

# Coastal Bend College Safety Plan

The comprehensive Coastal Bend College Safety Plan is actually comprised of many individual safety plans. Each plan is listed under its own web page so that an employee may download only the plan(s) that pertain to his/her department. Also included is the accident/Incident report and investigation form. Listed below are the topics found under the CBC Safety Plan.



- I. **Behavior Based Safety Program**
- II. **Accident/Incident Report and Investigation**
- III. **Active Shooter Protocol**
- IV. **Aggressive or Violent Behavior**
- V. **Contractor Safety Plan**
- VI. **ECP For Blood Borne Pathogens**
- VII. **Electrical Safety Plan**
- VIII. **Emergency Action Plan**
- IX. **Emergency First Aid**
- X. **Evacuation for Person with Disabilities**
- XI. **Explosive Devise Threat Procedures**
- XII. **Fire Drill Procedures**
- XIII. **Fall Protection Plan**
- XIV. **Fire Protection Plan**
- XV. **Forklift Operation Plan**
- XVI. **General Physical Plant Safety Plan**
- XVII. **Hazard Communication Plan**
- XVIII. **Housekeeping Plan**
- XIX. **Hurricane Plan**
- XX. **Lockout/Tagout-Energy Control Plan**
- XXI. **Machine/Equipment Safety Plan**
- XXII. **Personal Protective Equipment Plan**
- XXIII. **Building Evacuation Routes**

## **I. Behavior Based Safety Program**

We at COASTAL BEND COLLEGE intend to take a proactive approach to injury prevention that focuses on at-risk behaviors that can lead to an injury and on safe behaviors that can contribute to injury prevention. This is the meaning of behavior-based safety. Instead of being responsible for accidents, CBC encourages managers to be responsible for creating an accident prevention process. This Behavior-Based Safety Program provides both a guiding vision and flexible procedures by which we prevent at-risk behaviors and promote safe ones.

### **Administrative Duties**

The office of the Dean of Administrative Services is responsible for developing and maintaining the written Behavior-Based Safety Program. This program is kept at the office of the safety committee chairperson and is distributed to division chairs and various other locations on the Alice, Beeville, Kingsville, and Pleasanton campuses.

### **Coastal Bend College Performance Goals**

In our proactive approach to injury prevention, we have developed the following safety-related goals and objectives:

1. To insure that a safe living and working environment exists for all students, employees and visitors.
2. To educate each Coastal Bend College employee of his/her responsibility for reporting unsafe and hazardous conditions which they encounter.
3. To promote safety training for all employees and to document that safety training is being provided.

These goals have been communicated to all levels of the college.

Each work area of the college is able to attain its own specific safety goals.

We encourage individual participation by all Coastal Bend College personnel.

We empower employees to set and achieve their own safety goals by working with division chairs and department heads to seek safety information from each department and to encourage all employees to provide input for the CBC safety program.

### **Secure Working Environment**

Coastal Bend College tries to provide a secure working environment by encouraging two-way communication between administration and all CBC employees. The college attempts to create an atmosphere of trust by placing emphasis on communication between students, administration, faculty, staff, and all CBC employees. All employees are encouraged in the college's goals and objectives to write action plans that will address the communication processes and develop ways of improving communication at all levels. Of course, a secure working environment also leads to a safe working environment.

COASTAL BEND COLLEGE recognizes that employee behavior alone cannot guarantee a safe environment.

We also provide a workplace free from recognized hazards (both physical and behavioral). All employees have the right to work in areas that are free from recognized hazards that are either causing, or likely to cause, death or serious harm.

### **Defining Behaviors**

It is important to list hazardous tasks that may cause injury or illness in each work area. From these we have developed a list of correlating safe behaviors. That way it is clear what is a safe behavior. For instance, lifting has a sequence of safe behaviors:

1. Test the weight of the load,
2. Check for a clear path to destination,
3. Bend the knees and use the legs,
4. Change foot positions to turn and don't twist the body.

Each listed safe behavior will be observable so that we can determine whether improvement has been made.

### **Accountability System**

We have an accountability system in place that encourages employees to be responsible for their own safety. This system requires that employees assess each task before beginning to determine any preexisting condition that may cause personal harm.

### **Training**

Successful behavior-based safety depends on a proper mind-set. This takes training. The Personnel Director will identify all new employees in the employee orientation program and make arrangements with department management to schedule training. The following person(s) will conduct initial training: The Dean of Administrative Services will designate trainers.

Our classroom instruction includes the following formats: Lecture, discussion, videotapes, and/or conference. Classroom instruction covers, but is not limited to the following topics:

Personal safety, fire prevention safety, ladder safety, safety when working with hazardous materials and other chemicals, workplace violence, substance abuse, slips, trips, and falls, electrical safety, heat stress, personal protective equipment, handling body fluids safely, back safety, lockout/tagout safety.

For the majority of CBC employees, training is provided in-house. The Dean of Administrative Services and his/her designate will receive safety training through a wide variety of workshops and seminars.

## **II. Accident/Incident Report and Investigation Purpose**

An accident reporting and investigation plan prescribes methods and practices for reporting and investigating accidents that can be read and understood by all managers, supervisors, and employees. No matter how conscientious the safety effort at the college, accidents are going to happen due to human or system error.

This written Accident Reporting and Investigation Plan is intended to demonstrate COASTAL BEND COLLEGE's concern for the prevention of accidents and in the college's desire for maintaining a work environment free of hazards:

- Prescribing methods and practices for reporting and investigating accidents, and
- Providing a means to deal with workplace accidents in a standardized way.

In addition it is the policy of COASTAL BEND COLLEGE to comply with all workers' compensation laws and regulations.

The requirements of this plan apply to all operations and departments at COASTAL BEND COLLEGE.

### **Administrative Duties**

The Dean of Administrative Services is responsible for developing and maintaining this written Accident Reporting and Investigation Plan. This person is solely responsible for all facets of the plan and has full authority to make necessary decisions to ensure the success of this plan.

This written Accident Reporting and Investigation Plan and procedures are outlined in the next section and are kept at the following location: In the office of the Dean of Administrative Services located in the administration building.

### **Accident Reporting Procedures**

Employees injured on the job are to report the injury to their supervisor as soon as possible after the incident/accident. Near miss accidents or incidents (when an employee nearly has an accident but is able to avoid it) should be reported as well.

The supervisor must immediately notify the Dean of Administrative Services when an incident/accident occurs. If the Dean of Administrative Services is not available, the Administrative Assistant should be notified instead.

Any employee witnessing an accident at work is to call for emergency help or whatever assistance appears to be necessary. In addition, the employee is immediately to report the accident to his or her supervisor and take part in answering questions related to the Accident Report and Accident Investigation.

At satellite campuses, accidents will be reported to the center director who will then notify the Dean of Administrative Services.

### **Accident Investigation Procedures**

Thorough investigation of all accidents will lead to identification of accident causes and will help:

- Reduce economic losses from injuries and lost productive time:
- Determine why accidents occur, where they happen, and any trends that might be developing.

- Employees develop an awareness of workplace problems and hazards.
- Identify areas for process improvement to increase safety and productivity.
- Note areas where training information or methods need to be improved; and
- Suggest a focus for safety program development.

For all accident investigations, the safety committee chairperson will perform the following duties:

- Conduct the accident investigation at the scene of the injury as soon after the injury as safely possible.
- Ask the employee involved in the accident and any witnesses, in separate interviews where appropriate, to tell in their own words exactly what happened.
- Repeat the employee's version of the event back to him/her and allow the employee to make any corrections or additions.
- After the employee has given his/her description of the event, ask appropriate questions that focus on causes.
- When finished, remind the employee the investigation was to determine the cause and possible corrective action that can eliminate the cause(s) of the accident.
- Complete an accident investigation report with the employee and review data with employee for accuracy. This will provide information to put into database format.

**The accident investigation report is used to:**

- Track and report injuries on a monthly basis.
- Group injuries by type, cause, body part affected, time of day, and process involved.
- Determine if any trends in injury occurrence exist and graph those trends if possible.
- Identify any equipment, materials, or environmental factors that seem to be commonly involved in injury incidents.
- Discuss the possible solutions to the problems identified with the safety team and superiors; and
- Proceed with improvements to reduce the likelihood of future injuries.
- Upon notification that an accident has occurred, the safety committee chairperson will convene the safety committee. The safety committee will immediately investigate and provide a written report to the college president. The safety committee chairperson will be the custodian of the minutes of all safety meetings.

**Injury/Medical Issues**

If a workplace accident results in injury or illness requiring hospitalization of three or more employees or a fatality of one or more employee, the Dean of Administrative Services will immediately launch investigation into the cause(s) of the accident and will report findings to the CBC President.

If an injured person is taken to a doctor, a statement from the doctor will be attached to the Accident Report form.

Employees with workplace injuries resulting in time off work will be put in the college's Return-to-Work Program to facilitate their full recovery and resumption of original work. Each case of a light duty work release is evaluated by the employee's supervisor and/or the personnel director to determine if light duty exists for the

employee. In some cases, light duty may not be available.

Weekly compensation for workplace injuries or illnesses requiring time off work, as indicated by law, applies after the third day of wage loss. (Sundays are not included in the three-day waiting period, unless the employee ordinarily works on Sunday.)

If the disability continues for more than seven calendar days, workers' compensation goes back to day one.

On the day of injury, the college will cover the time loss due to doctor and/or emergency room visits or inability to work, up to a maximum of 8 hours.

Any time an employee is away from work because of an accident on-the-job, the employee should maintain contact with his/her supervisor to keep the supervisor informed of the employee's condition.

It is the responsibility of the employee to keep the supervisor informed of any medical condition that prevents the employee from returning to work.

### **Record keeping**

The Director of Personnel or Maintenance Director is responsible for maintaining the following records and documentation:

- Accident investigation and written reports
- Training records

### **Training**

This plan is an internal document guiding the action and behaviors of employees, so they need to know about it. To communicate the accident reporting and investigation plan, all employees are given a thorough explanation as to why the plan was prepared and how individuals may be affected by it.

The information and requirements of this written plan are presented to employees each year during the fall semester. All employees will be made aware of the existence of the safety plan and will be informed of where the plan is available for review.

Safety information will be made available to designated staff through the orientation program. Safety training will be provided to staff and will be documented in individual training records.

### **Program Evaluation**

The accident reporting and investigation program is evaluated and updated by the Dean of Administrative Services according to the following schedule to determine whether the plan is being followed and if further training may be necessary:

The safety plan will be evaluated annually during the spring semester.

**Public Information:**

The release of any information to the public, representatives of the media or statements to outside organizations will be coordinated through the President and the Director of Public Relations.

Coastal Bend College will work cooperatively with the local law enforcement agency.

If an Emergency Operations Center (EOC) is established by local, state or federal agencies, CBC will provide a liaison. All public information will be conveyed directly to the EOC to be disseminated by the EOC.

**Accident/Incident Report Form**

A sample of the accident/incident report form is found on the following page. Copies of the form may be obtained from the Dean of Administrative Services or the Safety Committee Chairperson.

COASTAL BEND COLLEGE

Accident/Incident Report Alice-Beeville-Kingsville-Pleasanton

PLEASE COMPLETE THIS FORM WHEN INVOLVED IN A CAMPUS ACCIDENT AND RETURN TO THE SAFETY OFFICE IN THE ADMINISTRATION BUILDING WITHIN 24 HOURS.

Name: _____  Address: _____  <hr/> Home Phone: _____  Work Phone: _____	<b>Check One:</b> Employee: <input type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor <input type="checkbox"/> Other <input type="checkbox"/>  Student ID _____ or  SS # _____	<b>Did You Require:</b>  First Aid: Yes <input type="checkbox"/> No <input type="checkbox"/>  Medical Aid: Yes <input type="checkbox"/> No <input type="checkbox"/> Dr. _____  <b>Property Damage:</b> College: Yes <input type="checkbox"/> No <input type="checkbox"/> Personal: Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--	--

Please be as specific as possible:

Date/Time of Accident: \_\_\_\_\_ / \_\_\_\_\_ Date Accident Reported: \_\_\_\_\_

Location of Accident: (Building/Room Area/etc.) \_\_\_\_\_

Description of Accident: (include factors affecting accident: i.e. Water on floor, slippery, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of Injury: (i.e. Cut finger, strain, bruise, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any suggestions for prevention of similar accidents: Yes  No

If Yes, What?

\_\_\_\_\_  
\_\_\_\_\_

---

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

**DO NOT WRITE BELOW THIS LINE:**

Safety Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Follow-up Date: \_\_\_\_\_ Action: (see attachment)

**Thank you for your cooperation in completing this form promptly**

### **III. Active Shooter Protocol**

If you witness an individual with a weapon on campus at any time, contact the local Police Department. Please follow the response procedures below in responding to an Active Shooter in your building. If you can evacuate the area, please do so in as safe a manner as possible.

#### **Preparing for an Emergency:**

- Be aware of your surroundings
- Have a personal safety plan (know your capabilities and limits)
- Program Beeville Police Department phone in your cell phone (911)
- Review law enforcement role, notification, and securing your safety procedures

#### **Notifying Law Enforcement of an Incident (What to Report):**

- Your specific location – building name and office/room number
- Assailant (s) identity if known
- Assailant (s) location, physical description (sex, race, hair, clothing, etc)
- Description of weapon (s) (long barrel gun, hand gun, explosives)
- Number of injured, types of injuries, if known
- Number of people at your location

#### **Securing Your Safety:**

- Lock and/or barricade doors with any available object (s) (chairs, desks, etc....)
- Turn off lights and close window blinds
- Remain calm, quiet, and keep other calm
- Take adequate coverage
- Silence cell phones and pagers
- Remain in place until instructed by law enforcement
- Do not approach or make any gestures towards responding law enforcement
- Comply with law enforcement's directions or demands

#### **Law Enforcement Response:**

- Local law enforcement agencies will immediately respond to area
- Law Enforcement's goal is to locate, contain, and stop the assailant
- First responding officers will not treat injured or begin evacuation until the threat is neutralized
- Once safe to do so, treat injured and evacuate.

## **IV. Aggressive or Violent Behavior**

### **Awareness**

Person who commit acts of violence tend to demonstrate or follow a pattern of behavior. If you observe the following behavior(s) and feel or observe others becoming intimidated, uncomfortable, or apprehensive, notify your supervisor or appropriate faculty member and relay your concern. The following behaviors are not definitive indicators of violent individuals but rather characteristics that have been demonstrated by person know to commit violent acts.

- **Difficulty accepting authority or criticism**
- **Holding grudges**
- **Sabotage of college property or equipment**
- **Expressing a desire, in jest or sincerity, to harm others**
- **Physical or verbal intimidation**
- **Argumentative or uncooperative behavior**
- **History of interpersonal conflict**
- **Extremist opinions and attitudes**
- **Sense of entitlement**
- **Preoccupation with violent behavior or weapons**
- **Substance abuse**
- **Unstable/problematic domestic situation**
- **Obsessive behavior, particularly towards one or more individual**

Supervisors and faculty must remain alert to dramatic changes in an employee and student work performance, behavior, or disposition. Contact the President's office at 354-2200 if you feel that a person is capable of violence.

### **Aggressive or Violent Behavior**

If you are confronted by or observe an aggressive or potentially violent person, attempt to remove yourself from the situation if you are able to do so without provoking the aggressor. Report the situation to your supervisor or faculty. If you are the victim of an act of violence or observe a person committing an act of violence, immediately report the situation to the Personnel Director (361) 354-2221. Do not attempt to confront a person who is violent or aggressive.

The following actions should be taken when confronted by an angry or emotionally disturbed person and you are unable to safely remove yourself from the situation:

- Remain calm and make eye contact.
- Stop what you are doing and give the person your full attention.
- Ask others to remove themselves from the area if possible.
- Speak in a calm voice and create a relaxed sympathetic environment.
- Attempt to build trust, be open and honest.
- Let the person speak and listen attentively.
- Ask for specific examples of what the person is saying.
- Continue to ask questions that will provide the person with an opportunity to share their grievances.

- Avoid challenging body language such as placing your hands on your hips, moving toward the person, or staring directly at them. If seated, remain in your chair and do not turn your back on the individual.
- Describe the consequences of any violent behavior.
- Do not physically touch an outraged person, or try to force them to leave.
- Move away from any object that could be used as a weapon.
- Calmly ask the person to place any weapons in a neutral location while you continue to talk to them.
- Never attempt to disarm or accept a weapon from a violent person.

## **V. Contractor Safety Policy**

Good communication is a necessary element of maintaining safety at construction sites. Communication among subcontractor groups must identify safety hazards and prevention practices that each brings to the worksite. Therefore, COASTAL BEND COLLEGE has implemented the following contractor safety program for our worksites so that on the job injuries are minimized and work practices may be standardized.

### **Purpose**

A written contractor safety policy establishes guidelines to be followed for contractors working at Coastal Bend College. Contractors at Coastal Bend College must:

- Provide a safe working environment.
- Govern facility relationships with outside contractors.
- Ensure that contractor employees and our employees are trained to protect themselves from all potential and existing hazards.

The effectiveness of the contractor safety program depends upon the active support and involvement of the contractor, subcontractors, and the college. This plan is intended to implement a program to ensure that all contractor work practices are carried out safely to minimize the possibility of injury or harm to the contractors' employees or our own employees, students, and visitors. It is intended to serve as an additional tool in safeguarding the health and safety of all.

The contractor safety policy establishes uniform requirements designed to ensure that contractor safety orientation, coordination, and safety administration practices are communicated to and understood by contractors and their employees.

Safety of students, visitors, and employees of the college must be a primary concern for contractors and employees of contractors that are working on Coastal Bend College property.

This document is provided to ensure all Coastal Bend College safety plans, policies, and procedures are communicated to all participating contractors. It also provides an avenue for contractors to communicate their safety plans, policies and procedures to Coastal Bend College. The intent of this program is to prevent personal injuries and illnesses.

### **Administrative Duties**

The Dean of Administrative Services is responsible for developing and maintaining the program. A copy of the plan may be reviewed by college employees and other interested parties. It is located in the office of the Dean of Administrative Services. In addition, The Dean of Administrative Services is responsible for maintaining any records related to the contractor safety program.

If after reading this program, you find that improvements can be made, please contact The Dean of Administrative Services. We encourage all suggestions because we are committed to the success of our contractor safety program. We strive for clear understanding, safe behavior, and involvement from every level of the college.

## **Explanation Of Responsibilities**

### **Coastal Bend College Responsibilities**

The college has specific safety responsibilities when hiring contractors to come onto the worksite, onto the grounds, or into the buildings or facilities of the college to perform work. Coastal Bend College responsibilities when hiring contractors include the following listed steps. The college will:

1. Take steps to protect contract workers who perform work on or near a potentially hazardous process.
2. Obtain and evaluate information regarding the contract employer's safety performance and programs.
3. Inform the contractor of known potential fire, explosion, or toxic release hazards related to the contractor's work and the process.
4. Explain the applicable provisions of the emergency action plan to the contractor, and require that the contractor disseminate that information to all workers who will work at this site.
5. Develop and implement safe work practice procedures to control contract employee entry into hazardous work areas.
6. Maintain a contract employee injury and illness log.
7. Periodically evaluate the contract employer's fulfillment of his or her responsibilities under this policy.
8. Hire and use only contractors who meet Contractor Selection Criteria as listed in the next section of this policy.

### **Contractor Responsibilities**

Contract employees must perform their work safely. Considering that contractors often perform very specialized and potentially hazardous tasks, such as confined space entry activities and non-routine repair activities, their work must be controlled. Contractor responsibilities when accepting contracts with Coastal Bend College include the following listed steps. The contract employer will:

1. Assure that the contract employee is trained in the work practices necessary to safely perform his or her job.
2. Instruct the contract employee in the potential fire, explosion, or toxic release hazards related to his or her job and the process.
3. Assure that the contract employee knows the applicable provisions of the emergency action plan.
4. Document contract employee training.
5. Inform contract employees of and then enforce safety rules of the facility, particularly those implemented to control the hazards of the contracted process during operations.
6. Require that all subcontractors abide by the same rules to which the contractor is bound by this section.
7. Abide by the facility smoking rules. Smoking is prohibited in all buildings.

## Guidelines For Contractor Safety

The following listed steps are the standard procedures for evaluating and choosing contractors who will work on-site at Coastal Bend College.

Obtain and evaluate information regarding a contractor employer's safety performance and programs when selecting a contractor to perform any type of contract work that might bring them into contact with any hazardous chemical or process on the premises of CBC.

