



**BAPTIST HEALTH SCIENCES UNIVERSITY**  
**SAFETY AND HEALTH MANAGEMENT PLAN**

President's Statement  
Health and Safety Manual Content  
Roles and Responsibilities  
Safety and Health Policies

## Table of Contents

Revision Control Page .....	3
President's Statement.....	4
Comprehensive Health and Safety Manual Content.....	5
Safety and Health Management .....	6
Environmental Management System (EMS) .....	7
Emergency Management .....	8
Emergency Operations Plan .....	8
Crisis Response .....	8
Safety and Health Roles and Responsibilities .....	9
Plan Review .....	12
Safety and Health Policies.....	12

## Revision Control Page

Program Information		
Policy : General Safety		Reviewed Date(s): 12/18, 1/20, 2/21
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Responsible University Administrator:	VP of Administrative Services	President Council Approved Date: May 1, 2008

## Record of Changes

Each update or change to the plan will be detailed in the table below.

Date	Change Summary	Page Number(s)	Entered by:
12/13/2018	Added Content Page	4	James Knox
1/20/2020	Annual review – no changes	-	James Knox
2/3/2021	Updated logos and changes to a University	All	James Knox
6/11/2022	Added Emergency Management/EOP statement.	8	James Knox

## **President's Statement**

Baptist Health Sciences University is committed to providing a safe campus environment. The Baptist University Safety Committee is charged with developing and recommending policies for a comprehensive campus plan to effect a safe, healthy and civil campus environment. In addition, the Safety Committee will monitor compliance with policies and procedures and provide reports to appropriate individuals and groups.

Baptist University realizes that crises, or critical incidences, may occur within the University community and an effective and timely response is crucial to mitigate the effects of the incident. The University has developed a Crisis Management Team consisting of University administrators and staff, to respond to the needs of the University during and after the occurrence of a critical situation.

Each student and employee is ultimately responsible for his or her own personal safety, but by working together to understand and practice appropriate safety procedures, in daily activities and in times of critical incidences, Baptist University will become a safer place to work, study, and enjoy.

Betty Sue McGarvey, President

## **Comprehensive Health and Safety Manual Content**

### **I. Safety and Health Management Plan**

- President's Statement
- Roles and Responsibilities
- General Safety Policy
- Health and Safety Policies

### **II. Emergency Management**

- Emergency Operations Plan
- Business Continuity Plan
- Crisis Management Plan
- Family Reunification Plan
- Fire Prevention Plan
- Pandemic Plan
- Exercises
- Front Desk Safety Procedures

### **III. Occupation Safety and Health**

- Training
- Blood Borne Pathogens
- Radiation Safety
- Workplace Violence
- Illness and Injury Prevention
- Hazard Communication
- Chemical Hygiene Plan
- Electrical Safety
- Personal Protective Equipment
- Lockout/Tagout
- Fall Prevention
- Machine Guarding
- Welding
- OSHA Recordkeeping w/Employee Health
- WC

### **IV. Hazard Recognition**

- Safety Inspections
- Job Safety Analysis
- Risk Assessments
- Inspection Records

### **V. Contractor Safety**

- Safe Work Permit(s)
- Contractor Safety Program

### **VI. Safety Committee**

- Meeting Documents
- Training

## **Safety and Health Management**

Safety and Health management is an on-going process that is being implemented to maintain and improve the quality of the educational environment. It is our responsibility to prepare each employee to work effectively and safely within the University. Therefore, the cooperation of each employee is needed to maintain a clean, non-hazardous environment for visitors and fellow employees. Each of us needs to develop an awareness of potential hazards; hence, it is necessary that we be familiar with the Safety Management Program. The University Safety Officers are the Safety Committee Co-Chairs.

Written policies and procedures to enhance safety within the University and its grounds are recommended by the Safety Committee to the Business and/or Provost Councils of the University for approval.

The Safety Officer will report in writing pertinent findings and recommendations to the Business and/or Provost Councils.

### **Administrative Support**

Toward fulfillment of the general and specific safety goals of the hospital, the President of the Baptist University shall appoint a qualified Safety Officer(s).

### **Safety Committee**

Baptist University provides administrative responsibility for Environmental, Health and Safety programs. The administrative charge is given to the Safety Committee which reports into the Business Council of the University. The representatives on the Safety Committee are:

- Chair – Director, Safety and Organizational Compliance – Safety Officer
- Co-Chair – Director Student Services and Housing,
- Supervisor, Science Lab,
- Manager, Maintenance & Operations,
- Captain, Security
- Dean, Student Services,
- Director, Technology & Instructional Resources,
- Professor, Nuclear Medicine Technology,
- AED Coordinator and Nursing Lab Coordinator,
- Manager, Environmental Services,
- Director of Marketing/Alumni, and
- Committee Secretary.

