



# SAFETY PLAN





# TABLE OF CONTENTS

## SAFETY PLAN

INTRODUCTION .....	1
MANUAL OF POLICY .....	2
COMPREHENSIVE SAFETY PROGRAM .....	2
Safety Training of Employees .....	3
Safety Course Offerings .....	3
SAFETY RESPONSIBILITY .....	3
Individual Responsibility .....	4
ACCIDENT INVESTIGATION AND REPORTING .....	5
Employee Injury Report .....	5
EMERGENCIES .....	5
OUTSIDE MEDICAL OPINIONS .....	5
ACCIDENTS INVOLVING COLLEGE VEHICLES .....	5
NON-EMPLOYEE ACCIDENTS ON CAMPUS .....	6
INVESTIGATIONS OF ACCIDENTS .....	6
FIRST AID .....	6
Medical And First-Aid Facilities .....	6
First Aid Procedures .....	7
FIRE SAFETY AND EVACUATION .....	7
Fire Evacuation Plan .....	7
Fires .....	8
BOMB THREATS .....	8
Self-Determination Policy .....	8
EMERGENCY EVACUATION .....	8
NOTIFICATION TO EMPLOYEES .....	9
CAMPUS SECURITY .....	9
COMMUNICABLE DISEASES .....	10
CONFIRMATION .....	10
MEDICAL FACTORS .....	10
EXAMINATIONS DURING EMPLOYMENT .....	11
EXCLUSIONS FROM WORK .....	11
LEAVE OF ABSENCE .....	11
TERMINATION OF EMPLOYMENT .....	11
HEALTH SERVICES .....	11
STUDENT HEALTH AND ACCIDENT INSURANCE .....	11
FACILITIES .....	12
Repairs .....	12
Reporting of Industrial Injuries: .....	12
Safety Appliances .....	13
Eye-protective Devices .....	13
HAZARDOUS MATERIALS AND CHEMICALS .....	13
ASBESTOS-RELATED ACTIVITY .....	14
SAFETY RULES FOR ALL PERSONNEL .....	14
General .....	14
Chemical Gloves: .....	15
Face Shields: .....	15
Goggles: .....	15
Work Clothing: .....	15
GENERAL SAFETY RULES AND PROCEDURES FOR THE USE OF TOOLS AND EQUIPMENT .....	16
Always use the right tool for the right job, and use the tool right. Bars (Pry or Nail): .....	16
Bench and Stand Grinders: .....	16
Chain Hoists: .....	16
Chisels .....	16

Compressed Gas Cylinders: .....	17
Drill Presses: .....	17
Electrical Equipment: .....	17
Equipment Guards:.....	17
Flexible Shaft Tools: .....	18
Hand Shovel and Spade:.....	18
Impact Wrenches:.....	18
Ladders and Stairways: .....	18
Safety Belts or Life Lines:.....	19
Scaffolds and Scaffold Platform Boards: .....	19
Screwdrivers.....	20
Trenches and Ditches: .....	20
Wheelbarrows: .....	20
Wrenches:.....	20
Tractor Mower: .....	21
Power Mowers: .....	22
Gasoline Power Mowers: .....	22
Electric Power Mowers/Trimmers: .....	22
Mowing Operations:.....	22
Pickups, Trucks and Vans: .....	22
GENERAL SAFETY RULES FOR SPECIFIC JOB FUNCTIONS .....	24
Painters: .....	24
Welders: .....	24
Maintenance: .....	25
GENERAL SAFETY RULES FOR WORK AND INSTRUCTIONAL AREAS .....	25
General Areas.....	25
Computer Labs .....	26
SAFETY WITHIN INSTRUCTIONAL UNITS .....	26
Division of Communication, Fine Arts, and Humanities Requirements: .....	26
Studio Art Classes:.....	27
How Hazardous Materials Enter the Body:.....	27
Risk Factors: .....	28
Common Toxic Materials and Processes: .....	28
Music .....	30
Division of Math and Science Requirements: .....	31
Division of Nursing and Allied Health Requirements:.....	32
Immunization Requirements: .....	32
Safety Procedures: .....	32
UnSafe Practices: .....	33
Indicators of Unsafe Practice: .....	34
Universal Precautions .....	35
General Precautions: .....	35
Division of Social and Behavioral Sciences Requirements:.....	36
Physical Education .....	36
Review of the Safety Plan .....	39

# **South Texas College Safety Plan**

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## **INTRODUCTION**

The written Safety Plan, combined with other health and safety guidelines established by South Texas College, documents the College's commitment to maintaining a safe and healthful workplace, and to complying with all applicable federal, state, and local laws and regulations. The plan demonstrates our commitment to the health and safety of the individual employee. It is our goal to prevent accidents, reduce personal injury, and to comply with all safety and health standards.



5. Investigation of incidents and injuries to determine causes.
6. The initiation of corrective action to eliminate or reduce hazards.
7. The coordination of campus inspections for early detection of possible hazardous conditions and practices.

Safety program training records, maintained by the Safety Officer include:

- A. Safety surveys and inspections
- B. Safety training
- C. Safety meetings
- D. Recommendations
- E. Corrective actions taken

The Safety Officer shall assist Directors and Supervisors in teaching procedures for safe working conditions.

### **Safety Training of Employees**

Safety procedures shall be integrated into job training. Supervisors should ensure that their staff members know and follow approved safe work practices. These objectives can be met through periodic safety meetings or by planned contacts with the individuals concerned.

Safety instruction should include:

1. Proper lifting techniques.
2. Electrical Safety.
3. Proper clothing for assigned activities.
4. Eye/ear protectors.
5. Machinery operation.
6. Proper housekeeping methods.
7. General safety.
8. Other specific safety needs.

### **Safety Course Offerings**

Employees will be encouraged to participate in courses offered by outside agencies such as: The Texas Safety Association, Red Cross, and the National Safety Council Defensive Driving Course.

Medical and/or first-aid training courses will be made available to College employees upon request.

## **SAFETY RESPONSIBILITY**

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

## **Individual Responsibility**

Follow the approved practices and procedures or standards that apply to any work you perform for the College.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your Supervisor.

It is the responsibility of the employee to make weekly or frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition. If tools or equipment are malfunctioned or unsafe, remove the equipment from use.

Report any unsafe condition that might injure any person or damage any property to your Supervisor immediately. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury that occurs at work or any accident that causes damage to property shall be reported immediately to the person in charge. All injuries and accidents that relate to an employee should be reported to the Supervisor by the end of the day and to the Human Resources department within 48 hours.

If anyone observes another who is about to endanger themselves, another person, or property while at the College, they should take action commensurate with the situation.

Alcoholic beverages are not allowed on College property and the use of such is prohibited. No one shall report for work showing any effects of alcoholic consumption.

Smoking is not allowed in any building owned, leased, or operated by South Texas College.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on College property.

Water, oil, other liquids, excessive dust, dirt or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation. Mark this hazard with a caution sign, trash can or a device that will indicate a hazard. Once the hazard has been marked, contact a custodian at your location.

## **ACCIDENT INVESTIGATION AND REPORTING**

Anyone who suffers an injury during work shall immediately report such injury to his or her supervisor and the college safety officer. Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the supervisor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and file the required reports with the Human Resources benefits assistant and the college safety officer. The Human Resources benefits assistant will ensure that the required reports are processed.

### **Employee Injury Report**

An injury report must be completed by the employee using the STC Injury Report Form and submitted to the Human Resources benefits assistant who will complete the Texas Workers Compensation Commission First Report of Injury Form with copies forwarded to:

1. Original sent to TWC and Insurance Carrier
2. Copy for Employee
3. Copy for Human Resources

## **EMERGENCIES**

If any injury is considered to be an emergency, the employee should be taken to the nearest emergency room or clinic for treatment.

In the event that the injured employee is taken directly off college property for treatment, the supervisor shall immediately inform the office of Human Resources by phone of the accident, giving name, type of injury, and place of occurrence. This information is to be followed within 48 hours by a completed STC Injury Report Form.

## **OUTSIDE MEDICAL OPINIONS**

The College reserves the right to direct its employees at the College's expense, to a physician of the College's choice, for a second medical opinion of the employee's injury or medical problem.

## **ACCIDENTS INVOLVING COLLEGE VEHICLES**

Any employee involved in an accident while operating a college vehicle shall:

1. Ensure that the accident is reported to the nearest local law enforcement agency (police, highway patrol, sheriff's department) and a formal Motor Vehicle Accident Report is completed by said agency.
2. Report the accident to the Dispatch Office (872-2589).

3. Obtain a copy of the formal Motor Vehicle Accident Report from the police agency and deliver same to the Safety Officer.
4. If an employee is injured as a result of operating or being a passenger in a College vehicle while conducting College business, said injury shall be reported to the Human Resources Benefits Assistant.

An Injury Report Form shall be completed as soon as possible by the supervisor of the employee.

## **NON-EMPLOYEE ACCIDENTS ON CAMPUS**

Any employee who is aware that a student or visitor has sustained an injury or illness while on campus shall normally:

1. Call Campus Dispatch (872-2589) and report the accident or apparent illness, giving the location and request assistance.
2. Administer whatever first-aid and comfort you are qualified or certified to give until assistance arrives.
3. Complete an Injury Report Form and distribute accordingly.

Transportation and medical attention required above and beyond what can be administered at the scene shall be at the non-employees request and expense.

## **INVESTIGATIONS OF ACCIDENTS**

All accidents involving employees shall be investigated by the employee's supervisor and safety officer. All accidents involving non-employees shall be investigated by the safety officer. With respect to employees, investigative reports shall be presented to the employee and his or her supervisor with appropriate recommendations for correction of process and prevention. Appropriate action shall be taken to ensure that safe working conditions and safe work habits are maintained by the College and its employees.

## **FIRST AID**

The College shall provide limited emergency first-aid capabilities for the treatment of persons injured or ill while on college property, but only those properly trained and certified will administer treatment.

### **Medical and First-Aid Facilities**

First-aid supplies and equipment approved by the Safety Officer shall be maintained at approved locations.