To determine their past safety performance, the group or individual selecting the contractor should consider the contractor's:

- Employee injury records such as Experience Modification Rate (EMR or MOD) for workers' compensation for the past three years and the contractor's past safety record in performing jobs of a similar nature.
- OSHA log, which includes the injury and illness rates (number of lost-time accident cases, number of recordable cases, number of restricted workday cases, number of fatalities) for the past three years.
- Incidence rates for lost-time accidents and recordables for the past three years.
- Written safety program and training system.

For contractors whose safety performance on the job is not known, obtain information on injury and illness rates and experience and obtain contractor references.

Contractor work methods and experience should be evaluated. Ensure that for the job in question the contractor and its employees have the appropriate:

- Job skills.
- Equipment.
- Knowledge, experience, and expertise.
- Any permits, licenses, certifications, or skilled trades people necessary to be capable of performing the work in question.

The contractor must be willing and able to provide a current certificate of insurance for workers' compensation and general liability coverage with the contracting company.

Each contractor must be responsible for ensuring that its employees comply with all applicable local, state, and federal safety requirements, as well as with any safety rules and regulations set forth by Coastal Bend College.

Possible ways to determine past compliance with such safety regulations include:

- Requesting copies of any citations for violations occurring within the last three years, to determine the frequency and type of safety laws violate
- Having all bidders on jobs describe in detail in writing any safety programs in place, and list all infractions, accidents, and workers' compensation claims within the last three years. This information will provide Coastal Bend College with a solid background on that contractor's safety performance and adherence to safety rules and regulations.

## Coastal Bend College Guidelines for Information Exchange

Before contract work begins, Coastal Bend College must:

1. Designate a representative to coordinate and communicate all safety and health issues and communicate with the contractor. The designated representative will have a copy of the work document, be thoroughly familiar with its contents, and with the safety and health aspects of the work, or know whom to call to obtain this information. The designated representative is responsible for ensuring that all Coastal Bend College responsibilities listed below are carried out:
2. Provide a copy of the college's written safety policies and procedures to the contractor.
3. Inform the contractor of any emergency signals and procedures that may be put into operation in areas where the contractor's employees are working. The contractor should be given the telephone numbers of the nearest hospital, ambulance service, and fire department.
4. Conduct an inspection of the proposed worksite area before the prestart-up meeting so any known information about on-site hazards, particularly non-obvious hazards, are documented and thoroughly communicated to the contractor.
5. Work directly with the contractor's designated representative, with whom all contacts should be made.
6. Conduct a pre-start up meeting (walk through) with the contractor's designated representative and a supervisor from each of the areas of the college involved in the contractor's work.
7. Review all contract requirements related to safety and health with the contractor's designated representative, including, but not limited to, rules and procedures, personal protective equipment (PPE), and special work permits or specialized work procedures. Advise the contractor that the facility safety and health policies must be followed. A copy of the facility's safety plans must be furnished to the contractor.
8. Inform contractor's designated representative of the required response to employee alarms and furnish the contractor with a demonstration or explanation of the alarms.
9. Communicate thoroughly with the contractor's designated representative any safety and health hazards (particularly non-obvious hazards and hazard communication issues) known to be associated with the work, including those in areas adjacent to the worksite. Tell them it is the contractor's responsibility to convey this information to their employees.
10. Review preparation of worksite before contractor begins initial work.
11. Identify connect-points for all services, such as steam, gas, water, electricity, etc. Define any limitations of use of such services.
12. Ensure that all affected employees at the college receive training on all hazards related to contracted work.

### **During the contract work, Coastal Bend College must:**

1. Limit, as necessary, the entry of college employees, students, and visitors into contractor work areas. The contractor must assist by properly limiting access to the work area.
2. Monitor the contractor's compliance with the contract throughout the duration of the work. When checking contractor work during the project, note any negligent or unlawful act or condition in violation of safety standards or requirements. Any items noted should be brought immediately to the attention of the contractor's designated representative in writing, with a copy of the notice being sent to the contractor's home office concurrently. However, if an unsafe act or a condition is noted that creates an imminent danger of serious injury, immediate steps should be taken with the contractor's designated representative, or in his or her absence, the contractor's employees to stop the unsafe act or condition. Work in violation will not be allowed to continue
3. Document all discussions, including place, time, and names of contractor employees in attendance.
4. Approve the contractor's work schedule each day, unless it is routine service or maintenance work or periodic outdoor service or maintenance work that is not disruptive to college classes.
5. For work for which the college has developed specific and generally applicable procedures, make sure contractors and their subcontractors follow the same procedures.
6. Do not allow loaning of tools and equipment to outside contractors and their subcontractors. The contractor is required to provide the necessary tools and equipment.
7. Contact the nearest medical facilities, when available, in emergency situations where severity of the injury dictates immediate attention.
8. Obtain a copy of each OSHA compliant injury report from the contractor and subcontractor. Investigate and report to the facility manager all personal injuries to contractor and subcontractor employees.
9. Investigate and report any property losses. Maintain a contractor accident report file.

After conclusion of the contract work, The Dean of Administrative Services completes a post-project assessment of the contractor's safety performance for the facility manager to be used for future reference, with a recommendation on whether or not to re-hire the contractor.

### **Contractor Guidelines for Information Exchange**

Before the contract work begins, the contractor must:

1. Designate a representative to coordinate all safety and health issues and communicate with Coastal Bend College's designated representative.
2. Provide documentation of any necessary safety training, as described in the Training Requirements section of this policy, to the college's designated representative.
3. Sign a confidentiality statement to protect the college's proprietary data.

4. Provide information to the designated representative on the safety and health hazards that may arise during the course of the contractor's work at Coastal Bend College and the means necessary to avoid danger from those hazards, including Hazard Communication and all other potential hazards.
5. Obtain from Coastal Bend College any safety rules and regulations in effect at the site or potential hazards present that may affect the contractor's work.
6. Be certain to be informed of any emergency signals and procedures that may be put into operation in areas where the contractor's employees are working. The contractor should be certain to have the telephone numbers of the nearest hospital, ambulance service, and fire department.
7. Advise and train its employees on hazards associated with the work to be performed, including any Hazard Communication or other hazard information provided the contractor by the college's designated representative.
8. Keep the designated representative of Coastal Bend College fully informed of any work that may affect the safety of the college's employees or property. This includes complying with the state and federal right-to-know legislation and providing the designated representative appropriate material safety data sheets (MSDS's) or other required information about chemicals the contractor will bring onto the site.
9. Know who to call and what to do in emergencies, including where first aid and medical services are located and train employees on this.

**During the contract work, the contractor will:**

1. Have a designated site safety coordinator present and attentive to the work being carried out at all times that the contractors and/or subcontractors are working at the facility site.
2. Ensure that all subcontractors are abiding by the terms of this plan.
3. Perform its work while classes are in session and the campus is fully operational, if necessary, and establish necessary safe practices to permit work under operating conditions without endangering Coastal Bend College employees, students, visitors and property. This includes but is not limited to barricading, sign-posting, and fire watches.
4. Make sure that any equipment, chemicals, or procedures used by the contractor to perform contracted work meet all OSHA requirements.
5. Be held responsible and accountable for any losses or damages suffered by the college and/or its employees as a result of contractor negligence.
6. Provide its employees with medical care and first-aid treatment.
7. Use only the college or building entrances and parking designated, and follows the facility access control practice. The contractor also will ensure that each contractor employee is issued and wears some form of easily seen identification.
8. Provide supervisors and employees who are competent and adequately trained, including training in all health and safety aspects of the work involved in the contract.

9. Provide all tools and equipment for the work, including personal protective equipment (PPE), and ensure the equipment is in proper working order and employees are instructed in its proper use.
10. Maintain good housekeeping in the workplace.
11. Follow specific instructions supplied by Coastal Bend College should emergency alarms be activated.
12. Notify the designated Coastal Bend College representative immediately of any injury or illness to contractor employees or subcontractor employees occurring while on the site of Coastal Bend College. Provide a copy of each accident report to the designated representative.
13. Receive and use a copy of the facility's written safety policies and procedures.

After conclusion of the contract work, the contractor is responsible for cleaning all work areas and disposing of any discarded materials in a proper and legal manner.

### **Coastal Bend College Training Requirements**

COASTAL BEND COLLEGE makes sure that affected employees receive training on all hazards they may encounter due to contracted work.

In addition, we emphasize to the contractor that it is the contractor's responsibility to convey to its employees any safety information provided by Coastal Bend College to the contractor.

### **Contractor Training Requirements**

#### **The contractor must:**

1. Train all their workers on all safety and health hazards and provisions applicable to the type of work being done, and provide documentation of such training to CBC's designated representative.
2. Train their employees on where to obtain first aid and medical services.

### **Coastal Bend College Record keeping Requirements**

#### **The college's designated representative will:**

1. Have a copy of the contract on file and be thoroughly familiar with its contents, and with the safety and health aspects of the work.
2. Keep records of all training done with Coastal Bend College employees regarding hazards to be caused by the contracting company.
3. Keep copies on file of all forms or statements related to the contract that is required by the college to be filled out before or during contract work.
4. Keep copies of accident reports on all accidents that occur during the course of the project.
5. Keep a daily log regarding pre-work start-up inspection findings.

6. Keep records of all documentation of any sort given to you by the contractor, including records of training done, MSDS's, accident reports, etc.
7. Keep records of all documentation given by Coastal Bend College to the contractor, including list of hazards to train their employees on, MSDS's, etc.
8. Document all discussions, letters, memos, or other communications made to the contractor regarding safety issues, including place, time, and names of people involved.

### **Contractor Record Keeping Requirements**

#### **The contractor will:**

1. Keep records of all training done with contract workers and all documentation provided to the contracting company regarding such training.
2. Keep copies on file of all forms or statements related to the contract that are required by the company to be filled out before or during contract work.
3. Have on file the telephone numbers of the nearest hospital, ambulance service, and fire department.
4. Have copies on-site of all material safety data sheets (MSDS's) or other required information about chemicals relevant to the work on-site.
5. Keep an OSHA compliant injury and illness log for the project, as well as copies of accident reports on all accidents that occur in the course of the project.

## **VI. Exposure Control Plan (ECP) for Blood Borne Pathogens**

### **Purpose**

This document serves as the written procedures Blood borne Pathogens Exposure Control Plan (ECP) for COASTAL BEND COLLEGE. These guidelines provide policy and safe practices to prevent the spread of disease resulting from handling blood or other potentially infectious materials (OPIM) during the course of work.

This ECP has been developed in accordance with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030. The purpose of this ECP includes:

- Eliminating or minimizing occupational exposure of employees to blood or certain other body fluids.
- Complying with OSHA's Blood borne Pathogens Standard, 29 CFR 1910.1030.
- To make all CBC employees aware of the hazards and possible inherent risk of exposure to blood and or blood containing body fluid.

### **Administrative Duties**

The Dean of Administrative Services is responsible for developing and maintaining the program. Employees may review a copy of the plan. It is located in the office of the Dean of Administrative Services located in the administration building. This safety plan is also distributed to division chairs and others on all four CBC campuses. In addition, the Dean of Administrative Services is responsible for maintaining any records related to the Exposure Control Plan. This plan is current as of 2010.

If after reading this program, you find that improvements can be made, please contact The Dean of Administrative Services. We encourage all suggestions because we are committed to the success of our written ECP. We strive for clear understanding, safe behavior, and involvement from every level of the company.

### **Exposure Determination**

We have determined which employees may incur occupational exposure to blood or OPIM. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment).

#### *Job Classes: Global Risk of Exposure*

This exposure determination purpose is to list all job classifications in which employees may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classifications are in this category:

- Nursing department employees and students, dental hygiene department employees and students, protective services division employees and students, and employees and students working in the day care center.

### ***Job Classes: Function-Specific Risk of Exposure:***

In addition, we have identified job classifications in which some employees may have occupational exposure. Not all employees in these categories are expected to have exposure to blood or OPIM. Therefore, tasks or procedures that would cause occupational exposure are also listed to further specify which employees have occupational exposure. The job classifications and associated tasks for these categories are as follows:

- Custodians because of the nature of their jobs. Custodians particularly must be aware that hypodermic needles have been found in restroom trash containers.

### **Compliance Strategies**

This plan includes a schedule and method of implementation for the various requirements of the standard.

Universal precautions techniques developed by the Centers for Disease Control and Prevention (CDC) will be observed at this facility to prevent contact with blood or OPIM. All blood or OPIM will be considered infectious regardless of the perceived status of the source individual.

### **Engineering and Work Practice Controls**

Engineering and work practice controls will be used to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, employees are required to wear personal protective equipment. At this facility the following engineering controls are used:

- Placing sharp items (e.g., needles, scalpels, etc.) in puncture-resistant, leak proof labeled containers.
- Performing procedures so that splashing, spraying, splattering, and producing drops of blood or OPIM are minimized.
- Removing soiled PPE as soon as possible.
- Cleaning and disinfecting all equipment and work surfaces potentially contaminated with blood or OPIM. Note: We use a solution of 1/4-cup chlorine bleach per gallon of water.
- Thorough hand washing with soap and water immediately after providing care or provision of antiseptic towelettes or hand cleanser where hand-washing facilities are not available.
- Prohibition of eating, drinking, smoking, applying cosmetics, handling contact lenses, and so on in work areas where exposure to infectious materials may occur.
- Use of leak-proof, labeled containers for contaminated disposable waste or laundry.
- Coastal Bend College recommends following universal precautions by treating all blood and other potentially infectious body fluids as if they were infected. Specific recommendations are... DO: Cover cuts, rashes, and broken skin. Wash hands and exposed skin with soap and water immediately after exposure to infectious materials or after taking off gloves or other personal protective equipment. Use antiseptic cleansers or towelettes only if washing facilities aren't available. Minimize splashing, spraying, or spattering of blood droplets or other potentially infectious materials. Place contaminated sharps in assigned labeled, puncture-resistant, leak proof containers. DON'T: Shear or break contaminated needles or other sharps, and don't bend, recap, or remove, unless specifically

instructed. Keep food or drink in work areas with exposure potential. Eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses in work areas with exposure potential. Pipette or suction potentially infectious materials with your mouth.

The above controls are examined and maintained on a regular schedule.

### **Hand Washing Facilities**

Hand washing facilities are available to employees who have exposure to blood or OPIM. Sinks for washing hands after occupational exposure are near locations where exposure to blood borne pathogens could occur.

At this facility hand washing facilities are conveniently located wherever exposure to blood or OPIM may occur.

Should exposure to blood or OPIM occur, supervisors make sure that employees remove personal protective gloves and immediately wash their hands and any other contaminated skin with soap and water.

Supervisors also ensure that if employees' skin or mucous membranes become contaminated with blood or OPIM, then those areas are washed or flushed with water as soon as feasible following contact.

### **Sharps:**

Employees may not bend, recap, remove, shear, or purposely break contaminated needles and other sharps such as scalpels. If a procedure requires that the contaminated needle be recapped or removed and no alternative is feasible, then that employee must recap or remove the needle by using a mechanical device or a one-hand technique. At this facility recapping or removal is only permitted in the following situations:

Place contaminated sharps in assigned labeled, puncture-resistant, leak proof containers. Container containing potentially infectious materials shall be RED or LABELED clearly in ORANGE or ORANGE-RED with a biohazard symbol, or BOTH.

### ***Handling Contaminated Needles and Other Sharps:***

The procedure for handling contaminated sharps is:

- Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture resistant, leak proof on sides and bottom, and labeled or color-coded.
- During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as possible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., first aid stations).
- The containers are kept upright throughout use and replaced routinely and not allowed to be overfilled.
- When moving containers of contaminated sharps from the area of use; the containers are closed immediately before removal or replacement to prevent spills or protrusion of contents during handling, storage, transport, or shipping.
- The containers are placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents and prevent leakage

during handling, storage and transport, or shipping. The second container shall be labeled or color-coded to identify its contents.

- Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous injury.
- You must require these will not be bent, recapped, removed, sheared or purposely broken. OSHA allows an exception to this if the procedure would require that the contaminated needle be recapped or removed and no alternative is feasible and the action is required by the medical procedure. If such action is required then the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique.

### **Work Area Restrictions:**

In work areas where there is a reasonable likelihood of exposure to blood or OPIM, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or OPIM are present.

Mouth pipetting/suctioning of blood or OPIM is prohibited. All procedures involving blood or other potentially infectious materials will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or OPIM.

### **Specimens:**

Specimens of blood or OPIM will be placed in containers that prevent leakage during their collection, handling, processing, storage, and transport. Any specimen containers that could puncture a primary container will be placed within a secondary container that is puncture resistant.

If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container that prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

Since we use universal precautions and specimen containers that are easily recognizable as such, we opt to take an OSHA exemption not to label or color code these containers. This exemption applies only while the specimens remain in the facility.

### **Contaminated Equipment**

COASTAL BEND COLLEGE requires that equipment which has become contaminated with blood or OPIM must be decontaminated before servicing or shipping as necessary unless the decontamination of the equipment is not feasible.

### **Personal Protective Equipment**

All personal protective equipment (PPE) used at this facility is provided without cost to employees. PPE is chosen based on the anticipated exposure to blood or OPIM. The protective equipment is considered appropriate only if it does not permit blood or OPIM to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the

protective equipment will be used.

COASTAL BEND COLLEGE makes sure that appropriate PPE in the appropriate sizes is readily accessible at the work site or is issued without cost to employees. Employees need only make request to his/her supervisor and required PPE will be provided. If the supervisor is unsure of the purchase of PPE he/she should contact the Dean of Administrative Services.

- Coastal Bend College will provide appropriate personal protective equipment (PPE) in compliance with the provisions of the Occupational Exposure to Blood borne Pathogens standard. 29 CFR 1910.1030(d)(3) lists appropriate PPE for this type of exposure, such as gloves, gowns, face shields, masks, and eye protection.

CBC will purchase (when consumable), clean, launder, and dispose of personal protective equipment as needed.

All garments that are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area. When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

All repairs and replacements are made by COASTAL BEND COLLEGE

Employees must remove all garments that are penetrated by blood immediately or as soon as possible.

They must remove all PPE before leaving the work area. When PPE is removed, employees place it in a designated container for disposal, storage, washing, or decontamination.

**Gloves:**

Employees and/or students must wear gloves when they anticipate hand contact with blood, OPIM, non-intact skin, and mucous membranes. Gloves must also be worn when performing vascular access procedures, and when handling or touching contaminated items or surfaces.

Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised.

Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

**Additional conditions of use include:**

Sample language on gloves is: Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin,

and mucous membranes; when performing vascular access procedures and when handling or touching contaminated items or surfaces. Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

### ***Eye and Face Shields:***

Employees must wear masks in combination with eye protective devices, such as goggles or glasses with solid side shield, or chin length face shields, whenever splashes, splatter, or droplets of blood or OPIM may be generated and reasonably anticipated to contaminate eye, nose, or mouth. Those situations and the corresponding eye and face protection include:

- Additional types of personal protective equipment include: \* Gowns \* Aprons \* Lab coats \* Clinic jackets \* Surgical caps \* Hoods \* Shoe covers \* Boots

### ***Other PPE:***

Additional PPE selections such as use of head nets, gowns, and foot covering may be necessary to ensure employee safety in regards to blood borne pathogens. Situations where these types of PPE would be necessary include:

Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated. Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated (e.g., autopsies, orthopedic surgery).

### **Housekeeping**

Those areas of Coastal Bend College that are at risk for blood borne pathogens, such as dental hygiene and nursing, are cleaned and decontaminated according to the following schedule:

General cleaning by custodial staff occurs daily. Floors are mopped and disinfected at least twice weekly and more frequently if required. Other cleaning and disinfectant occurs as required.

The following coverings are used to help keep surfaces free of contamination:

Protective coverings include plastic wrap, aluminum foil, or imperviously backed absorbent paper used to cover equipment and environmental surfaces.

All bins, pails, cans, and similar receptacles are inspected and decontaminated by the appropriate staff on a regularly scheduled basis:

TDH requires Coastal Bend College to inspect and decontaminate on a regularly scheduled basis;

and to clean and decontaminate immediately or as soon as feasible upon visible contamination.

