

Chancellor's Safety Statement and Guidelines

January 2007

The Virginia Community College System is committed to ensuring the safety of faculty and staff, students, constituents and other visitors. It is our intent to comply with all applicable occupational health and safety regulations and recommended practices. Therefore, this safety statement and these guidelines are intended to: help prevent accidents, illnesses and injuries; increase safety awareness; meet requirements of environmental, occupational health, and safety laws and regulations; reduce institutional liability; and establish safety responsibilities for members of the System community.

Within the VCCS, safety is everyone's responsibility. To wit:

- Employees are responsible for adhering to practices which meet or exceed applicable federal, state, and local standards for health and safety and should make every effort to maintain a safe and healthy working environment.
- All members of the System community shall immediately report any potential unsafe or hazardous condition to their supervisor or their campus/system safety representative and shall work with them to specify methods which will eliminate or minimize such hazards.
- To avoid injury and damage to themselves, others, and the environment, members of the System community shall respectfully use facilities and equipment and make a concerted effort to work as safely as possible, to include wearing safety equipment when required by law, regulation, or provided by their College.
- Supervisors and administrators (faculty and staff) are additionally responsible for minimizing the risks to which students and employees may be exposed, and for correcting inappropriate behaviors. Supervisors shall assume this responsibility by monitoring students' and employees' compliance with the use of personal protective equipment and safe work practices. Supervisors shall also provide special, job-specific instructions commensurate with the specific demands of the students' and employees' tasks.
- All employees should avail themselves of appropriate training when offered.
- Employees who violate safety policy rules or laws will be subject to appropriate discipline.

All members of the System community are expected to be familiar with their safety responsibilities and strive to follow safety practices at all times.