

**LONE STAR COLLEGE SYSTEM DISTRICT  
BOARD POLICY MANUAL  
Fourth Edition**

**IV.F.6. Employee Safety and Health: Hazard Communication**

**F.6.01 - Employee Safety/Health**

The System recognizes the importance of health and safety of its employees, and will provide a safe and healthful environment in which to work. Employees are required to participate in safety programs and to observe all health and safety rules, regulations and instructions established by the System and College.

**IV.F.6.02 - Responsibility**

All employees are responsible for incorporating safety in their daily activities. All supervisors are responsible for ensuring that each employee is trained and understands his or her particular job and all health and safety requirements.

Each department must meet all applicable rules and standards imposed by law and be responsible for developing a set of safety rules, policies, and regulations that pertain to its particular operations.

All on-the-job illnesses and injuries, property damage and unsafe conditions must be reported to the supervisor immediately.

Each employee required to drive a System vehicle must possess a valid and appropriate license. The supervisor must certify that the employee is capable of operating all motor-powered and self-propelled equipment required in the performance of the employee's work.

Safety and loss control is the responsibility of each System employee. The System shall provide health and safety programs including but not limited to facilities inspection, emergency evacuation, hazard classification and environmental protection, in accordance with appropriate state and federal requirements.

**IV.F.6.03 - Smoking Prohibited**

The System prohibits smoking inside any of its buildings, owned or leased, including offices, classrooms, restrooms, hallways and elevators.

Each campus or facility owned or controlled by LSCS will post no-smoking signs at each public entrance and at other strategic locations.

Each campus or facility owned or controlled by LSCS will designate smoking areas not closer than within twenty-five (25) feet of the entrances to the buildings.