**Additional housekeeping requirements to prevent the spread of blood borne pathogens include:**

- Broken glassware that may be contaminated must not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps.
- Reusable sharps that are contaminated with blood or other potentially infectious materials must not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

**Handling Regulated Wastes**

When handling regulated wastes, other than contaminated needles and sharps, we make sure it is:

- Placed in containers that are closeable, constructed to contain all contents, and prevent fluid leaks during handling, storage, transportation, or shipping.
- Labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
- According to 29 CFR 1910.1030(d)(4)(iii)(B): \* Regulated waste other than contaminated sharps and containers shall be placed in containers which are: - Closable; - Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping; - Labeled or color-coded in accordance with 29 CFR 1910.1030(g)(1)(i) of this standard; and - Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. \* If outside contamination of the regulated waste container (other than contaminated sharps containers) occurs, it shall be placed in a second container. The second container shall be: - Closable - Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping. - Labeled or color-coded in accordance with 29 CFR 1910.1030 (g)(1)(i) of this standard; and - Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. \* Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, States and Territories, and political subdivisions of States and Territories.

Note: Disposal of all regulated waste is in accordance with applicable United States, state and local regulations.

***Handling Contaminated Laundry***

Laundry contaminated with blood or OPIM is handled as little as possible. Such laundry is placed in appropriately marked (biohazard labeled, or color coded red bag) bags at the location where it was used. Such laundry is not sorted or rinsed in the area of use.

Note: When Body Substance Isolation or Universal Precautions is used in the handling of all laundry (i.e. all laundry is assumed to be contaminated) no labeling or color-coding is necessary if all employees recognize the hazards associated with the handling of this material.

Our facility ships contaminated laundry off-site to a second facility.

This facility follows Universal Precautions in handling all laundry. Therefore, our facility does not color code or

label laundry that is contaminated with blood or other potentially infectious materials.

## Information and Training

COASTAL BEND COLLEGE ensures that blood borne pathogens trainers are knowledgeable in the required subject matter. We make sure that employees covered by the blood borne pathogens standard are trained at the time of initial assignment to tasks where occupational exposure may occur, and every year thereafter by the following methods:

Information and training requirements are found in 29 CFR 1910.1030(g)(2) as follows: (2) Information and training. (i) Employers shall ensure that all employees with occupational exposure participate in a training program that must be provided at no cost to the employee and during working hours. (ii) Training shall be provided as follows: (A) At the time of initial assignment to tasks where occupational exposure may take place; (B) Within 90 days after the effective date of the standard and (C) At least annually thereafter. (iii) For employees who have received training on blood borne pathogens in the year preceding the effective date of the standard, only training with respect to the provisions of the standard which were not included need be provided. (iv) Annual training for all employees shall be provided within one year of their previous training. (v) Employers shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created. (vi) Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used. (vii) The training program shall contain at a minimum the following elements: (A) An accessible copy of the regulatory text of this standard and an explanation of its contents; (B) A general explanation of the epidemiology and symptoms of blood borne diseases; (C) An explanation of the modes of transmission of blood borne pathogens; (D) An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan; (E) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials; (F) An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment; (G) Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment; (H) An explanation of the basis for selection of personal protective equipment; (I) Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge; (J) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials; (K) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available; (L) Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident (M) An explanation of the signs and labels and/or color coding required by paragraph (g)(1); and (N) An opportunity for interactive questions and answers with the person conducting the training session. (viii) The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address. (ix) Additional Initial Training for Employees in HIV and HBV Laboratories and Production Facilities. Employees in HIV or HBV research laboratories and HIV or HBV production facilities shall receive the following initial training in addition to the above training requirements. (A) The employer shall

assure that employees demonstrate proficiency in standard microbiological practices and techniques and in the practices and operations specific to the facility before being allowed to work with HIV or HBV. (B) The employer shall assure that employees have prior experience in the handling of human pathogens or tissue cultures before working with HIV or HBV. (C) The employer shall provide a training program to employees who have no prior experience in handling human pathogens. Initial work activities shall not include the handling of infectious agents. A progression of work activities shall be assigned as techniques are learned and proficiency is developed. The employer shall assure that employees participate in work activities involving infectious agents only after proficiency has been demonstrated.

**Training is tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following:**

- The standard and its contents.
- The epidemiology and symptoms of blood borne diseases.
- The modes of transmission of blood borne pathogens.
- COASTAL BEND COLLEGE Blood borne Pathogen ECP, and a method for obtaining a copy.
- The recognition of tasks that may involve exposure.
- The use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).
- The types, use, location, removal, handling, decontamination, and disposal of PPE's.
- The basis of selection of PPE's.
- The Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.
- The appropriate actions to take and persons to contact in an emergency involving blood or OPIM.
- The procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- The evaluation and follow-up required after an employee exposure incident.
- The signs, labels, and color-coding systems.

Additional training is provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure. Employees who have received training on blood borne pathogens in the 12 months preceding the effective date of this plan will only receive training in provisions of the plan that were not covered.

### **Record keeping**

Training records shall be maintained for three years from the date of training. The following information shall be documented:

- The dates of the training sessions
- An outline describing the material presented
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training sessions

Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records shall

be kept confidential, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

- The name and social security number of the employee.
- A copy of the employee's HBV vaccination status, including the dates of vaccination.
- A copy of all results of examinations, medical testing, and follow-up procedures.
- A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

## **VII. Electrical Safety Program**

The purpose of this program is to provide employees and others a safe environment and to comply with electrical safety standards. A major portion of the CBC electrical safety plan is to provide these written procedures for preventing electric shock or other injuries resulting from direct/indirect electrical contacts to employees. Electrical hazards exist because employees may be called upon to work on or near energized or deenergized circuits. This program applies to all work operations at COASTAL BEND COLLEGE where employees may be exposed to live circuits and/or those parts that have been deenergized.

The Dean of Administrative Services has overall responsibility for coordinating safety and health programs at Coastal Bend College including responsibility for the Electrical Safety Program. The Coastal Bend College Dean of Administrative Services will review and update the program, as necessary. Copies of the written program may be obtained from the Dean of Administrative Services in his/her office. Under this program, CBC employees receive instructions in the purpose and use of energy control procedures, as well as the other required elements of the Control of Hazardous Energy standard. This instruction includes the deenergizing of equipment, applying locks and tags, verifying deenergization, and equipment reenergizing.

If, after reading this program, you find that improvements can be made, please contact the Dean of Administrative Services, or the Coastal Bend College Safety Plan Administrator. We encourage all suggestions because we are committed to creating a safe workplace for all our employees, students, and visitors and a successful electrical safety program is an important component of our overall safety plan. We strive for clear understanding, safe work practices, and involvement in the program from every level of the college.

### **Hazard Analysis Report**

The departments/areas of the college identified as having electrically operated equipment and/or wiring installations are the physical plant, carpentry shop, and industrial division programs including Air Conditioning/Refrigeration, Automotive Technology, Electronic Servicing, and Welding Technology. Electrical power machinery is also found in the visual arts department, and the agriculture department.

Electrically operated equipment must be deenergized before work can be performed. The locations of electrical power equipment includes but may not be limited to; the physical plant, carpentry shop, industrial division programs including Air Conditioning/Refrigeration, Automotive Technology, Electronic Servicing, and Welding Technology. Also includes the visual arts department, and the fine arts department.

Employees of the college who are qualified to work on, near, or with energized electric circuits and equipment are only the appropriate personnel within the maintenance department.

Employees working on, near, or with energized electric circuits and equipment who have limited knowledge of electrical circuitry are the only individuals authorized within each department to work with power tools and only as required to complete assigned task(s) and only after each individual has received proper instruction. Under no circumstance will unqualified employees or others work on energized electrical circuitry.

### **Training Program**

Every employee at COASTAL BEND COLLEGE who faces the risk of electric shock from working on or near energized or deenergized electrical sources receives training in electrical related safety work practices pertaining to the individual's job assignment.

The goal of our electrical safety training program is to ensure that all employees understand the hazards associated with electric energy and that they are capable of performing the necessary steps to protect themselves and their co workers.

Our electrical training program covers these basic elements:

- Lockout and tagging of conductors and parts of electrical equipment.
- Safe procedures for deenergizing circuits and equipment.
- Application of locks and tags.
- Verification that the equipment has been deenergized.
- Procedures for reenergizing the circuits or equipment.
- Other electrically related information which is necessary for employee safety.

Employees who have limited knowledge ("unqualified") of electrical circuitry will not be allowed to work in areas of COASTAL BEND COLLEGE where electrical hazards exist.

Employees not qualified to work on electrical equipment should notify their supervisor of electrical requirements and the supervisor will assign appropriate personnel to meet electrical needs. When changes occur at CBC that involve electrical elements, we provide additional employee training to ensure the safety of all affected workers and only qualified personnel will be allowed to work on electrical equipment.

The Dean of Administrative Services conducts electrical safety training for all employees. Every employee who participates in the Electrical Safety Program is informed that only assigned personnel will work on electrical equipment. Employees must follow all company policies and procedures regarding electrical safety.

### **Lockout And Tagging Program**

It is a COASTAL BEND COLLEGE policy that circuits and equipment must be disconnected from all electric energy sources before work on them begins. We use lockout and tagging devices to prevent the accidental reenergization of this equipment. These lockout and tagging procedures are the main component of our electrical safety program.

The safety procedures that make up our lockout and tagging program include these elements:

Deenergizing circuits and equipment. We disconnect the circuits and equipment to be worked on from all electric energy sources and we release stored energy that could accidentally reenergize equipment.

- **Application of locks and tags.** Only authorized employees are allowed to place a lock and tag on each disconnecting means used to deenergize our circuits or equipment before work begins. Our locks prevent unauthorized persons from reenergizing the equipment or circuits and the tags prohibit unauthorized operation of the disconnecting device.
- **Verification of deenergized condition of circuits and equipment.** Prior to work on the equipment, we require that a "qualified" employee verify that the equipment is deenergized and cannot be restarted.
- **Reenergizing circuits and equipment.** Before circuits or equipment are reenergized, we follow these steps in this order:
  - A "qualified" employee conducts tests and verifies that all tools and devices have been removed.

- All exposed employees are warned to stay clear of circuits and equipment.
- Authorized employees remove their own locks and tags.
- We do a visual inspection of the area to be sure all employees are clear of the circuits and equipment.

### **Enforcement**

Constant awareness of and respect for electrical hazards, and compliance with all safety rules are considered conditions of employment. Supervisors and individuals in the Safety and Personnel Department reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

### **Note:**

Educational programs offered at the college might have departmental electrical safety rules and regulations in addition to those listed here.

## **VIII. Emergency Action Plan**

### **Purpose**

The Coastal Bend College emergency action plan (EAP) applies to all operations in the college where employees may encounter an emergency situation.

The EAP communicates to employees, the policies and procedures to follow in emergencies. This written plan is available, upon request, to employees, their designated representatives, and to anyone that provides written request for a copy.

Under this plan, our employees will be informed of the plan's purpose, emergency escape procedures and route assignments, procedures to be followed by employees who remain to control critical plant operations before they evacuate, procedures to account for all employees after emergency evacuation has been completed, rescue and medical duties for those employees who perform them, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergency situations, and the alarm system.

The Dean of Administrative Services is the program coordinator, acting as the representative of the college president, who has overall responsibility for the plan. The Dean of Administrative Services will review and update the plan as necessary. Copies of this plan may be obtained from the Dean of Administrative Services.

If after reading this program, you find that improvements can be made, please contact the Dean of Administrative Services. We encourage all suggestions because we are committed to the success of our emergency action plan. We strive for clear understanding, safe behavior, and involvement in the program from every level of the college.

### **Emergency Notification Procedures**

Coastal Bend College will use every appropriate method to notify the CBC community of an emergency event including:

- Text messaging mass notification system
- Group e-mail
- Early warning siren
- Broadcast voice mail
- Telephone
- CBC website
- Direct door-to-door notification using Resident Life staff, Physical plan sweeps team or other available personnel.
- Public address: Campus Safety can provide widespread verbal notification using public address from vehicles.
- Posting printed notifications on bulletin boards and/or common areas.

### **Emergency Escape Procedures and Assignments**

Our emergency escape procedures and assignments are designed to respond to many potential emergencies including: Fire emergencies, hurricanes, tornadoes, winter storms, flooding, weapons of mass destruction

(bomb threat and other) and civil disturbance.

Employees need to know what to do when they are the first persons to discover an emergency and when they are alerted to a specific emergency.

1. All employees are trained in safe evacuation procedures, and refresher training is conducted whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed. In addition, the employer must review with each employee, upon initial assignment, the parts of the plan that the employee must know to protect the employee in the event of an emergency.
2. The training includes use of floor plans and workplace maps that clearly show the emergency escape routes included in the Emergency Action Plan. These floor plans and maps are available and posted at all times in every area of the college to provide guidance in an emergency.
3. No employee, student, or visitor is permitted to re-enter the building until advised by the Dean of Administrative Services or the Safety Committee Chairperson (after determination has been made that such re entry is safe).
4. The refuge location for evacuation team members is provided within this document. A refuge zone is a meeting area designated in a location deemed safe for each group of employees within COASTAL BEND COLLEGE:

In the event of an emergency all students, employees, and visitors will in an orderly fashion evacuate the affected campus.

### **Emergency Evacuation Team**

The campus emergency evacuation team is made up of designated employees assigned to remain behind during evacuation to assist with all college emergencies. Until their evacuation becomes absolutely necessary, the procedures to be taken by those employees who have been selected to remain behind to assist with emergencies include:

1. The emergency evacuation team members will announce to students, visitors, and employees that they must immediately leave campus in an orderly fashion. In Beeville, maintenance crew employees, under the direction of the Physical Plant Director will assist in dispersing traffic. In Alice, Kingsville, and Pleasanton Custodial/Maintenance staff and counselors under the direction of the Campus Director, will assist in dispersing traffic.
2. After the assigned site has been evacuated, the team members in Beeville will report to the end of the main college entrance drive near the walking trail. In Alice and Kingsville, after campus evacuation, team members will assemble near the parking lot entrance. Team members will then move to a safe distance (minimum of 500 feet) from the site.
3. In the event of an emergency at the Beeville campus Child Care Center, all children will be evacuated to the tennis courts under the direction of the Child Care Center faculty and staff. After evacuation of the Child Care Center is complete, the center director and center secretary will leave the campus to call parents to initiate emergency pick up for the children. The Center's lead teacher and other teachers and staff will remain at the tennis courts to supervise the children. Children will only be released to the

custodial parent or approved relative.

4. Under no circumstances shall any employee ever touch, move, contact, or attempt to destroy or defuse any suspected bomb. Explosive devices are triggered by many different means, included but not limited to touch, movement, telephone, bells, light, heat, etc. Employees maintain a safe distance from any suspected bomb or explosive device.

**EAP Team Members and Alternates**

Before leaving, these employees check rooms and other enclosed spaces in the workplace for employees or others who may be trapped or otherwise unable to evacuate the area. A copy of the list of trained personnel appears below:

Beeville.....At the end of the college entrance drive near the walking track.

Alice.....Near the Coyote Trail parking lot entrance.

Kingsville.....On the sidewalk near the intersection of Brahma Blvd. and Ailse street.

Pleasanton.....Near the Bensdale Road Parking lot entrance.

The Campus Emergency Evacuation Team will include administrators and staff members with designated areas of responsibility. The team will meet at the discretion of the president to assist with all college emergencies. The president may establish a code word to alert team members.

<b>Campus Emergency Evacuation Team</b>
---

<b><u>Building</u></b>	<b><u>Person Assigned</u></b>	<b><u>Alternate Assistant</u></b>
A	Registrar	Senior Admissions Specialist
B	Dean of Instructional Services	Administrative Assistant
C	Dean of Instructional Services	Administrative Assistant
D	Director of Institutional Effectiveness and Research	Network Supervisor
E	Dean of Instructional Services	E-Building Secretary
F&M	L-Building Secretary	E-Building Secretary
I&N	Director Physical Plant	Assistant Director Physical Plant
H	Dean of Student Services	Administrative Assistant
K	Student Life Coordinator	R.A.'s
L	Dental Hygiene Secretary	E-Building Secretary
O	Head Librarian	Circulation Specialist
P	Dean of Student Services	Residential Assistant
S	Director-Child Care Center	Assistant Director-Child Care Center
T&W	Dean of Instructional Services	C-Building Secretary
U	Director of Financial Aid	Financial Aid Assistant
V	Dean of Student Services	Administrative Assistant

Alice	Director-Alice Programs	Administrative Secretary
Kingsville	Director-Kingsville Programs	Administrative Secretary
Pleasanton	Coordinator-Pleasanton Programs	Administrative Secretary

After the desired degree of evacuation is completed, the EAP team members should be able to verify that all employees, students, and visitors are in the safe areas.

### **Rescue and Medical Duty Assignments**

Rescue and medical aid may be necessary during emergency situations

Professional emergency services responding in an emergency will help with and direct all rescue and medical duty assignments upon their arrival on site.

### **Emergency Reporting Procedures**

#### *In the Event of a Fire*

When a fire is detected, go to the nearest fire alarm station and activate the alarm by pulling on the lever. The alarms will notify all students, visitors, faculty, and staff as well as the Beeville Fire Department in Beeville, Alice Fire Department in Alice, Kingsville Fire Department in Kingsville, and Pleasanton fire department in Pleasanton. Fire alarms are strategically located in each building. All employees are asked to become familiar with locations of fire alarms.

The members of the safety committee will perform assigned duties and will meet the fire department to assist them in putting out the fire. Head counts should be given to the Beeville Fire Department, Alice Fire Department, Kingsville Fire Department, Fire Chief or fire fighter. No students, visitors, or employees are to return to the buildings until the Safety Committee Chairperson or the Beeville Fire Department gives the “all clear” if in Beeville, the Alice Fire Department if in Alice, or the Kingsville Fire Department if in Kingsville.

### **Trained Evacuation Personnel**

#### *Critical Plant Operations Personnel*

The following employees are designated to remain behind during evacuation to care for critical plant operations:

The President, Dean of Administrative Services, Dean of Student Services, Physical Plant Director, and the Assistant Physical Plant Director.

### **Safety Committee Chairperson Responsibilities**

Here at COASTAL BEND COLLEGE, the Dean of Administrative Services is responsible for the following activities. He or she must:

1. Develop a written emergency action plan for regular and after hours work conditions.

2. Immediately notify the local fire or police departments, and the building owner/superintendent in the event of an emergency affecting the campus.
3. Integrate the emergency action plan with the existing general emergency plan covering the building(s) occupied.
4. Distribute procedures for reporting a fire, bomb threat, or other emergency, the location of fire exits, and evacuation routes to each employee.
5. Conduct drills to acquaint the employees with emergency procedures and to judge the effectiveness of each plan.
6. Satisfy all local fire codes and regulations as specified.
7. Train designated employees in the use of fire extinguishers.
8. Keep key management personnel home telephone numbers in a safe place in the office for immediate use in the event of an emergency. Distribute a copy of the list to key persons to be retained in their homes for use in communicating an emergency occurring during non-work hours.
9. Decide to remain in or evacuate the workplace in the event of an emergency.
10. If evacuation is deemed necessary, the Dean of Administrative Services ensures that:
  - Employees, students, and visitors are notified.
  - When practical, equipment is placed and locked in storage rooms or desks for protection.
  - The President of the college is contacted, informed of the action taken, and asked to assist in coordinating security protection.
  - In locations where the President of the college is not available, security measures to protect employee property will be taken by the satellite center director.
  - All records and property are secured and protected as necessary.

## **Training**

At the time of an emergency, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In cases where the emergency is very grave, total and immediate evacuation of all employees is necessary. In other emergencies, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued operation. We must be sure that employees know what is expected of them during an emergency to assure their safety.

This document is not one for which casual reading nor is it intended or will suffice in getting the message across. If passed out as a statement to be read to oneself, some employees will choose not to read it, or will not understand the plan's importance. In addition, training on the plan's content is required by OSHA, therefore the college chooses the following course of action.

As a method of communicating the emergency action plan, COASTAL BEND COLLEGE has all managers and supervisors present the plan to their staffs in small meetings.

## **Hurricane Procedures**

Coastal Bend College has three campuses in either tier 1 or tier 2 hurricane zones, Alice, Beeville, and Kingsville. Pleasanton is not in the same category in respect to its rating level, but still could sustain significant damage and possible loss of life from hurricane related events. In recognition of this Coastal Bend College has developed hurricane procedures to be followed when hurricane landfall is eminent and is projected to impact the service area.

The procedures below are activated upon the directive of the college president. The directive will be issued from the Beeville campus through email and voice mail. If the college is not in session, the directive will come in the form of an announcement on local radio stations and television stations. The same means will be used to notify students and employees when it is safe to return after the passing of the storm.

