THOMAS NELSON

The Peninsula's Community College

Administrative Procedures Manual

Title: **Campus Safety**	NO: 12.16
VCCS Policy Manual Reference: VCCS 2.7, Section 2-B, 2.7.1 Safety Procedures	Page 1 of 21

Office of Primary Responsibility: Vice President for Finance and Administration

A. General. Thomas Nelson Community College considers the safety of the College community to be of paramount importance. The College is committed to providing a safe and secure environment for students, employees, and visitors to its campuses and other facilities.

1. This plan will be reviewed annually by the Crisis Action Team and revised as required. Suggestions related to safety, security, emergency response, and continuity of operations issues are welcome and encouraged. These should be forwarded to the Vice President for Finance and Administration (VPFA).

2. The purpose of this plan is to provide important information to Thomas Nelson faculty and staff in the interest of providing a safe environment and to enhance accident prevention. The plan also provides information regarding responses to accidents with the objective being to minimize personal injuries and equipment, material, and property damage.

3. This plan complements the College's Emergency Action Plan (EAP) (APM 12.2), which provides specific directions in the event of various types of emergency situations. Emergency situations addressed in the EAP,

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Responsible Area Vice President	Date: August 12, 2015
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Date: August 12, 2015	Date: August 28, 2015

such as bomb threats and suspicious packages, fire, campus disturbance or violent intruder, and sheltering for severe weather, are not addressed herein.

B. College Safety:

1. General:

a. Thomas Nelson's mission with respect to safety is to safeguard the lives of faculty, staff, and students; to lessen the extent of personal injuries that may occur; to promote better college-wide working conditions; and to protect the College's resources in the event of an accident or emergency.

b. Increased awareness of accident prevention is the key to ensuring a safe environment for all employees, students, and visitors to the College. All college employees are responsible for following established safety rules and procedures, reporting and taking the necessary actions to correct any hazards they observe, and to report all accidents immediately to their respective supervisor. Faculty members should be familiar with and teach safety procedures to their students as an objective of any classroom, laboratory, or shop program. They should also be familiar with and inspect their areas (classrooms/laboratories) to ensure that acceptable standards for safety are met. Any discrepancies should be reported to the responsible academic dean for resolution.

c. Safety also extends to proper attire. All Thomas Nelson employees, students, and visitors are required to wear shoes and appropriate clothing that would not detract from the learning environment. Where there is a potential for working with hazardous materials or in a shop environment, appropriate protective devices (goggles, gloves, masks, shoes, etc.) must be worn to prevent injury.

2. College Safety Officer. The Thomas Nelson Safety Officer works in close coordination with all members of the College team. The Safety Officer also serves as the College Fire Safety Inspector/Coordinator.

3. College Safety Committee. The Thomas Nelson Crisis Action Team also serves as the College Safety Committee. The committee will monitor safety conditions across the College and recommend corrective actions to the Safety Officer. The committee will review this plan annually in January and recommend changes to the Safety Officer.

4. On-Campus Accidents Involving Injuries:

   a. Thomas Nelson is not equipped to and does not provide emergency medical services on its campuses. In the event of an accident involving personal injury requiring a medical response, the local emergency medical response provider should be contacted immediately by dialing 911 on a personal phone or from a college phone. Campus Police will ensure that the Safety Officer is notified in a timely fashion to allow for investigation. The injured employee's first line supervisor and Human Resources (HR) should also be notified.

   b. Campus Police and the Safety Officer will respond to the scene of any accident involving personal injury requiring a medical response. An Accident Report (Appendix A) will be completed by the Safety Officer. Copies of the reports will be provided to Human Resources for injuries to employees or to the Risk Manager for student injuries.

5. Off-Campus Accidents Involving Injuries. Thomas Nelson conducts various activities at off-campus locations, including student trips, and courses that are taught at various locations, such as military bases, public schools, and other facilities. The primary responsibility for safety and security at these locations rest with the host organization or owner. Medical emergencies should be handled by calling 911 and requesting emergency response assistance. The responsible college employee, such as the organization sponsor accompanying the student trip or the faculty member teaching at an off-campus location, will notify the respective administrator (e.g., dean of student services, academic dean, etc.) of the incident as soon as possible and provide a copy of the host organization's equivalent to Thomas Nelson's Accident Report to the Safety Officer. In the event that no such reports are available from the host organization, the responsible college employee will report the incident using Thomas Nelson's forms.

