

# NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

## **4025P Safety Procedure**

### **Part 1. Safety Equipment**

#### **Purchase**

Per Minnesota statute 181.986 (<https://www.revisor.mn.gov/statutes/?id=181.986>), public employers are required to purchase among other things, safety equipment and protective accessories that are manufactured in the United State of America.

An employee completes a purchase requisition/purchase order for the safety equipment. The purchase requisition/purchase order is submitted to the employee's supervisor for approval.

#### **Prescription Safety Glasses**

Employees have the flexibility to purchase prescription safety glasses from any vendor of their choice. The college will contribute a maximum of \$200 toward the purchase of safety glasses. Safety glasses will be purchased by the college upon initial employment to the maximum of \$200. The college will replace prescription safety glasses on an annual basis, when requested by the employee. Prescription safety glasses can be replaced on a more frequent basis in the event of breakage.

#### **Repair**

An employee completes a purchase requisition/purchase order for the repair and/or replacement of parts necessary. The purchase requisition/purchase order is submitted to the employee's supervisor for approval.

The cost to repair safety equipment, which will be paid by the college, is restricted to the amounts contained in the state contract for repair of safety equipment. Any repair costs in excess of the amounts contained in the state contract will be the responsibility of the employee.

### **Part 2. Reporting Injury**

#### **Employee**

Employee workplace injury or illness is to be reported to the supervisor. At the time of the injury, or following receipt of emergency medical care, the employee is to contact Human Resources to complete a First Report of Injury form.

CorVel is the certified managed care health care service for employee workers compensation insurance. An employee workplace injury or illness that requires medical attention must go to the Workers Compensation designated clinic.

East Grand Forks      Altru Clinic  
Altru Health System  
1000 South Columbia Road  
Grand Forks, ND 58206

Thief River Falls      Meritcare Clinic  
1720 Highway 59 SE  
Thief River Falls, MN 56701

At the initial time of injury, an employee must call the CorVel Nurse Phone Line (866-399-8541) in order to access medical care with a provider other than the designated clinic. Following the initial treatment, CorVel must pre-authorize all treatment for any other health care providers.

### **Work Study Student**

A student injured while performing work study, is eligible for workers compensation as an employee and should report an injury as described for employees.

### **Student/General Public**

Student/General Public injury is to be reported on the Incident Report form and forwarded to the Business Office on the respective campus or refer the student/general public to the Business Office for assistance in completion of the form. The Incident Report form is to be completed in a timely manner. The Incident Report form is submitted to Risk Management Division. All incidents are evaluated on an individual basis and are covered if it is determined that the College was in some way negligent. Student/General Public injuries are not covered by workers compensation.

### **Part 3. Reporting Safety Hazard**

Employee workplace safety hazards are to be reported to the supervisor or Safety Officer. Employee or supervisor is to utilize the GroupLink ticket system as it is the official means of reporting safety hazards.

Date of Adoption:                      SGC 12/14/06  
Date of Implementation              12/14/06  
Date & Subject of Revisions: 3/08 – Changed Dakota Clinic to Merit Care  
4/10 - Added new state law language & Part 3