## **First Aid Procedures**

First aid procedures are as follows:

1. The Safety Officer shall have the responsibility for the placement of the Emergency First Aid kits in strategic locations throughout the college district.
2. This responsibility shall include the re-supply of the contents of these kits.
3. Generally, trained employees shall render emergency aid and advise the victim of his or her rights and where he or she should go for treatment.
4. An employee may call for an ambulance or arrange for other transportation of the victim, depending upon the circumstances.
5. All services rendered will be of a temporary nature and the individuals receiving treatment will be advised to see his or her personal physician for further treatment.
6. In the event an injury or illness is judged to be so severe as to require immediate hospitalization, emergency service personnel shall render only those services necessary to prevent further injury to the victim while awaiting transportation by an outside agent.
7. Injury Report Forms shall be provided to the Human Resources benefits assistant.
8. Individual College departments are encouraged to maintain their own First Aid kit. Re-supplies for these kits may be requested in writing from the Safety Officer.

## **FIRE SAFETY AND EVACUATION**

There is an automatic Fire Alarm System that monitors STC buildings at the Pecan, Mid-Valley, NAH, Starr, and the Tech Center. If a situation arises whereby assistance is required, the system will activate and automatically contact the municipal fire department. All STC facilities are equipped with fire extinguishers.

Whenever a fire is detected in one of the other STC locations, call 911 immediately. The Administrator in charge will then be responsible for contacting all other STC administrators following the chain of command.

### **Fire Evacuation Plan**

Classrooms should have a map posted at every entrance designating the location of and route to fire exits. All students and employees should be aware of the location of all the exits available in the building. Please refer to the maps posted in the classrooms for specific details. If there is no map posted in your classroom, please contact the Maintenance Department (872-3440).

Note: The primary route may be blocked so please check for alternative exits.

## **Fires**

In the event of a fire, immediately activate the fire alarm and call 911. Exit the building to the nearest open area, gathering at least the distance away from the building as the height of the building.

Instructors are responsible for coordinating the evacuation of all students from the building. Supervisors are responsible for coordinating the evacuation of employees from the building. Campus Security and custodial staff will also go through the building to make sure that everyone has been evacuated.

Signs have been posted showing the fire exits from various locations in the building. If exiting to an area inside a fence, students and employees should then exit the fenced in area and move to a safe location upwind of the fire.

The person reporting the fire will prepare an incident report as soon as possible after the building has been evacuated.

Fire drills will be held annually.

## **BOMB THREATS**

The person receiving the bomb threat will:

1. Keep caller on the phone as long as possible. Do not hang up!
2. Signal to someone near to call 911.
3. Write down everything caller says.
4. As soon as possible, use bomb threat checklist (see page 66).
5. Ask the questions on the checklist.
6. Make an educated guess as to caller's sex, age, race, and accent.
7. Identify any background noises.
8. After call is over, write down any impressions of caller.

## **Self-Determination Policy**

No student will attempt to attend classes and no employee will report to work if, in their opinion or on the warning of law enforcement officials, travel conditions in their area are unsafe or if other circumstances would place their lives or health in jeopardy.

## **EMERGENCY EVACUATION**

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- a. Instructors should know the shortest route from the classroom to the nearest exit.
- b. When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety. Note: The primary route may be blocked so be familiar with alternative, secondary routes.
- c. The instructor should be the last to leave in order to check that all students are out of the classroom and to close the door.
- d. Never return to the building until instructed to do so by the appropriate authorities.

## **NOTIFICATION TO EMPLOYEES**

The Director of Security shall be responsible for initiating a communication plan to inform faculty, staff, students, and the public of the emergency situations at the college.

## **CAMPUS SECURITY**

The Director of Security shall have the responsibility for the security of all college property during the emergency.

1. All personnel who remain on campus during the course of the emergency shall be subject to the authority and direction of the Campus Security and Civil Defense officials.
2. If official closing occurs during the time employees are on duty, Campus Security shall be responsible for informing the occupants of each building. The Maintenance Department and the Public Relations and Marketing Office will also help by initiating a telephone call to the secretary of each department in the respective buildings.
3. Custodial staff shall lock all doors to buildings not being used as a shelter.

When it is deemed that the emergency is no longer a threat to life and property, the Director of Security shall:

1. Coordinate the inspection of buildings and grounds and ascertain the amount of damage and approximate time required to bring the College back into operation.
2. Ascertain from local police agencies, conditions of streets and highways to and from the College (if and when such access routes may be open).
3. With these reports, the Director of Security shall contact the President and make recommendations for the best approximate time the College may reopen.
4. When the determination to reopen the College has been made, the Director of Security shall contact the Director of Public Relations and Marketing, who shall then be responsible for notifying the local media and ensuring that the proper announcements are made to reach the maximum number of faculty, staff and students.
5. Employees and students may receive up-to-date information regarding the resumption of normal school activities by tuning in to local radio and televisions stations.

## **COMMUNICABLE DISEASES**

Communicable diseases means an illness due to an infectious agent or its toxic products that arise through transmission of that agent or its products from a reservoir to a susceptible host and as further defined in the Communicable Disease Prevention and Control Act, Article 4419b--1, V.A.T.S. Communicable diseases include, but are not limited to, rubella (measles), mumps, rubella (German measles), influenza, infectious mononucleosis, chicken pox, viral hepatitis-A, viral hepatitis-B, human immunodeficiency virus (“HIV infection”), AIDS, AIDS-Related Complex, sexually transmitted diseases, and infectious meningitis. In this policy and procedure, HIV infection includes AIDS, AIDS - related complex, and a positive test for the antibody to human immunodeficiency virus. Employees with communicable diseases, whether acute or chronic, shall be subject to the following provisions:

### **CONFIRMATION**

The information that an employee has a communicable disease shall be confirmed by one of the following methods:

1. The employee brings the information to the College’s attention.
2. The employee confirms the information when asked.
3. If the President or designee has reason to believe that the employee has a communicable disease and is unable to perform the job or poses threat to self or others or whether the employee’s physical condition interferes with the performance of regular duties or poses a threat to self or others.

The results of such an examination shall be kept confidential except that the President or designee shall be informed of restrictions in duties and necessary accommodations. First-aid and safety personnel may also be informed to the extent appropriate if the condition may require emergency treatment.

See Pandemic Influenza Preparedness Plan for more details.

### **MEDICAL FACTORS**

The President or designee shall obtain medical advice from local health authorities or private physicians on:

1. The nature of the risk, i.e., how the disease is transmitted.
2. The duration of the risk, i.e., how long the employee will be infectious.
3. The severity of the risk, i.e., what is the potential harm to third parties.
4. The probabilities that the disease will be transmitted and will cause varying degrees of harm.
5. Whether the employee’s condition interferes with the performance of regular duties. This determination shall be made by a physician who has performed a medical examination of the employee.

## **EXAMINATIONS DURING EMPLOYMENT**

A medical examination may be required of any employee when, in the judgment of the immediate supervisor after consultation with the President or designee, the employee's condition interferes with the ability to perform job-related functions or may pose a direct threat to the health and safety of the employee or others. The College may designate the physician to perform the examination and, in that case, shall pay the cost of the examination. If in the President's discretion the circumstances so require, the employee may be placed on administrative leave with pay, pending the physician's report and the College's decision.

## **EXCLUSIONS FROM WORK**

An employee may be excluded from work if the President or designee, in accordance with these procedures, determines that the employee poses a risk of contagion to other employees or students, the employee poses a threat to his own or another's health by remaining on the job, or the employee's physical condition interferes with the performance of regular duties.

The employee may present evidence to the President or designee of information relevant to the employee's fitness to continue the performance of regular duties.

## **LEAVE OF ABSENCE**

Employees who are excluded from work may be placed on any sick leave or other leave to which they are entitled.

## **TERMINATION OF EMPLOYMENT**

Employees who are excluded from the workplace in accordance with these procedures may have their employment terminated when any sick leave or other leave to which they are entitled has expired, in accordance with appropriate procedures and disability discrimination restrictions.

## **HEALTH SERVICES**

South Texas College does not provide health care services. The College is close to several health care facilities and will utilize the Campus Dispatch/ Emergency Response Center in an emergency situation.

## **STUDENT HEALTH AND ACCIDENT INSURANCE**

The College provides an Accident Plan with medical expense benefits for certain school related activities such as intramural sporting events and identified workforce programs. This plan provides coverage for accidents while students are on college property or participating in certain school sponsored activities/training programs. Voluntary health and accident insurance is also

available and must be purchased by the student prior to or at the time they enroll at STC. Coverage remains in effect until the end of the period for which the premium has been paid by the student. As with most insurance coverage, the policy will not cover 100% of every claim. As a result, individuals purchasing this insurance are responsible for any balance or unpaid claim due.

Students have the following options in regard to insurance purchase:

- a. Maintain their own insurance coverage.
- b. Purchase one of the STC coordinated policies for health and additional accident coverage.
- c. Accept full financial responsibility for expenses from an accident or sickness.

## **FACILITIES**

### **Repairs**

The College is committed to providing and maintaining accessible and effective learning environment for its students, faculty, and the community. As such, there are processes and human resources in place to ensure the safe and sanitary environment within STC facilities in the multi-campus system. Repairs needed for buildings and/or equipment must be completed as soon as a problem is identified to avoid harm or serious injury to the community served.

### **Reporting of Industrial Injuries:**

The proper procedure for the handling of First Aid and cases requiring medical attention is outlined below and must be followed in order to prevent confusion and provide proper treatment of injuries:

1. The injured employee must report any injury to their immediate supervisor.
2. The injured employee will be relieved of his/her duties as soon as relief can be provided by their supervisor, should relief be needed.
3. Should the injured employee, after receiving first aid treatment, feel that additional treatment is needed it shall be his/her responsibility to make this request through their immediate supervisor.
4. Any employee receiving a doctor's service for an industrial injury without prior approval may be required to pay for these services himself.
5. It shall be the responsibility of the involved supervisor to conduct an investigation of the accident should such require the services of a doctor, as soon after the occurrence as is possible.
6. In the event of serious injury secure the services of an ambulance, if necessary, to transport the injured employee to the hospital. As soon as the ambulance has been notified by telephone, then notify the Safety Officer that an emergency exists:
7. In case of lost time injury, the employee must have a release from a doctor before returning to work and must submit it to the Human Resources Benefits Assistant.