6. Accident Reporting and Investigations. An Accident Report (Appendix A) will be completed and submitted in the event of any situation involving personal injury that occurs on college property or in connection with an off-campus, college-sponsored activity (as discussed in paragraphs 4 and 5 above). Reports involving personal injury should be submitted to the Safety Officer while property damage should be reported to the Campus Police. Employees must understand that accident investigations are intended to be fact-finding and not fault-finding. It is important that all employees report all mishaps to their supervisor, no matter how minor. A prompt and thorough investigation of every accident to identify the cause and to correct the problem so it will not happen again is paramount.

Investigation reports are maintained on record in Human Resources or Risk Management for future reference.

7. High Risk Instructional Programs:

   a. Thomas Nelson Community College has identified several programs that carry higher risk than what the traditional classroom setting presents. Those programs are:
      - Automotive Technology
      - Heating Ventilation and Air Conditioning (HVAC)
      - Welding
      - Computer Numeric Control (CNC) Machining
      - Marine Electrical
      - Manufacturing Five for Twenty Five (welding session)

   b. These programs will follow the guidance recommended by the Virginia's Community Colleges for industry best practices. These best practices include:
      1) Emphasize existing policies requiring instructors of industrial technology programs to stay current in their industry.
      2) Include safety requirements in instructor evaluation forms.
      3) Develop written policies for the following:
         - Supervision of students in labs.
         - Safety in labs and classrooms.
         - Personal projects in labs.
         - Classroom and lab rules of behavior.
         - Instructors to be familiar with emergency equipment.
         - Students to pass a safety test before working in labs.
         - Utilize advisory councils in certificate and degree programs to examine safety-related topics in current industries.
         - Student emergency training and awareness in classes.
         - Instructors to provide information on and stress importance of safety in course syllabi.
         - Instructors to include a listing in course syllabi of all safety equipment.
         - Clean, organized labs and properly displayed safety signage.
         - Documentation of equipment inspections.
         - Instructors to enforce practices written in course syllabi.

   c. Each program will maintain a written document that captures all the elements of the best practices. To assist in this effort, a Program Safety Worksheet (Appendix B) is provided as a guide with the National Safety Counsel's Job Safety Analysis (Appendix C). These documents will be reviewed annually or upon changes to

the program that warrant a revision. The program safety plan will be maintained in the following locations: classroom or lab of instruction, office of the responsible dean, and with the Safety Officer.

C. Fire Safety:

1. General. The Thomas Nelson Emergency Action Plan provides specific directions for responding to and evacuating from a fire situation.

a. Upon discovering a fire in a college facility, the individual making the discovery shall immediately activate the closest fire alarm and contact campus security, providing as much information as possible. The College's alarm systems are designed to notify the fire alarm monitoring company of a fire condition at the location in which the alarm was activated. Fire and emergency apparatus will be dispatched immediately to the scene of the alarm.

b. When a fire alarm is activated, all occupants will evacuate the building in a timely and responsive manner. Evacuation routes are posted in hallways and classrooms/labs and should be reviewed by all faculty for familiarity and dissemination to their students at the beginning of each semester.

c. Building Assistants are designated for each area of the College. Students, faculty, and staff should follow the direction of the Building Assistants to ensure a safe and orderly evacuation of the building. Should a person have to remain in the building due to circumstances beyond his/her control, the police dispatcher will be notified immediately. The Campus Police will notify the arriving fire officials and the On-Site Incident Commander of the person's location and the condition of the individual (i.e., handicapped, wheelchair bound, injured, etc.).

d. When feasible, Campus Police will respond to the alarm panel that has been activated and determine the exact location of the situation. Campus Police will then proceed to the location - or as close as safely feasible - and determine the magnitude and extent of the situation. This information will be passed to the On-Site Incident Commander and arriving emergency personnel. Campus Police will then assist with traffic and crowd control.

e. The Recovery Manager (per the Continuity Plan) in conjunction with other responsible college administrators and after consultation with the College President will issue instructions concerning the operational status of the College in the event that fire damage

causes loss of property or systems necessary to the functioning of the institution.

