

Responsibilities

The following are key points about responsibilities of various individuals who come to campus, as established in Seattle Colleges District Policy & [Procedure #209, titled Health & Safety \(October 18, 2018\)](#) and discussion on how it pertains to campus operations during the current state of emergency response to the local COVID19 crisis.

Employee Responsibilities

Employees must be familiar with safety protocols for their workplace. Employees who require job specific training due to potential workplace hazards must successfully complete such trainings before working in that environment. As conditions change – such as the presentation of a new hazard in the workplace (in this case COVID19) – employees must participate in on-going training related to updated information. The corresponding trainings and on-going updates related to COVID19 are detailed in the [communication and trainings](#) section of this program.

Employees are expected to follow all health & safety rules. This includes the [required infection control measures](#) detailed in this program and:

- Participate in emergency preparedness and response activities and promptly report unsafe conditions or actions to the immediate supervisor. If you are not comfortable reporting to your supervisor (or they fail to take action) report the situation to healthandsafety@seattlecolleges.edu or your campus safety committee representative.
- Report all injuries, accidents, or near-misses; This encompasses the need to report to healthandsafety@seattlecolleges.edu if you were on-campus within 48-hours prior to the development of COVID19-like symptoms or tested-positive for COVID19. This information will be kept confidential according to ADA/FERPA requirements. For more information on what happens [when someone is sick on-campus](#), see the corresponding section within this program.

Employees are encouraged to take an active role in the prevention of hazards to maintain a culture of safety:

- Wipe down and disinfect the high-touch points and horizontal surfaces within your own personal workspace both before AND after work.
- Encourage co-workers by your words and example to use safe work practices; be a good example and modeling appropriate infection control measures, at all times while on-campus.

Supervisor Responsibilities

Supervisors are responsible for the safety of their employees and must regularly check the workplace for unsafe conditions, watch for unsafe practices, and take prompt action to eliminate any and all hazards.

Supervisors must:

- Understand and be able to explain current safety and health rules applicable to their areas.
- Ensure all safety and health rules, standards, and procedures are followed.
- Ensure that each employee receives appropriate and applicable training before starting work.
- Ensure that an employee is fully trained and authorized to use any required equipment, including cleaning products, pesticides or other hazardous materials.
- Work with Human Resources and the EHS manager to record and maintain records for department specific training.
- Monitor and enforce use of personal protective equipment (PPE) – this includes cloth face coverings while a mask mandate is imposed and physical-distancing, where applicable
- Provide ways for workers to express any concerns and ideas to improve safety and call to the attention of management and/or the H&S team any situation that you cannot properly implement the outlined strategies and mechanisms established in this program.
- Correct unsafe practices.
- Correct or report unsafe conditions.
- Monitor employee safety performance, with special attention to fatigue and possible impairment.
- Provide on-going training and discipline as needed to ensure employee compliance with this program.
- Report any occupational safety incident resulting in injury or illness; what this means is that if someone reports to you that they have COVID19, do not disseminate the personal health information to leadership and others. Instead, report the information, only, to healthandsafety@seattlecolleges.edu where trained contact-tracers will confidentially investigate and respond appropriately. For more information on [what happens when H&S is notified of a COVID19 case](#), see the corresponding section within this program.

Management Responsibilities

College leadership at all levels, including but not limited to Deans, Directors, VPs and Presidents will support the College's culture of safety by providing the planning, direction, and resources necessary to create a safe college environment.

- Managers should ensure funds are budgeted for safety equipment, training, and other needs.
- Managers will empower supervisors and hold them accountable for incident prevention, reporting and compliance.
- Managers must ensure all incidents are investigated and corrective actions taken in a timely manner to prevent reoccurrence. **Note**, COVID19 cases are to be immediately reported to health & safety whose trained contact tracers and public health professionals will respond accordingly. For more information on [what happens when H&S is notified of a COVID19 case](#), see the corresponding section within this program.
- Managers will monitor vendors and contractors to ensure compliance with Seattle Colleges' policies and industry safety standards.
- Managers will include safety as a standing agenda item for all meetings to review any current safety issues relevant to the group.
- Managers will ensure that all meetings begin with a review of emergency response procedures when attendees are unfamiliar with the space.

Student Safety

- Students enrolled in classes or programs where they have exposure to hazards (this means students who participate in on-campus activities during the COVID19 crisis) will receive training and instruction and personal protective equipment from the instructor teaching the course prior to exposure.
- Additional safety orientations and information will occur as appropriate, to orient students to new programs, equipment, laboratories and workshops; this includes familiarizing the students with [requirements and expectations for on-campus activities](#) during the COVID19 pandemic.