

# SCC Employee Safety Manual

updated September 2016

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## .00 INTRODUCTION

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### .01 PURPOSE OF THE MANUAL

Sinclair Community College has established an Employee Safety Program to provide safe working conditions for its employees. The program shall promote this goal by stressing safety awareness, employee education, periodic facilities inspections, evaluation of work practices and accident review. Guidelines for the Employee Safety Program are contained in this manual, the SCC Hazardous Materials Management Guidelines and other safety standards as required by specific functions of the College. This safety program is recommended to the institution by the Safety Master Committee and has been reviewed and approved by the President's Council for use by all departments at Sinclair Community College as directed by the policy adopted by the Board of Trustees on December 13, 1994.

revised 1997

### .02 PROCEDURE FOR REVISION AND ADDITIONS

Recommendations for procedure changes or procedure additions are to be forwarded to the Director of Public Safety, Chairperson of the Safety & ADA Committee. Approved procedure changes and procedures will be distributed with a transmittal memorandum that will explain which existing pages are to be removed from the manual and where the new or revised pages are to be inserted.

revised 2011

### .03 WHO TO CALL FOR ASSISTANCE

- **Training** – Safety Coordinator
- **Hazardous Waste** – Assistant Director of Facilities Management
- **Chemical spill** – Sinclair Police or Director of Facilities Management
- **Medical Emergency** - Sinclair Police
- **Emergency Response** – Sinclair Police
- **Employee safety complaints** - Department Supervisor or Safety Coordinator (see the Safety and Health Protection poster located in the Human Resources office or Section 105a of this manual)
- **Occupational related medical examinations or immunizations** - see your Chairperson, Manager or Supervisor, or Human Resources (All occupational related medical records must be sent to HR for record retention. Employees may access their own personal occupational exposure and medical records in the HR office)
- **Accident Corrective Action Report** – our.Sinclair/College Forms/Public Safety
- **Accident & Illness Report** – Sinclair Police

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# 1 GENERAL INFORMATION

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## 1.01 SAFETY POLICY

It is the policy of Sinclair Community College to provide a safe environment for all employees, students and visitors, and to promote continuing vital safety awareness. Sinclair Community College recognizes its responsibility to furnish an environment which shall be safe for all; to provide safety devices and mechanical safeguards; to promote the use of methods and processes to protect the life, health, safety and welfare of employees, students and visitors, and to maintain and enforce a program to fulfill this responsibility.

It shall be each employee's responsibility not only to assure his or her own personal safety, but to develop a concern for the safety of all other College constituents. The acceptance of employment at Sinclair Community College obligates a person to follow the safety policies and procedures established by the College and adopted by the Board of Trustees on December 13, 1994.

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## 1.02 SCC Safety Committee

The **Senior Vice President and CIO** provides oversight of the safety program, promotes the safety climate and provides the budget & resources necessary for the committee to achieve its goals.

The **Safety & ADA Committee** sets goals & objectives, evaluates safety rules and documentation, measures and reports safety program results and makes recommends for improvements.

**Committee Members** include:

- Director of Business Services
- Director of Public Information
- Director of Facilities Management
- Assistant Director of Facilities Management
- Director of Human Resources
- Director of Public Safety and Chief of Police, Chairperson
- Senior Director of Student & Academic Support Services
- Faculty Representative(s)
- Staff Representative(s)
- Student Representative(s)
- Safety Coordinator

### **Committee Member Responsibilities**

#### **Facilities Management Department**

##### **Safety Rules & Documentation**

- Knowledge of relevant regulatory requirements and their application
- Departmental employee safety training

##### **Internal Permit Management**

- Hot work (welding, flame soldering, etc.)
- Energized electrical work
- Disable / enable fire protection systems
- Confined space entry

##### **Equipment Procedures**

- Safe operation instruction and training
- Operations manual maintenance
- Safety decals and emblems