2. Responsibilities:

   a. The Safety Officer is responsible for assuring that he/she or a responsible designated individual conducts a comprehensive safety inspection of every college facility on an annual basis to detect and eliminate hazards. Deficiencies that cannot be corrected on site will be entered into SchoolDude for resolution. The Manager of Facilities will be responsible for undertaking any corrective measures.

   b. The Safety Officer or a responsible designated individual conducts a monthly inspection of all fire extinguishers to ensure that they are in their designated places, to ensure they have not been activated or tampered with, and to detect any obvious physical damage, corrosion, or other impairments. Any extinguisher showing defects will be given a complete maintenance check. The Safety Officer or designated individual will date and initial the tags on all fire extinguishers indicating that the check has been made and that the extinguisher is in proper operating condition.

   c. The Safety Officer is responsible for assuring that fire exit signs are posted as required by the State Fire Code and that emergency evacuation directions are posted in each classroom.

   d. Facilities maintenance supervisor will test fire alarms in each college building as indicated by manufacturer or in accordance with the current contract. Tests will be announced to Campus Police, Emergency Management and the Safety Officer.

3. Egress Points. All exterior doors will normally be kept unlocked during normal college operating hours (7:00 am to 10:00 pm). Exterior doors will normally be kept closed or protected by an approved self-closing device. Bars or other panic hardware devices, if so equipped, will operate all exterior doors. College buildings should have adequate exit illumination. Buildings will also have signs designating the location of exits or paths of travel to reach them as well as signs identifying areas of rescue assistance or stairwells.

4. Smoking. Smoking is not permitted inside college buildings. Smoking is permitted only in areas so designated and posted. Employees and students who violate the College smoking policy will be subject to appropriate disciplinary action.

5. Prohibited items. The following items are prohibited on campus (not applicable to approved instructional devices/equipment):

   a. Candles, incense

   b. Open flames

   c. Open or exposed heating coils (i.e., hot plates)

D. Hazardous Materials:

1. General:

   a. Hazardous materials (HAZMAT) are substances that, because of their chemical, biological, or physical nature, pose a potential risk to life, health, or property if they are released. The management of hazardous materials used in instruction is the responsibility of the supervising academic dean, faculty member, and laboratory technicians. The Safety Officer has overall responsibility for the administration of the HAZMAT program. The management of hazardous materials utilized in facilities maintenance is the responsibility of the facilities maintenance supervisor. The management of hazardous materials in other areas of the College, such as labs or shops, is the responsibility of the administrator or manager responsible for that area.

   b. Safety Data Sheets (SDS) will be maintained in the area where hazardous materials are used or stored. The SDS will be easily accessible by all persons who might be potentially exposed to hazardous materials.

   c. Thomas Nelson will comply with Virginia Occupational Safety and Health (VOSH), Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and Virginia Department of Environmental Quality (DEQ) regulations, as appropriate.

2. Hazardous Material Storage:

   a. The number of storage locations for hazardous materials (HAZMAT) and the amounts stocked should be kept to the minimum required for planned instruction or operations. Similar agents should be stored together in a secure area. Only approved containers should be used for storage. Hazardous materials should never be stored near an open flame or in direct sunlight.
   b. HAZMAT storage areas must be designated with due consideration to the hazards of the materials to be stored. Containers in

hazardous material storage areas must be protected from damage due to physical stress (e.g., punctures) as well as environmental stress (e.g., temperature extremes). Open storage units must be equipped with lipped shelves to prevent containers from slipping off the shelves. Closed storage units are recommended where feasible. Hazardous materials should not be placed in storage units above eye level. Hazardous materials in containers of one-gallon capacity or greater must be placed in storage units that minimize the height above the floor and that are designed to bear the weight of the hazardous materials. Ignitable or corrosive hazardous materials should be stored in approved storage cabinets.

