

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section V - Safety

SUBJECT: SAFETY POLICIES: REVIEW AND REVISION

REVIEWER(S): Safety Committee Chair

I. POLICY

The College will adhere to a process which ensures safety policies are current, relevant, and available to staff and students.

II. PROCEDURE

- A. Safety policies and procedures are maintained and updated electronically. They are available to all employees on the shared data drive and to all students via Neurotransmitter. Hard copies of the safety policies and procedures are located in the CCHS resource room (room 137).
- B. The latest review and/or revision date is indicated on each policy.
- C. Revised policies are presented to all personnel during quarterly faculty/staff meetings or via e-mail if the change warrants timely communication.
- D. Policies relevant to the student population are presented by publication in the student newsletter.
- E. Policies/procedures have been approved by the safety committee and college president.
- F. The Safety Policies: Review and Revision policy will be reviewed bi-annually.

III. APPROVAL:

Name: _____ Title: President Date: _____