

Applies to: Faculty, staff, student employees, visitors, volunteers, and vendors

Responsible Office

Human Resources

POLICY STATEMENT

Central Ohio Technical College holds in high regard the health and safety of faculty, staff, students, and visitors. It is the policy of the college to provide a loss-control program that protects employees from occupational injuries and illnesses, protects college property from loss and damage, and protects the environment. Operational procedures as developed by Office of Public Safety will be implemented and enforced by all college departments consistent with the State of Ohio Public Employees Risk Reduction Program.

Purpose of the Policy

To maintain a safe and secure environment for the campus community.

Definitions

Term	Definition
Criminal conviction	Being found guilty, entering a guilty plea, or pleading no contest to a felony or misdemeanor.

Policy Details

- I. Regulations
 - A. Each department will provide and maintain a safe and healthful work environment consistent with current environmental and occupational safety standards. Emergency telephone numbers will be maintained in work areas.
 - B. Campus Safety and Security will perform an annual review of safety performance, including accident statistics and loss control activities.
 - C. All faculty, staff, student employees, visitors, volunteers and vendors must adhere to applicable safety policies and procedures. College employees must disclose criminal convictions. Employees who fail to disclose all criminal convictions or fail to provide accurate details regarding criminal convictions, or fail to cooperate in the background check process may be subject to corrective action up to and including termination.

PROCEDURE

Responsibilities

Position or Office	Responsibilities
Public Safety	<ol style="list-style-type: none"> 1. Implement and be accountable for safety programs consistent with this policy; 2. Develop and enforce safety procedures that are consistent with this safety policy, and for providing appropriate education and training.
Employee, student employee, visitor, volunteer and vendor	<ol style="list-style-type: none"> 1. Adhere to the applicable safety policies and procedures. 2. Disclose criminal convictions as follows:

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Position or Office	Responsibilities
	<ul style="list-style-type: none"> a. within three business days of conviction by completing and submitting the Self-Disclosure of Criminal Convictions form to the Office of Human Resources. b. Part-time faculty and those working and volunteering in activities and programs with minor participants must disclose criminal convictions that occurred during any break in service of less than 12 months within three business days of returning to college duties. c. After self-disclosure, consent to a background check performed by a third party vendor by signing the Background Check Disclosure and Authorization form, if necessary. Failure to complete the form may impact the individual's continued involvement with the college. d. Provide requested information or documentation within timelines specified by the director, human resources.

Resources

- [Self-disclosure of Criminal Convictions Reporting form](#)
- [Managing Self-Disclosed Criminal Convictions Checklist and Procedures](#)

Contacts

Subject	Office	Telephone	E-mail/URL
Policy interpretation and consultation	Human Resources	740-366-9367	https://go.cotc.edu/hr
Safety program, procedures, education and training	Public Safety	740-366-9237	https://go.cotc.edu/publicsafety

History

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