The Safety Committee is directly involved, assists in, and coordinates the efforts of others in meeting requirements for environmental safety and health on Baptist University campus. The approach is comprehensive and includes matters related, but not limited, to

- safety principles & regulations,
- campus safety,
- health & welfare,
- disaster recovery,
- emergency preparedness,
- communication plan, education, and

- assessment and improvement.

The Safety Committee will also act as the campus oversight committee for Clery Compliance, Business Continuity planning and the Environmental Management System (EMS).

### **Clery Compliance Committee**

The purpose of the Clery Compliance Committee (CCC) is to establish a working group of campus stakeholders to enhance campus safety by:

- Providing comprehensive oversight, review, revision and implementation of all policies and procedures relating to the Clery Act;
- facilitating cross-campus cooperation in campus efforts to comply with the Clery Act; and
- providing and/or promoting education relating to public safety and crime prevention.

Establishment of the Clery Compliance Committee (CCC) through this policy is necessary to promote campus compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act [20 USC § 1092(f)] (Clery Act).

Coordination and facilitation of the CCC will be the responsibility of departments within the Office of Administrative Services led by the University Clery Compliance Officer.

CCC members (or their designees) will attend scheduled meetings facilitated by the Clery Compliance Officer.

### **Clery Committee Function**

- Review and/or establish appropriate protocols and policies to promote compliance with the Clery Act.
- Identify and provide regular training to Campus Security Authorities (CSA).
- Regularly review the campus's Clery Act geography.
- Act as a network of campus stakeholders who facilitate cooperation and communication across the campus relating to Clery Act compliance.
- Act as a network to disseminate information relating to changes to Clery Act compliance.
- Provide input for the campus Annual Security Report required under the Clery Act.
- Provide consultation concerning Timely Warning Notice (TWN) and/or Immediate/ Emergency Notification (EN).
- Engage in dialogue surrounding any trends in criminal activity on Clery Act geography.
- Engage in ongoing refinement of the CCC's operations to foster optimal functioning and interface with the campus community.

## **Environmental Management System (EMS)**

The Safety Committee will also lead in the management of the Baptist University Environmental Management System. The Environmental Management System (EMS) is a mechanism for managing the environmental impacts of an organization's activities. An EMS provides a structured approach to the planning and implementation of environmental protection procedures using the guidelines set forth under ISO 14001 standards. The EMS incorporates a management system into daily operations and includes long term planning and quality management systems. Baptist University can use the EMS program to ensure that the University is

within current regulatory requirements and prepared for more stringent regulations which might be introduced in the future.

The Environmental Management System (EMS) provides a framework for understanding our "environmental footprint," complying with environmental regulations, and implementing proactive pollution prevention and sustainability strategies. The EMS is not a checklist completed once a year to review compliance or a one-time project. Similar to curriculum development or teaching a class, the EMS invokes a continual cycle of planning (planning the class), doing (teaching the class), reviewing (testing and grading the class), and improving (giving feedback and making changes as needed).

Every three years, the University will complete a review of the EMS program that will be evaluated by BMHCC Corporate EHS Directors.

## **Emergency Management**

### **Emergency Operations Plan**

The Emergency Operations Plan is designed to address how the University will manage major emergencies which might occur at the Baptist University Campus Hub, Health Sciences Building, Nursing Building, Collaboration Building, and/or Dudley Building. Plan management and coordination will be led by the Safety Committee with approvals from the President's Council.

The plan outlines the preparation of, response to, and recovery from emergency events. It is consistent with established practices related to emergency response actions, incorporating the National Incident Management System (NIMS) to facilitate coordination and interoperability among responding agencies. The University will cooperate with federal, state, and local emergency management agencies and other responders in the development, implementation and execution of its emergency response plans. Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

### **Crisis Response**

A crisis is an incident with potential to cause deaths or injuries – physical and/or psychological – to students, faculty, staff, or the public; to shut down business, disrupt operations, cause physical or environmental damage; or to threaten the institution's financial standing or public image. (***Disaster:** an unforeseen occurrence such as a flood, tornado, fire, plane crash, etc. that happens suddenly and causes much suffering or loss to many people*)

Plans for dealing with the media during times of major disruption or crisis are formulated by the BMHCC Director of Media Relations.