In addition to the general college procedures listed below, specific unit procedures have been developed for functional units that will have major responsibilities during the advent of a hurricane. These procedures are posted on their web pages and are specific to them. These units are: childcare center, computer services, student housing, mail/switchboard, maintenance/physical plant, records center, programming, Alice Campus, Kingsville Campus, Pleasanton Campus.

### **Stage One**

A hurricane is in the Gulf of Mexico and may impact the service area, but a specific warning has not been issued by the National Weather Service.

All campuses are to make sure they have the necessary supplies and materials on hand to carry out stage two activities.

### **Stage Two**

A hurricane is in the Gulf of Mexico and a hurricane watch has been issued specifically identifying counties in the service area.

### **Stage Three**

Hurricane warnings have been issued for counties in the service area and landfall for the storm is projected to be within 24 hours. NO college facilities may be occupied by employees or students as a shelter for the storm. The college is not equipped to serve as such.

### **Stage Four**

The hurricane makes landfall in a county in the service area.

### **Stage Five**

The hurricane made landfall in a county in the service area and emergency services officials have deemed it safe for essential personnel to return to the impacted area.

## **IX. Emergency Medical Care**

There are no campus accommodations for emergency medical care. All emergencies of this nature will be brought to the attention of the nearest local hospital. Outside emergency crews are well prepared to address the needs of most emergency situations.

### **Procedures for Summoning Aid**

Any person reporting an accident shall call the emergency number 911. Proper information will be given to the authorities at that time. After the proper authorities have been contacted, the President's office should be notified.

When you call to report an emergency, provide the operator with the following information:

- Building or area name
- Location
- Brief description of the emergency
- Your name

### **First Aid**

Accidents are generally unpredictable. An employee may be called upon to render emergency first aid to a stricken person until outside emergency crews arrive. His/her immediate action may well be the determining factor in the life or death of the victim.

First aid training is necessary to prevent and treat sudden illness or accidental injury. The primary objective of first aid is to save lives. This objective is achieved with the following:

- Preventing heavy blood loss
- Maintaining breathing
- Preventing further injury
- Preventing shock
- Getting the victim emergency medical service

People who provide first aid must remember the following:

- Avoid panic.
- Inspire confidence.
- Do only what is necessary until professional help is obtained.

## **X. Evacuation for Person(s) with Disabilities**

### **SPECIAL INSTRUCTIONS FOR THE EVACUATION OF PEOPLE WHO ARE AMBULATORY BUT VISUALLY AND/OR HEARING IMPAIRED**

If it becomes necessary to evacuate your work area or a classroom, please do not forget to assist those individuals who are ambulatory but who have visual or hearing impairments. Remember that without your offer of assistance, they may be unaware of the urgency of the situation or be unable to react in a safe manner.

#### **People who are visually impaired**

Most visually impaired persons will be familiar with their area. In the event of an emergency, do the following:

- Tell them the nature of the emergency, and offer to guide them.
- As you walk, tell them where they are, and advise them of any obstacles. When you reach safety, orient them as to where they are. Ask if any further assistance is needed, and attempt to obtain this assistance.
- **Do not leave them alone.**

#### **People who are hearing impaired**

People who are hearing impaired may not be cognizant of emergency alarms. Therefore, an alternate warning method may be required. Two such methods are as follows:

- Turn the light switch on and off to gain the person's attention, and then indicate what is happening through gestures or in writing, and tell the individual what to do.
- Write a note describing the emergency and the location of the nearest exit.
- Provide assistance, as needed, as the hearing-impaired individual evacuates.

### **ADVANCED PLANNING FOR THE EVACUATION OF PEOPLE WITH DISABILITIES FROM CLASSROOMS**

Faculty are requested to assist in advanced planning in order to ensure that people with disabilities will receive appropriate assistance in evacuating their classrooms in the event of an evacuation order.

- Individuals with disabilities will be advised to contact their instructors during the first week of class to tell them if they will need assistance in being evacuated from their classroom location during an emergency.
- In as sensitive a manner as possible, instructors should recruit volunteers/escort guides to assist the physically challenged student in the event of an evacuation. Identifying such volunteers in advance is obviously important because it may greatly reduce the amount of chaos during an emergency evacuation.
- In the case of an ambulatory, but visually or hearing impaired student, the volunteer/escort should assist the student in safely exiting the classroom and proceeding to the designated meeting area for the building.
- In the case of a non-ambulatory student, the volunteer/escort should take the student to the Safe Refuge Area and then inform emergency services personnel of where the student is located.
- Note: In the case of the absence of the volunteer/escort on a day when an emergency evacuation occurs, the instructor should designate a substitute escort.

## XI. Explosive Device Threat Procedures

Explosive device threats are occasionally made against public institutions. Because the college is an open campus, access to the campus is difficult to control. Threats will be taken seriously and the consequences of making threats shall be severe. All possible criminal charges will be filed with the proper law enforcement agencies.

First and foremost is the welfare of the students and employees of the college. The following is a plan of response to a threat of an explosive device on campus:

1. Immediately report all threats (specific and vague) to the college president. Use the explosive device threat checklist if available near the phone. If an emergency occurs during the evening hours, the person with knowledge of the situation should contact one of the following administrators: In the absence of the president, the order of succession is as shown.

**Bee County Campus:**

Dr. Thomas Baynum, President (361) 354-2200

Ruth L. Cude, Dean of Admin. Svs. (361) 354-2267

Velma Elizalde, Dean of Student Svs. (361) 354-2304

**Alice Center: Call numbers above (or)**

Dr. Patricia Candia (361) 664-2981, Ext. 3030

**Kingsville Center: Call numbers above (or)**

Ms. Ann Harrell (361) 592-1615, Ext. 4076

**Pleasanton Center: Call numbers above (or)**

Ms. Terry Villanueva (830) 569-4222, Ext. 1201

2. The president or designee or the off campus designee will call 911, resulting in a direct linkage to the police department (Beeville, Alice, Kingsville, Pleasanton). During the investigation, city police may also call in Sheriff's Department representatives.
3. The president or designee will confer with the authorities and assess the situation to determine if evacuation is advised.
4. If a suspected explosive device or an actual explosive device is located the president or designee may declare an official campus emergency and order evacuation.
5. If an evacuation is ordered by the president or the president's designee, persons will be dismissed and sent home or shall be moved to an area at least 500 feet away from the scene. Any person within a two-block area surrounding the scene shall make no radio or cell phone transmissions. Local authorities may request a military bomb disposal unit. The campus area should be evacuated and secured prior to their arrival.
6. The president or designee will call together the Campus Emergency Evacuation Team to meet at the necessary locations:

Beeville.....At the end of the college entrance drive near the walking track.

Alice.....Near the Coyote Trail parking lot entrance.

Kingsville.....On the sidewalk near the intersection of Brahma Blvd. and Ailse street.

Pleasanton.....Near the Bensdale Road parking lot entrance.

The Campus Emergency Evacuation Team will include administrators and staff members with designated areas of responsibility. The team will meet at the discretion of the president to assist with all college emergencies. The president may establish a code word to alert team members.

<b>Campus Emergency Evacuation Team</b>
---

<u><b>Building</b></u>	<u><b>Person Assigned</b></u>	<u><b>Alternate Assistant</b></u>
Robert J. Beasley, Jr. Administrative (A)	Registrar	Senior Admissions Specialist
Gertrude R. Jones Fine Arts (B)	Dean of Instruction	Administrative Assistant
Fred C. Latcham, Jr. Academic-Science (C)	Dean of Instruction	Administrative Assistant
Peter S. Mareck Physical Fitness Center(D)	Director of Institutional Effectiveness and Research	Network Supervisor
George E. Elam Technical/Vocational (E)	Director of Workforce Education	E-Building Secretary
Automotive Technology (F) Industrial Trades (M)	L-Building Secretary	E-Building Secretary
Diesel Mechanics (I) & Shipping/Receiving (N)	Director Physical Plant	Assistant Director Physical Plant
James R. Dougherty Jr. Student Center (H)	Dean of Student Services	Administrative Services
Benton Hall (K)	Student Life Coordinator	R.A.'s
James R. Dougherty Jr. Dental Technology (L)	Dental Hygiene Secretary	E-Building Secretary
Grady Hogue Learning Resource Center (O)	Head Librarian	Circulation Specialist
College Apartments (P)	Counselor	Job Placement/Tech Prep
Maintenance (S)	Director-Child Care Center	Assistant Director-Child Care Center
Frank Jostes Visual Arts (T) & Building W	T-Building Secretary	C-Building Secretary
Dan A. Hughes Petroleum (U)	Director of Financial Aid	Financial Aid Assistant
R.W. Dirks (V)	Director-Educational Services	Institutional Research Assistant
Alice	Director-Alice Programs	Administrative Secretary
Kingsville	Director-Kingsville Programs	Administrative Secretary
Pleasanton	Director-Pleasanton Programs	Administrative Secretary

The emergency evacuation team members will announce to students, visitors, and employees that they must immediately leave campus in an orderly fashion. Maintenance crew personnel will assist in dispersing traffic under the direction of the Director of the Physical Plant in Beeville. In Alice, Kingsville, and Pleasanton, CBC counselors will assist the campus director in dispersing traffic.

After the assigned site has been evacuated, team members will report to the pre-determined locations.

- In Beeville, team members will assemble at the end of the main college entrance drive near the walking track.
- In Alice, team members will assemble near the Coyote Trail parking lot entrance.
- In Kingsville, team members will assemble on the sidewalk near the intersection of Aisle and Brahma Blvd.
- In Pleasanton, team members will assemble near the parking lot entrance at Bensdale Drive.

The team members will then move to a safe distance of 500 feet from the site and at this point in time will most likely be under the direction of the local police or whatever local authority arrives on the scene.

Childcare center children will be taken to the tennis courts by the staff. To avoid signal from a cellular telephone setting off a bomb, the Child Care Center Director and the center's secretary will leave the campus before calling parents to initiate emergency pick up for the children. The center's lead teacher and other teachers will remain with the children. Children will only be released to the custodial parent or approved relative.

Under no circumstances during evacuation shall any employee ever touch, move, contact, or attempt to destroy any suspected bomb. Explosive devices are triggered by many different means, including, but not limited to, touch, movement, phones, bells, light, heat, etc. Employees should never get close to a suspected device or disturb anything around it.

Classes will resume as soon as safety conditions permit. Announcements by the college president or designee will be made by means of public media.

## **XII. Fire Drill Procedures**

### Conducting Fire Exit Drills and Evacuations

To ensure that building occupants are prepared for an emergency evacuation, fire drills must be conducted periodically. A safe and orderly evacuation is more important than a quick evacuation.

Fire exit drills are only conducted by or under the direction of the CBC Safety Committee.

Before conducting a practice fire drill, the CBC Safety Committee chairperson will do the following:

- Notify the local fire department.
- Notify the local police department.

Practice fire exit drills should proceed as follows:

- Fire drills should involve all occupants. Everyone should leave the building when the fire alarm sounds. A person may be exempt from a fire drill if it will cause undue hardship (e.g. interrupt an experiment); however, exemptions are strongly discouraged.
- Occupants should close (not lock) doors as they leave the work area. Items that require security may be placed in a locking file cabinet or desk drawer on the way out.
- Department administrators should check all rooms and close doors on their way out.
- All building occupants should gather in the preplanned meeting place.
- Department administrators should take a “head count” to determine if all occupants have left the building.
- Upon completion of the drill the Safety Committee completes a Fire Drill Checklist and forwards it to the affected department heads.

### **XIII. Fall Protection Plan**

Written fall protection procedures establish guidelines to be followed whenever an employee works above dangerous equipment on ramps or runways, or at heights requiring fall protection at the job site. The regulations:

- Are designed to provide a safe working environment, and
- Govern use of fall protection procedures and equipment.

Written procedures for fall protection establish uniform requirements for fall protection training, operation, and practices. The effectiveness of the written fall protection procedures depends on the active support and involvement of all employees who perform the jobs requiring it. This plan's intent is to document procedures that ensure all work requiring fall protection is carried out safely.

#### **Purpose**

COASTAL BEND COLLEGE is dedicated to the protection of its employees, students, and visitors from construction site injuries. All employees of COASTAL BEND COLLEGE and all contractors working on COASTAL BEND COLLEGE property have the responsibility to work safely on the job. The purpose of this plan is to:

- Supplement our standard safety policy by providing safety standards specifically designed to cover fall protection on COASTAL BEND COLLEGE property.
- Ensure that each employee is trained and made aware of the safety provisions, which are to be implemented by this plan.

This program applies to all employees, students, and visitors who might be exposed to fall hazards, except when designated employees are inspecting, investigating, or assessing workplace conditions before the actual start of construction work or after all construction work has been completed.

All fall protection systems selected for each application will be installed before an employee is allowed to go to work in an area that necessitates the protection. The Dean of Administrative Services is the program coordinator/manager and is responsible for its implementation. Copies of the written program may be obtained from the Dean of Administrative Services in the administration building. Certain employees are authorized to inspect, investigate, or assess workplace conditions before construction work begins or after all construction work has been completed. These employees are exempt from the fall protection rule during the performance of these duties. They are:

- Dean of Administrative Services, Physical Plant Director, Assistant Physical Plant Director, and other designated maintenance personnel.

These authorized employees determine if all walking/working surfaces on which our employees work have the strength and structural integrity to support the employees. Our employees and employees of external contractors will not be allowed to work on these surfaces until they have the requisite strength and structural integrity.

All employees, or their designated representatives, can obtain further information about this written program, and/or the fall protection standard from the Dean of Administrative Services in the administration building.

## **Our Duty to Provide Fall Protection**

To prevent falls COASTAL BEND COLLEGE has a duty to anticipate the need to work at heights and to plan our work activities accordingly. Careful planning and preparation lay the necessary groundwork for an accident-free jobsite.

## **Worksite Assessment and Fall Protection System Selection**

This written plan is for all Coastal Bend College property where work exists that will require fall protection.

This fall protection plan is intended to anticipate the particular fall hazards to which our employees, students, and visitors may be exposed. Specifically, we:

- Inspect the area to determine what hazards exist or may arise during the work.
- Identify the hazards and select the appropriate measures and equipment.
- Give specific and appropriate instructions to workers to prevent exposure to unsafe conditions.
- Ensure employees and others follow procedures given and understand training provided.
- Apprise ourselves of the steps our specialty subcontractors have taken to meet their fall protection requirements.

Providing fall protection requires an assessment of each fall situation at a given jobsite. Our criteria for selecting a given fall protection system will generally follow those established at 29 CFR 1926.502, fall protection systems criteria and practices. Each employee exposed to these situations must be trained as outlined later in this plan.

## **Walking/Working Surfaces Not Otherwise Addressed**

We realize there will be situations that are not covered by our written safety plan, for which we have the duty to provide fall protection. All employees exposed to falls of 6 feet or more to lower levels must be protected by a guardrail system, safety net system, or personal fall arrest system except where specified as exception due to circumstances.

## **General Worksite Policy**

1. If any one of the conditions described in the Workplace Assessment is not met for the area or piece of equipment posing a potential fall hazard, then do not perform that work until the condition is met. If you cannot remedy the condition immediately, notify a supervisor of the problem and utilize a different piece of equipment or work in a different area, according to the situation.
2. If the situation calls for use of fall protection devices such as harnesses or lanyards and belts because the fall hazard cannot be reduced to a safe level, then the employee must don such protective equipment before beginning the work and use it as intended throughout the duration of the work.
3. Only employees trained in such work are expected to perform it.
4. All places of employment, job sites shall be kept clean and orderly and in a sanitary condition.
5. All walking/working surfaces must be kept in a clean and, so far as possible, dry condition. Where wet processes are used, drainage shall be maintained, and false floors, platforms, mats, or other dry standing

places should be provided where practicable.

All construction sites shall be kept clean and orderly and in a sanitary condition. Construction sites shall be made inaccessible to the general public by installation of a temporary plastic construction fence and/or highly visible caution signs. In instances where harm may be caused to the general population, plastic construction fence will be required. In other instances, caution signs and/or caution tape may be all that is required.

### **Training Program**

Under no circumstances shall employees work in areas where they might be exposed to fall hazards, do work requiring fall protection devices, or use fall protection devices until they have successfully completed CBC's fall protection training program.

The training program includes classroom instruction and operational training on recognition and avoidance of unsafe conditions and the regulations applicable to their work environment for each specific fall hazard the employee may encounter. The training program is given by the Dean of Administrative Services or a "competent person" qualified in each aspect of the program, and must cover the following areas:

- The nature of fall hazards in the work area.
- Selection and use of personal fall arrest systems, including application limits, proper anchoring and tie-off techniques, estimation of free fall distance (including determination of deceleration distance and total fall distance to prevent striking a lower level), methods of use, and inspection and storage of the system.
- The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used.
- The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used.
- The role of each employee in the safety monitoring system when this is used.
- The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs.
- The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.
- The role of employees in fall protection plans.
- The standards contained in Subpart M of the construction regulations.

The Dean of Administrative Services will identify all current and new employees who require training and schedule the classroom instruction for those employees. Training on the above components will occur both in the classroom and on the job site, as appropriate. Classroom training will cover written policy/procedures on fall protection and include a training video on the subject. Job site instruction will include demonstration of and practice in wearing fall protection equipment and any instruction necessary for a specific job.

The Dean of Administrative Services has overall responsibility for the safety of employees and will verify compliance with 1926.503(a), training program, for each employee that requires training.

The Dean of Administrative Services has the responsibility of determining when an employee who has already been trained, does not have the understanding and skill required by the training program (1926.503(a)).

A written certificate of training is required which must include:

- The name or other identity of the employee trained.
- The date(s) of training.
- The signature of the competent person who conducted the training or the signature of the employer.

Retraining is required when an employee cannot demonstrate the ability to recognize the hazards of falling and the procedures to be followed to minimize fall hazards.

### **Enforcement**

Constant awareness of and respect for fall hazards, and compliance with all safety rules are considered conditions of employment. The college's Dean of Administrative Services, as well as individuals in the Safety and Personnel Department, reserve the right to issue disciplinary warnings to college employees and to external contractors, up to and including termination, for failure to follow the guidelines of this program.

### **Incident Investigation**

All accidents that result in injury to workers, regardless of their nature, are investigated and reported. It is an integral part of any safety program that documentation takes place as soon as possible so that the cause and means of prevention can be identified to prevent a reoccurrence.

In the event that an employee, student, or visitor falls or there is some other related, serious incident (e.g., a near miss) occurs, this plan will be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

### **Plan Changes**

The Dean of Administrative Services will approve any changes to the plan. This plan is reviewed periodically by the Dean of Administrative Services to determine if additional practices, procedures or training needs to be implemented to improve or provide additional fall protection. Workers are notified and trained, if necessary, in the new procedures. A copy of this plan and all approved changes is maintained in the office of the Dean of Administrative Services.

## **XIV. Fire Prevention Plan**

## **Purpose**

Coastal Bend College recognizes the benefits of having a written fire prevention plan (FPP). This plan applies to all operations at Coastal Bend College where employees, students, or visitors may encounter a fire.

This FPP is in place at Coastal Bend College to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. This plan addresses the following issues:

- Major workplace fire hazards and their proper handling and storage procedures.
- Potential ignition sources for fires and their control procedures.
- The type of fire protection equipment or systems, which can control a fire.
- Regular job titles of personnel responsible for maintenance of equipment and systems installed to prevent or control ignition of fires and for control of fuel source hazards.

Under this plan, our employees will be informed of the plan's purpose, preferred means of reporting fires, and other emergencies, types of evacuations to be used in various emergency situations, and the alarm system. The plan is closely tied to our emergency action plan where procedures are described for emergency escape procedures and route assignments, procedures to account for all employees after emergency evacuation has been completed, rescue and medical duties for those employees who perform them. Please see the emergency action plan for this information.

The Dean of Administrative Services is the program coordinator, acting as the representative of the President, who has overall responsibility for the plan. The written program is integrated into the safety manual and distributed to various campus and satellite center locations. The Dean of Administrative Services will review and update the plan as necessary. Copies of this plan may be obtained from the Dean of Administrative Services.

The FPP communicates to employees, policies and procedures to follow when fires erupt. This written plan is available, upon request, to employees, their designated representatives, and any interested person(s) who ask to see it.

If after reading this program, you find that improvements can be made, please contact the Dean of Administrative Services. We encourage all suggestions because we are committed to the success of our emergency action plan. We strive for clear understanding, safe behavior, and involvement in the program from every level of the college.

