

Safety at the College	Procedure Number	490.4
	Effective Date	2-1-19

1.0 PURPOSE

1 UA-Pulaski Technical College wishes to provide a safe working and learning environment. To that end, the College has
 2 established this policy to ensure it complies with all state and federal regulations regarding safe working conditions,
 3 as well as best practices. It is part of an employee’s responsibility to know and follow all safety requirements.

2.0 REVISION HISTORY

4 Adopted on:
 5 Revised on:
 6 Supersedes: UA-PTC Board Policy 2.44

3.0 PERSONS AFFECTED

UA-PTC employees

4.1 PROCEDURE

7 Condition of the Campus

- 8 A. Each employee is responsible for the condition of the College premises and is accountable for identifying,
 9 correcting or reporting unsafe conditions in office areas, classrooms, laboratories, work areas or grounds.
 10 Contact the Police Department or the Physical Plant immediately to report any unsafe condition on campus.
- 11 B. All employees are responsible and accountable for accurately reporting all injuries sustained on the campus
 12 or on campus business. This includes injuries to students, visitors, themselves or coworkers. Injuries must
 13 or defense be reported promptly to the Office of Human Resources. Late claim reporting can jeopardize the
 14 payment of a claim and delay the correction of an unsafe condition.

15 College Vehicles

- 16 A. UA-PTC follows the State Vehicle Safety Program as to the use of College Vehicles. Information can be found
 17 at the following link: [https://insurance.arkansas.gov/pages/consumer-services/risk-managment/state-](https://insurance.arkansas.gov/pages/consumer-services/risk-managment/state-agencies/)
 18 [agencies/](https://insurance.arkansas.gov/pages/consumer-services/risk-managment/state-agencies/)
- 19 B. Authorization to operate state vehicles and/or private vehicles on state business shall be given only to
 20 employees who maintain a valid driver’s license in accordance with the requirement of all applicable
 21 Arkansas State Laws. The DFA Office of Driver Services will determine the specific license requirements for
 22 non-resident drivers.
- 23 C. Traffic violation records for each employee authorized to drive an UA-PTC vehicle will be obtained from the
 24 Office of Driver Services and reviewed on an annual basis.
- 25 D. The Arkansas State Vehicle Safety Program uses a point system for traffic violations. With this point system,
 26 the driving privilege of an employee may be revoked.
 - 27 1. Drivers with 10-13 points on their current traffic violation report shall be reviewed by the DFA’s
 28 Director. Successful completion of a defensive driver course will be required prior to allowing the
 29 employee to drive a UA-PTC vehicle.
 - 30 2. Drivers with 14-17 points on their current traffic violation report shall have their driving privileges
 31 suspended no less than five working days and will require a defensive driving class be completed

- 32 successfully prior to consideration of a reinstatement of driving privileges.
- 33 3. Drivers with 18-23 points on their current traffic violation report shall have their driving privileges
- 34 suspended no less than ten working days and will require a defensive driving class be completed
- 35 successfully prior to consideration of a reinstatement of driving privileges.
- 36 4. Drivers who have driving privileges suspended or revoked by the Office of Driver Services shall
- 37 not be permitted to drive on state business for the duration of the suspension or revocation.
- 38 5. Drivers with over 24 points on their current traffic violation report shall be suspended no less
- 39 than twenty working days and will require a defensive driving class be completed successfully
- 40 prior to consideration of a reinstatement of driving privileges.
- 41 6. Drivers who receive a ticket for Driving While Intoxicated (DWI/DWU) shall be suspended no less
- 42 than twenty working days. Authorization to be reinstated may be considered after the successful
- 43 completion of a defensive driving course and approval by the Agency Director.
- 44 E. An employee must report any accident or injury involving a College vehicle to the Vice Chancellor for Finance
- 45 and Administration. The insurance identification card provided by the insurance company must be kept in
- 46 the College vehicle at all times.
- 47 F. College vehicles may be used for College business only. Unauthorized trips for personal reasons or
- 48 transporting unauthorized persons in a College vehicle is misuse of College property which may lead to
- 49 disciplinary action, up to and including termination of employment.

50 Use of Roof and Exterior Sides of Buildings

- 51 A. Roofs and exterior walls are only accessible to college employees who have a need for access associated
- 52 with their assigned job duties and responsibilities. Faculty members and their students may also have access
- 53 in connection with curriculum courses after receiving authorization from the Director of the Physical Plant.
- 54 B. Any college employee or student found in the restricted areas without prior authorization will be removed
- 55 and arrested for trespassing and/or charged with a disciplinary infraction.
- 56 C. No rooftop machinery, equipment antennae, greenhouse, repelling anchors (temporary or permanent), or
- 57 other property is to be installed or removed from roofs or roof edges without authorization from the
- 58 Director of Physical Plant.
- 59 D. Repelling using college buildings is specifically prohibited.

REQUIRED APPROVALS	NAME/SIGNATURE/TITLE	DATE
Originator(s):	UA-PTC Policy Review	Oct, 2018
Ratified by:	Office of Public Safety	Jan 1, 2019
Recommended by Chancellor (Signature)	Margaret Ellibee	Feb 1, 2019