

VAUGHN COLLEGE SAFETY COMMITTEE

The Vaughn College Safety Committee is designed to prevent injuries and accidents in the workplace and to ensure the health and safety of staff, faculty, and students. Members of the Safety committee share the responsibility of implementing and monitoring the college's safety program.

Objectives

- Promote a safe and healthful environment throughout the campus community.
- Facilitate prompt correction of identified hazards from inspections, reports of, or accident reviews.
- Facilitate review of campus safety programs and ensure recommendations are addressed by college management.

Responsibilities

- The committee meets once per month throughout the academic year.
- Perform Scheduled Periodic Safety Inspections.
- Provide recommendations to departments on safety issues.
- Serve as a conduit for communication between staff and faculty members and the college, investigating health and safety suggestions and any allegations of hazardous conditions.

SAFETY COMMITTEE CO-CHAIRS

Robert Waldmann- Vice President for Finance and Business Services

Justin Burmeister- Director of Facilities

REPORTING HAZARDS or SAFETY SUGGESTIONS

All faculty, staff, and students have a role to play - ensuring people under their direction have all that they need to work and study safely, using good judgment and adhering to safety precautions, and looking out for each other to avoid injuries and harm. When something goes wrong or even almost goes wrong and when something just does not seem safe, it is important to report concerns to supervisors and/or the campus safety team.

Hazard Report Form/ Safety Suggestion <https://forms.office.com/r/CRhCB7uaRk>

The purpose of this form is to report a safety suggestion, report a hazardous condition on campus, or unsafe practice.

You may contact the **Campus Safety** office via telephone at **718-505-1024** or e-mail at **security@vaughn.edu**

If you are reporting a crime or a life-threatening condition, please contact **Security** 718-505-1024 or call 9-1-1.

The preferred method is to submit the completed form to the Campus Safety office via Microsoft forms.

The form will provide us the information we require to start an investigation into your concern and determine whether mitigation is needed.

You may submit this form without fear of reprisal and/or anonymously. **If you wish to do so, you may submit the form without filling in your personal information.**

Safety concerns should first be addressed with your supervisor. If you are a student, contact your professor/Instructor or nearby staff. If you are a non-affiliate, please notify any nearby staff or faculty. If any of these parties are unable to assist, contact Campus safety.

Important: Students should do not use the Hazard form to report incidents, injuries, or illnesses. These require greater detail and can be reported on the Incident Report form.

Incident Report Form

<https://forms.office.com/r/DfrTPCS9ah>

Faculty and Staff should report incidents, injuries, or illness to their supervisors.