## **Responsibilities**

Here at COASTAL BEND COLLEGE, the Dean of Administrative Services is responsible for the following activities. He or she must:

- Develop a written fire prevention plan for regular and after-hours work conditions.
- Immediately notify the local fire department (**911**) and/or police departments, and the college President in the event of a fire affecting college properties.
- Integrate the fire prevention plan with the existing general emergency plan covering the building(s) occupied.
- Advise employees of procedures for reporting a fire ( dial 911 from the nearest safe location and report the location of the fire),

- Advise employees of his/her responsibility to determine the location of fire exits, and evacuation routes at each location the employee is assigned.
- If deemed beneficial, conduct drills to acquaint the employees with fire procedures, and to judge their effectiveness.
- Satisfy all local fire codes and regulations as specified.
- Train designated employees in the use of fire extinguishers and the application of medical first-aid techniques.
- Keep key management personnel home telephone numbers in a safe place in the office for immediate use in the event of a fire. Distribute a copy of the list to key persons to be retained in their homes for use in communicating a fire occurring during non-work hours.
- Decide to remain in or evacuate the workplace in the event of a fire.
- If evacuation is deemed necessary, the Dean of Administrative Services ensures that:
- All employees are notified and a head count is taken to confirm total evacuation of all employees.
- When practical, equipment is placed and locked in storage rooms or desks for protection.
- The President of the college is contacted, informed of the action taken, and asked to assist in coordinating security protection.
- In locations where the President of the college is not available, the President's designee will take security measures to protect employee records and property as necessary.

In addition, the Dean of Administrative Services is responsible for duties unique to this facility, such as supervision of annual safety inspections to identify fire hazards and to determine that all fire prevention and fire-fighting equipment is adequate and is readily accessible.

### **Workplace Fire Hazards**

It is the intent of Coastal Bend College to assure that hazardous accumulations of combustible waste materials are controlled so that a fast developing fire, rapid spread of toxic smoke, or an explosion will not occur. Employees are to be made aware of the hazardous properties of materials in their workplaces, and the degree of hazard each poses.

There are no noteworthy fire hazards in addition to those normally found in the workplace.

Fire prevention measures must be developed for all fire hazards found. Once employees are made aware of the fire hazards in their work areas, they must be trained in the fire prevention measures developed and use them in the course of their work. For example, oil soaked rags must be treated differently than general paper trash in office areas. In addition, large accumulations of waste paper or corrugated boxes, etc., can pose a significant fire hazard. Accumulations of materials, which can cause large fires or generate dense smoke that are easily ignited or may start from spontaneous combustion, are the types of materials with which this fire prevention plan is concerned. Matches, welder's sparks, cigarettes, and similar low-level energy ignition sources may easily ignite such combustible materials. It is the intent of Coastal Bend College to prevent such accumulation of materials.

Certain equipment is often installed in workplaces to control heat sources or to detect fuel leaks. An example is a temperature limit switch often found on deep-fat food fryers found in restaurants. There may be similar switches for high temperature dip tanks, or flame failure and flashback arrester devices on furnaces and similar heat producing equipment. If these devices are not properly maintained or if they become inoperative, a

definite fire hazard exists. Again employees and supervisors should be aware of the specific type of control devices on equipment involved with combustible materials in the workplace and should make sure, through periodic inspection or testing, that these controls are operable. Manufacturer's recommendations should be followed to assure proper maintenance procedures.

Fuel is used throughout the plant as an energy source for various systems or equipment. This fuel can be a significant fire hazard and must be monitored and controlled.

The Director of Physical Plant is responsible for control of fuel source hazards such as accumulation of flammable and combustible materials like trash, oily rags, or any other fire hazard.

### **Potential Ignition Sources**

Flammable or combustible materials may not ignite on their own without an external source of ignition.

At Coastal Bend College, the following procedures are used to control known ignition sources:

- The above ground fuel storage tank is located in maintenance area.
- The above ground fuel storage tank is located away from main campus population.
- The above ground fuel storage tank is kept locked and is checked periodically to assure that tank does not leak or otherwise present a fire hazard.

### **Fire Protection Equipment**

Fire protection equipment, in use Coastal Bend College includes the following extinguishers to protect from the various types of fire hazards.

Type of Fire: A, combustibles like wood, paper, etc. Type of Extinguisher: A or ABC, water or dry chemicals  
Type of Fire: B, flammable liquids, gases and greases Type of Extinguisher: B or ABC, foam, carbon dioxide, dry chemicals  
Type of Fire: C, electrical fires Type of Extinguisher: C or ABC, non-conducting agent such as carbon dioxide and dry chemicals

In addition, fire protection equipment includes, fire alarm and sprinkler systems. They are located at various places throughout the Beeville campus and at the Alice, Kingsville, and Pleasanton satellite centers.

### **Maintenance of Fire Protection Equipment**

Once hazards are evaluated and equipment is installed to control them, that equipment must be monitored on a regular basis to make sure it continues to function properly. The following personnel are responsible for maintaining equipment and systems installed to prevent or control fires: The Director of Physical Plant assisted by the Dean of Administrative Services is responsible for the overall state of the physical plant.

The Director of the Physical Plant assisted by the Dean of Administrative Services will follow strict guidelines for maintaining the equipment.

Alarm and sprinkler systems are checked at least once annually. Portable fire extinguishers are checked monthly.

## **Housekeeping Procedures**

The college controls accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire.

Custodial staff, maintenance staff, and/or others report all accumulations of materials that may present a fire hazard to the appropriate supervisor who will then notify either the Physical Plant Director or the Dean of Administrative Services for corrective action.

The following procedures have been developed to eliminate or minimize the risk of fire due to improperly stored or disposed of materials.

Keeping all areas free of paper or saw dust, storing oily rags in specially designed containers, storing all flammables in fire cabinets when not in use, etc.

## **Training**

### **1. Fire Prevention Plan**

At the time of a fire, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In cases where the fire is large, total and immediate evacuation of all employees is necessary. In smaller fires, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued operation of the college. We must be sure that employees know what is expected of them during a fire to assure their safety.

This document is not one for casual reading because casual reading will not suffice in getting the message across.

If passed out as a statement to be read to oneself, some employees will choose not to read it, or will not understand the plan's importance. Training, conducted on initial assignment, includes:

- What to do if employee discovers a fire
- Demonstration of alarm, if more than one type exists
- How to recognize fire exits
- Evacuation routes
- Assisting employees with disabilities
- Measures to contain fire (e.g., closing office doors, windows, etc. in immediate vicinity)
- Head count procedures (see EAP for details)
- Return to building after the "all-clear" signal

Fire prevention and fire safety is part of the ongoing safety plan as covered during monthly safety training meetings.

If the Dean of Administrative Services has reason to believe an employee does not have the understanding required, the employee must be retrained.

The Dean of Administrative Services certifies in writing that the employee has received and understands the fire prevention plan training.

Because failure to comply with CBC policy concerning fire prevention can result in employee injury, an employee who does not comply with this program will be disciplined.

## **2. Fire Prevention Equipment**

The Dean of Administrative Services provides training for each employee who is required to use fire prevention equipment. Employees shall not use fire prevention equipment without appropriate training. Before an individual is assigned responsibility to fight a fire, training will include the following:

- Types of fires
- Types of fire prevention equipment
- Location of fire prevention equipment
- How to use fire prevention equipment
- Limitations of fire prevention equipment
- Proper care and maintenance of assigned fire prevention equipment and
- no training specific to Coastal Bend College

Employees must demonstrate an understanding of the training and the ability to use the equipment properly before they are allowed to perform work requiring the use of the equipment.

If the Dean of Administrative Services has reason to believe an employee does not have the understanding or skill required, the employee must be retrained.

## **XV. Forklift Operation Plan**

It's hard to imagine any tool more important to materials handling than the powered industrial truck-the forklift.

Like many organizations, COASTAL BEND COLLEGE relies on these versatile vehicles to load, unload, and move stock and other materials.

This written Forklift Operation Program establishes guidelines to be followed whenever any of our employees work with powered industrial trucks at this company. The rules established are to be followed to:

- Provide a safe working environment,
- Govern operator use of powered industrial trucks, and
- Ensure proper care and maintenance of powered industrial trucks.

The procedures here establish uniform requirements designed to ensure that powered industrial truck safety training, operation, and maintenance practices are communicated to and understood by the affected employees. These requirements also are designed to ensure that procedures are in place to safeguard the health and safety of all employees.

For forklift safety, Coastal Bend College utilizes the guidelines of OSHA's 29 CFR 1910.176 and 1910.178. These regulations have detailed requirements for powered industrial truck operator training and for powered industrial truck operations.

### **Administrative Duties**

The Physical Plant Director is our Forklift Operation Program Coordinator, acting as the representative of the Dean of Administrative Services, who has overall responsibility for the plan. Copies of this written program may be obtained from the Dean of Administrative Services, the safety committee chairperson, or any member of the safety committee.

### **Powered Industrial Trucks at Our Workplace**

COASTAL BEND COLLEGE uses these powered industrial trucks as follows:

<b><u>Make and model:</u></b>	<b><u>Serial #</u></b>	<b><u>Quantity:</u></b>	<b><u>Primary Use</u></b>
Caterpillar GP25	5AM92612	1	Used by maintenance to load and unload stock and supplies.
Nissan	PFO2M20	1	Used by maintenance to load and unload stock and supplies

### **Training**

The Physical plant director will identify all new employees in the employee orientation program and make arrangements with department management to schedule training.

Before we begin training a new employee, our Forklift Operation Program Administrator, (the Physical Plant director), determines if the potential powered industrial truck operator is capable of performing the duties necessary to be a competent and safe driver. This is based upon his/her physical and mental abilities to perform job functions that are essential to the operation of the vehicle.

These capabilities include the level at which the operator must:

- See and hear within reasonably acceptable limits. This includes the ability to see at a distance and peripherally. In certain instances, it is also necessary for the driver to discern different colors, primarily red, yellow, and green.
- Endure the physical demands of the job.
- Endure the environmental extremes of the job, such as the ability of the person to work in areas of excessive cold or heat. An operator must be able to climb onto and off of a truck, to sit in the vehicle for extended periods of time, and to turn his/her body to look in the direction of travel when driving in reverse.

Once our Physical Plant Director determines that a potential operator is capable of performing powered industrial truck duties, the following person(s) will conduct initial training and evaluation: Only certified fork lift operators will train employees on powered industrial truck operations. The instructor(s) have the necessary knowledge, training, and experience to train new operators of powered industrial trucks.

### **Initial Training**

During an operator's initial training, the instructor(s) will combine both classroom instruction and practical training.

Our classroom instruction includes the following formats: Lecture, discussion, videos, and hands on training. Classroom instruction, itself, covers all aspects regarding safe operation of forklifts.

Our practical training includes demonstrations performed by the trainer and practical exercises by the trainee. Before they begin their job, all powered industrial truck operators are trained and tested on the equipment they will be driving.

Each type of powered industrial truck has a different "feel" to it, and that makes operating it slightly different from operating other industrial trucks. The work areas where these trucks are being used also present particular hazards. For these reasons, it is impractical to develop a single "generic" training program that fits all of our powered industrial trucks. Accordingly, during training, COASTAL BEND COLLEGE covers the operational hazards of our powered industrial trucks, including but not limited to the following:

- General hazards that apply to the operation of all or most powered industrial trucks;
- Hazards associated with the particular make and model of the truck.
- Hazards of the workplace in general.
- Hazards of the particular workplace where the vehicle is operated.

If each potential operator has received training in any of the elements of our training program, and is evaluated to be competent, they need not be retrained in those elements before initial assignment in the workplace. The

training must be specific for the types of trucks that employee will be authorized to operate and for the type of workplace in which the trucks will be operated.

### **Training Certification**

After an employee has completed the training program, the instructor will determine whether the potential driver can safely perform the job. At this point, the trainee will take a performance test or practical exercise through which the instructor(s) will decide if the training has been adequate. All powered industrial truck trainees are tested on the equipment they will be driving.

The Physical plant director is responsible for keeping records certifying that each employee has successfully completed operator training and testing. Each certificate includes the name of the driver, the date(s) of the training, and the name of the person who did the training and evaluation.

### **Performance Evaluation**

Each certified powered industrial truck operator is evaluated at least once every 3 years to verify that the operator has retained and uses the knowledge and skills needed to drive safely. The Physical Plant Director does this evaluation. If the evaluation shows that the operator is lacking the appropriate skills and knowledge, the operator is retrained by our instructor(s).

### **Refresher Training**

Refresher training is triggered by any of the following situations:

- If the operator is involved in an accident or a near-miss incident.
- If the operator has been observed driving the vehicle in an unsafe manner.
- When the operator is assigned to a different type of truck.
- If it has been determined during an evaluation that the operator needs additional training.
- When there are changes in the workplace that could affect safe operation of the truck. This could include a different type of paving, reconfiguration of the storage racks, new construction leading to narrower aisles, or restricted visibility.

### **Certified Operators**

Under no circumstances shall an employee operate a powered industrial truck until he/she has successfully completed this company's powered industrial truck training program. Regardless of claimed previous experience, all new operators must at least undergo a performance evaluation.

## **Inspections**

### **Pre-Operational Inspection Procedures**

To ensure the safe operating condition of the vehicle, CBC policy requires operators to perform pre-operational equipment checks on powered industrial trucks prior to the beginning of each shift in which those trucks will be utilized. Prior to vehicle operation, a pre-operational truck inspection must be performed and the pre-operational checklist must be completed, signed, and turned in to the supervisor.

### **Periodic Inspection Procedures**

Periodic inspections are in conjunction with the particular powered industrial truck's maintenance or service schedule. Maintenance schedules are normally expressed in days and operating or running hours. Before using a forklift, the operator is responsible for performing maintenance and safety inspections.

Most manufacturers' operator instruction manuals contain the recommended maintenance schedule. Authorized workshops and/or service technicians will complete inspections and maintenance or repair beyond the recommended service schedules.

## **Operating Procedures**

Powered industrial trucks can create certain hazards that only safe operation can prevent. That's why we have created sets of operating procedures. Our operating procedures follow.

### *Driving*

Driving a powered industrial truck is fundamentally different than driving a standard automobile or other standard trucks. In fact, powered industrial trucks:

- Are usually steered by the rear wheels,
- Steer more easily loaded than empty,
- Are driven in reverse as often as forward,
- Are often steered with one hand, and
- Have a center of gravity toward the rear, shifting to the front as forks are raised.

Unlike standard automobiles, some powered industrial trucks have a greater chance of tipping over when suddenly turned. Because of the design of powered industrial trucks, they have a very short rear wheel swing. This means that, at high speeds, sudden turns can tip them and could result in serious injury and damage. Speed can cause the center of gravity to shift dramatically. Similarly, speeding over rough surfaces can cause tipping.

Although structurally different than standard automobiles, powered industrial trucks, like standard automobiles, can collide with property and people. Therefore it is our policy for all operators to follow these driving procedures:

- Proceed with utmost caution.
- Maintain a safe speed.
- Avoid sharp turns.
- When possible avoid rough or uneven surfaces (if unavoidable, reduce vehicle speed).
- Maintain a clear view of the direction of travel.
- Always allow pedestrians the right of way.

## **Load Lifting and Carrying**

Powered industrial trucks can lift only so much. Each truck has its own load capacity, which is indicated on the

rating plate. Powered industrial trucks also have three-point suspension that forms an imaginary triangle from the left front wheel to the right front wheel to the point between the two back wheels. The center of gravity for a powered industrial truck must lie somewhere within this triangle or else the truck will tip over. The load and its position on the forks, as well as traveling speed and slopes, all affect the center of gravity. Loads, themselves, have gravity with which to contend. Loads need special care so that they do not fall.

### **Fuel Handling and Storage**

Some of our powered industrial trucks operate with highly flammable and combustible fuels.

The storage and handling of liquid fuels, including gasoline and diesel fuel are done in accordance with NFPA Flammable and Combustible Liquids Code (NFPA 30-1969).

The physical plant director instructs all employees in safe handling and use of flammable liquids. Employees are also made aware of the specific OSHA guidelines for what they are doing with the liquids.

### **Battery Charging and Changing**

Batteries present a hazard because they contain corrosive chemical solutions, either acid or alkali. During recharging, a worker may be exposed not only to the acid solution, but also to hydrogen gas that is produced during the recharging process. Because of the hazards involved in battery charging and changing, only personnel who have been trained in the appropriate procedures, understand the dangers involved, and know the appropriate precautions to take may be allowed to perform this work.

Smoking is prohibited in charging areas. Battery charging generates hydrogen gas, which may present an explosion hazard. This precaution also applies to open flames, sparks, or electric arcs. An effective means of fire protection must be provided in the area.

### **Carbon Monoxide Awareness**

Powered industrial trucks with internal combustion engines produce carbon monoxide (CO), an odorless, colorless, and deadly gas produced by the incomplete burning of any material that contains carbon. These materials include gasoline, natural gas, propane, coal, and wood. The most common source of CO is the internal combustion engine. Trucks, cars, forklifts, floor polishers, pressure washers, or any other machine powered by fossil fuels generates CO.

If inhaled, CO restricts the ability of your blood system to carry oxygen to the body tissues that need it. Overexposure combined with less oxygen results in carbon monoxide poisoning. Mild poisoning can result in headaches, tightness in the chest, dizziness, drowsiness, inattention, fatigue, flushed face, or nausea. If you continue exposure lack of coordination, confusion, weakness, or loss of consciousness may result. A heart condition, smoking, taking drugs or alcohol, and pregnancy can aggravate CO poisoning. Physical activity, too, can make a situation worse. That's because your body needs more oxygen to exert itself. Severe poisoning can kill you within minutes, sometimes without warning symptoms. The more CO there is in the air and the longer the exposure, the greater the danger.

### **Pedestrians**

Because powered industrial trucks are typically used near pedestrians, we require both pedestrians and powered industrial truck operators to watch out for each other.

## **Maintenance**

Investing time and effort into the proper upkeep of our equipment results in day-to-day reliability. Keeping up with the manufacturer's recommended maintenance and lubrication schedules, and completing the proper records, will also increase our trucks' longevity and enhance its resale value.

## **Pre-Operational Inspection Procedures**

The company requires operators to perform pre-operational equipment checks on powered industrial trucks prior to the beginning of each shift in which those trucks will be utilized to ensure the safe operating condition of the vehicle. A pre-operational check is performed prior to use, by completing a truck inspection checklist.

A supply of these forms is provided in each charging and parking area within user departments.

No blank spaces are allowed on the form. If an item does not apply, we use the code N/A. We also require that operators fill out the comment section thoroughly and accurately if there are any operational or visual defects. That way our Maintenance Department can pinpoint and repair the problem before the truck becomes unsafe to operate.

Our pre-operational inspection procedures used by operators include:

A general daily checklist must include the operator's signature, the current date and time, the powered industrial truck number, and the hour meter reading.

Check each of the areas that pertain to your powered industrial truck. The powered industrial truck check list will include, but may not be limited to the following items.

Tire Condition, Head/Tail Lights, Warning Lights, Battery Fluid, Battery is Secured, Battery Indicator, Seat belts, Forks, Mirrors, Overhead Guard, Gauges, Clutch, Steering, Service Brake, Parking Brake, Hydraulic Controls, Hose Reel, Engine Oil, Mast, Fuel System Leaks and Fuel Level, Horn, Cleanliness of Vehicle, Water Level & Hoses, Physical Damage to Body, Forks, Mast or other items, Missing Or Loose Parts or Bolts,

Do not leave blank spaces on the checklist form. If an item does not apply, use the code N/A.

The Physical Plant Director or his designee is responsible for retaining all truck inspection checklist forms for each vehicle for 6 months.

## **General operating tips that apply to the operation of powered industrial trucks**

Although structurally different than cars, powered industrial trucks, like cars, can collide with property and people. Therefore it is our policy for all operators to follow these driving procedures:

- Use only powered industrial trucks approved for the location of use.
- Only start/operate a powered industrial truck from the designated operating location.
- Observe all traffic regulations, including campus speed limits and keeping to the right.
- Yield the right of way to pedestrians and emergency vehicles.
- Maintain safe distances from other powered industrial trucks ahead (typically three truck lengths).
- Travel at speeds that will permit vehicles to stop safely at all times, under all road and weather conditions.
- Avoid quick starts/changes of direction.