### **Safety Appliances**

Safety appliances will be defined as relief valves, fuel gas automatic shut-offs, governors, over speed trips, etc.

1. Only authorized personnel will make adjustments to safety appliances.
2. Safety appliances shall not be fastened in such a manner as to render the safety appliance inoperative.

### **Eye-protective Devices**

Industrial-quality eye-protective devices shall be furnished free of charge or at cost to, and shall be worn by, every instructor, lab aide, and student participating in any of the following courses involving experience with:

- A. Hot molten metals.
- B. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials.
- C. Heat treatment, tempering, or kiln firing of any metal or other materials.
- D. Gas or electric arc welding.
- E. Caustic or explosive materials.
- F. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.
- G. Transportation trades
- H. Fine Arts

### **Definition**

“Industrial-quality eye-protective devices” means devices meeting the standards set by the State Department of Health.

## **HAZARDOUS MATERIALS AND CHEMICALS**

Each year in October, the Safety Officer will contact each instructional and administrative department regarding hazardous materials. Each department will report all hazardous materials or chemicals used and the recommended procedures for handling these materials and chemicals. Signs will be posted in each area where these are used stating the proper and safe procedures for the use of the materials. A list of all hazardous materials and chemicals on campus will be maintained in each department and in the Safety Officer’s Office. The Safety Officer will identify the location of all hazardous materials on a campus map. This map will be updated each year in October. A copy of the map will be posted prominently in each building.

## **ASBESTOS-RELATED ACTIVITY**

The College is subject to the Asbestos School Hazard Abatement Act of 1984 or the Asbestos Hazard Emergency Response Act (AHERA), as defined by federal law.

Prior to engaging in an “asbestos-related activity,” the College shall comply with the requirements of the Texas Asbestos Health Protection Act.

### **SAFETY RULES FOR ALL PERSONNEL**

#### **General**

1. Any hazardous mechanical and physical condition or arrangement shall be reported to your supervisor immediately.
2. If working under conditions that you think are dangerous, consult your supervisor.
3. Stay clear of any hazardous areas.
4. Employee shall not open or close any valves, except under direct orders from the supervisor or the operator in charge of the equipment/site.
5. Repairs to electrical equipment or appliances shall be made by qualified electricians only.
6. Tools and materials shall not be dropped from elevations. They must be carried or hand-lined down.
7. Extreme care shall be exercised in opening of hydraulic or pneumatic lines, pumps, etc. Any indication of excessive pressure must be called to the attention of your supervisor.
8. Working with hazardous liquids or any amount of gases without proper personal protective equipment will not be permitted.
9. Defective tools shall not be used and shall be called to your supervisor's attention.
10. When using chisels, striking wrenches, hammers, or punches, examine the striking surfaces frequently for burrs and other foreign matter.
11. Use proper tools for the work involved.
12. Safety belts or life lines shall be used when working 10 feet or more above ground, where it is not practical to make other provisions to prevent falling.
13. If an employee's clothing becomes saturated with acids, ammonia, or any chemical solutions, remove clothes immediately and shower.
14. Don't take any chances which may cause a fall.
  - a. Failure to look where you are going.
  - b. Running or jumping in work places.
  - c. Standing on boxes, chairs, and makeshifts instead of using ladders or platforms.
  - d. Neglecting to use handrails and running on stairs.
  - e. Failing to face ladder when carrying objects on same.
  - f. Getting too close to edges of elevated platforms, docks, and stages.
15. Place tools and materials where they cannot slip, roll, or otherwise fall.
16. Wash the hands and skin with soap and water if exposed to oil or grease.
17. Apply first aid to a scratch or wound.

18. Lift with your legs and not your back. Bend your knees and keep the back as nearly vertical as possible and always use a safety belt.
19. Protection against chemicals - acids and alkaline.
  - a. If there is danger of spills, splashing, etc., wear acid hood, rubber coverall, gloves, and boots. Tuck the glove gauntlet inside your sleeve. Keep your trouser legs outside of boots.
  - b. If minor splashing is the only hazard, wear goggles, rubber boots, apron, and gloves.
  - c. If concerned with flying particles, wear goggles, gloves, and apron.

### **Chemical Gloves:**

Remember the best of clothing is only partial protection. Complete safety depends on your proper handling of any chemicals with which you work. Must be worn on any operation where there is the chance of coming in contact with hazardous chemicals, solvents, acids, caustics, catalysts, etc.

### **Face Shields:**

1. The face shield should be used in operations that are hazardous to the face as well as the eyes.
2. This shield must not be used for heavy grinding, chipping or other operations where resistance to severe impact is necessary.
3. Scratched shields should be replaced.

### **Goggles:**

Proper eye protection is an important part of our safety program. Goggles should be used in the following:

1. Around equipment containing dangerous chemicals.
2. All grinding, drilling or chipping operations.
3. Doing any work requiring specialized eye protection, such as welding, sandblasting, etc.
4. Chipping concrete and brick.
5. When operating grinders or buffers.
6. When using picks.
7. Using air, steam or water pressure for cleaning.
8. Gas welding or cutting.
9. Using saws, jointers, etc.
10. Electric welding.

### **Work Clothing:**

The type of clothing you wear can be an important factor in continued safety and well-being.

1. Wear sufficient well-fitting clothing to cover the body.
2. Working without a shirt is not permitted.
3. Safety shoes (i.e. steel toe boots) are recommended footwear.
4. Do not wear loose-fitting clothing around moving conveyers, pulleys, machinery, etc.
5. Certain types of clothing are furnished for your protection.

6. Safety back belts shall be used whenever picking any item up or over.

## **GENERAL SAFETY RULES AND PROCEDURES FOR THE USE OF TOOLS AND EQUIPMENT**

Always use the right tool for the right job, and use the tool right.

### **Bars (Pry or Nail):**

1. Bars will not be used as hammers.
2. Never use a bar to pry open a flange, man way sewer opening, etc., that may contain flammable gases or liquids unless bar is made of non-sparking material.
3. Never grasp a bar when prying in such a manner that if the bar slips, your hands will be caught between the bar and other objects.
4. Keep bars free of oils and grease.
5. Do not use bent or chipped bars.
6. Do not use cheaters on bars.
7. Employees working with bars must be spaced far enough apart so as not to strike another employee if bar slips.
8. If a bar is needed, use a bar - not a makeshift tool such as a pin wrench, pliers handle, etc.

### **Bench and Stand Grinders:**

1. Wear goggles or face shield.
2. Goggles or face shields must be stationed near grinders at all times.
3. Do not use grinder without safety guard in place.
  
4. Do not stand in front of the grinding wheel when starting grinder.
5. Feed work to wheel gradually. Give a cold wheel a chance to warm up.
6. Keep wheel dressed. Do not use an unbalanced wheel.
7. Turn off motor when you leave grinder.

### **Chain Hoists:**

1. Do not use any hoist for a load greater than its rated capacity.
2. Be sure hoists are in good condition before using.
3. Do not use pipe on the handle of any hoist for extra leverage.
4. Never walk under hoisted materials/equipment.

### **Chisels:**

1. Use only tools in good condition. Never use a chisel with a burred or mushroomed head.
2. Return defective chisels to Supervisor for proper disposal.
3. Wear goggles when using hammer and chisel to protect your eyes from flying particles.
4. Protect your hand as much as possible when using hammer and chisel. Always wear gloves.
5. Protect other employees from flying chips.

### **Compressed Gas Cylinders:**

1. Always consider each cylinder as full, and handle accordingly.
2. When handling oxygen cylinders with gloves, be sure the gloves are free from oil or grease.
3. Always keep acetylene cylinders on end, and when transporting them, block or tie them securely.
4. Lift, rather than slide, each cylinder from a truck. Avoid bumping the valve-protecting cap. Rolling cylinders is dangerous. Use a carrier.
5. Never use compressed gas cylinders as rollers for moving heavy material.
6. Store gas cylinders securely so that they cannot fall over or be struck, and where they cannot come in contact with salt or corrosive chemicals or fumes.
7. Avoid exposing cylinders to heat or sun and do not place them near flammable materials.

### **Drill Presses:**

1. Wear goggles.
2. Do not wear loose or torn clothing.
3. Use the safeguards provided.
4. Be sure you are using the proper size drills.
5. Always clamp work on the drill table. Do not hold work on a drill by hand.
6. Run drill at proper speed. Do not force feed drill.
7. Stop machine to make adjustments or repairs.
8. Do not leave chuck wrench in chuck.
9. Use a brush or hook to remove chips from drill. Never use your fingers.

### **Electrical Equipment:**

1. Do not tamper with electrically driven equipment. This is work for an electrician.
2. Do not remove light bulb without replacing them with proper type and wattage.
3. All electrical equipment must be properly grounded.
4. An electric extension cord must not be used if it is in bad condition, laid through water or in such a manner as to allow motorized equipment to travel over it.
5. Employees should regard all electrical wires as live and dangerous. Report immediately.
6. Any dangling electrical wire should be reported immediately to your immediate supervisor.
7. Report all electrical equipment that is in an unsafe condition to your supervisor.
8. Never close a switch or breaker that has been opened unless authorized by the supervisor.
9. All electrical breakers must be thrown and locked-out before process equipment can be worked on.
10. All live fuse, lighting and power cabinets must be kept closed and locked at all times.
11. If an electrical power unit motivates moving machinery and it is necessary to make repairs to same, then refer to and follow the electrical lock-out procedure.

### **Equipment Guards:**

1. All excavations must be guarded or covered with planks.
2. Replace covers or guardrails before leaving a job.
3. Permanent chains or guardrails must be replaced immediately after the need of the opening is ended.