##### **Machinery Hazard Controls**

- Safety interlocks, guards and shield
- Lockout / tag out devices

#### Hazardous Materials Management

- Petroleum based chemical spill response and cleanup
- Chemical waste disposal for the college
- Regulatory reports and external permits (Ohio EPA hazardous waste, Ohio SERC and Ohio EPA infectious waste)
- Dayton combustible storage tanks
- Underground storage tank leak detection compliance
- Asbestos management

#### Repair of Unsafe Conditions

- Periodic facilities and grounds safety inspections and repair

#### Safety Systems Periodic Inspection and repair (reliability check)

- Elevator inspection and maintenance
- Fire alarm system test, inspection and repair
- Fire suppression systems test, inspection and repair
- Back flow preventer certification
- Fire extinguisher maintenance
- Standby emergency electrical generators
- Exit and emergency lighting
- Laboratory fume hood testing
- Emergency eyewash and shower maintenance
- General ventilation and maintenance

#### Department of Public Safety and Sinclair Police

##### Safety Rules and Documentation

- Knowledge of relevant regulatory requirements and their application
- Departmental employee safety training

##### Emergency Procedures

- Director serves as College Incident Commander
- Police response and protection
- Management of an emergency response
- Incident response plans
- Medical emergency response
- Accident investigation and reporting
- Chemical spill response at the first responder level
- CPR and AED response
- Emergency Management Plans
- Police drill and practice sessions

##### Safety and Disaster Communications

- Activate command center operations
- Alert internal response teams
- Activate the emergency telephone and Emergency Broadcast System
- Alert and coordinate mutual aid agency response

#### Police Protection and Crime Prevention

- Provide escort services upon request
- Maintain buildings and grounds security
- Maintain public order
- Provide traffic control and direction
- Conduct criminal investigations
- Provide crime prevention and law enforcement
- Provide periodic criminal activity reports

#### Weather Incident

- Provide storm advisory, watch or warning information
- Close or delay college operations

#### Safety and ADA Committee

- Director serves as the Chairperson

### **Human Resources Department**

#### Safety Rules and Documentation

- Knowledge of relevant regulatory requirements and their application
- Departmental employee safety training

#### Records Retention

- Retain occupational incident file for 30 years after employee termination
- Retain employee safety training file
- Retain employee hepatitis B inoculation file

#### Safety Training

- Provide general safety awareness orientations to all new employees
- Maintain the General Safety Awareness Handbook

#### Bureau of Workers Compensation

- Worker injury claims
- 300AP injury report (filing and posting)
- Federal & state posters

### **Business Services Department**

#### Safety Rules and Documentation

- Knowledge of relevant regulatory requirements and their application
- Departmental employee safety training

#### Risk Management and Insurance

- Risk assessment
- Purchase insurance coverage
- Accident report recordkeeping for students and visitors

## Safety Coordinator

### Safety Rules and Documentation

- Knowledge of relevant regulatory requirements and their application
- Monitor compliance with the Public Employment Risk Reduction Program
- Ohio Fire Code requirements

### Occupational Accident and Illness Prevention

- Identify and communicate workplace, laboratory and classroom hazards
- Conduct accident review for all incidents
- Initiate corrective action response to prevent reoccurrence
- Set goals and objectives

### Public Safety Communications

- Periodically update the Employee, Student and Visitor Safety Plans
- Review the Emergency Management Plan not less than every two years
- Promote the safety climate
- Select appropriate training materials
- Assist college departments as requested
- Position reports to the Director of Public Safety and Chief of Police

### Safety and ADA Committee

- Select date and coordinate agenda for two meetings per year (fall & spring)
- Collect and file reports

### Submit Annual Committee Reports

- Board of Trustee report
- Facilities Master Plan report

### Professional Services

- Coordinator acts as contact person
- Develop annual purchase request for services

### Chemical Inventory

- Maintain the Dayton Campus Chemical Storage Manual

### All College Supervisors (a supervisor is classified as an employee who watches over and directs others)

- Provide workplace, laboratory and classroom safety training for employees, students and visitors
- Delegate safe work practices
- Request assistance as needed



## 1.03 RESPONSIBILITIES FOR SUPPORT OF THE SAFETY PROGRAM

Compliance with the College Safety Policy by all employees is essential. The risk to human health and well-being is too great to allow disregard of these necessary safety measures. Therefore, non-compliance shall be handled accordingly and could result in disciplinary action, if warranted.

