



## **SECTION 1–IMPLEMENTING THE PROGRAM**

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## 1.1 PURPOSE OF THE MANUAL

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This *Environmental Health and Safety Procedure Manual (EH&S Manual)* outlines procedures, rules, and regulations governing health, safety, and environmental protection in which to follow while working at Harper College. The *EH&S Manual* is maintained by the Manager of Environmental Health & Safety, who is in the Department of Risk Management. Questions or concerns regarding the EH&S Manual should be directed [ehsrn@harpercollege.edu](mailto:ehsrn@harpercollege.edu). The *EH&S Manual* will be revised as necessary to add requirements and procedures involving newly identified exposures. Periodically, material in this manual will be updated, revised, or supplemented in order to keep the manual current and relevant.

For **emergency** procedures see the [Harper College \*Emergency Procedure Manual\*](#) (orange flipchart).

It is impossible to effectively deal with all safety concerns or procedures in a single manual. Many safety related matters involve situation-specific factors, which are difficult to anticipate. Accordingly, this manual is not the definitive statement, or the only statement, on college safety concerns or procedures. This manual is a starting point and a good-faith attempt to create a viable, college-wide, safety program and philosophy.



## 1.2 INTRODUCTION

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### A. Purpose

This procedure has been established to provide Harper College with a manual on Environmental Health and Safety (EH&S) in accordance with the [William Rainey Harper College Board of Trustees Policy Manual](#) Section 09.11.00 Environmental Health.

#### 13.23.0 Environmental Health

Harper College shall provide a safe educational and working environment in compliance with appropriate health and safety standards and legal requirements. Harper College students, employees and visitors are entitled to:

- A. Work under safe and healthful conditions, free of recognized hazards.
- B. Wear and use personal protective clothing and equipment.
- C. Have basic, and when necessary, specific health and safety training.

The College shall develop, implement, and administer a comprehensive safety and risk management program to address potential injury and loss.

To ensure such an environment, specific procedures, rules, and regulations will be published in the *Environmental Health and Safety Procedure Manual*.

### B. General Information

The manual contains programs and requirements for environmental health, safety, and loss control program within the College as well as outside the College to the extent the program involves communication and/or interaction with Harper employees, students, outside contractors, government agencies, and the public.

The programs and requirements are in accordance with [Illinois Compiled Statutes Employment Health and Safety Act 820 ILCS 225](#), which adopts the U.S. [Occupational Safety and Health Administration \(OSHA\)](#) Act of 1970, [Illinois Environmental Protection Agency \(IEPA\)](#) Act, and all local regulations.

Some program areas will require customized programs that pertain to the hazards in a particular area or department. These customized programs shall be incorporated into this *EH&S Manual* as part of a department's specific program.



## 1.3 PRINCIPLES AND GOALS

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An effective occupational, health and safety program will be maintained. The college, in keeping with these principles and goals, will provide qualified personnel and adequate facilities and equipment. The following principles are fundamental to a successful operation:

### A. Fundamental Principles

- Appropriate programs shall be implemented to protect employee, student, and visitor health and safety.
- Occupational injuries and illnesses are preventable.
- Administration seeks to define, initiate, and maintain programs and procedures to prevent injuries and illnesses.
- Continuing scrutiny of programs and ongoing employee training and education in occupational health and safety are essential program elements.

### B. Goals

- Minimize health and safety risks by providing safe and healthful work environments, preventing unsafe acts, and controlling exposures to health and safety hazards in the workplace.
- Provide and assure appropriate health and safety programs exist and are in place.
- Control health hazards in the workplace and assure that employees are informed of hazards and how to protect themselves from overexposure.
- Assure all administrators, managers, employees, and students have received orientation, instruction and training in health, safety and environmental protection matters.
- Require that all health, safety, environmental protection and loss control practices, standards, laws, and regulations be observed relating to people, facilities, materials, processes, wastes, and the environment.



## 1.4 ASSIGNMENT OF RESPONSIBILITY

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All employees and students are responsible for compliance with the *Environmental Health & Safety Procedure Manual (EH&S Manual)* and associated programs. Everyone is accountable for their own activities, as well as those occurring under their operational control. The following is a non-inclusive list identifying responsibility and accountability for environmental health and safety issues:

### A. President (*Current Leadership* [President's Office](#))

- Overall responsibility for establishing and maintaining environmental health and safety programs for the College.
- Provide the leadership, procedures, and funding necessary to ensure a safe and healthy environment for the College.

### B. Administrators ([Chiefs, Deans, Directors and Department Heads](#))

- Provide facilities and equipment required for a safe work environment.
- Ensure individuals under their management have the authority and support to implement health and safety procedures, practices, and programs.
- Ensure areas under their management are in compliance with the College health and safety procedures and programs.
- Establish priorities and commit resources for correction of safety deficiencies.
- Establish procedures for dissemination of safety- related information.
- Establish procedures for implementation of *EH&S Manual* and associated programs.
- Establish a system for assessing safety performance.