4. Do not use handrails as a support for materials such as manhole cover plates.
5. Any employee removing manhole covers from pits in floor or in the ground must replace them or see that the openings are covered if left open.
6. All guards on equipment must be replaced when job is finished.
7. All “v” belts, drive chains, tail and head pulleys (where needed) must have proper guards in place.
8. Do not drive around or move road barricades to enter any area. When area is clear, barricades will be removed.

### **Flexible Shaft Tools:**

1. Check equipment before using.
2. Wear goggles.
3. Do not wear loose or torn clothing.
4. Do not straddle or drape shaft over body. Avoid kinks or bends.
5. If grinding wheels are used, be sure wheel is rated for proper speed of motor.

### **Hand Shovel and Spade:**

1. When shoveling, be sure there is plenty of room between you and others to avoid striking them with the tool or with material.
2. See that tool has a strong smooth handle and grip is free from splinters, checks, and splits; and that the blade is smooth, sharp, and free from twists.
3. Use the ball of your foot - not your instep - to press the tool into clay, dirt, or other material.
4. Avoid strains. Dig and lift loads by using your leg muscles as much as possible.
5. Never throw or toss a shovel or spade toward another person.
6. Never leave a shovel or spade where others may stumble over it or strike against it. Hang it up, or stick the blade securely in the ground, or stand it in a corner.

### **Impact Wrenches:**

1. Wear goggles.
2. Use equipment in good condition only.
3. Use correct size sockets.
4. Be sure socket is fully seated on nut before operating wrench.
5. Hold impact wrench firmly when main air supply valve is open. Turn air "off" when wrench is not in use.

### **Ladders and Stairways:**

1. Ladders must be in good condition.
2. Ladders must be equipped with safety shoes or secured to prevent slipping.
3. Do not place ladders in front of doors unless the door is locked and/or guarded.
4. Always face the ladder when descending or ascending.
5. Do not carry large or heavy materials up and down ladders, use a hand line.
6. Be sure to have one hand free when carrying materials up and down stairways.
7. Do not run up and down stairway.
8. When working on an extension ladder, lash it securely.
9. Always use the handrail on stairway.

10. Never stand on the top two rungs of a ladder.
11. Never splice two ladders together.
12. Boards must be placed under ladder if used on soft ground.
13. Place the top of a ladder against a solid wall - never a window pane or sash.
14. Place the base of a ladder one-fourth (1/4) the ladder's length away from the object against which it is leaning.  
Example: The base of a 12 foot ladder should not be less than 3 feet from the object against which the ladder is leaning.
15. Do not paint ladders except for necessary identifying marks.
16. Keep ladder close to work. Do not reach more than arm's length.

**Safety Belts or Life Lines:**

1. An altitude hazard shall be construed as existing whenever persons are required to work from any sort of scaffold, platform or other elevations which should be 10 feet above ground level and does not provide sufficient protection to the worker. Under such conditions, safety belts shall be required.

- EXCEPTION:
- a. Persons working on approved scaffolds.
  - b. Persons working on approved carriages.
  - c. Persons working on flat roofs (all other roofs require safety belts - also any roof when working within 6 feet of the edge).
2. When a safety belt is worn, the safety belt line must not be supported or tied to the scaffold, ladder carriage or platform from which the employee is working.
  3. All safety belts and ropes must be inspected before being used.

**Scaffolds and Scaffold Platform Boards:**

1. Construct scaffolds with board of 2 x 10's or larger. Do not use material for scaffolding unless in good condition.
2. For protection on scaffolds 4 to 10 feet from ground, scaffolds must be provided with a single handrail 42 inches above the scaffold platform boards and toe boards.
3. Scaffolds 10 feet or more in height must be provided with toe boards and also an intermediate rail between scaffold platform boards and top handrail which will be 42 inches above scaffold.
4. When it is necessary to place materials on scaffold platform, the scaffold platform boards must be placed close together to prevent materials from falling through.
5. Wire or nail down scaffold boards to supports.
6. Always use a well-balanced scaffold.
7. A safe means of access should be provided to all scaffolds.
8. Use at least three scaffold platform boards at all- times except where it is impossible.
9. Scaffold platform boards must be as follows:
  - a. Knot free.
  - b. Cleated with 2" x 4" at each end.
  - c. Not to exceed 8 feet in length.
  - d. Must be of 2" x 10" material at minimum.
  - e. Must not be used for any purpose other than scaffold platform boards.

10. Before a newly constructed wooden or erected steel scaffold is used by a craft, it must first be inspected and meet the approval of the supervisor in charge of the job, who will work from the scaffold.
11. No part of a scaffold shall be removed without approval of the supervisor in charge of the job performing work from the scaffold or until such scaffold is ready for complete disassembly.
12. Platform boards and all material from the scaffold platform must be lowered to ground level by hand line or other safe lowering methods.

### **Screwdrivers:**

1. Always use a screwdriver that fits the screw head.
2. Never use a screwdriver with a split or splintered handle.
3. Do not use screwdrivers for pry bars, chisels, punches, nail pullers, hammers, etc.

### **Trenches and Ditches:**

1. Before any digging shall start, receive permission from your supervisor or other appropriate authority.
2. Do not jump into a trench. Sit on the shoulder and slide in. If the trench is over 3 feet deep, use a ladder.
3. Keep the shoulders of the trench free from tools, materials, stones, and loose earth.
4. If the walls of the trench contain glass, wire, and other sharp objects, remove them carefully and promptly.
5. Trenches must be braced whenever sand or other loose soil is encountered. Keep the soil bank far enough from the edge of the trench to avoid excess weight and cave-ins.
6. When making tunneled openings, make sure the soil is compact enough to prevent cave-ins, or that it is suitably braced.
7. Proper shoring of trenches is especially important near pedestrian or vehicular traffic.
8. Be careful not to strike electric conduits or other underground systems when using a pick or an air tool in a trench. Check drawings first!

### **Wheelbarrows:**

1. Avoid using a wheelbarrow with cracked or broken handles, damaged or wobbly wheels, loose legs, or ragged edges.
2. Keep wheel axle bearings well lubricated.
3. Balance all loads carefully, placing the center of the weight well forward to save lifting strain. Lift with your leg muscles, keeping the back nearly upright.
4. When wheeling a heavy load, take special care, if the load should tip over, not to get caught by the handles.
5. See that plank runways are well supported and not apt to shift or tip over.
6. Watch for insufficient clearances.
7. Wear gloves to protect your hands.
8. Do not leave a wheelbarrow in a position where it may tip over.
9. Never run with a wheelbarrow - this leads to serious stumbling and falling injuries.

### **Wrenches:**

1. Use wrenches that are the right size and type for the job.
2. Never use a piece of pipe on a wrench handle to get more leverage.

3. Use only wrenches in good condition.
4. Keep wrench jaws clean.
5. Never use a shim to make wrench jaws fit.
6. Do not use a wrench as a hammer.
7. Always place an adjustable wrench on a nut so it tends to close the jaws on the nut.
8. Pulling on a wrench is safer than pushing. If you must push, keep your knuckles clear.
9. Avoid falls - see that your footing is secure before you pull.

**Tractor Mower:**

It shall be the responsibility of the operator of this equipment to see that these safety procedures are followed.

1. Only the operator shall ride this equipment and the operator must be seated.
2. When mowing along roadways, drive the tractor so that the cut materials will be directed away from the roadway.
3. If cutting in a new area and you are not completely familiar with the area proceed very slowly, being cautious of loose materials, protruding pipes, etc.
4. Be sure chain guard around cutter blade guard is in proper place and no chains missing.
5. Do not attempt to make adjustments to cutter blade, cutter blade guard, chain guard or cutter blade drive shaft without first shutting off mower tractor engine.
6. Do not run motor during refueling process.
7. Should vehicle have faulty wiring or exhaust system, the vehicle shall not be operated until proper repairs are completed.
8. When replacing shear pins, obtain correct shear pin. Do not use any other material for shear pin.
9. Horseplay with vehicle will not be permitted.
10. Be alert before attempting to cross railroad tracks and/or road ways.

### **Power Mowers:**

1. Read and understand the instructions in the manual.
2. Wear properly fitting work clothes. Pants and proper footwear are a must.
3. Clear the area of any persons not working with mower. Pick up foreign objects that might be thrown by the blade.
4. Start the mower only where your footing is firm and the machine will be stable while you're adjusting its speed.
5. Never use any mower where grass is wet.

### **Gasoline Power Mowers:**

Add gasoline before you start the mower. A fire could result if you put gas into a hot or running engine. If the mower runs out of gas, let the engine cool before adding more. Fill the tank outdoors. Warn smokers to stay away. Put mower in neutral before starting the engine and stand clear of the discharge chute.

### **Electric Power Mowers/Trimmers:**

Use a brightly colored extension cord that will be easily visible against the grass to avoid mowing/trimming over it. The wire should be of suitable size for the amount of current it needs and of the three-wire type that must be grounded through an outlet. When you finish mowing/trimming, turn off the switch, don't just unplug it.

### **Mowing Operations:**

1. Push the mower, don't pull it.
2. Never leave the motor running unattended.
3. Never run the motor in an enclosed space. Deadly carbon monoxide may build up.
4. If you have a walk-behind mower, mow lengthwise across the face of a slope, instead of up and down as the mower could either fall back on you or go flying away down the hill.
5. Do not try to unclog the mower while it is running.
6. Remove the spark plug, before you must work on the underside of a mower.
7. If the equipment being used is of the rotary type, special attention shall be given to the condition of the blade mounting bolt or nut.

### **Pickups, Trucks and Vans:**

These rules and procedures apply to pickups and generally to trucks as applicable. It shall be the responsibility of the operator of this equipment to see that these safety rules and practices are followed:

1. Follow all driving lanes.
2. The posted speed limit and traffic signs must be observed.
3. All riders must be seated in vehicle bed, arms and legs must not extend past or over vehicle bed.
4. No more than three (3) employees shall ride in cab of pickup.
5. Do not operate vehicle off roadways and into operating area without permission.
6. Place load on vehicle bed so that it is properly balanced.