### College President and CIO

- Ensure that an effective safety and health program is established and achieved for Sinclair Community College.
- Provide the necessary resources to vice-presidents whose function is to implement the safety and health program.

### Senior Vice Presidents & Vice Presidents

- Familiarize themselves with the safety program and ensure its effective function within their division of responsibility.
- Give appropriate support to deans and directors whose responsibility is to achieve the intent of the safety and health program.

### Deans and Directors

- Familiarize themselves with the safety program and ensure its effective implementation within their area of responsibilities.
- Give appropriate support to the chairpersons/managers/supervisors whose function it is to implement the safety and health program.
- Assure department compliance with the guidelines of the safety and health program.

### Chairpersons/Managers/Supervisors

These individuals are the foundation of the safety program. Their responsibilities are to:

- Familiarize themselves with Sinclair College safety policies, programs and procedures.
- Ensure that appropriate safety training has been provided to their employees prior to the assignment of work duties.
- Consistently enforce all safety rules.
- Report all accidents and injuries to Sinclair Police.
- Investigate occupational injuries or illnesses to determine cause, and then take appropriate corrective action to prevent reoccurrence.
- Inspect work areas often to detect unsafe conditions and work practices. Utilize the College self-inspection checklists when appropriate (see Section 1.07 or develop your own).
- Be aware of all safety considerations when introducing a new process, procedure, machine or material to the work place or classroom.
- Maintain an up-to-date chemical list and Material Safety Data Sheet (MSDS) file for all chemicals stored and used in the department (see Volume 2, Section 5).
- Make MSDS available to all students or employees using chemicals.
- Request budget needs for items related to OSHA safety rules and regulations.

### Employees

- Know and follow all safety regulations pertaining to your job. Report unsafe conditions.
- Wear appropriate Personal Protective Equipment (PPE) as instructed and required. Let your supervisor know if you feel you do not have adequate safety protection in any work activity.
- Maintain your equipment in good condition, with all safety guards in place during operation.
- Encourage co-workers to work safely.

- Immediately report all accidents, no matter how slight, to your supervisor or Sinclair Police.
- Immediately report any hazardous conditions or unsafe work practices observed to your supervisor.
- Follow all Ohio Public Employment Risk Reduction Program standards, rules, regulations, and orders issued according to Ohio law and Sinclair Community College policies, practices and procedures (see Section 1.05 of this manual and the Employee General Safety Handbook).
- Use equipment safety devices (e.g., safety belt, machine guards, electrical interlocks, lockout/tag out, etc.), and observe recommended safe operation procedures. Never bypass a safety device.
- Attend and actively participate in all safety meetings and training pertaining to your job responsibilities.
- Be aware of all safety considerations when introducing a new process, procedure, machine or material to the work place or classroom. When appropriate, read the equipment operations manual.
- Before beginning a work task, make sure you know exactly what is to be done and how to do it safely. Be sure you work properly to protect yourself and others.
- Make sure all tools and equipment are in proper working order. Do not fix anything yourself unless you are authorized to do so. Report unsafe equipment to your supervisor immediately.
- Do not take chances!

#### **Faculty Members**

- In addition to employee responsibilities, faculty members teaching in areas that require use of equipment and chemicals are to ensure proper safety.
- Student safety training must be incorporated into the instructional curriculum where applicable.

#### **Safety Coordinator**

- When it is requested, assist the chairperson/manager/supervisor in their safety training program development and maintenance.
- Coordinate the services of the professional consultant.
- Select and manage the safety training materials.
- Assist the consultant with safety inspections.
- Verify that corrective action has been taken to correct deficiencies found in the facilities and training inspections.
- Investigate accidents to prevent reoccurrence.
- Investigate exposure incidents involving employee accidental contact with human blood or hazardous chemicals.
- Coordinate and attend the Safety & ADA Committee meetings.
- Collect and maintain a master chemical list from all departments for the College.
- Measure and report as is required.

