Overview

This administrative rule outlines the College guidelines regarding Flexible Work Arrangements.

Applicability

CGCC non-union employees.

Administrative Rule Statement

General Safety Policy

CGCC is committed to providing a safe and healthy workplace for all employees. The College complies with all applicable requirements issued by Oregon OSHA and the federal Occupational Health and Safety Administration.

The responsibility for the success of the workplace safety is shared by management and all employees working for the College. The objective is to exercise all precautions necessary to protect employees from all accidents and reduce or eliminate disabling injuries and illnesses.

Enforcement of safety rules will be vigorous and equitable, reinforcing the intent to provide workplace safety. Supervisors are required to take quick, consistent action to change unsafe behavior. It is the responsibility of all employees to cooperate in making the safety program work, including compliance with all rules and regulations.

Safety Rules. Employees are required to observe all safety rule on premise or while representing CGCC. Without limitation, but by way of illustration, the safety rules are:
• All College employees will observe College safety and health rules and apply common principles of accident prevention in their day-to-day duties.
• No employee shall knowingly violate a College safety rule or State Safety and Health Regulation.

• The use of intoxicating liquor or illegal drugs on the job is strictly prohibited. Anyone whose ability to work safely is impaired by alcohol, drugs or medication will not be allowed on the job.

• Each employee is responsible for their own safety and the safety of other employees. Unsafe working conditions shall be corrected or immediately reported to the Facilities Services Department.

• Employees will observe all lock-out/tag out procedures on any moving machine or tool before making changes, repairs, or while cleaning.

• No employee shall work alone when entering confined spaces or hazardous locations. Entry permits are required to be completed and followed prior to confined space entry.

• Employees must report unsafe or hazardous conditions (unsafe equipment, floors, material, etc.) and unsafe acts to their immediate supervisor or safety committee representative promptly.

• Employees must use personal protective equipment such as safety glasses and hearing protection where required according to College procedures and protocols.

• Employees will not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement.

• Employees must keep working areas clear of slipping/tripping hazards.

• Employees will refrain from fighting, horseplay, or distracting other workers.

• Employees must report all job-related injuries or illnesses to their supervisors within 24 hours.

• Employees on restricted duty must obey all restrictions imposed by their attending physician.
• Employees must assist supervisors in the investigation of any accident of which they have knowledge.

• Employees must practice safe operating procedures for all equipment.

• Employees will not operate, modify, adjust or use equipment in an unauthorized manner. All guards and other protective devices must be in the proper places prior to operating equipment.

• Employees will only operate machines, tools, power trucks or equipment that they are authorized, and trained, to operate. Supervisors will provide proper equipment safety training for each employee as necessary. If for any reason an employee is asked to operate equipment they are not authorized to operate they must immediately report it to their supervisor.

• Employees will attend all required training or orientation to increase safety awareness.

• Employees are required to know the location of fire/safety exits and evacuation procedures.

• Employees must observe all hazard warning and no smoking signs.

• Employees are strictly forbidden to be riders on tractors or any other mobile equipment, except for equipment designed to permit passengers.

• Employees are prohibited from using defective equipment, tools or machinery. All defective equipment, tools or machinery must be reported to a supervisor immediately.

• Employees will follow proper lifting procedures at all times.

*Failure to observe safety rules may result in disciplinary action, up to and including, termination.*

**Definitions**

None
Interpretation of Administrative Rule

Chief Operating Officer.

Cross Reference to Related Administrative Rules

None

Further Information

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Strategic Direction

KFA 3: Faculty and Staff

Appendix

None