7. Inspect timbers before using them for blocking to see that the edges are square, of sufficient length, and in good condition.
8. Inspect equipment thoroughly before operating.

These rules and procedures apply to all trucks and vans (winch, float, flatbed, dump, etc.). It shall be the responsibility of the operator of this equipment to see that these rules and practices are followed:

1. Loads on frame or gin pole of truck shall not be moved without first having load properly secured.
2. Personnel are not allowed to ride in dump bed of dump truck or back of van.
3. When spooling line on winch drum use guide bar or exert pressure with winch line hook to cause winch line to spool properly. Keep hands clear of moving cables.
4. Before traveling with suspended load, check load to see that it is properly balanced and secured.
5. Familiarize yourself with the load limits that can be exerted against the gin poles, gallows, frames, etc.
6. Be sure tail-board and all frame sheaves are the proper size for the winch line cable and the sheaves are not worn, cracked or out of alignment.
7. Should it be necessary to rig "guy lines" do not secure the "guy lines" to operating equipment, operating equipment supports or operating equipment foundations without first having secured approval of the supervisor.
8. Material or equipment must not be hoisted over "on-stream" operating equipment. Only in extreme emergencies may this be done and then only with the approval of the supervisor.
9. The equipment operator shall keep all parts of the equipment at least eight (8) feet away from any electrical conductor. Should contact be made with an electrical conductor, the equipment operator should remain in his present operating position and should not attempt to leave the unit until the electrical power supply has been "killed."
10. Take full account of your surroundings before making a lift. See that the proper hitch has been made and the load properly balanced. Closely observe your hoisting load at all times.
11. Do not pull a winch line around a piece of equipment or structural steel without using a snatch block.
12. Use cable slings of the proper size for making lifts, attaching snatch blocks, hooks, etc. Do not use chains or ropes.
13. It is not permissible for anyone to ride a load being hoisted.
14. Do not reel or unreel cable or rope at excessive speeds.
15. The operator will be responsible to see that the truck load is properly secured.
16. Do not stand under or allow your fellow worker to stand under a suspended load.
17. Do not carry a suspended load too large or in such a manner as to over-balance vehicle.

## **GENERAL SAFETY RULES FOR SPECIFIC JOB FUNCTIONS**

### **Painters:**

In addition to the Safety Rules for all personnel, the following rules will prove helpful in the work of the employees working with paint. Some spray coating and painting ingredients are toxic or harmful to workers' health if excessive amounts are breathed, swallowed or absorbed by the skin. By using the following precautions, your health will be protected:

1. Use adequate ventilation or exhaust system.
2. Use proper respirators or masks where ventilation is not adequate.
3. Cleanse the skin thoroughly of any paint material. Use only suitable creams, soaps or cleaners. Never use thinners or solvents for this purpose.
4. Always wash face and hands before eating.
5. Keep all open wounds properly protected.

### **Welders:**

In addition to the observance of the General Safety Rules the following rules will prove helpful in the work of employees in welding.

1. You are your own inspector of your welding equipment. If something is wrong you should be the first to find it and report it. Do not depend upon the observation of others to keep your equipment in prime condition.
2. Wear good gloves and good shoes. It is suggested not to wear low shoes while welding. Torn or badly worn gloves may result in severe burns.
3. Make sure your shield or helmet is light-tight. Sore eyes can result from a leaky helmet. Leaky helmets or shields should be repaired at once.
4. Watch your own arc through the protective devices provided. Avoid looking at other arcs when helmets are up or goggles are off.
5. Keep dry wherever possible.
6. When chipping slag, use your hammer and have your goggles in place.
7. Notify your supervisor of scaffolding that appears unsafe due to loose, split or warped planks, faulty guard rails, or other reasons.
8. If you are using cartridge type respirator, renew the cartridge at the first smell or taste of fumes.
9. Keep welding and 440 volt cables clear of ladders, passageways, doors and driveways. Run cables under ladder, stairways and guardrails and not over or through them. Keep the cables out of walkways and aisles in the shops.
10. Report any welding cable breaks or weak spots in the lines and have them repaired at once. See that your welding cables are kept away from power supply cables at all times.
11. Remove stub ends or unused portions of electrode from the holder when you lay the holder down or hang it up. Keep the holder free from contact with the body or wet clothing when moving from one welding location to another.
12. Make sure your holder is in good condition and the insulation is intact.
13. When laying down holders or hanging them up when not in use, put them in places where

- they will not come in contact with other workers or other holders.
14. Treat all electric currents connected with the welding operation with the utmost respect. This includes the welding circuit, portable lights, electric blowers, grinders, etc. Keep dry whenever possible and be especially careful if the body or clothing is wet from perspiration or other moisture.
  15. Falls are the second largest cause of accidental deaths. Be careful!

### **Maintenance for all employees:**

Good housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazard. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects that create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

South Texas College is primarily an educational institution whose clients are involved in various educational processes. The following is general information to encourage safety in all instructional units:

Most accidents are preventable. They are caused by carelessness, neglect or ignorance on the part of one or more persons. The remedy lies in the continual use of caution and common sense to prevent disease or accidents.

## **GENERAL SAFETY RULES FOR WORK AND INSTRUCTIONAL AREAS**

### **General Areas**

All areas are to ensure the proper care and handling of electrical equipment in the classrooms, offices, and general areas:

- a) Check all electrical appliances for proper grounding. If it has a metal casing, it must have a three-prong plug. Any faulty appliance should be taken back to the vendor.
- b) Check appliances to ensure they are "UL" approved. The U. L. (Underwriters Laboratories) approval seal means the appliance has been tested and judged safe.
- c) Never try to clean a clogged electrical outlet nor clean or oil a machine when it is connected to an electrical current.
- d) To disconnect electrical equipment when not in use, grasp PLUG and pull GENTLY. Don't pull on the cord.
- e) Wires of an electrical device must not be left trailing when not in use. Wind cord up and store away until the next use.
- f) When moving a heavy portable machine, hold it at the top and bottom to prevent it from falling.
- g) Inspect electrical appliances periodically for worn cords.
- h) If an electrical appliance produces a burning odor, pull out plug immediately.
- i) If an electrical appliance goes out while in operation, pull out plug immediately. Some appliances have safety cut-offs. Let the appliance cool off.
- j) Use dry hands in connecting and disconnecting electrical equipment.
- k) Locate breaker box for the lab in case of electrical failure. Some equipment can overload the circuit.

## **Computer Labs**

Safety in the Microcomputer Labs involves monitoring a controlled environment that is essential to the protection of the users, the computers, the electrical circuits, and the software. Safety devices control humidity, dust, smoke, unregulated electrical voltages, theft, fire, vandalism, heat, water, and static electricity with a free flow of air around the computers. Static free carpeting and furniture minimize damage to data and circuits.

Free space beneath the floor provides a flexible system of maintaining cable connections between computer units allowing for periodical moves of equipment. Under-floor space supports the needed airflow around these cables, but more importantly, it prevents people from tripping over them. Cables that are not under the floor are wrapped around table legs and secured under the table, or encased in the flat cable protectors.

Computers are "powered up" during periods of constant use, but they are turned off during thunderstorms. Equipment and data have adequate shielding and distance from magnetic or electromagnetic devices. Recording media and other combustible support materials should be stored in metal fireproof/magnetic proof file cabinets. Emergency doors are easily accessible.

Trained personnel supervise the equipment and safety apparatus. Halon hand-hose extinguishers, which will not damage computers and electrical circuits, are installed within 50 feet of the computers. Personnel are trained to identify possible smoldering fire within electrical wiring, and the computer area is protected with smoke-sensing devices instead of heat sensors. Ionization detectors are installed in the air space below the floor and above the suspended ceilings and will sound audible and visual alarms.

Only qualified personnel are permitted to carry computers, connect peripherals, or repair work, or data program maintenance. Security devices and programs prevent unauthorized use of the computers. A service and repair area is close to the computer lab to minimize the transporting of equipment and parts. Securely locked work and storage areas, intrusion devices which detect motion or open doors, and carefully restricted access to keys discourage vandalism and theft.

## **SAFETY WITHIN INSTRUCTIONAL UNITS**

The following safety rules and regulations have been developed by administrators and instructors to prevent accidents in specific instructional areas. Naturally, various safety rules will be repeated to students as the potential for similar dangers may occur.

### **Division of Communication, Fine Arts, and Humanities Requirements:**

Students in the Music and Art Departments who use electronic equipment are given individual and group safety instruction before they are allowed to use the equipment. The equipment must be used during scheduled class time, and the instructor must be present during usage.

Students in Studio classes should, practice the following GENERAL SAFETY RULES:

1. LEARN the safe way to do your job before you start.
2. THINK safety, and ACT safely at all times.
3. OBEY safety rules and regulations - they are for your protection.
4. WEAR proper clothing and protective equipment.
5. CONDUCT yourself properly at all times - horseplay is prohibited.
6. OPERATE only the equipment you are authorized to use.
7. INSPECT tools and equipment for safe condition before starting work.
8. ADVISE your instructor promptly of any unsafe conditions or practice.
9. REPORT any injury immediately to your instructor.
10. SUPPORT the safety plan and take an active part in safety.

### **Studio Art Classes:**

The following information is taken from a book published by the National Art Education Association, Secondary Art Education: An Anthology of Issues. The chapter is written by Sally Hagaman of Purdue University and highlights the Health Hazards in Art Education:

There are many potential health hazards in art classes. It is imperative that every art instructor becomes aware of potential health risks and means for minimizing them in the art classroom.