- Turns must be negotiated by reducing speed and turning the steering wheel with a smooth, sweeping motion.
- Maintain forks in proper position.
- Drive properly in reverse.
- Cross railroad tracks at an angle, never a right angle.
- Do not engage in stunt driving and horseplay. (Horseplay may cost you your job).
- Drive slowly over wet or slippery surfaces.
- When the forks are empty, travel with the forks at a negative pitch as low to the floor as practical.
- when the operating terrain warrants, adjust the height of the forks to a safe level.
- When operating a narrow aisle reach truck that is unloaded, do not travel until the forks are fully retracted and positioned at a negative pitch as low to the floor as practical.
- Approach elevators slowly and squarely. Once on an elevator, neutralize controls, shut off power, and set the brakes.
- Direct motorized hand trucks into elevators with loads facing forward.
- Do not run over loose objects on roadway surfaces.
- Slow down and sound the horn and look at intersections, corners, and other locations where vision is obstructed.
- Do not pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
- Maintain a clear view of the direction of travel at all times. Look in direction of travel.
- Keep unauthorized personnel from riding on powered trucks, and provide a safe place to ride where riding on trucks is authorized.
- Keep all body parts within truck.
- Do not allow anyone to place their arms or legs between the uprights of the mast or outside the running lines of the truck.
- Do not drive trucks up to anyone standing in front of a bench or other fixed object.
- A vehicle is considered "unattended" when an operator is 25 feet or more away from a vehicle which remains in view, or whenever an operator leaves a vehicle and it is not in view.
- Unattended trucks must be secured by: - Fully lowering forks or other attachments (when unloaded, tilt the forks forward first and then lower them to the ground until the tips of the forks come in contact with the ground; - Neutralizing controls; - Shutting off power; and - Setting brakes.
- Secure trucks when dismounted operators are within 25 feet of a vehicle still in view by: - Fully lowering the load; - Neutralizing controls; and - Setting brakes.
- Be aware of headroom under overhead installations, lights, pipes, door beams, and sprinkler systems.
- Do not block access to fire or emergency exits, stairways, fire equipment, or electrical panels.
- Sound the horn or other audible warning device at all intersections and corners to warn pedestrians.
- Maintain safe distances from the edges of ramps or platforms while on any elevated dock, platform, or freight car.
- Dock boards and bridge plates must be secured before vehicles cross over them. Be sure they do not exceed rated weight limits.
- When ascending or descending a grade or incline: - Proceed slowly and with caution; - Tilt or raise the forks and attachments only as far as necessary to clear the road surface; and - Sound the horn before ascending or descending.
- Do not park on inclines, ramps, or dock plates. If you must park on an incline, block the wheels.
- Do not use powered industrial trucks for any purpose other than what they were designed.
- Clean up all fluid leaks (oil, hydraulic, transmission, etc.) from the floor.

- Do not operate a powered industrial truck with a leak in the fuel system until the leak has been corrected.
- If the warning device (like a warning lamp or sound-producing device) comes on, stop the truck as soon as possible.
- Follow manufacturer's recommended emergency procedures for fire or tip over and be familiar with manufacturer's emergency equipment.
- Do not modify a powered industrial truck.
- Report all powered industrial truck accidents involving employees, building structures, and equipment to department management.

## **XVI. General Physical Plant Safety Program**

### **Administration**

The Physical Plant Director is the program coordinator, acting as the representative of the Dean of Administrative Services, who has overall responsibility for the plan. Copies of this plan may be obtained from the Dean of Administrative Services.

### **Housekeeping**

Good housekeeping is possibly the most visible evidence of administration and employee concern for safety and health that Coastal Bend College displays on a day-to-day basis. Orderliness in the workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc.

The main purpose of the housekeeping written procedures is to set standard procedures for daily, weekly, monthly, and even annual clean-up procedures. Setting such standard procedures saves money by streamlining area maintenance and providing an ongoing effort that keeps disorder from getting out of control or dangerous.

These procedures serve as the written procedures for basic/general housekeeping at Coastal Bend College. All of these rules are to be housekeeping standards of practice in all Coastal Bend College facilities. Clean facilities help ensure a safe work environment at all times and in all areas of the college.

### **Housekeeping Procedures Apply To**

All classrooms, laboratories, offices, hallways, restrooms, grounds, storage buildings, storage closets, living quarters, and all other areas that serve students, employees, and visitors to Coastal Bend College facilities.

### **Specific Procedures**

Sweeping, mopping, stripping floors, waxing floors, cleaning of bathrooms, dusting, emptying trash containers, and other custodial type duties including but not limited to event set-up and tear-down. At least once annually all VCT type flooring will be stripped, mopped, and waxed.

### **Special Procedures**

All areas of Coastal Bend College where any type of construction is in progress, the appropriate construction personnel will identify hazards and the area will be cordoned off as necessary to keep all non-construction personnel away from the hazards of the construction site. Typically the area is made non-accessible to non-construction personnel by erecting a temporary construction fence such as orange plastic netted construction fence.

Caution signs will be displayed when garden hoses, electrical cords, or other tripping hazards are being utilized in areas where there is pedestrian traffic.

Groundskeepers will be instructed in proper safety procedures to follow in the use of hazardous gardening equipment. . Groundskeepers will be instructed to at all times be aware of students, other employees, and visitors when operating hazardous gardening equipment such as lawn mowers, weed eaters, chain saws, etc

These housekeeping and construction procedures are to be performed by all contractors fulfilling contracts on Coastal Bend College property. The Dean of Administrative Services, assisted by the Physical Plant Director is responsible for maintaining the workplace in a clean and safe state.

### **Machine Safety/Equipment Usage**

At Coastal Bend College we choose to follow the guidelines governing machine safety and equipment usage as found in OSHA's Subpart O, Machinery and Machine Guarding, and Subpart P, Hand and Portable Powered Tools and Other Hand-Held Equipment. These guidelines have general requirements for all machines and equipment and very specific requirements for particular machines and equipment. This manual deals mostly with the general safety requirements to follow when working with machines and equipment.

These written machine safety and equipment usage procedures establish guidelines to be followed whenever any employee works with machines or equipment at Coastal Bend College.

The rules established must be followed in order to:

- Provide a safe working environment,
- Govern operator use of machines and equipment, and
- Ensure proper care and maintenance of machines and equipment.

These written machine safety and equipment usage procedures establish uniform requirements designed to ensure that machines and equipment safety training, operation, and maintenance practices are communicated to and understood by the affected employees. These requirements also are designed to ensure that procedures are in place to safeguard the health and safety of all employees.

It is the policy of Coastal Bend College to permit only trained and authorized employees to operate machinery or equipment at any time. This policy is applicable to both daily operators of machinery and equipment and those who only occasionally have cause to use machinery or equipment.

It is the policy of Coastal Bend College that all types of machines found in our workplace be covered by these Machine Safety/Equipment Usage procedures. This includes both heavy and light duty machinery. In addition to forklifts, bucket lifts, etc., all vacuum devices, buffers, floor waxing machines, and all other machines typically used by custodial staff will also be used in accordance with CBC safety standards.

Before beginning operation of any piece of equipment or machinery covered by these procedures, the employee is to perform the following pre-operational procedures:

- Post warning signs as required.
- Perform a visual inspection of machinery.
- Complete proper cleaning of machinery at the end of each use cycle.
- Perform visual inspection of electrical cords and plugs.
- Provide immediate notification to supervisor of any problems encountered with machinery.

While operating a piece of machinery or equipment the employee is to do so according to the following procedures:

- Do not leave equipment unattended even for short periods of time.

- Cease operation of equipment if students, faculty, staff, visitors or anyone comes within an unsafe distance of the machinery or equipment being used.

There are machinery specific safety procedures for the following pieces of machinery and/or equipment:

- Forklifts are to be operated only by employees that have a valid forklift operator's license.
- Employees operating weed eaters, lawn mowers, leaf blowers, and other lawn and garden equipment must be especially sensitive to the safety of students, faculty, staff, visitors, or others. This may require that lawn and garden equipment not be operated during times of peak pedestrian traffic on campus.

It is the policy of Coastal Bend College to permit only trained and authorized employees to operate machinery or equipment at any time. This policy is applicable to both daily operators of machinery and equipment and those who only occasionally have cause to use machinery or equipment.

It is the policy of CBC that all employees will receive proper training on use and care of machinery and equipment they are required to use. Training time will vary depending on the complexity of the equipment being used.

### **Lifting/Back Safety**

Due to the prevalence and severity of back injuries throughout business and industry, back safety awareness and safe lifting guidelines are necessary. Improper lifting, falling, stretching, overextending, and other workplace mishaps can injure backs. Lifting improperly is the largest single cause of back pain and injury. To reduce back injury incidence, Coastal Bend College has instituted these proper lifting techniques and other back safety measures.

Back safety training is in place to create an awareness of the hazard among our workforce, to standardize lifting techniques, and to specify alternative materials-handling measures. Alternative lifting means are recommended when lifting or moving materials by hand could pose an injury hazard.

To provide a safe working environment, Coastal Bend College policy requires the procedures for safe lifting to be followed. The college has implemented these procedures on safe lifting practices to ensure that employees are trained to protect themselves from the hazards of improper lifting practices.

The effectiveness of the back safety training plan depends upon the active support and involvement of all affected employees.

The following points outline good lifting practices and procedures and the safe lifting techniques that are taught to employees to minimize their risk of back injury and pain. These practices are written with the lifter in mind. Lifting remains an important function despite the level of mechanization found in the workplace today, so attention must be directed toward safe lifting practices. When they must lift anything as part of their job duties, all employees at the college will lift according to the following safe and proper lifting techniques. Keep in mind that the back is the body's foundation, that it supports the entire body, and therefore extreme caution must be taken to protect oneself against back injury.

### **Causes of Back Problems**

- Heavy lifting

- Twisting and lifting at the same time
- Lifting objects with odd shapes
- Reaching and lifting objects
- Bending and overexerting
- Lifting items whose weights vary
- Failure to bend the knees, keep the back straight, and lift with the legs

Not only workers who lift heavy objects are at risk of back injury, but workers who sit all day are also at risk. Their main hazard is their tendency to slouch while sitting. When people slouch they are committing ""back attack"". They are abusing their entire body's foundation by making ligaments instead of muscles do all the work. Even though good sitting posture will keep your spine in balanced alignment, no one sitting posture is ideal. The worker who typically sits all day must move around and must adjust his/her chair periodically to help prevent backache, fatigue, or even possible back injury. Some other measures to take to avoid back injury are:

- Don't jump from seemingly short heights, such as loading docks, trucks, or platforms. The shock upon landing can jar and injure your back.

### **Lift correctly**

- Squat down with your knees bent and keep your back straight.
- Grasp the load firmly and rise up.
- Use your legs to lift the load.
- When lifting, avoid bending or twisting.
- When required to work lying on your back, keep your knees bent in order to keep your back flat and protected from injury.

### **Avoid Injury When Lifting**

- Size up the load.
- Carefully put force against the object to determine its weight.
- Plan the job.
- Plan a route that is free of tripping and slipping hazards.
- Plan the lift through by lifting the load in your mind first.
- Establish a base of support.
- Keep your feet shoulder-width apart and staggered for a firm base of support.
- Bend your knees. Bend at the knees, not at the waist.
- Get a good grip. Grip the load firmly, using more than just your fingers.
- Keep the load close to the body. The closer to your spine, the less force it exerts on your back.
- Lift with your legs. Lifting with your legs allows your body's powerful leg muscles to do the work.
- Avoid bending at the waist.
- Pivot rather than twist. Don't twist your body when moving objects. Pivot your feet and turn your entire body in the direction of movement.

Alternative materials-handling techniques for carrying or moving loads are to be used whenever possible to minimize lifting and bending requirements. These alternative materials-handling techniques include:

- Before lifting any heavy object ask yourself: Is this too heavy for me to lift and carry alone?

- How high do I have to lift the object?
- How far do I have to carry the object?
- Am I trying to impress anyone by lifting the object?
- Can the object(s) be broken down into smaller and lighter loads?
- Is machinery such as a forklift more appropriate for the load?

## **Chemical Handling**

Some chemicals can be extremely dangerous if not handled in the proper way. To protect employees and ensure the safe handling and storage of chemicals at Coastal Bend College, we have developed these chemical storage and handling procedures. These procedures are in addition to regulation-specific precautions related to chemicals.

- Personal protective equipment (PPE) provides a means of protection when handling chemicals. All CBC employees are required to wear approved personal protective equipment.
- Standard storage procedures for chemicals are according to the following: Any and all hazardous chemicals will be contained in locked facilities and will be accessible only to personnel trained in the proper care and use of those chemicals.

Even though Coastal Bend College is not involved in any type of manufacturing process using chemicals, there are chemicals found on our campus and at our off campus centers. There are solvents, paints, and cleaners that can explode, corrode, or catch fire, Many chemicals are poisonous, or react disastrously with other chemicals or conditions. All chemicals, even those seemingly harmless ones, must be handled carefully. Most chemicals are capable of producing health effects that may show up right away or only after a long time period. Be aware that chemicals can enter the body through skin and eye contact causing burns, rashes, dermatitis, skin irritation, and even blindness. Entry can also be through inhalation causing dizziness, nausea, or headache. Inhalation can also cause pain and injury to the nose, throat, and lungs. Ingesting chemicals can damage the stomach, liver, or other organs. It is important that spills and leaks be cleaned up quickly and correctly. In the event of a chemical spill, evacuate the area immediately and notify the Dean of Administrative Services and/or the Physical Plant Director. If neither of these individuals are available, notify the CBC President's office. The personnel notified will determine if the spill requires professional assistance. Coastal Bend College requires proper training for individuals working with hazardous materials and/or chemicals. The HazCom Standard was established to protect the health and safety of employees. The HazCom Standard ensures your right to know about potential dangers. To keep employees informed and for the safety of all employees CBC has developed a written HazCom program.

The most important elements of the Coastal Bend College HazCom Program are:

- Warning labels on any containers of hazardous materials.
- Material Safety Data Sheets (MSDS) on all hazardous chemicals and materials are kept on computer in the Administrative Service Director's office. The MSDS's are web based and are kept up to date through annual subscription.
- MSDS's for materials used in the operation of the physical plant are kept on file in the office of the Physical Plant Director.
- All departments using hazardous chemicals or materials maintain a file of MSDS's on those materials. These are available in Division Chair's and instructor's offices and often are posted within the department.

Coastal Bend College recognizes its responsibility in protecting employees, students, and others from hazardous chemicals and materials. Employees must be partners in protection against chemical hazards. Employees are responsible for carefully reading the important information on all labels and requesting material safety data sheets and training materials when in doubt about a particular material or chemical. If an employee doesn't understand handling procedures or some other aspect of a chemical or material the employee should ask his/her supervisor for explanation. Keep in mind the following basic rules for chemical safety:

- Before working with chemicals, read container labels and Material Safety Data Sheet Wear appropriate personal protective equipment that is properly fitted.
- Never sniff a chemical to determine what it is.
- When mixing with water is required add acids to water, never add water to acids.
- When required to mix corrosives or solvents, mix slowly and remain observant.
- Know the locations of eyewash stations and safety showers.
- After working with chemicals, do not eat, drink, or smoke until your hands are well washed.

In the event that hazardous materials are required on CBC properties, all OSHA-mandated storage and handling procedures will be followed.

### **Marking and Labeling**

Marking and labeling of equipment, chemicals, and areas of the physical plant is an important safety communication method. To make safe work practices and identification of hazards easier, we have instituted standardized practices regarding marking and labeling. These marking and labeling guidelines are in place to protect employees, students, and visitors to our facilities.

## **XVII. Hazard Communication Program**

Coastal Bend College utilizes OSHA's Hazard Communication Standards for the CBC hazard communication plan: The basic components of the plan are as follows:

- Compiling a list of hazardous chemicals
- Keeping material safety data sheets readily available
- Making certain that containers are labeled
- Training CBC employees at each site.
- In addition, if any hazardous chemicals are in use in contract work areas, we provide this same information to contractors and subcontractors involved in specific projects so that they may provide this information and train their employees.

This program applies to all work operations at Coastal Bend College where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The Dean of Administrative Services is the program coordinator, acting as the representative of the President, who has overall responsibility for the program. The Dean of Administrative Services will review and update the program, as necessary. Copies of this program may be obtained from the Dean of Administrative Services' office in the administration building.

All employees, or their designated representatives, can obtain copies of this written program, the hazard communication standard, applicable MSDS's, and chemical information lists from the Dean of Administrative Services in the administration building. Under this program, our employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals.

If after reading this program, you find that improvements can be made, please contact the Dean of Administrative Services. Because we are committed to the success of our written hazard communication program, we encourage all suggestions. We strive for clear understanding, safe behavior, and involvement in the program from every level of the college.

### **Hazard Evaluation Procedures**

Our chemical inventory is a list of hazardous chemicals known to be present in our workplace. Anyone who comes into contact with the hazardous chemicals on the list needs to know what those chemicals are and how to protect himself or herself. That is why it is so important that hazardous chemicals are identified, whether they are found in a container or generated in work operations (for example, welding fumes, dusts, and exhaust fumes). The hazardous chemicals on the list can cover a variety of physical forms including liquids, solids, gases, vapors, fumes, and mists. Sometimes hazardous chemicals can be identified using purchase orders. Identification of others requires an actual inventory of the facility. It is the responsibility of each department at the college to keep an up to date inventory of all hazardous chemicals found within the department.

In each department, the department head is responsible for updates to the inventory as necessary.

No later than September 15<sup>th</sup> each year the department head must update his/her inventory of hazardous chemicals and related MSDS's and appropriately notify all affected employees and/or students.

Copies of the updated hazardous chemical list must be forwarded to the Dean of Administrative Services where a copy will be kept on file. In addition to the list of hazardous chemicals used, each CBC department head will also keep on file and will provide training on related safe work practices relating to chemical used. These materials must be readily accessible to all interested parties.

After the chemical inventory is compiled, it serves as a list of every chemical for which an MSDS must be maintained.

### **Material Safety Data Sheets (MSDS's)**

The MSDS's we use are fact sheets for chemicals that pose a physical or mental health hazard in the workplace. MSDS's provide our employees and students with specific information on the chemicals they use.

The Dean of Administrative Services is responsible for obtaining/maintaining the MSDS's at our facility. He/she will contact the chemical manufacturer or vendor if additional research is necessary. The MSDS may be kept as available computer files or they may be kept as hard copies. In addition, each department at CBC also keeps copies of MSDS's for chemicals used by their departments.

Employees can obtain access to MSDS's by verbal or written request.

### **Labels and Other Forms of Warning**

Labels must contain information regarding the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. The chemical identity is found on the label, the MSDS, and the chemical inventory. Therefore, the chemical identity links these three sources of information. The chemical identity used by the supplier may be a common or trade name, or a chemical name. The hazard warning is a brief statement of the hazardous effects of the chemical (i.e., "flammable," or "causes lung damage"). Labels frequently contain other information, such as precautionary measures (i.e., "do not use near open flame"), but this information is provided voluntarily by our company and is not required by the rule. Our labels are legible and prominently displayed, though their sizes and colors can vary.

Each department head is responsible for ensuring that all hazardous chemicals found in their department are properly labeled and updated, as necessary. Each department head also ensures that newly purchased materials are checked for labels prior to use.

Department heads are also responsible for ensuring the proper labeling of any shipped containers.

The Dean of Administrative Services will refer to the corresponding MSDS to assist employees in verifying label information.

No labels are required on temporary use portable containers if the following conditions are met:

- Employees transfer chemicals from a labeled container to a portable container that is intended only for their IMMEDIATE use.
- The temporary use container will at no time leave his/her possession.

The following procedures are used to review and update label information when necessary and to ensure that labels that fall off or become unreadable are immediately replaced: The Dean of Administrative Services, Physical Plant Director, Department heads, and Safety Committee members will periodically inspect

containers. When containers are found that require new or replacement labels, Department heads will see that immediate attention is given to labeling needs.

## **Training**

The appropriate department head will provide everyone who works with or is potentially "exposed" to hazardous chemicals initial training and any necessary retraining on the Hazard Communication Standard and the safe use of those hazardous chemicals. "Exposure" means that "a student, employee, and/or visitor is subjected to a hazardous chemical in the course of study and/or employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc. and includes potential (e.g., accidental or possible) exposure." Whenever a new hazard is introduced or an old hazard changes, additional training is provided.

Information and training is a critical part of the hazard communication program. We train our employees to read and understand the information on labels and MSDS's, to determine how the information can be obtained and used in their own work areas, and to understand the risks of exposure to the chemicals in their work areas as well as the ways to protect themselves.

