

**Comprehensive  
Safety Program**

The College District shall take every reasonable precaution regarding the safety of its employees, students, visitors, and all others with whom it conducts business. A designated administrator shall be responsible for developing, implementing, and promoting a comprehensive safety program.

The general areas of responsibility include, but are not limited to, the following:

1. Guidelines and procedures for responding to emergencies.
2. Program activities intended to reduce the frequency of accident and injury, including:
  - a. Inspecting work areas and equipment.
  - b. Training frontline and supervisory staff.
  - c. Establishing safe work procedures and regulations.
  - d. Reporting, investigating, and reviewing accidents.
  - e. Promoting responsibility for College District property on the part of students, employees, and the community.
3. Program activities intended to reduce the ultimate cost of accidents and injuries through investigation and documentation.
4. Program activities that identify and develop prudent methods of financing loss costs on an annual basis, including the purchase of commercial insurance, self-insured retentions, and risk pooling.
5. Driver education programs, when available.
6. Vehicle safety programs.
7. Traffic safety programs and studies related to employees, students, and the community.

Information  
Management

The College President or designee shall be responsible for the collection, storage, and analysis of relevant operational and historical data required to develop sound procedures for implementation and operation of the comprehensive safety program.