### C. Managers and Supervisors ([Campus Directory](#))

- Provide safe and healthy environments for those areas and personnel for whom they have supervisory or administrative responsibility, incorporating safety and health issues as an integral part of all activities at the College.
- Assure completion of training requirements as required in the *EH&S Manual* as well as other training needed to perform the job safely and maintain all training documentation.
- Initiate and enforce necessary preventive measures to control hazards.
- Report injuries and illnesses using Section 5- Incident/ Injury Management procedures.
- Review accident and injury reports for their area(s).
- Serve as a focal point for safety and health concerns.

### D. Faculty and Staff ([Academic Divisions](#))

- Participate in mandated training programs provided by Deans and/or Supervisors.



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- Perform activities as trained.
- Promptly reporting safety, fire, and health hazards, environmental deficiencies, as well as injuries and illnesses to the supervisor or program director.
- Give due consideration to personal safety and the safety of others while performing tasks.

### **E. Department of Risk Management / Environmental Health & Safety**

(Director of Risk Management, Manager of Environmental Health & Safety, and Safety Technician)

- Assist the College community in the evaluation, planning, development and execution of health and safety programs. Establish programs to assure applicable health and safety standards, as well as College policies and procedures, are followed. In the absence of appropriate statutes and governmental regulations, the published standards of recognized professional health and safety organizations will serve as guides.
- Maintain, review, and update the Environmental Health & Safety Procedure Manual.
- Provide safety and health related technical services.
- Provide training materials, assistance, and programs in safe and healthy work practices.
- Review legislation, recommending procedures, and monitoring compliance with environmental, health and safety statutes and regulations and College health and safety procedures and programs.
- Provide guidance and technical assistance to the College in identifying, evaluating, and correcting health and safety hazards.

### **F. Facilities Committee**

- To identify areas which affect the safety, appearance, and sustainability of the College and/or which limit accessibility to the College.
- Communicate concerns and corrective measures to the Harper community.
- Recommend and aid in ongoing development of procedures and policies for emergencies and environmental health and safety.
- Monitor and make recommendations to the Resource Allocation and Management Program (RAMP) and the College Master Plan implementation.

### **G. Students**

- While students are not covered under the provisions of the Illinois Department of Labor (IDOL) or the Occupational Safety and Health Administration (OSHA), students should be made aware of health and safety hazards in classroom situations and should be provided with information and equipment to protect themselves from those hazards. Faculty should provide student training at the beginning of each course in which hazards may be encountered. Special safety instructions should be provided at the beginning of each class period.

### **H. Outside Contractors and Guests**



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- Outside contractors and guests should be informed of the environmental health and safety hazards they may come into contact with while on campus. They are also responsible for acting in accordance with the EH&S Manual.



## 1.5 FACILITIES COMMITTEE

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### A. Purpose

To monitor the physical environment of the College which affects the accessibility, safety, and the appearance of the College.

### B. Objectives

- To identify areas which affect the safety, appearance, and sustainability of the College and/or which limit accessibility to the College.
- Communicate concerns and corrective measures to the Harper community.
- Recommend and aid in ongoing development of procedures and policies for emergencies and environmental health and safety.
- Monitor and make recommendations to the Resource Allocation and Management Program (RAMP) and the College Master Plan implementation.

### C. Membership

Official Voting Members: Official voting membership of the Facilities Committee shall consist of the following:

- One (1) Art Faculty
- One (1) Science Faculty
- One (1) Career Programs Faculty
- One (1) Adjunct Faculty
- One (1) Administrator or Supervisor/ Manager from Information Technology
- One (1) Representative from the Harper College Police Department
- One (1) Representative from Facilities Management not represented by any other employee group on this committee
- One (1) Professional Technical Staff
- One (1) Classified Staff
- 504/ADA Compliance Officer (By Position)
- Director of Risk Management (By Position)
- One (1) Supervisory Management Staff from the Human Resources Department (By Position)
- Campus Architect (By Position)
- Curriculum and Scheduling Specialist (By Position)
- Campus Sustainability Manager (By Position)
- Manager of Auxiliary Services (By Position)
- One (1) Student

The names of individuals selected as voting members of the Facilities Committee shall be submitted to the Shared Governance Coordination and Review Committee. ([Governance Member List](#))

Non-voting Members; Non-voting members of the Facilities Committee shall include the following:

- Executive Director of Facilities Management (By Position)
- Administrative Staff Member assigned to support the committee in its work (By Position)

### D. Decision Making

Policy recommendations shall be forwarded to the Institutional Resources Policy Council and Non-Policy recommendations shall be sent to the appropriate Administrator.