

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

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Policy Title: SAFE WORK ENVIRONMENT

Policy Statement: Garden City Community College will do all within its power to protect all employees from physical and/or psychological abuse. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately to Human Resources.

Procedures: Employees have individual responsibility to protect themselves. Be familiar with your personal work space, entrances and exits, hiding places and escape routes before you are confronted with a dangerous situation. Discuss your plans and concerns with your supervisor so that you are prepared to handle the situation instinctively. Employees are encouraged to use caution when arriving and leaving the work place before or after regular business hours. Personal items of value should be kept in a secure location to reduce loss or theft. Emergency telephone numbers should be posted at work station in case an emergency arises which requires assistance. Questions about college security should be directed to an employee's immediate supervisor, Campus Security or the Human Resources Director.

Contacts: Director of Human Resources

Approved Date: 8/1/2013

Policy History: [Click here to enter text.](#)

Keywords: Safety, work environment, security

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