

SUBJECT: Occupational Safety & Health Plan	Effective Date: July 2011	Policy Number: 02-4-007
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Operations Compliance Manager	

I. Purpose and statement of operational policy underlying the procedure.

To ensure that workplace accidents and injuries are being properly documented and recorded by the Compliance Office and that all Workers Compensation claims are processed and documented for Compliance with OSHA regulations.

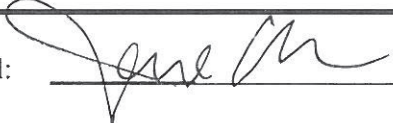
II. Applicability/Scope

This applies to All College Employees.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Operations Compliance Manager	Will develop and implement a Occupational Safety plan for the Campus.	July 2011
Operations Compliance Manager	Will submit the plan to Cabinet Members for approval.	
Human Resources	Will provide the Compliance Officer any documentation of worker's compensation claims filed due to injury on the Job.	
Personnel	Will immediately report any work related injury or incident whether or not medical treatment was sought.	
Operations Compliance Officer	Will submit OSHA 300 Log to t TOSHA Annually and will post workplace injuries on the Compliance Board during the time that the State requires the information to be posted.	

IV. Related policies/References for more information

Authorizing Official: <u></u>	Authorization Date: <u>10-10-11</u>
Title: <u>Director, Administrative Services</u>	