#### **Safety Consultant**

- Review all accident reports and indicate those that should or may have been prevented.
- Conduct semi-annual facility audits for Facilities Management.
- Verify that corrective action has been taken to properly correct any unsafe conditions identified in the facility audit.

- Verify that the SAFETY AND HEALTH PROTECTION ON THE JOB posters are posted and accessible to employees.
- Review the proper use of personal protective equipment and report findings.
- Perform respiratory protection inspections to verify proper procedures are being followed, as needed.
- Review all areas annually to determine if there are any noise level issues.
- Conduct air sampling tests as requested.
- Advise and assist the college to comply with all federal, state and local laws pertaining to regulatory compliance and employee/student safety.
- Assess and report safety program improvements.

#### **Human Resources**

- Retain the file record of all occupational accidents/injuries and illnesses and maintain and report the OSHA 300P log.
- Maintain any relevant chemical or blood borne pathogen exposure or medical records.
- Maintain copies of training records for all employees, full and part-time.
- Provide basic safety training to all new employees.
- Print and distribute the Employee General Safety Handbook to all full and part-time employees.
- Director must attend Safety & ADA Committee meetings or send his/her designated representative.

#### **Facilities Management**

- Contract for semi-annual safety inspections of buildings and grounds for unsafe conditions using a qualified safety consultant.
- Contract tests, inspections, and repair for all elevators, fire alarms, suppression, fire extinguishers, etc. (also known as safety systems) at the college.
- Conduct annual fume hood tests and inspections. Repair and maintain as required for safe operation.
- Provide hazardous and infectious waste management, underground storage tank compliance and EPA annual reporting.
- Provide and maintain belt, pulley, gear, shaft, etc. guards and electrical safety interlock protection on all machinery.
- Director acts with the Public Safety Director as an emergency coordinator for chemical emergencies.
- Director to attend Safety & ADA Committee meetings or send his/her designated representative.

#### **Director of Public Safety & Chief of Police**

- Act as the Incident Commander for emergency conditions.
- Act as the Police Chief over Sinclair Police.
- Oversee police protection and crime reporting to the college campus.
- Report crime notification to the campus, when required.
- Oversee and direct fire emergencies and/or evacuation response.
- Monitor weather conditions and direct appropriate response.
- Conduct accident investigations and reports.
- Act as Chairperson of the Safety & ADA Committee.
- Provide an annual Crime and Safety and ADA Committee report to the Board of Trustees.

## 1.04 SAFETY AND ADA COMMITTEE

The purpose of the committee is to discuss, recommend and report on changes, improvements and issues, related to workplace, laboratory and classroom safety and the Americans with Disabilities Act. The Committee is made up of various ex-officio and other appointed representatives (See Section 1.02).

### Committee responsibilities

- Meet once during the fall and once during the winter.
- Set goals and objectives for the Safety & ADA Programs.
- Advise and recommend changes and improvements to the College.
- Implement improvements for new and existing programs.
- Measure and report program effectiveness.
- Periodically review and update the Safety Manuals.
- Provide an April Facilities Master Plan Report and a May Board of Trustee Report of accomplishments for the year.
- The Americans with Disabilities Act (ADA) Title III (Public Accommodations) with the responsibilities addressed elsewhere.

### Topics to be discussed in meetings may include, but are not limited to:

- Accident Investigation and Corrective Action reports.
- Facilities inspections and audit results.
- Capital Projects related to safety improvements.
- Safety systems test, inspection & maintenance.
- Training topics and recommendations.

### Reports to the Safety Committee

Members designated with reporting responsibilities must submit their reports to the Safety Committee when requested to do so (see Section 1.02). These reports are used to measure safety related progress for conformity.