c. Hazardous materials should be kept in the original containers with the original label affixed. If the container must be changed, the original label should be kept with the new container. Otherwise, clearly label the new container with the same information that appeared on the original label.

d. Cabinets, fume hoods, refrigerators, and freezers used for storage of toxic chemical or biological products must be marked with appropriate warning labels.

e. Acids and alkalis (bases) should not be stored side by side. These can combine and cause an explosion.

f. Hazardous materials requiring disposal will be segregated and stored until disposal instructions are received from the Safety Officer/Fire Safety Coordinator. At no time will hazardous materials be discarded as common garbage. A properly licensed waste hauling company will accomplish the removal of hazardous waste from a Thomas Nelson campus or facility.

3. Emergency Eyewash Stations and Showers. Emergency eyewash stations will be available in all spaces in which hazardous materials are used. The Safety Officer or a responsible designated individual conducts a monthly inspection of all emergency eyewash and shower stations to ensure that they are in compliance with American National Standards Institute. Program managers will ensure that weekly tests are conducted on all eye wash and shower stations within their respective areas and recorded on the inspection tag. Faculty will ensure students are instructed on the use of the eye wash and shower systems.

4. Flammable Liquids. Flammable liquids are defined as those liquids with a flash point of 140 degrees Fahrenheit or less and having a vapor pressure not exceeding forty (40) pounds per square inch (absolute) at 100 degrees

Fahrenheit. College employees will adhere to the following rules regarding the storage, use, and disposal of flammable liquids:

- Flammable liquid containers in excess of one (1) gallon will not be stored in academic buildings, laboratories, storerooms, or maintenance facilities and garages.
- Flammable liquids will be dispensed from and stored in standard safety cans conspicuously labeled as to contents.
- Flammable liquids required in small quantities for frequent use will be stored in approved safety cans in an area ventilated to the outside when practical.
- Flammable liquids will not be used for cleaning floors, clothing, or equipment.
- Flammable liquids requiring disposal will be segregated and stored until disposal instructions are received from the Safety Officer/Fire Safety Coordinator. At no time will flammable liquids be poured down drains or sewers.

5. Gas Leak:

   a. Natural gas contains a foul-smelling odorant (similar to rotten eggs) that serves to warn that gas is present in the area. Leaking natural gas can cause headache and nausea. If present in sufficient quantity, there is a danger of explosion if ignited.

   b. Any detection of natural gas odor is to be immediately reported to Plant Services or to a security officer on duty. The area where gas is suspected should be evacuated and blocked-off. Plant Services staff will immediately shut off the gas supply to the affected area. Plant Services staff will contact the gas provider and, if necessary, the local fire department immediately to report the leak. The affected area will not be reoccupied until it has been determined that the leak has been secured and that gas is not present in the atmosphere.

6. HAZMAT Incident. In general, the individual making the discovery shall immediately contact Campus Police and provide as much information as possible, including a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Only individuals trained in responding to HAZMAT incidents, such as local fire and rescue service personnel, should attempt to deal with the hazardous substance. The On-Scene Incident Commander (e.g., Chief of Police or designee) will coordinate with the emergency response personnel in determining when the affected area is safe to re-enter and conduct normal college operations.

E. Severe Weather. Thomas Nelson's procedure for inclement weather is posted on the College's website and is addressed in the handbooks for faculty, staff, and students as well as in the College's Emergency Action Plan. The procedure will be used in most instances of weather-related situations, such as snowstorms. The National Weather Service (NWS) issues advisories, warnings, and preparedness advice about possible inclement weather that may impact the local area. In order to assure proper coordination during periods of inclement weather, the Vice President for Finance and Administration, in conjunction with other college and campus administrators, will issue instructions concerning the operational status of the College.

