

E-15

POLICY

Safety Training

The safety of our employees, students, visitors and community are among our top priorities at Southeast Community College.

Annually all employees are required to complete three (3) training activities to promote and support personal safety and the safety of others on campus:

1. Complete an annual review of the safety management plan and complete the Safety Quiz.
2. Select and complete two (2) additional safety activities relevant to the employee's area of work or interest. These may be required by the department or division or selected by the employee.

Examples may include attend or view safety training offered by the SCC Safety/Security Team, safety videos, community-based safety training, facilities training, de-escalation or classroom management, personal safety e.g.

Employees must enter their safety training activities into the leave system for approval.

Adopted: 12/13/22

Reviewed: 02/08/19, 07/14/20, 08/10/21, 10/29/21, 12/10/21, 10/21/22, 11/08/22

Next Review: TBD

Web link:

Tags: safety training