### **How Hazardous Materials Enter the Body:**

There are three major routes by which hazardous or toxic materials enter the body:

1. Inhalation of toxic fumes, dusts, vapors, spray mists, and smoke is hazardous. Some materials, such as sulfur dioxide gas given off by kilns or glacial acetic acid (photographic stop bath), can cause immediate damage to the lining of the airways and lungs. Other materials, like clay dusts, can cause chronic damage that builds slowly over a number of exposures. Generally, the finer the inhaled particle, the more damaging it is. Larger particles are trapped by the mucous membrane of the upper body, but very fine particles travel deep into the lungs. Some inhaled materials, such as turpentine vapors, go beyond the lungs and are carried throughout the body via the bloodstream.
2. Skin contact with hazardous materials is a common route of entry to the body. Although the skin is designed to protect the body from injury, its protective ability is greatly or completely destroyed by contact with substances such as acids, bleaches, and organic solvents. Such substances "de-fat" the outer skin, leaving the skin layers underneath vulnerable to damage. Certain chemicals, such as turpentine, toluene, and methyl alcohol, actually go deeper, entering the bloodstream and thus traveling through the entire body.
3. Ingestion of toxic materials may be direct or indirect through mouth contact with hands, pencils, food, or cigarettes that have been exposed to such materials. Adolescents, like younger children or adults for that matter, may be apt to chew on a fingernail or point a paintbrush with their lips, thus allowing ingestion of hazardous material.

### **Risk Factors:**

Several factors help determine how damaging contact with toxic materials may be. Quantity is important:

- a. Limited exposure to hazardous materials is less likely to cause injury than repeated exposure. Here we see the enhanced risk for the art teacher in a classroom contaminated with toxic substances. Students come and go throughout the day, but the teacher suffers repeated exposure to such substances. There are many reported cases of severe bronchitis and chemically induced pneumonia among art teachers in daily contact with clay dusts and/or toxic vapors.
- b. "Total body burden" is another risk factor. If one is using ceramic glazes with lead, the total exposure from that lead source must be added to all other environmental exposures to lead, as from car exhaust or water carried through lead pipes. This cumulative amount of lead is the total body burden for that substance, and it may leave little room for additional exposure without severe effects.
- c. Combinations of different chemical substances can cause increased harm. For instance, the inhalation of toxic vapors by someone who smokes creates a much greater risk of injury than for a non-smoker. Likewise, contact with a volatile solvent by someone who also ingests alcohol is more dangerous than for the non-drinker. There is also an increased risk for students who are under prescribed medication for the occurrence of combined or synergistic effects with toxic substances.
- d. Certain groups are at greater personal risk than others are. High risk groups include people with allergies, smokers, drinkers, pregnant girls or women, people with chronic heart, lung, or liver problems, and mainstreamed students with various learning disabilities, emotional problems, or other handicaps. Certainly, a fetus carried by a pregnant student is subject to enormous harm through the mother's contact with toxic substances, especially in the first trimester of pregnancy when, unfortunately, the instructor may have no knowledge of the condition.

### **Common Toxic Materials and Processes:**

Safe to use art materials: Those materials which bear the AP or CP seals of approval (from the Arts and Crafts Materials Institute) are toxicologist certified safe for use with children. Other art materials may state that they are "non-toxic" on their labels; however, this claim does not necessarily mean that they have been tested for chronic, long-term effects. The CL seal of the Arts and Crafts Materials Institute means that these products have their potential acute (immediate) and chronic (long-term) hazards listed on the label

1. *Ceramics* poses several health hazards. The clay itself can be toxic, especially if it contains large amounts of crystalline-free silica (SiO<sub>2</sub>). Prolonged inhalation of silica dust or Kaolin dust can lead to silicosis. The talc traditionally found in low-fire clays has often been contaminated with asbestos, a cancer causing substance. Many companies now offer talc-free clay and asbestos-free talcs.

Clay dusts inhalation is most severe when mixing clays, so it is best to order pre-mixed clay. If one does mix clay from powder, use of local exhaust systems and/or toxic dust respirators is advised. The clay dust covered studio is also a problem. Always wet mop or vacuum with a HEPA-type vacuum cleaner. Never sweep in such a situation.

Glazes can be quite toxic, especially if one mixes them. They often contain silica, flint, talc, feldspar and the like, and, in addition, potentially hazardous metals like lead, barium, and lithium. (Lead frits reduce but do not eliminate the hazards of lead poisoning). Some glazes contain colorants that may cause cancer, like chromium, nickel compounds, zinc chromate, iron chromate, manganese, cadmium, and vanadium. Toxic dust respirators should be worn when mixing glazes, spraying of glazes should only be done in a spray booth exhausted to the outside, and students should be instructed to keep glazes off hands and skin (especially where small cuts increase toxic entry).

Firing ceramic kilns releases toxic fumes and gases. AU kilns must be well ventilated. Canopy hood systems are the best ventilation solution.

One should not look into the peephole of a kiln with unprotected eyes. Such action over a number of years may cause cataracts, due to the infrared radiation produced when objects within the kiln reach very high temperatures. Infrared goggles should be used to protect the eyes.

2. *Painting* may pose health problems depending upon the types of pigments and vehicles used. Some inorganic pigments in common use, such as the chromate and cadmium pigments, may be carcinogenic (cancer causing). Lampblack has been found to cause skin cancer, and the dangers of lead pigments are well documented. Acrylic emulsions contain small amounts of ammonia and formaldehyde that may cause lung and throat irritations without use of proper ventilation, and may cause allergic reactions in some people. Turpentine and especially solvents for varnishes (methyl alcohol and ethanol) and lacquers (toulene and perhaps glycol ethers) are very toxic and should only be used with extreme caution and proper ventilation. The least toxic solvents are acetone, denatured alcohol, isopropyl alcohol, and mineral spirits.
3. *Printmaking* involves a range of risks, depending upon the method employed. The use of solvents in silk screen-printing affords multiple, prolonged exposure. Local exhaust ventilation is required to prevent a dangerous accumulation of toxic vapors. It is highly preferable to use water-based inks for all silk screening (and other printmaking as well).

The major dangers in intaglio and lithography are in the acids and etches. Acids may cause severe burns. Etching copper or zinc gives off highly toxic gases that may, in large exposures, cause chemical pneumonia or, in repeated, smaller exposures, cause bronchitis or emphysema. Always remember to add acid to water, never the opposite. Students should never mix acid baths. Rubber gloves, aprons, and face protectors should be worn while working with acid. No use of acids should be included in the art program without ventilation hoods in place over the acid baths.

4. *Jewelry/Sculpture Technique* or materials used can be quite hazardous. Local ventilation must be provided over welding and soldering areas. Brazing silver can be especially hazardous because the lowest-melting silver solders contain high proportions of cadmium, which may cause chemical pneumonia from a single exposure. One should use cadmium-free silver solders instead. In addition, borax fluxes should be used rather than the fluoride fluxes commonly used with silver solders. Sparex solutions should be used for cleaning metals rather than sulfuric acid solutions. Both are toxic due to their acidity but the Sparex solution is less corrosive.

Many copper enamels are lead-based, so teachers should be certain to purchase only the lead-free enamels now available. Heated enamels give off infrared radiation; infrared goggles should be worn to protect the eyes from injury (as with ceramic kiln usage).

5. General art materials often used in drawing or commercial layout may be hazardous. The most obvious of these is rubber cement (and rubber cement thinner) which contains large amounts of highly toxic hexane, a chemical which causes dermatitis, narcosis from inhalation, and possible inflammation/paralysis of the arms and legs from chronic inhalation. Use wax for layouts and substitute other adhesives for other purposes if possible.

Spray fixatives and adhesives are toxic from the inhalation of solvents including toluene, petroleum distillates, and chlorinated hydrocarbons. Spraying should be done outside or in a spray booth ventilated to the outside.

Wax heated for batik or encaustic may be very dangerous. When overheated, wax decomposes to release formaldehyde and acrolein fumes (this occurs when melting wax and when ironing it out of fabric). Heat wax to the lowest effective temperature. Using a hot plate on a high setting or using an open flame to heat wax may result in flash fires or explosions.

6. Equipment used in various art techniques must be carefully maintained and appropriately used. Students should be instructed in the proper use of items such as potters' wheels, paper cutters, printing presses, buffers, grinders, and airbrushes. It is advisable to require that students pass (perhaps at 100%) tests over correct procedures before allowing them to use such equipment. Be certain that all potentially dangerous equipment is labeled as such and cordoned off (if possible) from the general student population.

### **Music**

Students taking music classes who use electronic equipment should receive individual or group safety instruction before they are allowed to use the equipment. Equipment must be used during the scheduled class time. The instructor must be present during equipment usage.

## **Division of Math and Science Requirements:**

Biology, Chemistry, Physics:

1. Safety rules are to be reviewed during first lab period and should include: diagrams of eye-wash station, fire extinguisher sites, and hood locations
2. Electricity: Students will be allowed to handle only low voltages. Any high voltage electricity source will be handled by the instructor, and all circuits will be examined by the instructor before switches are closed.
3. Lasers: Lasers used in the physics lab are Class II helium-neon lasers and are identified by a yellow "CAUTION" label. The United States Department of Health, Education, and Welfare regulates the manufacturing of the lasers, and they have been "judged to be eye-safe, except possibly in case of deliberate, long-term direct staring into the beam". Students are reminded to keep the lasers below eye-level and not to look directly into the beam.
4. Open Flame: Any open flame experiments will be conducted under the close supervision of the instructor. The nearby existence of the fire extinguisher should be pointed out to all personnel.
5. Chemicals: All solutions will be kept near the instructor's sink when in use so that hands may be washed as necessary.
  - a) Store chemicals and equipment when not in use.
  - b) Store hazardous chemicals in proper containers.

Provide list of most commonly used hazardous or incompatible chemicals for display on lab bulletin board for reference by students. Disposal of chemicals will follow normal practices for dry, water-soluble, halogenated organic, and organic species.