## 1.05 OHIO PUBLIC EMPLOYMENT RISK REDUCTION PROGRAM

### Introduction

House Bill 308 passed by the 119th General Assembly and signed by the Governor, established the Public Employment Risk Reduction Program (PERRP). The purpose of this legislation is to provide job safety and health protection for public employees through the promotion of safe and healthful working conditions. The Public Risk Reduction Program uses the Federal OSHA CFR 1904, 1910 and 1926 as the standard for Ohio public employers and employees. Statutory authority comes from chapters 4109, 4111, 4115 & 4167 of the Ohio Revised Code (ORC) and Ohio Administrative Code (OAC). However, Section 4167.01 (B) (1) specifically exempts peace officers employed by a public employer; therefore, sworn Sinclair Department of Public Safety Police Officers are not covered by the provisions of PERRP. Any requirements in the manual that is mandated by PERRP stating that it applies to all employees do not apply to sworn Sinclair Department of Public Safety Police Officers.

Implementation of the Public Employment Risk Reduction Program (PERRP):

- July 1, 1993: Employees gained the right to refuse unsafe work in imminent danger situations.
- October 1993: Division of Labor and Worker Safety offers free consultation service for public employers that is risk-free from any obligations.
- July 1, 1994: Public employers are required to be in compliance with the Employment Risk Reduction Program. Public employers must begin recording injuries and illness on the OSHA 200 Log and begin using the OSHA 101 injury report form or its equivalent.
- January 1, 1995: Enforcement provisions became effective.
- October 1, 2003: OSHA 300AP summary must be filed with PERRP and posted on campus by February 1 each year.

### Employers' Responsibilities

Every public employer has the general duty to furnish to each employee a place of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm. The employer must comply with the PERRP standards, rules and orders adopted or issued in accordance with chapter 4167 of the ORC & OAC.

### Employees' Responsibilities

Each public employee must comply with the PERRP regulation and comply with safety rules the public employer established for the purpose of fulfilling compliance.

### Employers' Rights

Employers have certain rights under the PERRP regulation. The following list of rights shows the major provisions, but is not intended to be all inclusive:

- To establish safety rules and to require their employees to comply with them.
- To contest any citation within 14 days after receiving it.
- To request a variance from the regulation.
- To negotiate the abatement period to comply with a cited hazard. Abatement periods can be as long as two years, with an additional one year extension.
- To plead that compliance with the PERRP regulation will cause undue hardship.

## Employees' Rights

Employees have certain rights under PERRP. The following list of rights shows the major provisions, but it not intended to be all inclusive:

- Employees or their representatives have the right to make verbal and written complaints to the employer or to PERRP about conditions that they consider hazardous to their safety or health. The regulation provides the right to make such complaints without the threat of discrimination or loss of job. In making a complaint with PERRP, the employees have the right to have their names withheld from the employer.
- To have an employee representative accompany an inspector during an inspection.
- To refuse unsafe work in imminent danger situations.
- To request an inspection from PERRP.

## Inspections

An inspection by a PERRP inspector will be conducted under the following circumstances.

- There is a refusal to work occurrence by an employee.
- The employer fails to respond within 30 days to a letter from PERRP concerning an employee complaint.
- There is a request from the employer, employee or the employee representative.

The PERRP inspector has the right of entry, without delay and at reasonable times, to a facility for the purpose of conducting an inspection. The purpose of the inspectors visit will be too determine whether or not the employer has complied with PERRP.

The PERRP inspector will take the following steps during an inspection:

- Conduct an opening conference to explain the purpose of the inspection.
- Review the employer's written records.
- Perform a detailed site inspection of the facility. An employee may accompany the inspector during the inspection.

During the inspection the inspector may question management and employees. The inspector will conduct a closing conference at the conclusion of the inspection.

## The Closing Conference

At the conclusion of the inspection, the inspector will hold a conference with the employer. The purpose of this conference is:

- To review the conditions, hazards and violations observed on the inspection.
- To obtain any further information needed from management and employees.
- To respond to any questions or concerns of management and employees.

The inspector will inform management that a citation and a compliance order will be issued. The inspector will ask for an estimate of the time requirements for abating the hazards and violations. The inspector will inform management that they have 14 working days to contest a citation. They may request an informal conference with PERRP to obtain a more complete understanding of the specific standards that applies to the citation to discuss ways to correct violations, to discuss problems with abatement dates, and obtain answers to any other related questions.