### **Suspension of Normal Operations and/or Activation of Emergency Plans**

*Only the President and/or Vice President of Financial & Business Services can declare a crisis and activate appropriate Emergency Plan.*

The Crisis Management Team consists of

- President;



- Vice President, Finance and Business;
- Vice President, Administrative Services or designee;
- Manager of Maintenance/Operations;
- Safety Officer
- Senior Security Officer;
- Supervisor of Health Sciences Building;
- Director of Student Services;
- Director of Marketing/Alumni;
- Director of Information Technology;
- Building Supervisors for Annex and Nursing Building; and
- Dean of Student Services.

If a crisis is wide enough in scope, long in duration, and has a direct impact on campus and normal operations, classes could be suspended. Students would be sent home or alternative arrangements made for their welfare. They would then be summoned back to classes upon safe resolution of the incident or situation. Depending on the scope of the incident, other community agencies might be involved.

The Crisis Management Team will at the direction of Administration:

- Coordinate the University's response to critical incidents involving students, faculty and or staff while maintaining safety and security needs for the campus.
- Communicate to all appropriate staff and entities the needs and concerns during and after the crisis and secure support where needed.
- Use critical incidents, where appropriate, as teachable experiences to enhance the safety and security of our campus.

The command center will be located in room #105 of the main building. The off-site command center will be on the basement of the Health Sciences building, Nursing building lab room #159, and Collaboration Building 2<sup>nd</sup> floor boardroom. Each emergency situation requires a specific response in terms of needed resources and procedures. The Crisis Management Team will address each type of emergency on an individual basis and implement Business Continuity Plan as appropriate.

The co-chairs of the Safety Committee are responsible for ensuring that the plans are updated, everyone is educated as to plans, and internal procedures are in place to support the Safety Plan.

## **Safety and Health Roles and Responsibilities**

**Baptist University President:** The President is responsible for the establishment, implementation, and monitoring of Baptist University Safety and Health Program. To accomplish this, the President shall:

- Appoint a staff member as the Baptist University of Health Sciences Safety Officer, who shall report directly to the Vice President of Administrative Services on safety-related issues.
- Promote safety and health considerations as integral components in the planning and decision-making process at all levels of the organization.
- Establish and communicate reasonable and measurable safety and health goals.
- Hold managers/supervisors/employees accountable for acts and conditions within their areas of responsibility and control.

**Safety Officer:** The Safety Officer is responsible for establishing and administering Baptist University Safety and Health Program. Specifically, the Safety Officer is to assist, advise, and guide the operation of the agency safety program. To accomplish this, he/she will:

- Prepare information to be presented to all new employees concerning the employee safety and health program.
- Assist management/supervision in establishing reasonable and measurable safety goals and objectives and provide performance feedback in attaining the established goals and objectives.
- Annually review and update, as necessary, the Comprehensive Safety and Health Plan.
- Promote safety awareness through the distribution of educational materials such as posters, flyers, brochures, and safety articles.
- Assist management/supervision with safety and health-related issues and topics to be presented and discussed at scheduled staff meetings.
- Encourage management/supervision to conduct and document periodic safety inspections of assigned work areas.
- Personally conduct and document at least an annual safety inspection of the entire agency.
- Assist management, supervisors, and Additional Duty Safety Officers with accident/incident investigation to ensure that all mishaps are timely/thoroughly investigated and appropriate corrective action taken.
- Maintains a record of all job-related injuries or illnesses.
- Perform timely analysis of agency accident/illness experience data and annually prepare a summary report
- Keep the Vice President informed on an on-going basis of the status of the safety and health program. Prepare appropriate recommendations for identified problem areas.

**Responsibilities of Deans, Directors, Cost Center Managers:** The role of the Deans, Directors and Cost Center Managers in our Safety Management Program is vitally important.

The following responsibilities lie with the Directors and Managers:

- Plan and organize departmental safety activities.
- Develop techniques and procedures for specific operation.
- Train employees. Each Director/Manager is responsible for the degree to which his/her employees have gained knowledge and skills necessary to perform safely and effectively in their particular positions.
- Supervise and evaluate employee's safety performance.
- Eliminate all unsafe conditions and unsafe acts within the department. Individual departments/services should develop and publish safe work rules which reduce accident probability. Development of these rules should involve
  - A review of all work methods and practices,
  - A review of all past accident experiences,
  - Recommendations by supervisory personnel, and
  - Recommendations by employees.
- Investigate employee injuries within the department.
- Cooperate with the Safety Officer in safety activities.

***All safety orientation and continuing education of employees shall be directed by the Safety Officer(s) and/or director(s)/manager(s) and reported to the Business and/or Provost Councils in an effort to respond to identifiable incidents and trends that may compromise the safety of faculty, staff, students, and visitors.***

**The Safety Program will be evaluated annually for its effectiveness. (To be assessed in November)**

Evaluation shall include all areas of safety management including hazardous materials and waste management, emergency preparedness and life safety management.