- a) Chemicals will be properly stored.
6. Other rules:
  - a) Wash desks with furnished disinfectants.
  - b) Place all books under desks, or on shelves, except those pertinent to lab.
  - c) No chewing gum, smoking, candy, cokes, etc., allowed in lab.
  - d) Treat all microorganisms as potentially pathogenic (which they are).
  - e) Ask lab instructor for assistance any time lab procedures are not clear.
  - f) Check Bunsen burners and hoses for leaks. Be careful of long hair and open flames to prevent injury.
  - g) When disposing of microorganisms, be sure and autoclave them before disposal.
  - h) Store dissection kits in the storeroom when not in use.
  - i) Use formalin-free preserved specimens.
  - j) Check weekly for gas leaks and daily for properly turned off gas jets.
  - k) Know location of fire extinguishers and fire blankets for each lab.

Ventilation of lab will meet safety standards.  
Instructor will be present during instructional operation of the laboratory.  
Eye protection to be worn at all times.  
No food, drinks, or smoking allowed in classrooms or labs.  
Unauthorized experiments are not to be performed.  
Keep work area neat and uncluttered. Store books and coats in designated area.

### **Division of Nursing and Allied Health Requirements:**

Safety education for health care students will also help to eliminate accident hazards and establish safe working habits.

Before enrolling in a course with a required clinical or practicum fieldwork, a student must have on file with the department chairperson all of the following:

- a) Results of a prescribed examination conducted by a physician licensed in Texas
- b) Proof of required immunizations
- c) Proof of Health and Accident Insurance
- d) Current Infant-Child-Adult-CPR certification
- e) Current (no older than 5 months) TB test results

Current Malpractice Insurance available through STC, contact the Program Chairperson for more information.

### **Immunization Requirements:**

The following **immunizations are required for all students** enrolled in health-related courses which will involve direct patient contact in medical settings. Students for whom these requirements are not applicable are strongly encouraged by the institution to obtain them for their own protection.

- a) Measles, Mumps and Rubella (MMR): Proof of Immunization as defined by the Texas Department of Health Standards or proof of Immunity by disease.
- b) Tetanus/Diphtheria: Proof of “booster” dose administered within the last ten years.
- c) Hepatitis B Virus (HBV): Written certification of serological immunity to HBV, completed series of HBV vaccination, or signed waiver. (Strongly recommended)

Students enrolled at STC Nursing and Allied Health Programs will assume full cost of any immunization. Inquiries concerning any exemptions to this requirement should be directed to the Director of the Nursing and Allied Health Programs.

### **Safety Procedures:**

Any student injured while functioning, as a student in the clinical area, laboratory or classroom must report to his/her instructor. An incident report is to be completed by the student and the

instructor within 24 hours of the incident and sent to the Program Chair for review and signature. Incident reports will be kept in a separate secured file by the Program Chair.

It will be a requirement for students to carry some form of medical expense coverage, i.e. Medicaid, third party, or student medical insurance, before initiating any clinical affiliation experience. Such availability of medical insurance should ensure access to emergency services for all students.

**Unsafe Practices:**

Maintaining client safety is the overriding principle of clinical practice. Each student completing an external clinical experience must perform his duties in a safe manner as well as meet the clinical objectives. The Nursing and Allied Health student must maintain relationships that do not exploit the recipient of services sexually, physically, emotionally, socially, or in any other manner. The student should avoid those relationships or activities that interfere with professional judgment or objectivity.

If student's ability to comply with the above due to impairment of illness, substance abuse, or emotional illness is compromised, then the following procedure will occur:

The following procedure will apply to the student who demonstrates unsafe clinical behavior as outlined below in Indicators of Unsafe Practice:

1. The Fieldwork Educator or clinical instructor will provide the student with a verbal and written description of the behaviors observed and may dismiss the student immediately from the clinical area. The student and the Fieldwork Coordinator will meet at a conference within the next academic day to discuss and develop a remediation plan to address the student's identified needs so that the unsafe performance is not repeated. The Program Chair will receive a copy of the Conference Summary within 72 hours. If the student's behavior was so inappropriate as to cause harm to the patient, he will not be allowed to return to that clinical setting.
2. If the student fails to follow through with Step 1 or if the behavior continues to occur in the clinical area, the student will be dismissed and the case will be submitted to the Faculty Advisory Committee for consideration. A conference will be held with the course instructor, student, and Program Chair to decide on a course of action. If allowed to continue in the program under probationary status, a contract will be developed to facilitate correction of inappropriate behaviors. Continuation in the program is contingent on following through with the established contract directives with appropriate documentation.
3. Students failing to comply with the contractual agreement shall be denied continuation in the program and will receive a failing grade for the course.

## **Indicators of Unsafe Practice**

The following indicators shall be used as guidelines for determining unsafe clinical practice:

### 1. CARE OF SELF:

The student fails to practice within the boundaries of the applicable state or national regulatory agency, the policies and procedures set forth by the Program's Handbook, and/or the policies and procedures of the facility in which the clinical practicum occurs. Examples of inappropriate behavior may be those in which the student:

- a. Appears in the clinical setting under the influence of drugs or alcohol.
- b. Displays unstable mental, physical, or emotional behavior(s), which may present danger to self or other's well being (anorexia, suicide attempts).
- c. Fails to be accountable for legal responsibilities (covering for others' or their own errors, failing to report information).
- d. Fails to take precaution to avoid harm to the client or to his property.
- e. Breaches confidentiality of the client or fails to maintain confidentiality of interactions or records.
- f. Violates or threatens the psychological safety of the client by repeated use of judgmental or non-therapeutic techniques or attacks/derogatory statements about another's person, belief's values, race, religion, culture or sexual preference.
- g. Refuses to care for a client due to race, age, culture, disease process, or religious or sexual preference.
- h. Falsifies records or information of any kind.
- i. Uses or participates in the use of any form of communication that contains false, fraudulent, deceptive, or unfair statements or claims.
- j. Fails to use appropriate judgment; i.e. inappropriate choice of dress or hygiene, inappropriate remarks to client/families/staff, making decisions that will place the client's safety or well being at risk.
- k. Threatens the physical or psychological safety of the client while practicing under the influence of non-prescribed drugs.

### 2. CARE OF ENVIRONMENT:

The student fails to provide for the needs of the client in a safe environment within a specific clinical area. Examples are as follows:

- a. Violating the physical safety and environment of the client by neglecting to use appropriate protective devices ordered (bed rails, gait belts, restraints, etc.)
- b. Repeated violating microbiological safety (failure to practice proper hand-washing, universal precautions, sterile procedures, etc.)
- c. Violating the thermal safety of clients (inappropriate application of heat/cold packs, heating lamps, paraffin baths, other electrical /thermal equipment)
- d. Failing to remove potentially harmful substance or objects away from the client's reach or the immediate area (sharps, medications, cleaning solutions)

### 3. CARE OF CLIENTS

The student fails to take sufficient care to protect the health of the client. Examples are as follows:

- a. Performing skills or competencies in which the student has not received instruction or instructor's approval to perform
- b. Using the therapeutic process inadequately thereby endangering the client's health and welfare (failure to report incidents or data in a timely manner which may exacerbate the inappropriate behavior)
- c. Failing to provide continuity of care to maintain client safety and welfare (leaving the client unsupervised, leaving the facility without completing all necessary documentation regarding the client's care given)

#### **Universal Precautions**

The Center for Disease Control in Atlanta has developed CDC Isolation Guidelines as recommendations to all health care workers for preventing transmission of Human Immunodeficiency Virus (HIV) and other blood borne diseases in the health care setting. Blood and certain body fluids of ALL patients are considered potentially infectious for HIV, Hepatitis B virus (HBV) and other blood borne pathogens. The guidelines are intended to prevent parenteral mucous membrane, and non-intact skin exposure. The implementation of these control measures does not obviate the need for continued adherence to general infection control principles and general hygiene measures.

#### **Body Fluids to Which CDC Isolation Guidelines Apply:**

Universal precautions apply to blood and other body fluids containing visible blood. Blood is the single most important source of HIV, HBV, and other blood borne pathogen in the healthcare facility. Universal precautions also apply to semen and vaginal secretions, tissues, and the following fluids: cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic.

Although universal precautions do not apply to saliva, feces, nasal secretions, sputum, sweat, tears, urine, or vomitus, the use of gloves and/or eye shields is recommended during any contact with these secretions and/or excretions! Using gloves and washing your hands after handling any of the above should minimize any risk.

#### **General Precautions:**

1. Use universal precautions for all patients.
2. Use appropriate barrier precautions routinely when in contact with any blood or other body fluids of any patient.
3. Change gloves after each contact with patients, followed by hand washing after gloves are removed.
4. Wear masks and protective eyewear during any procedure that is likely to generate drops or sprays to prevent exposure of mucous membranes of mouth, nose, and eyes.

5. Wash hands and other skin surfaces immediately and thoroughly if contaminated with blood or other body fluids.
6. Refrain from all direct patient care if you have exudative lesions or weeping dermatitis until the condition resolves.
7. Use mouthpieces, resuscitator bags or other ventilation devices to reduce the need for mouth-to-mouth resuscitation.
8. Always use gloves when changing wound dressings or performing wound care or debridement.
9. Take care to prevent injuries when using scalpels, scissors, tweezers, or other sharp instruments.
10. Notify your clinical instructor or supervisor immediately if you receive an injury from a contaminated needle or other sharp instrument.
  
11. Fill out an incident report immediately following any accident or incident involving contamination from body fluids, needle-stick injuries, or any potentially harmful occurrence to either you or your patient(s). It is your responsibility to adhere to the policies and procedures of the agency regarding completion of incident reports.

### **Division of Social and Behavioral Sciences Requirements:**

#### **Physical Education**

The majority of the Physical Education courses are held in off-campus sites. There is a signed agreement, the Facilities Usage Agreement, between the facility to be used and STC stipulating the terms of use.

The instructor carries a First Aid kit to each class in case of injury requiring immediate care.