### **Citations and Penalties**

A citation does not mean an automatic fine. Fines can only be issued by a Common Pleas Court Judge. The maximum amount possible is \$10,000 per violation. PERRP must prove in court that the employer knew about a hazard and that there was a willful failure to comply.

### **Imminent Danger**

An imminent danger situation is "any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided by this act".

Imminent danger has three conditions:

1. That there is a reasonable certainty that death or serious physical harm would occur within a short period of time.
2. That the physical harm would be serious.
3. That this harm could occur before the regular procedure provided for by this act could be enforced. Employees are required to inform their supervisor immediately if they detect or even suspect an imminent danger situation in the workplace.

Public employees have the right to refuse unsafe work if they reasonably perceive a threat of imminent danger or serious harm. Employees are protected from discrimination under PERRP if:

- They have asked their employer to correct the problem and the employer fails to do so.
- They have notified PERRP of the alleged dangerous condition.

The "reasonable person" rule will apply to all imminent danger situations. Would a reasonable person consider the hazard to be an imminent danger?

### **Employee Complaints**

When PERRP receives an employee complaint in writing or by telephone the following will take place:

1. PERRP will send a certified letter to the employer within five working days informing the employer of the complaint and asking the employer to correct the problem.
2. The employer has 30 working days to correct the problem and respond. The 30 days begins when he/she signs for the certified letter.
3. If the employer does not respond, PERRP will send an inspector to inspect the employer's facility.

## 1.05a NOTICE TO EMPLOYEES POSTER



Bureau of Workers'  
Compensation

### Ohio Public Employment Risk Reduction Program

## Safety and Health Protection on the Job It's The Law!

The Public Employment Risk Reduction Act ensures safe and healthy working conditions for Ohio's public employees.

**Public employers** shall provide a place of employment free from recognized hazards and be in compliance with the Public Employment Risk Reduction Program (PERRP) occupational safety and health standards, rules and regulations.

**Public employees** shall comply with the PERRP occupational safety and health standards, rules and regulations.

#### Complaints

- Any public employee or employee representative has the right to file a complaint with PERRP via fax or letter that describes unsafe or unhealthy conditions in his/her workplace. Names of public employees filing complaints will be kept confidential.

#### Refusal to Work

- A public employee acting in good faith has the right to refuse to work under conditions he or she reasonably believes present an imminent danger of death or serious harm. This applies if the condition does not normally exist or is not reasonably expected to occur during the course of the employee's regular duties. A public employee who refuses to work under such conditions **must** follow these steps.
  - Notify his or her immediate supervisor that the condition poses imminent danger.
  - Submit a written statement of the imminent danger to PERRP as soon as practical.

There is, however, no right under the PERRP Act for an employee to refuse to work, unless the danger is one that a reasonable person under the circumstances would conclude an imminent danger exists.

#### Enforcement

- PERRP investigates job sites for unsafe and unhealthy conditions and practices at the request of a public employee, public employee representative or public employer.
- It issues citations requiring public employers to correct safety and health violations.
- A PERRP investigator may privately question a representative sample of employees and management about safety and health conditions in the workplace.

#### Citations

- If the investigation verifies a violation, PERRP will issue a citation. The public employer must then prominently post this citation in a conspicuous place where they customarily post such notices to their employees.

#### Reporting Fatalities/Multiple Hospitalizations

- A public employer must contact PERRP *within eight hours* of:
  - Death of any employee from a work-related incident;
  - Inpatient hospitalization of three or more employees from a single work-related incident.

#### Access to Records

- Employees have the right to copies of their medical records, and records of their exposures to toxic and harmful substances or conditions.

#### Discrimination

- Employers cannot discharge or otherwise discriminate against employees in any manner for filing a complaint or instituting any provision of the Act. Employees or their representatives may file discrimination complaints with the State Personnel Board of Review within 60 days of the discriminatory act.

