

DIN: 6020-1-01
Title of Policy: Health and Safety Policy

Policy

As a responsible institution of higher education, Northwest Technical College facilities shall be maintained as safe and healthful places of employment/learning. Every effort shall be made to design and operate all College facilities in compliance with the spirit and letter of federal, state and local health and safety regulations. The College shall endeavor to promptly provide current and comprehensive information on potential adverse health and safety effects as well as appropriate handling procedures for all hazardous materials handled by both our employees and our learners.

It is a basic responsibility of all College employees and learners to make the health and safety of fellow human beings a part of their daily concern. This responsibility must be accepted by each one who conducts the affairs of the College, no matter in what capacity he/she may function.

Purpose

To keep NTC a safe and healthy place to work and learn.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Dean and Division Chairs	To ensure compliance with this policy so that all employees act in a timely manner when our health and safety are at risk. In particular, to bring closure to unresolved hazards.
Employees	To participate in safety inservice (i.e., Right to Know, Blood Borne Pathogens); to know, communicate and enforce all pertinent safety practices within their domain (i.e., classrooms, labs, offices, halls).
Employees and Learners	To follow all safety practices, be alert for and report safety and health hazards. Reports of hazards and incidents should be reported to the Administrative Office, the Business Office, and/or the Facilities Supervisor.
Health and Safety Committee	To ensure all health and safety hazards are resolved in a timely manner and when necessary make Dean aware of unresolved hazards.

Supporting References

Listed below are college document(s) that support this policy:

- 6020-2-01 Health and Safety Reporting Process
- 6020-4-01 Safety Incident Report
- 6020-4-02 Safety Notice

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 11/14/08 5:06 PM
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Approved: Dr. Quistgaard	Date: 10/31/08	Check here if policy should appear in student handbook:	<input checked="" type="checkbox"/>