Our goal is to ensure employee comprehension and understanding including being aware that they are exposed to hazardous chemicals, knowing how to read and use labels and MSDS's, and appropriately following the protective measures we have established. We encourage our students and employees to ask questions of faculty, Department Heads, Safety Committee Chairperson and/or Dean of Administrative Services whenever there is any doubt about any chemical or material (hazardous or non-hazardous). As part of the assessment of the training program, the Dean of Administrative Services asks for input from employees regarding the training they have received, and their suggestions for improving it. In this way, we hope to reduce any incidence of chemical source illnesses and injuries.

All employees receive training for hazard communication.

## **Training Content**

Training content provided by the Dean of Administrative Services is very broad and all encompassing. It is the responsibility of the Department Head to provide detailed training on hazardous material and chemicals found in individual departments.

The training provided by the Dean of Administrative Services is presented mostly in this document, interoffice memoranda, and by electronic means such as the Coastal Bend College web site and by e-mail. It is the responsibility of Department Heads to see that detailed information is disseminated to all students and employees within their department. The format for training within individual departments is determined by the department head.

The training plan must emphasize these elements:

- Summary of the standard and this written program, including what hazardous chemicals are present, the labeling system used, and access to MSDS information and what it means.
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).

- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- Procedures to protect against hazards (e.g., engineering controls; work practices or methods to assure proper use and handling of chemicals; personal protective equipment required, and its proper use, and maintenance; and procedures for reporting chemical emergencies).

The procedures used to train new employees at the time of their initial assignment is also the responsibility of the Department Head. The Department Head must train all employees (both old and new) when a new hazard is introduced into their department.

In cases where hazardous chemicals are in use, certificates are signed by employees and students upon completion of their training and are kept by the faculty and/or the Department Head.

### **Hazards of Non-routine Tasks**

When employees are required to perform any hazardous non-routine tasks that have the potential to expose workers to hazardous chemicals, we inform employees of any existing hazards.

### **Multi-Employer Facility**

When contractors or any other employers' workers (i.e., painters, electricians, or plumbers) will be working at this workplace, the Dean of Administrative Services will:

- Provide the other employer(s) with MSDS's for any of our chemicals to which their employees may be exposed in the following manner: The Dean of Administrative Services will provide notification to the contractor's foreman or supervisor who will in turn notify the appropriate personnel at the job site.
- The Dean of Administrative Services will also relay necessary label and/or emergency precautionary information to the contractor's foreman or supervisor for dissemination to the appropriate employees of the contractor.

Each contractor bringing chemicals on-site must provide the Dean of Administrative Services with the appropriate hazard information on these substances, including the MSDS's, the labels used and the precautionary measures to be taken in working with these chemicals.

## **XVIII. Housekeeping Program**

Good housekeeping is a necessary requirement for maintaining safety at all Coastal Bend College facilities and construction sites. Clean and tidy work sites hold fewer hazards for all employees, students, and visitors. Accidents and injuries are avoided and productivity is improved where good housekeeping is a daily occurrence. This document informs interested persons, including employees, that our company is complying with OSHA's housekeeping guidelines, including:

- 29 CFR 1926.25 - Housekeeping, and
- 29 CFR 1926.151 - Fire Prevention.

Many other guidelines and regulations also lead to housekeeping procedures. Common sense and safety concerns encourage standardization of housekeeping measures in the workplace. At Coastal Bend College we have developed this set of written housekeeping procedures to guide custodial staff and others. In this way we have standardized housekeeping measures and are providing clear expectations and procedures for housekeeping at the college.

Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that the college displays on a day-to-day basis. Orderliness in our workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc. In fact, we have nine good reasons for housekeeping:

- Prevents accidents
- Prevents fire
- Saves time
- Gives control to our workers
- Increases production
- Give our workers the freedom to move
- Give our workers pride
- Protect our products and equipment
- Reduce our waste.

Our Written Housekeeping Program begins with a purpose statement. Then it provides a section to explain our expectations for a walk-around assessment. We have also included specific housekeeping procedures. Because no program can be successful without employee participation, we train our employees in the procedures. In addition, we have a system to promptly address and resolve any housekeeping-related accidents and hazard reports.

### **Purpose Statement**

This document serves as the written procedures for general housekeeping at COASTAL BEND COLLEGE. These guidelines provide housekeeping standards in our facilities to help ensure a safe work environment at all times and in all areas. The Coastal Bend College housekeeping program is designed to provide direction and guidelines for all custodial personnel at the college. The housekeeping plan will assist in evaluating cleaning, creating balanced cleaning work assignments, justify staffing levels, defend against Workers Compensation claims, and to organize the cleaning operations at the college.

## **Administrative Duties**

The Dean of Administrative Services with assistance from the Physical Plant Director and the Custodial Supervisor is responsible for developing and maintaining the program. Employees may review a copy of the plan. It is located in the office of the Dean of Administrative Services. In addition, The Custodial Supervisor is responsible for maintaining any records related to the housekeeping program.

If after reading this program, you find that improvements can be made, please contact The Dean of Administrative Services. We encourage all suggestions because we are committed to the success of our written housekeeping program.

We strive for clear understanding, safe behavior, and involvement from every level of the college.

## **Walk-Around Assessment**

At least twice monthly, the Dean of Administrative Services and/or the Physical Plant Director or his/her designee walk(s) around the facility for an assessment to identify main housekeeping issues. These persons look for a lack of order, spills, obstructions, or other hazards due to poor organization or poor housekeeping. They ask employees working in each area to identify and recommend corrective actions for their area. They also walk around the grounds to see if there is refuse or an untidy appearance. In addition, they check the injury and illness records (which are located in the office of the Dean of Administrative Services) to see if one or more incidents such as slips, trips, falls, or other types of accidents were related in some way to poor housekeeping.

## **Housekeeping Procedures**

It is the intent of Coastal Bend College personnel to standardize housekeeping measures, utilize OSHA standards, and at all times encourage safety. The procedures listed below cover locations in our facility.

### **Storage and Scrap Areas**

Each CBC facility has an area for storing custodial supplies. Supplies are stored in a central location and disbursed as needed. Our workers in the storage areas physically or mechanically load and move materials. All material and supplies are off loaded at central receiving and from there are disbursed as required. Forklifts, pallet jacks, and freight dollies are used for moving materials. This method of storage and materials handling requires the following housekeeping measures:

- Storage area must be kept clean and free of tripping hazards, fire hazards, chemical spill hazards, and other hazards.
- Our facility securely stores material by piling or arranging it in an orderly manner.

Periodic inspection by the Dean of Administrative Services and/or the Physical Plant Director or their designee will serve to keep CBC storage areas free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage.

### **Open yard storage housekeeping procedures** **(CBC utilizes open yard storage only on a temporary basis)**

- Combustible materials must be stacked with due regard to the stability of each stack and in no case

higher than 20 feet.

- Driveways between and around combustible storage stack must be at least 15 feet wide and maintained free from accumulation of rubbish, equipment, or other articles or materials.
- Driveways must be so spaced that a maximum grid system unit of 50 feet by 150 feet is produced.
- The entire storage site must be kept free from accumulation of unnecessary combustible materials.
- Weeds and grass must be kept down and a regular procedure provided for the periodic cleanup of the entire area.
- When there is a danger of an underground fire, that land must not be used for combustible or flammable storage.
- Method of piling must be solid wherever possible and in orderly and regular piles.
- No combustible material may be stored outdoors within 10 feet of a building or structure.

### **Indoor storage housekeeping measures**

- Storage may not obstruct, or adversely affect, means of exit.
- All materials must be stored, handled, and piled with due regard to their fire characteristics.
- Material must be stacked in such a way as to minimize the spread of fire internally and to permit convenient access for firefighting.
- Stable stacking shall be maintained at all times.
- Aisle space shall be maintained to safely accommodate the widest vehicle that may be used within the building for firefighting purposes.
- Clearance of at least 36 inches must be maintained between the top level of the stored material and any sprinkler deflectors that may be in use.
- Clearance must be maintained around lights and heating units to prevent ignition of combustible materials.
- Clearance of 24 inches must be maintained around the path of travel of fire doors unless a barricade is provided, in which case no clearance is needed.
- Material must not be stored within 36 inches of a fire door opening.

### **Flammable/Combustible Storage**

Storage of any flammable and/or combustible substance is not allowed in office areas UNLESS it is required for maintenance and operation of the building and/or operation of equipment. Generally all flammable materials are stored in the maintenance storeroom and are stored in appropriate containers.

### **Aisles, Walkways, and Floor Surfaces**

#### **Keep aisles, walkways and floors clean and open**

- Provide sufficient safe clearances and access to any and all work stations and work areas, fire aisles, fire extinguishers, fire blankets, electrical disconnects, safety showers, other emergency aids, doors, and access to stairways.
- Clearly mark to distinguish walkways from areas not for pedestrian traffic.
- Keep aisles and walkways free of physical obstructions that would prevent access, including path-blocking objects, liquid or solid spills, and other obstructions.
- Keep aisles at least 3 feet wide where necessary for reasons of access to doors, windows, or standpipe connections.
- Keep stairs clean, dry, and free of waste, well lit, and provide adequate hand rails and treads that are in good condition.

- Keep floors clean; dry (dry as possible); slip-resistant; and free of waste, unnecessary material, oil and grease, protruding nails, splinters, holes, or loose boards.
- Provide an adequate number of waste receptacles at accessible locations throughout all work areas.

### **CBC Housekeeping procedures for aisles, walkways, and floors**

- All aisles, walkways, floors and exit doors will be kept free of tripping and slipping hazards. If temporary tripping and slipping hazards are present warning signs will be placed in obvious locations to warn foot traffic of potential hazard.

### **Loading Docks**

At Coastal Bend College there are three loading docks and all three are located in Beeville. Our housekeeping procedures for loading docks state that loading docks will be kept free of clutter and cargo and will provide easy access for loading and unloading of cargo.

### **Distribution Center**

**(The central receiving distribution center is at the Beeville campus)**

Our housekeeping procedures for our distribution center is:

- Keep all loading dock areas free of unnecessary materials accumulation.
- Clean up spills as soon as they occur. Keep all overhead doors clean and free of rust or dirt at hinges.
- The distribution center will be kept neat and orderly at all times.
- Material will not be stacked more than six feet high.
- Aisles and doorways will be kept free of cargo and litter.

### **Laboratories**

- All laboratories will be kept clean, neat, and orderly.
- All chemicals will be properly stored at the end of use.
- When vent hoods are furnished, they will be kept clean and in working order.

### **Office Areas**

At CBC there are personal office areas, meeting rooms, and personal storage spaces. Our housekeeping procedures for these areas include keeping offices clean by vacuuming carpeted floors at least once weekly. VCT flooring will be mopped at least once weekly, and will be stripped and waxed twice yearly.

- Placing items directly against walls encourages mold and mildew and therefore employees must not place file cabinets, desks, or other items directly next to walls but rather shall leave a minimum of two inches for airflow.

### **Mail Center**

- The mail center will be kept clean, neat, orderly and free from tripping and slipping hazards.

## **Outside the Buildings**

Our housekeeping procedures for keeping our grounds and the exterior of all CBC buildings neat and orderly include:

- Keep the exterior of all buildings roads clean by pressure washing them at regular intervals.
- Keep all doors and loading docks completely free of debris, shrubs, or other obstructions.
- Maintain visibility through all windows by washing at regular intervals.
- Keep doors and windows properly maintained in good working order.
- Repair any damage to doors and windows at regular intervals.
- Provide any stairs or platforms adjacent to or leading into the building(s) with adequate rails, adequate treads to climb, and an area clean and free of materials.
- Keep grounds neat and orderly, free of refuse and unnecessary materials.
- Store materials outdoors only in designated areas of the grounds.
- Provide designated walkways through grounds, preferably paved and kept clear of snow, ice, materials, or any other physical hazards.
- Provide a lighting system that is adequate to allow employees to navigate around the grounds as necessary at dusk and after dark.
- Maintain a neat landscaping appearance--trim lawn, trees and shrubs in such a way as to minimize any possible safety hazards.
- Trim grass short enough to prevent trip hazards to employees.
- Prevent trees and shrubs from obstructing doors and windows.
- Grounds will be kept neat and orderly. Trash will be picked up daily. Areas of the grounds that have vegetation and grass will be kept irrigated as necessary and will be manicured at least twice monthly.
- If necessary grassy areas will be mowed weekly. Building facades will be checked at least quarterly to determine building needs.
- If building facade requires maintenance, required maintenance will be given immediately attention.

## **Restrooms**

- All restrooms will be cleaned and sanitized at least once daily.
  - Restroom supplies will be checked and re-stocked at least once daily.
  - Restroom floors will be mopped at least once daily.
  - Lavatories, urinals, toilets, sinks, etc. will be cleaned and sanitized at least once daily.

## **Training**

All employees of Coastal Bend College, including maintenance and contractor employees need to fully understand the safety and health hazards of poor housekeeping and improper chemical storage to protect themselves, their fellow employees, and the citizens of nearby communities. Training in Hazard Communication will help employees to be more knowledgeable about the chemicals they work with as well as familiarize them with reading and understanding material safety data sheets. Coastal Bend College will also provide training as part of our Housekeeping Program, covering housekeeping procedures and safe work practices, hazard reporting, and other areas relevant to housekeeping.

The Dean of Administrative Services is responsible for employee training on housekeeping procedures. He/she or their designator trains new employees at the time of their initial assignment and keeps track of their training by keeping appropriate records. When a new procedure is introduced, the Dean of Administrative Services or

his/her designee retrain all employees and keeps track of their retraining as above.

Employees receive certificates upon completion of their training. All training and retraining records contain the identity of the employee, the date of training, and the means used to verify that they understood their training. Copies of these certificates are kept on file in the office of the Dean of Administrative Services.

### **Discipline**

Appropriate disciplinary action will be taken when employees willfully violate housekeeping procedures. At will employees may have their employment revoked for failure to abide by the housekeeping procedures.

### **Contracting**

- Coastal Bend College frequently uses contractors to perform work in and around our facilities. Our goal is to hire contractors who accomplish the desired job tasks without compromising the safety and health of students, visitors, and employees at the facility.
- CBC periodically evaluates the contract employer's safety performance and programs by observation of the contractor's work practices.
- We inform and train contract employers of the known hazards which could develop from poor housekeeping, but which relate to the contractor's work and processes by notifying the contractor of the college's expectations for a safe and hazard free work site.
- We ensure that the contract employer advises our facility of any unique hazards presented by the contract employer's work by requiring written 10 days advance notification of any hazards caused or potentially caused by contractors work at CBC facilities.

### **Employee Participation**

Our employees are a significant ally in implementing and maintaining an effective housekeeping program for all CBC facilities. Coastal Bend College strongly encourages employees to participate in conducting and developing all elements of the housekeeping program. Coastal Bend College implements employee participation by encouraging all employees, particularly maintenance, custodial, and groundskeeper staff to become proactive in efforts to maintain safe, clean, and hazard free facilities.

## **XIX. Hurricane Plan**

### **Hurricane Preparedness**

This plan provides information and procedures to be followed from the time a hurricane or tropical storm first appears in or is expected to enter the Gulf of Mexico.

Hurricane Conditions: Three conditions will exist to alert all concerned of the approaching storm.

**Condition 1 – Hurricane Watch:** Issued when storm winds can be expected to reach campuses within 36 hours. During this period, the President or VP, Business and Administrative Services will meet with persons in the Operations Group to review procedures and to consider the possible impact of the storm on upcoming events.

**Condition 2 – Hurricane Warning:** Issued when storm winds are expected within 24 hours. Members of the Operations Group implement prescribed procedures of protection for all buildings, laboratories, classrooms, grounds and vehicles. All College personnel not specifically assigned to college duties should depart for the duration of the storm.

**Condition 3 – Hurricane:** Issued when winds are expected within 12 hours. All final preventative and security measures are completed for the protection of buildings, grounds, and vehicles. All College personnel depart for the duration of the storm.

### **Hurricane Procedures**

#### **All Instructional, Administrative and Student Services Departments**

The primary defense for hurricane protection will be at the division/department level. The following procedures apply to all departments. Procedures to be followed are:

**Condition 1 – Hurricane Watch:** All personnel will report to their immediate supervisor to receive instructions for duty assignments. Check contact information for accuracy.

**Condition 2 – Hurricane Warning:** Division/department heads and supervisors are to implement the following procedures:

1. Move books, office machines and other documents from the floor in case of window breakage or lower level flooding.
2. Cover computer equipment in offices and classrooms. Plastic bags will be provided by Maintenance.
3. All scientific instruments and teaching equipment shall be moved away from windows to a safe area and covered with plastic if deemed necessary.
4. All materials deemed hazardous are to be stored properly for the duration of the storm.
5. All important data (not applications or operating systems) on office computers should be backed-up to removable media or to the network.
6. Blinds are to be drawn to reduce the effects of flying glass in the event of window breakage.
7. Unplug all electrical equipment.

**Condition 3 – Hurricane:** All preparations completed and personnel leave campus for the duration of the storm.

### **Technology Services**

The Technology Services department will follow the routine preparation procedures of all other departments in addition to the following:

**Condition 1 – Hurricane Watch:** Run complete back-ups of all servers.

**Condition 2 – Hurricane Warning:**

1. Support other departments in completion of their preparation duties, especially areas with computer hardware.
2. Close down all computing operations just prior to departing the campus.
3. Leave web server and PBX operational to maintain a notification system as long as there is electricity and internet connectivity.

**Condition 3 – Hurricane:** All preparations completed and personnel leave campus for the duration of the storm.

### **Maintenance Department**

The Maintenance Department will follow the routine preparation procedures of all other departments in addition to the following:

**Condition 1 – Hurricane Watch:**

1. Remove all lightweight objects from the campus grounds. This includes all waste containers. All construction materials will be removed from job sites if possible and stored within the buildings.
2. Fill all college vehicles with gasoline.
3. Review the current inventory of storm supplies. Purchase items in short supply.

**Condition 2 – Hurricane Warning:**

1. Support other departments in completion of their preparation duties.
2. Park all motor vehicles under the cover of a permanent building.
3. Close down all HVAC operations just prior to departing the campus.

**Condition 3 – Hurricane:** All preparations completed and personnel leave campus for the duration of the storm.

## **Campus Security**

When a storm enters the Gulf of Mexico, Campus Security will be responsible for the following in addition to the routine departmental preparations:

### **Condition 1 – Hurricane Watch:**

1. All security officers will report to their supervisor for instructions.
2. Chief of Campus Security contacts vendor of record for contract security to hire additional security officers if needed.
3. Chief of Campus Security working with others sets up the Emergency Coordination Center (ECC).

### **Condition 2 – Hurricane Warning:**

1. As time allows, assist any other department of the college with their preparations.
2. Make inspection of all facilities to insure that all preparations have been completed.
3. Check to insure that all windows are closed and outside doors are locked.

**Condition 3 – Hurricane:** All preparations completed and personnel leave campus for the duration of the storm.

### **After the storm**

Members of the Operations Group meet on campus to assess the damage, begin cleanup efforts and advise the President of the time required to make the campus safe and operational for students and employees.

Director of Public Information will inform media when faculty, staff and students are to return.

## **XX. Lockout/Tagout - Energy Control Program**

### **Purpose**

This procedure establishes the minimum requirements for controlling hazardous energy whenever maintenance or repair is done on machinery at Coastal Bend College sites. It is used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before CBC employees and/or contractor's employees perform any servicing or maintenance where the unexpected energizing or start-up of the machine or equipment or release of stored energy could cause injury.

### **Authorized and Affected Employees**

Authorized employees subject to the requirements of this program and employees to be trained on their duties within it include: maintenance personnel who locks out or tags out machines or equipment in order to perform servicing or maintenance on the machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

Affected employees subject to the requirements of this program and employees to be trained on their duties within it include: An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

### **Machinery and Equipment**

**The college is not required to have a written energy control procedure for a particular machine or equipment when all of the following elements exist:**

- After shutdown, machinery or equipment has no potential for stored or residual energy or re-accumulation of stored energy that could endanger employees
- Machinery or equipment has a single energy source which can be readily identified or isolated
- Isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment
- Machinery or equipment is isolated from that energy source and locked out during servicing or maintenance
- A single lockout device will achieve a locked-out condition
- The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance
- The servicing or maintenance does not create hazards for other employees
  - The employer in utilizing this exception, has had no accidents involving the unexpected activation or re-energizing of the machine or equipment during servicing or maintenance.