## **Responsibilities of Faculty and Staff**

Management should direct the safety effort by setting achievable goals and by planning and organizing to implement them. However, all employees, at all levels, have responsibility and accountability for safety. Therefore, all employees will be introduced to this program in New Employee Orientation. Thereafter, employees will receive mandatory annual training in safe work practices.

All employees are responsible for the following:

- Participating in new-employee orientation.
- Learning and using appropriate safety and personal protective techniques to prevent injury, including wearing of personal protective equipment, as required.
- Taking immediate action regarding unsafe conditions or equipment.
- Reporting hazards to their supervisors or the safety officer.
- Following safety policies and procedures in relevant University documents, including the safety manual, infection control manual, and departmental policy and procedure manual.
- working in a safe manner as defined in their job descriptions, including safe handling of needles and sharps, use of needleless products where available, proper body mechanics, and safe handling of hazardous substances.
- Reporting work-related injuries or illnesses on the day of occurrences, before the end of the shift.
- Knowing how to use and access safety data sheets. The University contracts with SDSOnline service. A binder is provided to each department with all the needed safety data sheets.
- Knowing their department's role in a disaster, and participating in drills, as appropriate.
- Wearing official University photo identification at all times while working.
- Not removing, damaging, or tampering with safety devices, notices, or warnings, and not interfering with others; use of safe devices.
- Adhering to the University/hospital tobacco free policy.

## **Immediate Supervisor is responsible for the following:**

- Investigate each accident each accident occurring within their work group. Written report should accurately reflect the findings of the investigation including cause of the accident, measures taken to prevent a recurrence, and if necessary, disciplinary action.
- Removal or repair of potential or actual causes of accidents.
- Conduct regular safety inspections for the need, installation, and maintenance of safeguards whether of a mechanical nature or requiring personnel instructions.
- Analysis of accidents occurring throughout the University to anticipate and prevent repetition among immediate work group.
- Enforcement of safety rules and regulations, including the wearing of protective garments.
- Training and retraining of new and incumbent employees in safe work practices and setting good examples.
- Motivation of employees to practice safety first.

- Make recommendation to department director to improve the safety program.
- Department managers and supervisors will reinforce compliance. Employees may face disciplinary action, up to and including dismissal, for failing to comply with safety policies and procedures.

## Plan Review

Annually, all components of the Safety and Health Management Plan are reviewed by the Safety Officer. Any edits to the plan are shared with Safety Committee.

## Safety and Health Policies

Baptist University safety and health related policies are distributed and located in several locations to ensure students, faculty, and staff have access to all documents and any time.

### **Baptist University Health and Safety Reporting and Policies locations:**

#### **Support Services**

Office of Faith and Service  
Counseling Services  
Disability Services

*Baptist University Student Handbook*  
*Baptist University Student Handbook*  
*Baptist University Student Handbook*  
*Faculty/Staff Handbook*  
*Baptist University Student Handbook*

Fitness Center

#### **Fitness for Duty**

*General Administrative Policy and Procedure on PawPrints*

#### **Zero Tolerance Drug and Alcohol Policy**

*Baptist University Student Handbook*

#### **Fitness for Duty/Drug Free Workplace**

*Baptist University General Policy*

#### **Blood and Body Fluid Exposure/Needle stick**

*Baptist University General Policy*

#### **Blood borne pathogen counseling for clinical students**

*Baptist University Student Handbook*

#### **Illness/Hospitalization**

Student illness in classroom/clinical  
Student Health Services  
Student Limitations  
Tuberculosis Exposure  
Radiation Safety Policy

*Faculty & Staff Handbook*  
*Baptist University Student Handbook*  
*Faculty & Staff Handbook*  
*Nursing Division Student Handbook*  
*Safety and Health Plan*

#### **Related forms:**

Acknowledgment of Workers' Compensation Procedures  
STD Pay Coordination with Tennessee Workers' Compensation  
STD Pay Coordination with Mississippi Workers' Compensation  
Request for Family and Medical Leave of Absence (FMLA)  
Baptist Leave of Absence Request Form  
Certification of Health Care Provider  
OSHA Reportable Incidents

**Policies:**

Sick Pay Benefit; Long Term Disability (LTD)  
Administration Policy and Procedure Manual  
Guidelines for Leaves of Absence (BMHCC)

**Other Policies:**

General Safety  
AED  
Airborne Pathogen Exposure  
Campus Safety/Security Reporting Policy  
Campus Active Shooter  
Disruption of Utility Service  
Emergency Equipment Testing  
Environmental and Sustainability  
Tuberculosis Control  
Non-Emergent Fleet Safety