F. Ladders and Lifting Devices:

1. Ladders. The following rules will apply when using ladders of any type:

a. When portable ladders are used for access to an upper landing surface, the side rail must extend at least three (3) feet above the upper landing surface. When such a device is not possible, the ladder must be secured, and a grasping device such as a grab rail must be provided to assist workers in mounting and dismounting the ladder.

b. Inspect ladders prior to use and use them as indicated below:
- Ladders must be maintained free of oil, grease and other slipping hazards.
- Ladders must not be loaded beyond the maximum intended load for which they were designed.
- Ladders must be used only for the purpose for which they were designed.
- Non-self-supporting ladders must be used at an angle where the horizontal distance from the top support to the foot of the ladder is approximately one-quarter (1/4) of the working length of the ladder.
- Ladders must be used only on stable and level surfaces unless secured to prevent accidental movement.
- Ladders must not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental movement.
- The top of a non-self-supporting ladder must be placed with two (2) rails supported equally unless it is equipped with a single support attachment.
- The top or top step of any ladder must not be used as a step.
- Each worker must use at least one (1) hand to grasp the ladder when climbing.

2. Mechanical Lifting Devices. Mechanical lifting devices will only be operated by authorized Plant Services staff, Dr. Mary T. Christian auditorium personnel, and contractor services personnel.

F. Electrical Safety:

1. General:

a. Increased awareness of the dangers of electrical equipment and situations requires greater emphasis on education and training designed to both avoid personal injuries and to reduce the College's and individual's exposure to liability. It is an integral part of management's responsibility at all levels to promote a safe and healthy environment and to ensure electrical safety is carried out. All employees are responsible for following established procedures and basic common sense concerning the use of electrical devices in and around their work environment.

b. No employee, other than designated Plant Services personnel, should tamper with, alter, install or attempt to modify or repair any electrical circuits, devices or equipment.

c. Any electrical hazard (i.e., frayed wiring, electrical smell, inoperable switches, sparking, etc.) should be immediately reported to the campus Plant Services department or, if after normal hours, to Campus Police.

d. Any portable electrical appliance/device (e.g., microwaves, refrigerators, coffee makers, toaster ovens, etc.) must be Underwriter Laboratory (UL) approved and in good repair. These personal devices will be removed if they present a safety concern or place an overload on the electrical circuits.

2. Portable/Personal Space Heaters.

a. Personal space heaters present a higher risk and their use must be requested in writing through the responsible vice president, director or campus Provost to Plant Services who will evaluate the electrical safety of the location the device will be used. If approved, the request will be sent to the Safety Officer for final approval, inspection of the unit and issuing of an ID tag.

b. Space heater guidelines:
   1) Follow the safety pamphlet issued by Safety Officer (Appendix D).
   2) Must be UL approved.

3) Must have a thermostat that shuts the unit down when desired temperature is achieved.
4) Must have an automatic shut off in the event of a tip over.
5) Must be three (3) feet (36 inches) from combustible material.
6) Must be attended at all time when in use. When not in use, the heater will be unplugged.

3. Extension Cords. Extension cords are permitted as a temporary solution (less than 30 days) and should be maintained in good working order. Only extension cords that are properly grounded and contain an integral three-prong plug will be allowed. All cords must have the UL label or meet the specifications of the National Fire Protection Association for electrical safety. Cords will not be run through doorways, under carpets or run in series/daisy chained. Under no circumstances will an extension cord be spliced or repaired with electrical tape. Overloading of electrical circuits by using multiple extension cords for convenience can cause electrical failures and fires and is strictly prohibited.

G. Personal Protective Equipment:

1. General:

a. Whenever the work process or work environment creates a situation where hazards or irritants are such that injury or impairment in the function of any part of the body may occur, personal protective equipment (PPE) will be provided and used. PPE will not be used as a substitute for engineering and/or administrative controls, or appropriate work procedures. PPE should be used in conjunction with these controls to provide for employee safety and health in the workplace. PPE equipment includes clothing and other work accessories that are designed to create a barrier against workplace hazards.

b. Using PPE requires hazard awareness and training. Supervisors and employees must be aware that their PPE does not eliminate the hazard. It provides a means of reducing the employee's exposure and liability if something were to go awry. Employees who fail to use PPE when instructed to do so may be subject to disciplinary action.

