anyone using college facilities or conducting activities under the supervision of college personnel.

III. General

The College has in the past and will continue in the future to be committed to abide by all applicable federal, state and local laws and regulations relating to a safe work environment, to the end of creating a safe and healthful place to work, study and visit. All employees will follow and exhibit safe and healthful work practices, comply with safety and health rules and regulations, and work in a manner which maintains high safety and health standards. The College will fulfill any and all of its legal obligations to maintain safe and healthful working conditions and will establish and insist upon work methods and practices that promote a safe and healthful workplace at all times. Nurturing a positive employee environment with open communication, employee involvement and participation and respect for safety and health will materially contribute to the College's goal to achieve a high level of safety and health performance.

In order to promote a safe work environment, and in accordance with Act 26 of the Public Acts of 1970, the College prohibits ALL PERSONS from participating in unlawful, uncivilized, unsafe, or unacceptable behavior while in buildings or on grounds owned and/or controlled by the College. All persons shall also be prohibited from acts endangering students, staff, faculty, and the public. These acts shall include but not be limited to: disruption, physical abuse; theft; unauthorized entry; obscene or disorderly conduct; illegal use and/or possession of alcohol, drugs, or other contraband; failure to comply with College

policy or public safety; obstruction of traffic; illegal use or possession of firearms, explosives or other weapons.

As another commitment to a safe work environment, the State of Michigan's Right to Know Law, which applies to all Michigan employers, established requirements to address the evaluation of hazardous substances, and to transmit to affected employees pertinent information regarding those hazards and to ensure that marking, placards, and labels required on hazardous materials are retained until the materials have been removed to the extent that they no longer pose a hazard. As part of this policy, all College employees who may be exposed to hazardous substances during the course of routine work or in a foreseeable emergency receive Right to Know training.

IV. Responsibility

The College's Vice President for Administrative Services and Finance will be responsible to see that a safety program is in place to implement this policy.