

Policy Number: 02.057

Policy Title: Health and Safety

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Health and Safety

The health and safety of employees and others on College property are of critical concern to Antioch College. The College intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the College's premises, or in a product, facility, piece of equipment, process or business practice for which the College is responsible should be brought to the attention of management immediately.

Periodically, the College may issue rules and guidelines governing workplace safety and health. The College may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.