### **Policy 210: Workplace Safety**

Category: Personnel

Covered Individuals: All CEI Employees

##### Approved: 5/28/2024

Formerly Approved: 12/11/2019

**210.1 Policy**

College of Eastern Idaho (CEI) takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Realization of a safe work environment requires attention and responsibility at every level. It is the responsibility of each employee to cooperate with CEI’s safety guidelines and to fully follow all procedures relating to safety rules.

**210.2 Procedures**

To ensure a safe workplace, employees are required to use safety and protective equipment as provided and shall maintain safe and orderly work areas free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor immediately.

Employees should not block fire exists, tamper with fire extinguishers, or create fire hazards. If an employee becomes aware of any potential fire hazards, the employee should advise a supervisor of the suspected risk as soon as possible. It is the employee’s responsibility to be aware of fire escape routes.

For safety and security purposes, all office door windows must be kept clear, fully accessible, and free of any covering unless installed and approved by the college.  Society has moved us to have more observable interactions. Completely private settings provide opportunities for sexual harassment and violence as well as false allegations of such deeds. To further address these concerns and to keep our campus community safe, couches and loveseats are not permitted in private offices on campus.

In the event of a job related accident or illness, employees must notify a supervisor immediately and file an Incident Report with Security. As required by Idaho law, CEI provides workers’ compensation insurance coverage for the protection of employees who sustain work-related injuries or illnesses. If an employee is injured or becomes ill as a result of his/her job, it is the employee’s responsibility to immediately notify a supervisor of the injury in order to receive benefits. Employees should report every illness or injury to a supervisor and the Human Resources Department, regardless of how minor it appears. Physical discomfort caused by repetitive tasks must also be reported. The Department of Human Resources will advise the employee of the procedure for submitting a workers’ compensation claim. If necessary, injured employees will be referred to a medical care facility and should retain all paperwork provided to them by the medical facility. Failure to report a work-related illness or injury promptly could result in denial of benefits. An employee’s report should contain as many details as possible, including the date, time, description of the illness or injury, and the names of any witnesses.

**Concurrent Use of FMLA and Worker’s Compensation**

When applicable, any lost time related to a worker’s compensation claim will run concurrently with FMLA leave.

**Employee Unable to Return to Work**

If an employee is unable to return to his/her regular work duties (with or without accommodation) after twelve (12) weeks or after exhausting accrued sick leave, whichever is longer, the employee will be medically laid off. Employees may not use leave without pay or time spent in a light or alternate duty position, to extend the medical layoff date.

Any questions regarding safety and safe practices should be directed to a supervisor.