2. Application:

a. PPE, to include eye, face, head and extremities, protective clothing, respiratory devices, equipment shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition. Defective or damaged protective equipment will be

immediately taken out of service and will not be used until repaired or replaced.

b. Employees are discouraged from providing their own equipment. If an employee insists, then the employee must provide documentation to the respective supervisor that the equipment meets or exceeds the standards set forth in 29 CFR 1910.130 series regarding the adequacy proper maintenance and sanitation of PPE.

c. Supervisors shall assess their workplaces or areas at least annually to determine if hazards are present that would necessitate the use of PPE. If such hazards are present or likely to be present, the supervisor will:
   - Select the appropriate protective equipment to mitigate any hazards;
   - Select and have each affected employee fitted and trained in the proper use of the protective equipment; and
   - Periodically review the workplace to ensure protective equipment is properly used and in good condition.

3. Eye and Face Protection. The prevention of eye injuries requires that all persons in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazard area.

4. Hand and Foot Protection. Suitable gloves will be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, and harmful temperatures are present. Suitable foot protection (safety shoes) will be worn when an employee is working in an area where there is a danger of foot injuries.

5. Head Protection. Head protection will be used by employees and contractors engaged in construction and other hazardous work. All visitors to construction sites will be required to wear head protection.

6. Hearing Protection. Every effort should be made to reduce noise where it occurs. However, under certain workplace conditions, there is little or nothing that can be done to reduce noise at the source. When this is the case, employees should wear approved hearing protectors to reduce the amount of noise reaching the ears. Generally, hearing protection must be used to reduce noise exposure for persons who are exposed to 90 decibels or more over the course of their workday.

H. Mechanical Rooms and Roofs:

1. Only authorized personnel are allowed access to mechanical equipment rooms and roofs of college buildings. Authorized personnel include Plant Services staff, equipment service personnel, and the Safety Officer.

2. Fires and accidents in mechanical areas are most often caused by spontaneous combustion of materials stored in the vicinity of heating plants, or the development of excessive heat due to improper ventilation. For this reason, mechanical rooms should be kept clean at all times and will not be used as storage areas.

3. Doors leading to mechanical rooms and roofs will be kept locked and roof access panels will be kept secured at all times.

I. Building Common Areas:

1. Running inside college buildings is not permitted. The wearing of suitable footwear (shoes, sneakers, sandals, etc.) inside college buildings is required. The riding of bicycles, skateboards, roller skates, scooters, and similar devices inside college buildings is not permitted.

2. Floor surfaces should be kept in good repair and circulation areas will be kept clear of obstructions that could impede the flow of pedestrian traffic or otherwise create a hazard.

3. Mats, grates, or other suitable nonskid materials should be used in locations where the walking areas can become wet.

J. Construction Areas. Construction areas will be designated by cones or caution tape or otherwise isolated from general access and pedestrian circulation or vehicular traffic. Warning signs will be erected as appropriate. To the extent possible, all construction will be accomplished at off-hours or during semester breaks. The Safety Officer will be notified two (2) weeks in advance of all construction/maintenance projects to ensure safety oversight and included in preconstruction meetings.

Appendix A

Accident Report

SAMPLE

State Office of Risk Management
Incident/Accident Investigation Form 703

A. Employee Data				Claim # (if known):			
Date of incident:				Time:	UNK		
Employee Name:							
Working Title:				Dept.			
Employee Contact #:	Hm.		Wk.		Other		
Supervisor Contact:					Wk		

B. Incident Description

Obtain written and/or recorded statements from injured employee. What happened? What caused the accident? What were the contributing factors? Reconstruct the sequence of events that led to the injury. Attach additional sheets if necessary. This document becomes a legal accounting of the facts surrounding the incident/accident. When documenting the facts, include answers to the following questions:

1. Where did the incident happen? Provide a full description of the surroundings of the location.
2. What was happening at the time of the incident? What were the events leading up to the incident?
3. What exactly caused the physical injury? What were the mechanics involved? Or, if a physical injury was avoided, what could have happened to cause an injury?
4. Describe any injury incurred by the employee, what body part/s and what kind/s of injury/ies. If there are no injuries, so state.

1.

C. Incident Findings

After review of all facts, what was the hazardous condition, unsafe work practice or other root cause of the incident/ injury?

D. Corrective Action

What is recommended to prevent this type of incident/accident from occurring again?