At the beginning of each course, the instructor issues to each student a Health Fitness History form to complete and report any health problem they may have which may limit their participation in the activity. In addition, the student signs a Medical Clearance form indicating their understanding of the following guidelines of the American College of Sports Medicine before participating in the exercise portion of any class:

- a. Each student should notify the instructor if there are any medical problems or physical disability that would limit full participation in class.
- b. Students over the age of 40 (males) or 50 (females) should consult their physicians to determine if they are “cleared to fully participate in the class. If “clearance” is not received, a prescription of exercise modifications is essential for safe participation in an exercise program.
- c. Students of any age with any major coronary risk and/or symptoms suggestive of cardiopulmonary or other disorder listed below should consult their physician to determine if they are “cleared” to fully participate in class.
  1. diagnosed high blood pressure
  2. high serum cholesterol

3. cigarette smoking
4. diabetes
5. family history of heart disease in parents or siblings prior to age 55
6. chest pain at rest or during exertion
7. unaccustomed shortness of breath or shortness of breath with mild exertion
8. dizziness
9. labored breathing
10. heart palpitations and/or arrhythmias
11. known heart murmur
12. joint, muscle, or other orthopedic problems

- d. Students should carry personal health insurance as STC is not financially responsible for any medical care that may result from injuries or accidents during class.

Pregnant women are required to sign a Pre-and Post Natal Exercise Informed Consent form indicating their desire to participate in an exercise program. These are given a copy and demonstrate understanding the pregnancy guidelines developed by the American College of Gynecologists (ACOG). Students signing this form also indicate that they are under the medical supervision and that they are not aware of any limitations which would interfere with the initiation of an exercise program.

The safety issues and risks inherent to a physical activity are covered by the instructor at the beginning of the course. Topics covered may include: proper body mechanics, use of physical fitness equipment, benefits of aerobic workouts, etc.

Participation in physical activity classes involves the inherent risk of injury. To minimize this risk the following guidelines will be applied:

1. Knowledge of rules is required for safe participation.
2. Instructors will warn classes of specific situations that may present a hazard.
3. Directions for use of equipment and facilities will be followed at all times.
4. Protective equipment will be worn when deemed appropriate.
5. Instructors may require stretching, warm-up, and/or cool-down activities.
6. Instructors will consider individual skill and fitness levels when grouping or matching students for participation.
7. Students will wear clothing appropriate for the activity.
8. Horseplay and display of inappropriate behavior will not be tolerated.

### **Division of Technology Requirements:**

#### **Automotive Department**

1. All personnel in the AUTO Lab (Shop) areas will wear safety glasses at all times in compliance with: Article 4418 (D) of the Revised Civil Statutes, State of Texas.
  - A. In addition, face shield will be worn in:
    1. Designated areas (Yellow Outlined Areas)
    2. Buffer/Grinding Wheel
    3. Valve Grinding Machine
    4. Area Designated by the Instructor
  - B. Students will have appropriate textbook, note pad, and pen or pencil for each theory class he/she attends. Non-compliance may affect grades and result in disciplinary action.
2. Each student will have appropriate tools and box for each lab class he attends. Non-compliance may affect grade and result in disciplinary action.
3. Students must wear shoes made with leather uppers and oil resistant soles. Shoes are to cover the foot completely. Shoes that are designed for tennis, jogging or other athletic activity will not be acceptable, even if they meet the above requirements.

## **REVIEW OF THE SAFETY PLAN**

The Safety Committee will review the Safety Plan at least once each year. The review will include, but not be limited to, the building evacuation test, type, location, and use of all hazardous materials and chemicals.

## **SAFETY SELF INSPECTIONS**

The administrators at each location of operation will conduct quarterly self-inspections that will cover their entire facility and equipment. Inspection forms will be filled out and turned in to the Safety Officer.

Inspections will be conducted on an ongoing basis. Management will allocate adequate time and resources to perform the safety inspections. The inspection report will be used in trend analysis and recordkeeping.

Management and the Safety Committee will review the inspection checklist and any other established documentation to ensure that a course of corrective action and timeline has been established for eliminating each deficiency.

## **SAFETY MEETINGS**

Monthly work area safety meetings are strongly encouraged for all employees. Safety within the office environment is essential. It is the responsibility of each employee and supervisor to abide by the safety rules that are included in the Self-Inspection Guide for Office Hazard Identification. Supervisors are encouraged to conduct monthly safety meetings for all employees.

The following checklist should be the basis for regular inspections and should not be considered all-inclusive, but a representation of the most common office hazards.

## South Texas College Safety Inspection Checklist

**Purpose:** To be used as a guide to conduct safety inspections. One checklist should be completed for the floor of each building.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Well-planned safety inspections help in detecting hazards before an accident occurs.</li> <li>• Give special attention to any areas that have been identified with problems in the past.</li> </ul> | <ul style="list-style-type: none"> <li>• Removing hazards increases operating efficiency and safety levels.</li> <li>• Both unsafe conditions and unsafe acts are contributing factors in most accidents.</li> </ul> |
|--|--|

Campus:	Building:	Floor:	Date:
Name of Inspector(s):			

I. Furniture and Equipment:	Yes/No	Comments:
A. Are desks, chairs, file cabinets, etc. in good condition and positioned so that drawers do not open into halls or walkways?		
B. Are lower file cabinet drawers used for heavier loads so that the upper drawers are not disproportionately heavy? Is one drawer opened at a time? Are file cabinets secured to the floor, wall, or are several bolted together? Do people use the handles when closing file drawers?		
C. Is furniture used as a stepping stool?		
D. Are desk chairs in good repair? Do rollers operate properly and have a smooth, even surface on which to operate?		
E. Do personnel get help from the maintenance or custodial department to move heavy objects		

such as file cabinets?		
<b>II. Aisles and Floors:</b>	<b>Yes/No</b>	<b>Comments:</b>
A. Is there a clear aisle of four feet for two-way traffic within a room or office? Is unobstructed access maintained to all parts of a room?		
B. Are floors, aisles, halls and stairways properly lighted, clear of loose objects, extension cords, wastebaskets, pencils, bottles, etc.?		
C. Are electrical or telephone outlets in the floor protected by arrangement of furniture or other means to minimize tripping hazards?		
D. Are carpets secured? Do they have curled edges or torn places that can cause tripping?		
E. Do ramps or inclines have slip resistant surfaces? If the floor is smooth, are abrasive strips added? Are unusual changes in the walking surface highlighted with yellow paint?		
F. Are spills cleaned up as soon as possible? Are they guarded by a person or barricade (furniture) until cleanup is accomplished?		
G. Do people walk on the right side of the hallways, especially at corners?		
H. Do stairways have handrails? Is the leading edge of the tread slip		

resistant and firm?		
<b>III. Electrical Equipment:</b>	<b>Yes/No</b>	<b>Comments:</b>
A. Are office machines grounded if they are equipped with a ground wire or three prong plug?		
B. Are electrical cords and plugs in good repair? Are there loose plugs, worn insulation, or defective outlets?		
C. If an adapter is used to insert a grounded plug into an ungrounded receptacle, is the pig tail attached to a ground object?		
D. Are electrical extension cords the 3 wire grounded type? Are they arranged so as not to cross walkways?		
E. Are wall outlets overloaded by connecting additional appliances with adapters or extension cords?		
F. Is the maintenance department called to make electrical repairs?		

<b>IV. Supplies:</b>	<b>Yes/No</b>	<b>Comments:</b>
A. Are supplies stored and maintained in an orderly fashion? Are heavier items, or less frequently used items, on higher shelves?		
B. Are the tops of filing cabinets or bookcases used to store materials and supplies?		
C. Are the amounts of flammable liquids on hand kept at a minimum and stored in approved		

metal containers?		
<b>V. Doors:</b>	<b>Yes/No</b>	<b>Comments:</b>
A. Do glass doors or glass panels have bars or highly visible markings to prevent someone from walking or running through them?		
B. Do solid doors have a clear panel at eye level to prevent them from being opened into someone on the opposite side? Are signs which warn to "open slowly" posted if clear panels are not installed? (stairwell doors will not have clear panels)		
C. Are cabinets with doors arranged so that doors do not open into traffic?		
<b>VI. Specialized Equipment (Projectors, Recorders, Reproduction, Etc.):</b>	<b>Yes/No</b>	<b>Comments:</b>
A. Are all moving parts of machines properly guarded?		
B. Is the person operating the equipment trained in its operation and does he/she check instructions prior to using it?		
C. Are defects noted during operation of equipment?		
D. Is equipment replaced in proper storage?		
E. Are duplicating machines which use ammonia, methanol or other toxic liquids properly ventilated?		

<b>VII. Miscellaneous:</b>	<b>Yes/No</b>	<b>Comments:</b>
A. Is a safe, secure ladder or stepstool used when individuals must reach high places?		
B. Do employees wear the proper type of shoes for working conditions?		
C. Are glass soft drink bottles and other glassware placed in appropriate containers and not left where they will create a hazard?		
D. Are ash trays provided for disposal of burned tobacco and matches?		
E. Are "no smoking" signs placed in appropriate areas?		
<b>VIII. Fire:</b>	<b>Yes/No</b>	<b>Comments:</b>
A. Are employees trained in the use of portable fire extinguishers?		
B. Are fire extinguishers securely mounted on walls? Is the location of the mounting marked?		

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

Follow-up:  
\_\_\_\_\_  
\_\_\_\_\_

\*Send a copy of complete form to Safety Officer

**Bomb Threat Checklist**

**Fill out completely, immediately after or during threat**

Date \_\_\_\_\_ Time \_\_\_\_\_

Questions to ask:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_
10. Where are you now? \_\_\_\_\_

Sex of caller \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Length of call \_\_\_\_\_

Did the caller appear familiar with the premises? \_\_\_\_\_

Caller's Voice: Circle best description

accent	distinct		lisp
angry	distinguished		loud
calm	excited		slow slurred
clearing throat	ragged nasal		soft
cracking voice	familiar rapid		stutter
crying	If familiar, whom did it	raspy	
deep breathing	sound like?		
deep voice	laughing		

Background Sounds: Circle applicable sounds

animal sounds	house noises	office machines motor	
booth sounds	local call	PA system	other _____
long distance	static	crockery (dishes)	clear sound
street noise	factory noises	music	voices

Threat Language: Circle best descriptions

foul	well spoken (English)	taped
incoherent	irrational	message read by threat maker

Other remarks: \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_