



**PimaCountyCommunityCollegeDistrict  
Administrative Procedure**

<i>AP Title:</i>	<b>Health and Safety</b>
<i>AP Number:</i>	AP 11.03.01
<i>Adoption Date:</i>	2/14/96
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	1/29/02, 11/13/06, 4/1/17, 4/26/22, 11/8/23
<i>Revision Date(s):</i>	1/29/02, 11/13/06, 4/1/17, 4/26/22, 11/8/23
<i>Sponsoring Unit/Department:</i>	Finance and Administration
<i>Policy Title(s) &amp; No(s):</i>	Environmental Health and Safety, BP- 11.03
<i>Legal Reference:</i>	Federal Occupational Safety and Health Standards, 29 CFR 1910; 29 CFR 1926; A.R.S. Title 49, sections 101-1106
<i>Cross Reference:</i>	Environmental Management, AP 11.03.02

**AUTHORITY**

The Chancellor delegates to the Executive Vice Chancellor (“EVC”) for Finance and Administration or designee the responsibility for ensuring that Pima Community College’s (“College”) Environmental Health and Safety Policy, BP 11.03, is implemented in accordance with this Administrative Procedure (“AP”).

**SECTION 1: Institutional Responsibility**

The College is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe conditions on its premises. The College will meet its responsibilities for health and safety by adhering to relevant

health and safety standards, including, but not limited to, the Occupational Health and Safety (“OSHA”) identified in 29 CFR 1910.

**SECTION 2: Education and Training**

The EVC for Finance and Administration or designee shall take all reasonable steps to inform College employees of their rights and duties in the workplace and the applicable regulations and procedures for protecting their health and safety. Where appropriate, the EVC for Finance and Administration or designee shall establish training programs to assist in maintaining safe conditions and work practices and facilitating employee participation in health and safety activities, including, but not limited to, health and safety committees.

**SECTION 3: Compliance**

All employees shall protect their own health and safety by working in compliance with applicable regulations and standards and with safe work practices and procedures established by the College and by their individual departments. All employees must report any health hazards and unsafe conditions or practices to supervisory staff immediately.

All College employees in positions of authority (e.g., instructors, supervisors, and administrators) are to ensure that any persons under their direction are made aware of and comply with all health and safety procedures. They shall be responsible for ensuring that all health and safety issues or concerns brought to their attention are properly reported, investigated, and corrected promptly.