Lockout is the preferred method of isolating machines or equipment from energy sources. Tag-out is to be performed instead of lockout only when there is no way to lockout a machine.

### **Lockout/Tagout Procedures**

Affected employees are notified when a machine is to be locked out according to the following method: The Physical Plant Director will notify all affected employees.

CBC employees will follow these written procedures for all affected machinery and equipment. The written procedures cover shutdown, isolation, blocking and securing for lockout/tagout: In a non-emergency situation all affected employees will be notified at least 24 hours in advance of the lockout/tagout procedure. In emergency situations all affected employees will be notified of lockout/tagout procedures as soon as possible.

All employees working with machinery and equipment will follow these lockout placement, removal, transfer, and responsibility procedures:

**Lockout or tagout device application:** - Authorized employees shall affix lockout or tagout devices to each energy-isolating device.

**Lockout devices**, where used, shall be affixed in a manner that will hold the energy isolating devices in a "safe" or "off" position.

### **Tagout devices**

- where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.
- Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.
- Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.
- Stored energy. Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.
- If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

### **Verification of isolation:**

Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee shall verify that isolation and de-energizing of the machine or equipment have been accomplished, even though isolation is performed prior to shutdown and is checked at that point.

### **Release from lockout or tagout**

Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:

### **The machine or equipment**

The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.

### **Employees**

The work area shall be checked to ensure that all employees have been safely positioned or removed. After lockout or tagout devices have been removed and before a machine or equipment is started, affected

employees shall be notified that the lockout or tagout device(s) have been removed.

### **Lockout or tagout devices removal:**

Each lockout or tagout device shall be removed from each energy-isolating device by the employee who applied the device. **Exception:** When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed, documented and incorporated into the employer's energy control program. The employer shall demonstrate that the specific procedure provides equivalent safety to the removal of the device by the authorized employee who applied it. The specific procedure shall include at least the following elements: - Verification by the employer that the authorized employee who applied the device is not at the facility; - Making all the reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed; and - Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.

The machinery and equipment listed above follows this procedure to test the machines to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures: Testing or positioning of machines, equipment or components thereof. In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed: - Clear the machine or equipment of tools and materials; - Remove employees from the machine or equipment area; - Remove the lockout or tagout devices; - Energize and proceed with testing or positioning; - De-energize all systems and reapply energy control measures in accordance with the Control of Hazardous Energy Standard to continue the servicing and/or maintenance.

### **Periodic Inspection**

A periodic inspection is done, looking at the energy control procedures performed to ensure that the procedure and requirements of the standard are being followed. This inspection is performed At least once annually.

### **Administrative Duties**

At Coastal Bend College, the Dean of Administrative Services has overall responsibility for coordinating safety and health programs.

The Dean of Administrative Services is the person having overall responsibility for the Lockout/Tagout Program and he/she will review and update the program, as necessary. Copies of the written program may be obtained from The Dean of Administrative Services in the administration building.

## **XXI. Machine/Equipment Safety & Guarding Plan**

### **Purpose**

It is Coastal Bend College policy to permit only trained and authorized employees to operate machinery, tools, or equipment at any time. This policy is applicable to:

- Daily operators of machinery, tools, and equipment
- Those who only occasionally have cause to use machinery, tools, or equipment.

This written Machine/Equipment Safety and Guarding Plan describes methods and practices for care and use of machines, equipment, and tools. The written plan can be read and understood by all managers, supervisors, and employees at Coastal Bend College.

- The purpose of this written plan is:
- Create for all employees, an awareness of the hazards.
- Standardize procedures for use and care of the equipment.
- Provide a consistent format for training employees on the proper procedures. Minimize the possibility of injury or harm to our employees.
- Demonstrate compliance with machine safety and equipment usage requirements for general industry in Subpart O and P of 29 CFR 1910.

### **Administrative Duties**

At Coastal Bend College, the Dean of Administrative Services, is responsible for developing and maintaining this written Machine/Equipment Safety and Guarding Plan. This person is solely responsible for all facets of the plan and has full authority to make necessary decisions to ensure the success of this plan. To administer or oversee our machine/equipment safety program and conduct the required evaluations, the Dean of Administrative Services is qualified by appropriate training and experience that is commensurate with the complexity of the plan

This written Machine/Equipment Safety Plan is kept at the following location: In the office of the Dean of Administrative Services in the administration building of the college.

If, after reading this plan, you find that improvements can be made, please contact the Dean of Administrative Services. We encourage all suggestions because we are committed to creating a safe workplace for all our employees. A safe and effective machine/equipment safety and guarding program is an important component of our overall safety plan. We strive for clear understanding, safe work practices, and involvement in the program from every level of the college.

### **Pre-Operational Procedures**

#### **Hand tools must be inspected prior to use to ensure the following:**

- For tools that have jaws, the jaws must not be sprung to the point of slippage.
- Impact tools must be free of mushroom heads.
- Many tools have wooden handles, the handles must be free of splinters or cracks and must be tight in the tool. There must be no danger of the tool coming dislodged from the handle.
- Every tool must be safe and fault free and must be used only as intended.

- Any machine or power-operated tool, function, or process that may cause injury must be guarded.
- All permanent guards must be securely attached in good working order and all removable guards must be in place on the machine or equipment before use.
- All machine guards must meet minimum safety requirements
- **Prevent contact** - The guards prevent hands, arms, or any part of an employee's body or clothing from making contact with dangerous moving parts.
- **Secure** - Guards are not easy to remove or alter. Guards and safety devices are made of durable material that will withstand the conditions of normal use. They are firmly secured to the machine.
- **Protect from falling objects** - The guards ensure that no objects can fall into moving parts.
- **Create no new hazards** - If a guard creates a hazard of its own such as shear point, a jagged edge, or an unfinished surface that can cause a laceration, then employees must not use the piece of machinery or equipment.

If a guard is defective, damaged, or in any way does not meet the requirements of these procedures, employees may not use the machine, and must immediately notify immediate supervisor or department manager and the Physical Plant Director and/or the Dean of Administrative Services.

Where the operation of a machine or accidental contact with it can injure employees in the vicinity, the hazard is either controlled or eliminated.

Employees must locate and put on necessary and appropriate personal protective equipment (PPE) for use with the machinery or equipment before beginning use. PPE can be obtained from Division Chairs or Department Supervisors.

Employees must make sure that work areas are well lit, dry, and clean before beginning work. Sawdust, paper and oily rags are a fire hazard and can damage machinery and equipment.

Employees must change clothing or take off jewelry that could become entangled in the machinery or equipment they are to use.

Only qualified personnel may install or repair equipment. Employees must notify immediate supervisor, department head, Dean of Administrative Services, or the Physical Plant Director if machinery or equipment is in need of any type of repair.

If a lock or tag is in place on a piece of machinery or equipment, it may not be removed and the machinery or equipment may not be used.

### **Operating Procedures**

Employees may not remove a guard for any reason while operating any piece of machinery or equipment.

All necessary personal protective equipment (PPE) is worn while the machinery or equipment is running.

If an employee is distracted or unable to focus on the work with the machinery or equipment, they must stop work with that machinery or equipment.

Upon finishing with a piece of equipment, tool, or machine, basic maintenance must be performed. It should be kept sharp, oiled, and stored properly, as appropriate.

Problem equipment must be immediately reported to the immediate supervisor and/or the Dean of Administrative Services and/or the Physical Plant Director so it can be repaired or replaced.

Employees must always use the proper piece of machinery or equipment for the job.

Electric cables and cords are kept clean and free from kinks. The electrical cord must never be used to carry equipment.

### **Training Program**

Under no circumstances will an employee operate a piece of machinery or equipment until he/she has successfully completed machinery and equipment training by a supervisor or other qualified person(s). This includes all new operators or users of machinery and equipment, regardless of claims of previous experience.

The CBC training program includes classroom instruction and/or operational training on each specific piece of machinery and equipment to be utilized by the employee in the assigned work area.

The following individuals receive training: All maintenance personnel, carpenters, general laborers, temporary and seasonal employees, and any other personnel that may have occasion to use power tools and/or power equipment.

The Dean of Administrative Services will identify all new employees in the employee Orientation Program and make arrangements with department management to schedule the classroom instruction for those employees previously identified in this section as needing training.

### **Classroom training consists of:**

- Review of these written procedures by employee.
- Review general safety training video(s).
- Successful completion of examination(s).

### **Operational training consists of:**

- Pre-operational procedures.
- Basic maintenance for machinery and equipment.
- Operational review of each piece of machinery, tool, or equipment the employee is expected to operate.

Department management is responsible for scheduling the employee with the appropriate on-the-job trainer to complete the operational training program after successful completion of the classroom training or re-training segment.

### **New Equipment Start-up Inspection Procedures**

The procedures in this section are required at the following times:

- During and after the installation of new equipment.
- During and after the rearrangement of existing equipment into a new layout.

- During the relocation of existing equipment.

While work is in progress on installation of new equipment, the following departments, in charge of specific expertise, must be involved from the beginning to the end of the installation process: This could include, but is not limited to, the Physical Plant Director, the Dean of Administrative Services, engineering support, and members of the safety committee.

Corrections that need implementation during the installation should be completed as needed.

Before operation of the equipment in the workplace, all departments must signify that the equipment meets all expectations in their area of concern.

In each department, the department head, supervisor, and/or division chairperson is accountable for all phases of installation and for making sure equipment is safe and efficient to run before letting employees or students operate it.

### **Inspections**

All Machinery, tools, and equipment used by maintenance personnel will be inspected prior to use to insure safety and serviceability. The safety committee, under the direction of the safety committee chairperson, completes annual inspections of machinery, tools, and equipment.

### **Record keeping**

The Dean of Administrative Services is responsible for maintaining records of inspections of machinery, tools, and equipment. These records are kept in the office of the Dean of Administrative Services.

### **Disciplinary Procedures**

Constant awareness of and respect for machine, tool, and equipment safety procedures and compliance with all safety rules are considered conditions of employment. For failure to follow the guidelines of this machine, tool, and equipment safety program, supervisors and individuals in the Personnel Department reserve the right to issue disciplinary warnings to employees, up to and including termination.

### **Program Evaluation**

Although we may not be able to eliminate all problems, we try to eliminate as many as possible to improve employee protection and encourage employee safe practices. Therefore, the Dean of Administrative Services is responsible for evaluating and updating this written plan. The evaluation will include a review of reported accidents, as well as near misses, to identify areas where additional safety measures need to be taken.

The Dean of Administrative Services will also conduct a periodic review to determine the effectiveness of the program. This review may include:

- A walk-through of the facility.
- Interviews with employees to determine whether they are familiar with the requirements of this program and if safety measures are being practiced.
- Lockout/tag out and/or confiscation of equipment that does not meet safety standards

## **XXII. Personal Protective Equipment (PPE) Program**

This written program provides documentation of the steps Coastal Bend College has taken to minimize injury resulting from various occupational hazards present on our campus and at our centers. It is our goal to protect employees through the use of PPE when the hazards cannot be eliminated.

The Dean of Administrative Services is the program coordinator, acting as the representative of the college President, who has overall responsibility for the program. The Dean of Administrative Services will designate appropriate supervisors to assist in training employees and monitoring their use of PPE. This written plan is kept in the office of the Dean of Administrative Services. The Dean of Administrative Services will review and update the program as necessary and copies of this program may be obtained from his/her office in the administrative building.

At Coastal Bend College, we believe it is our obligation to provide a hazard free environment to our employees. Any employee encountering hazardous conditions must be protected against potential hazards. The purpose of protective clothing and equipment (PPE) is to shield or isolate individuals from chemical, physical, biological, or other hazards that may be present in the workplace.

Establishing an overall written PPE program detailing how employees use PPE makes it easier to ensure that they use PPE properly in the workplace and having a written program provides documentation of our PPE efforts.

### **The PPE program at Coastal Bend College covers:**

- Purpose
- Hazard assessment
- PPE selection
- Employee training
- Cleaning and maintenance of PPE
- PPE specific information

If after reading this program, you find that improvements can be made, please contact the Dean of Administrative Services. We encourage all suggestions because we are committed to the success of our Personal Protective Equipment Program. We strive for clear understanding, safe behavior, and involvement in the program from every level of the college.

### **Purpose**

The basic element of any PPE program is an in depth evaluation of the equipment needed to protect against the hazards at the workplace; this is the initial hazard assessment for which written documentation is required. Two basic objectives of any PPE program should be to protect the wearer from incorrect use and/or malfunction of PPE. The purpose of this Personal Protective Equipment (PPE) Program is to document the hazard assessment, protective measures in place, and PPE in use at the college. PPE devices are not to be relied on as the only means to provide protection against hazards, but are used in conjunction with guards,

engineering controls, and sound working practices. If possible, hazards will be abated first through engineering controls, with PPE to provide protection against hazards that cannot reasonably be abated otherwise.

## **Hazard Assessment**

In order to assess the need for PPE the following steps are taken:

The Dean of Administrative Services identifies job classifications where exposures occur or could occur. The Dean of Administrative Services or designee examines the following records to identify and rank jobs according to exposure hazards:

- Injury/illness records
- First aid logs

To identify sources of hazards to employees, The Dean of Administrative Services, Safety Committee members, and the Physical Plant Director conducts a periodic walk through survey of workplace areas where hazards exist or may exist.

The basic hazard categories considered are:

- Impact
- Heat
- Penetration
- Harmful dust
- Compression (roll over)
- Light (optical) radiation
- Chemical

### **During the walk through survey the inspectors will look for, (and if found will record) the following hazards along with PPE currently in use (type and purpose):**

- Sources of motion; i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects.
- Sources of high temperatures that could result in burns, eye injury or ignition of protective equipment.
- Types of chemical exposures.
- Sources of harmful dust.
- Sources of light radiation, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.
- Sources of falling objects or potential for dropping objects.

- Sources of sharp objects that might pierce the feet or cut the hands.
  - Sources of rolling or pinching objects that could crush the feet.
  - Layout of workplace.
  - Electrical hazards.
1. Following the walk through survey, the Dean of Administrative Services organizes the data and information for use in the assessment of hazards to analyze the hazards and enable proper selection of protective equipment and/or other corrective measures.
  2. An estimate of the potential for injuries is now made. Each of the basic hazards is reviewed and a determination made as to the frequency, type, level of risk, and seriousness of potential injury from each of the hazards found.
  3. The Dean of Administrative Services will provide documentation of the hazard assessment via a written certification that identifies the workplace evaluation, the person certifying that the evaluation has been performed, the date(s) of the hazard assessment, and that the document is a certification of hazard assessment.

### **Selection Guidelines**

Once any hazards have been identified and evaluated through hazard assessment, the general procedure for selecting protective equipment is to:

1. Become familiar with the potential hazards and the type of personal protective equipment (PPE) that are available.
2. Compare types of equipment to the hazards associated with the environment.
3. Select the PPE that ensures a level of protection greater than the minimum required to protect employees from the hazards.
4. Fit the user with proper, comfortable, well fitting protection and instruct employees on care and use of the PPE. It is very important that the users are aware of all warning labels for and limitations of their PPE. (See the Employee Training guidelines outlined in the next section of this program for a more detailed description of training procedures.)

It is the responsibility of the Dean of Administrative Services to reassess the workplace hazard situation as necessary, to identify and evaluate new equipment and processes, to review accident records, and reevaluate the suitability of previously selected PPE. This reassessment will take place as needed, but at least annually.

### **Elements that should be considered in the reassessment include**

- Adequacy of PPE program
- Accidents and illness experience
- Levels of exposure (this implies appropriate exposure monitoring)

- Adequacy of equipment selection
- Number of person hours that workers wear various protective ensembles
- Adequacy of training/fitting of PPE
- Program costs
- The adequacy of program records
- Recommendation for program improvement and modification
- Coordination with overall safety and health program

### **Employee Training**

The Dean of Administrative Services and/or his/her designee provides training for each employee who is required to use personal protective equipment. Training includes:

- When PPE is necessary
- What PPE is necessary
- How to wear assigned PPE
- Limitations of PPE
- The proper care, maintenance, useful life, and disposal of assigned PPE

Employees must demonstrate an understanding of the training and the ability to use the PPE properly before they are allowed to perform work requiring the use of the equipment.

In case of work that requires PPE, employees are prohibited from performing work without donning appropriate PPE to protect them from the hazards they will encounter in the course of that work.

If the employee's supervisor determines that an employee does not have the understanding or skill required, the employee must be retrained. The employee's supervisor is in the best position to observe any problems with PPE use by individual employees. Circumstances where retraining may be required include changes in the workplace or changes in the types of PPE to be used which would render previous training obsolete. Also, an inadequacy in an affected employee's knowledge or use of the assigned PPE that indicates the employee has not retained the necessary understanding or skills.

The Dean of Administrative Services and/or his/her designee certifies in writing that the employee has received and understands the PPE training.

Because failure to comply with Coastal Bend College policy concerning PPE can result in employee injury, an employee who does not comply with this program will be disciplined for noncompliance according to the following schedule: Disciplinary action may be reprimand, days off without pay, and/or may cause termination of employment at Coastal Bend College.

**The typical sequence of reprimands/dismissal is:**

- Verbal warning for the first offense accompanied by retraining.
- Written reprimand for the second offense that goes in the employee's permanent record.
- Suspension without pay for a third offense and documentation in the permanent record.
- Dismissal as a last resort.

**Cleaning and Maintenance**

It is important that all PPE be kept clean and properly maintained by the employee to whom it is assigned. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE is to be inspected, cleaned, and maintained by employees at regular intervals as part of their normal job duties so that the PPE provides the requisite protection. Supervisors are responsible for ensuring compliance with cleaning responsibilities by employees. If PPE is for general use, the Physical Plant Director and/or his/her designee has responsibility for cleaning and maintenance. If a piece of PPE is in need of repair or replacement it is the responsibility of the employee to bring it to the immediate attention of his/her supervisor or the Dean of Administrative Services. It is against CBC rules to use PPE that is in disrepair or not able to perform its intended function. Contaminated PPE that cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

**PPE Specific Information--Eye and face protection -- Goggles and face shields**

It is the policy of Coastal Bend College that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear ANSI approved goggles/face shields to help prevent eye and face injuries, including those resulting from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or light radiation, for example.

Employees are required to wear goggles/face shields in all work areas where there is potential of flying objects from lawn mowers and weed eaters or in other tasks where there is danger of eye or facial injury.

**Type of goggles/face shield:**

Safety glasses, goggles, and/or full-face masks.

Employees from temporary work agencies and contractors are required to wear goggles/face shields if assigned to work in the designated work areas.

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy.

All employees who work in designated work areas and/or job assignments are responsible for wearing college provided goggles/face shields to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge.

All employees required to wear goggles/face shields must routinely inspect and properly care for their goggles/face shields.

## **Hand Protection -- Gloves**

It is the policy at Coastal Bend College that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear gloves to help prevent hand injuries, including cuts, burns, chemical exposure.

### **Hazard /Type of glove**

Employees must wear the correct type of glove for the job being performed. For example, skin irritations may be caused by absorption of potentially hazardous chemicals through the skin, therefore a heavy latex type glove rather than a cotton glove will be required.

Most chemicals used at Coastal Bend College are relatively mild and do not pose a health risk, therefore latex and/or other types of gloves are generally all that is required for protection of the hands. There may be special occasions where stronger chemicals are required to be handled; in these cases heavy-duty full-length rubber gloves may be required.

Employees from temporary work agencies and contractors are required to wear protective gloves if assigned to work in designated work areas.

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy.

All employees who work in designated work areas and/or job assignments are responsible for wearing CBC provided gloves to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge.

All employees required to wear protective gloves must routinely inspect and properly care for their assigned gloves (if the gloves are not disposable).

## **Head protection -- Hard hats**

It is the policy of the college that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear ANSI approved hard hats to help prevent head injuries, including those resulting from falling objects, bumping the head against a fixed object, or electrical shock.

Employees in the following designated work areas are required to wear hard hats:

### Work Area/Job Function

Job functions such as trimming of tree limbs and working in close quarters around piping and pipe hangars in the tunnel.

### Hazard

Falling tree limbs could create a potential hazard to groundskeepers. Maintenance workers could suffer head injuries when working in the tunnel.

Hard hats are provided and are recommended for use in any situation where a potential head injury exists.

Employees from temporary work agencies and contractors are required to wear hard hats if assigned to work in the designated work areas.

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy.

All employees who work in designated work areas and/or job assignments are responsible for wearing Coastal Bend College provided hard hats to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge.

All employees required to wear hard hats must routinely inspect and properly care for their hard hats.