No course of action could be developed due to the lack of substantial, relative facts of the occurrence.

Signature of Accident Investigator: **Date** **Time**

SORM 703 Form

Appendix A (continued)

ATTACHMENTS

SAMPLE

Appendix B

Program Safety Worksheet

SAMPLE

Appendix B.

(Insert Program of Instruction Title)
Agency Name: *Thomas Nelson Community College*
Division
Program Descriptive Narrative: *(what the program does).*
Potential Hazards: *(list hazards that could be associated with the program as identified on the back of the National Safety Council's Job Safety Analysis)* • *Chemical* • *Biological* • *Physical* • *Ergonomic*
Mitigation: *(explain how the hazards identified above are reduced, controlled or eliminated).* • Engineer the hazard out (examples include: ventilation, less hazardous chemical) • Provide guards or safety devices(location of eye wash stations/fire extinguishers/blankets, phones, Safety Data Sheets) • Provide Personal Protective Equipment (PPE) • Provide safety instruction & training (documented in syllabus and a written exam prior to lab work, code of conduct for program) • Maintain good housekeeping • Where needed, ensure good ergonomics • APM 12.2 Emergency Action Plan • Inspection of equipment as required by manufactures specifications (how often and where documented) • Supervision of students while in lab • Appropriate Safety manuals present in lab (if not covered in text or other program document)

Appendix B (continued)

SAMPLE

Program Safety Plan: Utilizing the data from the mitigation section above develop a program specific safety plan.
Instructor Certification: Are there certification(s) that are required to teach this program? Are they current? Where are they documented? (may need to consult Human Resources)

Appendix C

Job Safety Analysis

JOB SAFETY ANALYSIS *INSTRUCTIONS ON REVERSE SIDE*	JOB TITLE (and number if applicable): PAGE _____ OF _____ JSA NO. _____		DATE:	☐ NEW ☐ REVISED
	TITLE OF PERSON WHO DOES JOB:	SUPERVISOR:	ANALYSIS BY:	
COMPANY/ORGANIZATION:	PLANT/LOCATION:	DEPARTMENT:	REVIEWED BY:	
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:			APPROVED BY:	

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE

SAMPLE

Appendix C (continued)

Instructions For Completing the Job Safety Analysis Form

Job Safety Analysis (JSA) is an important analyzing tool that works by finding hazards and eliminating or minimizing them *before* the job is performed, and *before* they have a chance to become injuries or damage. Use JSA for job clarification and hazard awareness, as a guide in new employee training, for periodic contacts and for retraining of senior employees, as a refresher on jobs that run infrequently, and for informing employees of specific job hazards and protective measures. It can also be used as an incident investigation tool.

Set priorities for doing JSAs: jobs that have a history of causing injury or damage, jobs that have produced disabling injuries, jobs with high potential for disabling injury or death, and new jobs.

Select a job to be analyzed. Before filling out this form, consider the following: The purpose of the job – What has to be done? Who has to do it? The activities involved –How is it done? When is it done? Where is it done?

In summary, to complete this form you should consider the purpose of the job, the activities it involves, and the hazards it presents. If you are not familiar with a particular job or operation, interview an employee who is. In addition, observing an employee performing the job, or "walking through" the operation step by step may give additional insight into potential hazards. You may also wish to videotape the job and analyze it.

Here's how to do each of the three parts of a Job Safety Analysis:

Sequence of Basic Job Steps

Examining a specific job by breaking it down into a series of steps or tasks, will enable you to discover potential hazards employees may encounter.

Each job or operation will consist of a set of steps or tasks. For example, the job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. To determine where a step begins or ends, look for a change of activity, change in direction or movement.

Picking up the box from the conveyor and placing it on a handtruck is one step. The next step might be to push the loaded handtruck to the storage area (a change in activity). Moving the boxes from the truck and placing them on the shelf is another step. The final step might be returning the handtruck to the receiving area.

Be sure to list *all* the steps needed to perform the job. Some steps may not be performed each time; an example could be checking the casters on the handtruck. However, if that step is generally part of the job it should be listed.

