

Section:	VII.2.4	
Title:	Campus Health and Safety	
Effective Date:	April 19, 2023	
Approved By:	Vice President for Operations	
Responsible Unit:	Operations (609) 771-3494	
Related Documents:	<ul style="list-style-type: none"> • TCNJ Health and Safety Incident Report Form 	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
12.0	April 19, 2023	Revised
11.0	March 22, 2022	Revised
10.0	October 7, 2021	Revised
9.0	July 28, 2021	Revised
8.0	June 14, 2021	Revised
7.0	June 8, 2021	Revised
6.0	May 19, 2021	Revised
5.0	May 12, 2021	Revised
4.0	March 4, 2021	Revised
3.0	February 5, 2021	Revised
2.0	January 21, 2021	Revised
1.0	September 30, 2020	New policy; initial release

I. INTRODUCTION

The purpose of the Campus Health and Safety (CHS) policy is to make clear TCNJ's commitment to provide a safe and healthy environment for all students, faculty, staff and visitors and to formalize the strategy for achieving and maintaining campus-wide compliance with all campus, health, and safety laws and regulations.

TCNJ is committed to providing a safe and healthy working environment for all members of the campus community. All TCNJ activities are to be conducted in a manner that ensures the protection of students, faculty, staff, visitors and property.

II. DEFINITIONS

N/A

III. POLICY

TCNJ is dedicated to promoting good health, well-being, and safety for its students, faculty, staff, and visitors. The policy objective is to ensure compliance with all applicable health, safety and campus protection laws, guidelines, regulations and requirements.

I. ROLES AND RESPONSIBILITIES

a. Employees¹ shall:

- i. Participate in mandated training programs and perform activities as trained.
- ii. Adhere to federal, state and College safety requirements and guidelines.
- iii. Properly use TCNJ supplied materials and equipment.
- iv. Exercise good judgment in carrying out work assignments and in following established procedures and protocols.
- v. Promptly report unsafe conditions, campus health hazards, or injuries and illnesses to the employee's supervisor or program director.
- vi. Give due consideration to personal safety and the safety of others while performing assigned tasks.
- vii. Follow all safety rules and regulations that apply to the work area.
- viii. Use personal protective equipment and follow safety measures as required.

¹ student employees acting within the capacity of the on campus jobs are also responsible for meeting these same expectations.

- ix. Comply with requirements established by Human Resources prior to returning to work after an illness or injury.
- b. Students shall:

- i. Participate in mandated safety training programs and perform activities as trained.
- ii. Strictly adhere to federal, state and College safety requirements and guidelines.
- iii. Follow all safety instructions in the use of facilities, equipment, and materials.
- iv. Use personal protective equipment and follow safety measures as directed.

II. ENFORCEMENT AND RESPONSE TO NON-COMPLIANCE

- i. Every TCNJ student and employee contributes to the health and safety of the workplace and educational environment. Employees functioning in a supervisory role/capacity and students in leadership roles have a heightened responsibility to ensure that safe conditions, practices and training are provided and followed.
- ii. Members of the campus community shall cooperate fully with all aspects of this CHS policy and any related program. Failure to comply with CHS policies, programs and procedures may result in referral to the Offices of Student Conduct or Human Resources for consideration of disciplinary action. To ensure the health and safety of the campus, individuals may, consistent with applicable College disciplinary policies and agreements, be subject to interim suspension of employment in the case of employees or interim removal from campus housing or suspension in the case of students. Individuals found in violation of this policy may be subject to discipline up to and including termination of employment or dismissal from the College.

III. REPORTING

- i. All life-threatening situations and other health, safety and security emergencies as well as any health and safety incidents that occur or are discovered outside of normal business hours should be immediately reported to Campus Police Services by calling 911 or 609-771-2345.

- ii. Employees (including student workers who encounter the situation in their role as a College employee) shall report all safety incidents, job-related illness or injury or property damage, unsafe behavior, hazardous work conditions and “near miss” (injury, incident, illness or damage that was avoided, but that demonstrates an unsafe condition or behavior) (collectively, “health and safety incidents”) on the TCNJ Health and Safety Incident Report Form and notify their supervisor. The TCNJ Health and Safety Incident Report Form may also be located electronically on the HR website at <https://hr.tcnj.edu>.
- iii. Students in residence halls shall report health and safety incidents to the Residence Hall staff (Community Advisor or Residence Director). Students shall report other health and safety incidents on the [Public Report Form](#). For concerns related to the health and well-being of a particular student(s), students should submit a [TCNJ Cares Referral](#).

IV. SPECIAL REQUIREMENTS

- i. From time to time, special circumstances, such as the coronavirus pandemic, may require additional health and safety special requirements (“Special Requirements”) to address those special circumstances. Such Special Requirements shall be consistent with this Policy and shall be issued by a Campus Health and Safety Administrator, who shall be designated by the President. The Special Requirements shall be referenced in the “Related Documents” section above. All students, employees and visitors shall comply with all applicable Special Requirements.

TCNJ Health and Safety Incident Report Form

All health and safety incident reports shall be handled, to the extent practical and appropriate under the circumstances, in a manner that will protect the privacy interests of those involved.

Reporter Details:

Name: _____

Contact Number: (_____) _____ - _____

Email Address: _____

Supervisor Name: _____

What best describes the Health & Safety Incident

- Injury/Illness
- Property Damage
- Near Miss
- Hazard
- Unsafe Behavior

- Other: _____

Is the Reporter the affected person?

- Yes
- No

Were others affected by the incident:

- Yes/ Name(s): _____
- No

Were there any witnesses:

- Yes/Name(s): _____
- No

Incident Details:

Incident details (e.g. what happened or could potentially happen):

Date of Incident _____/_____/20____

Time of Incident _____:_____

Did this occur on or off campus?

- On
- Off

Campus Location

Building:_____

Level/Floor: _____

Room Number (if applicable):_____