



Health & Safety Policy

REASON FOR POLICY

Northern New Mexico College (NNMC) is committed to providing a safe and healthy environment for faculty, staff, visitors, and contractors at both campuses (Española and El Rito). NNMC strives to uphold the standards set by the Occupational Safety and Health Administration. Additionally, we expect every employee and student to uphold the safety and health measures of NNMC. In fact, safety and health are NNMC's top priorities.

POLICY STATEMENT

Preventive measures and the elimination of any potential hazard are of the utmost importance for the safety and health of faculty, staff, students, and the public in general. NNMC Faculty, staff, and students are required to report any potential hazard observed to the proper department head or supervisor for corrective action.

RESPONSIBILITIES

President, Provost and Vice President for Academic Affairs, and Vice President-Finance & Administration -The College President has the ultimate responsibility for environmental, health and safety programs for NNMC.

The Executive Management Team is committed to utilizing available finances and other resources, to ensure that NNMC operations are conducted in the safest manner possible. The Executive Management Team also is committed to ensure compliance with applicable federal, state and local environmental, health and safety laws and regulations.

Assistant Provosts, Deans, Supervisors, Directors and Department Heads - Each Assistant Provost, Dean, Supervisor, Director and Department Head should strive to maintain a healthy and safe environment for their respective employees. They are expected to take appropriate action to ensure any identified hazards are addressed and to address and correct issues of non-compliance in a timely manner.

Principal Investigators (PIs)/Unit Managers - PIs/Unit Managers in consultation with the Environmental Health and Safety Office (EHS) shall respond in a timely manner to address safety complaints, non-compliance and mitigate potentially unsafe conditions. PIs/Unit Managers should set, by example, high standards for health and safety. These standards must be consistently applied and appropriate action must be taken when personnel fail to meet them. PIs/Unit Managers are responsible for identifying hazards in the work environment. Within five days of a new employee arrival, transfer or job change, PIS/Unit Managers must provide all necessary training and hazard awareness programs. Failure to provide new employees and/or students with the required training may result in disciplinary action.

NORTHERN New Mexico College



Environmental Health and Safety Office (EHS) – EHS is charged by NNMC with implementing all NNMC health and safety policies and procedures. EHS is authorized by and accountable to the Executive Management Team. EHS is responsible for identifying and assessing and enforcing this Health and Safety policy and subordinate health and safety regulations, policies and procedures.

EHS is responsible for maintaining a comprehensive program that combines training, consultation, control, and inspection to protect the health and safety of all personnel on NNMC campuses. EHS staff provides professional services to measure and evaluate hazards to which the College community may be exposed, and ensure compliance with NNMC policies. EHS's responsibilities include:

- Ensuring that all written policies, procedures, and training materials for applicable health and safety regulatory standards are established, current, and available for delivery to appropriate campus groups.
- Maintaining an up-to-date webpage to enhance access to health and safety policies, procedures, technical guidance documents, and compliance assistance information.
- Facilitating health and safety communications with the NNMC community and stress the importance of campus wide adherence to appropriate regulations, standards and policies.
- Providing a risk-based approach to (risk-based) inspection services to enhance campus health and safety;
- Facilitating timely correction of identified non-compliance through escalating notification and enforcement.
- Verifying, adequacy and adherence to required health and safety trainings and hazard assessments.
- Promoting EHS's role as an environmental, health and safety information resource that is ready to meet the needs of the campus community.
- Taking appropriate measures (including Stop Work Authority for imminent hazard situations) to maintain acceptable margins of safety and regulatory compliance over NNMC operations.

Individuals - Safety is the responsibility of each and every person at NNMC. All members of the College community individually and collectively share the responsibility to provide and maintain a safe environment. Consequently, each individual is expected to:

- Observe and comply with all NNMC safety rules and regulations that apply to his or her trade, office, or laboratory.
- Follow instructions and ask his or her supervisor (for employees) or instructor (for students) questions when in doubt about a safety standard.
- Report any unsafe conditions or situations that are potentially hazardous.
- Report any on campus accidents and/or injuries to his or her supervisor (for employees) or instructor (for students) immediately.

NORTHERN New Mexico College



- Help maintain a safe and clean work and learning environment; and
- Generally act in a manner that protects the health and safety of the individual and those with whom the individual comes into contact.

Responsible Division/Unit: Office of the Provost and Vice President for Academic Affairs/Division of Environmental Health and Safety

Associated Policies, Rules and Procedures/Forms: Polices, rules, procedures, and forms will be constantly added to this section throughout the life of this policy. These policies, rules, and forms will further explain some of the verbiage used in the above policy.

History: BOR approved 3/26/21