Potential Hazards

A hazard is a potential danger. The purpose of the JSA is to identify ALL hazards-both those produced by the environment or conditions and those connected with the job procedure. Examine each step carefully to find and identify hazards-the actions, conditions, and possibilities that could lead to injury, illness, or damage. Consider the following hazard types:

Chemical Hazards

__Inhalation
__Skin contact
__Absorption
__Injection
__Ingestion

Biological Hazards

__Bloodborne Pathogens
__Brucellosis
__Building-Related Illness (BRI)
__Legionnaires' Disease
__Mold
__Plant and Insect Poisons
__Tuberculosis (TB)
__Water and Wastewater

Physical Hazards

__Electrical
__Fire/Explosion
__Noise
__Radiation
__Thermal Stress
__Caught In/On/Between; Pinch Points
__Slips/Falls
__Striking Against
__Struck By

Ergonomic Hazards

__Repetition
__Forceful Exertions
__Awkward Postures
__Contact Stress
__Vibration
__Work Area Design

Recommended Action or Procedure

Using the first two columns as a guide, decide what actions or procedures are necessary to eliminate or minimize the hazards that could lead to an injury, illness, or damage. Begin by trying to: (1) engineer the hazard out; (2) provide guards, safety devices, etc.; (3) provide personal protective equipment; (4) provide job instruction training; (5) maintain good housekeeping; (6) insure good ergonomics (positioning the person in relation to the machine or other elements in such a way as to improve safety).

List the recommended safe operating procedures. Begin with an action word. Say exactly what needs to be done to correct the hazard, such as, "lift using your leg muscles." Avoid general statements such as, "be careful."

List the required or recommended personal protective equipment necessary to perform each step of the job.

Give a recommended action or procedure for each hazard.

Serious hazards should be corrected immediately. The JSA should then be changed to reflect the new conditions.

Finally, review your input on all three columns for accuracy and completeness. Determine if the recommended actions or procedures have been put in place. Re-evaluate the job safety analysis as necessary.

Appendix D

Electric/Space Heater Safety Pamphlet

CPSC Safety Alert

Reducing Fire Hazards for Portable Electric Heaters

THE STATISTICS

CPSC estimates that from 2008 to 2010, portable electric heaters were involved in approximately 1,200 fires per year.

THE PROBLEM

Portable electric heaters are high-wattage appliances that have the potential to ignite nearby combustible materials like curtains, beds, sofas, paper, clothing, and flammable liquids. If ignition results from a heater left on and unattended, a major fire could result.

SAFETY TIPS

CPSC recommends the following for the safe use of electric heaters:

- Never operate a heater you suspect is damaged. Before use, inspect the heater, cord, and plug for damage. Follow all operation and maintenance instructions. Visit www.cpsc.gov or www.SaferProducts.gov to see if your electric heater has been recalled.
- Never leave the heater operating while unattended, or while you are sleeping.
- Keep combustible material such as beds, sofas, curtains, papers, and clothes at least 3 feet (0.9 m) from the front, sides, and rear of the heater.
- Be sure the heater plug fits tightly into the wall outlet. If not, do not use the outlet to power the heater.
- During use, check frequently to determine if the heater plug or cord, wall outlet, or faceplate is HOT! If the plug, outlet, or faceplate is hot, discontinue use of the heater, and have a qualified electrician check and/or replace the plug or faulty wall outlet(s). If the cord is hot, disconnect the heater, and have it inspected/repaired by an authorized repair person.
- Never power the heater with an extension cord or power strip.
- Insure that the heater is placed on a stable, level surface, and located where it will not be knocked over.
- When purchasing a heater, ask the salesperson whether the heater has been safety-certified. A certified heater will have a safety certification mark. See the following web site (OSHA) for a list of accepted certification marks: http://63.234.227.130/dts/otpca/nrtl/nrtlmrk.html.
- Never run the heater's cord under rugs or carpeting. This can damage the cord, causing it and nearby objects to burn.
- To prevent electrical shocks and electrocutions, always keep electric heaters away from water, and NEVER touch an electric heater if you are wet.
- SPREAD THE NEWS! Inform family, friends, and coworkers of the ways to use an electric heater more safely.

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