#### Recordkeeping

- Public employers are required to maintain a PERRP 300P Log of injuries and illnesses.
- Public employers are required to submit a PERRP 300AP Summary of Work-Related Injuries and Illnesses to PERRP by Feb. 1 for the previous calendar year.
- Public employers must keep separate records for each establishment. On Feb. 1 of each year, the employer must post the PERRP 300AP at each establishment through April 30.

#### For More Information Contact:

Public Employment Risk Reduction Program (PERRP)  
13430 Yarmouth Drive  
Pickerington, Ohio 43147  
Phone: 800-671-6858

Hearing Impaired: TTY/TDD 1-800-750-0750  
Fax: 614-621-5754  
[www.bwc.ohio.gov](http://www.bwc.ohio.gov)

Under provisions of Rule 4167-4-01 of the Ohio Administrative Code, public employers must post this notice (or facsimile) in a conspicuous place where they customarily post such notices to their employees. Minimum reproduction size of this poster is 8 1/2 x 14 inches. Alternatively, employers can give a copy of this notice to each employee at the time of hiring and at least annually thereafter.



## 1.06 GENERAL SAFETY RULES

### Introduction

All Sinclair Community College employees, students and visitors are encouraged to actively participate in promoting a safe and injury-free workplace, laboratory or classroom condition. Please bring to your supervisor or instructor's attention any issues or concerns you may have regarding safety. This may be done orally or in writing.

For the protection and safety of all employees, students and visitors Sinclair Community College has established the following rules designed to prevent accidents and injuries. Compliance with these rules is essential. Employees who fail to comply with the safety plan could experience disciplinary action, if warranted.

Departments that have special safety rules should post them in visible places.

### Requirements

#### A. General Rules

1. Always call Sinclair Police at 512-2700 or 911 from a campus land-line phone for injuries or illnesses that require medical attention. Do not dial 911 from a cell phone for a campus emergency. Sinclair Police will file the accident report.
2. Machines or equipment shall not be operated until the person has received the proper safe-operation instructions.
3. Throwing things, running in aisles and stairways, distracting others and unnecessary shouting is forbidden.
4. Spilled oil, grease, water or other liquids on the walking surfaces must be cleaned up immediately.
5. Areas where overhead maintenance work is being performed shall be barricaded and posted to prevent possible injury from falling objects. A barricaded or posted area shall not be entered except by the workers performing the work.
6. Defective tools or equipment must be reported immediately to your supervisor or instructor.
7. A 3-foot access space must be maintained in front of fire extinguishers, electrical panel boxes.
8. Compressed gas cylinders must be secured in the upright position. Valve safety caps must be in place when cylinder is stored.
9. Defective ladders shall not be used and must be OSHA or ANSI labeled.
10. Do not use makeshift or defective scaffolding (see Specific Safety Practices Manual, Section 13).
11. Do not enter a permit required confined space without proper authorization (see Specific Safety Practices Manual, Section 2).

12. The workplace, laboratory and classroom must be kept clean and clear of debris at all times.
13. Materials and supplies must be stored or stacked properly to prevent them from falling on someone or creating a tripping hazard.

#### **B. Equipment or Material Handling**

1. Do not attempt to lift or push a heavy object. Contact your supervisor or instructor or get assistance from another person. Always use safe lifting techniques.
2. Caution must be exercised when carrying equipment or materials, to prevent falling over unseen obstacles.
3. Equipment or materials must be stored in designated storage areas.
4. Material, furniture or equipment shall not be placed in a corridor. Corridors and stairway must be kept clear at all times.

#### **C. Protective Equipment**

1. ANSI Z87.1 approved safety glasses, goggles or face shield shall be worn in areas where eye and face protection is required.
2. Safe shoes must be worn in hazardous work areas (e.g.: grounds, shops, construction sites, etc.). Shoes with exposed heels, toes or archways shall not be permitted.
3. Where danger of hair entangling in moving machinery or equipment exists (4" from the scalp in length), a hair enclosing cap or hat must be worn.
4. Hard hats must be worn in construction, renovation, demolition or overhead work areas.
5. Personal protective equipment requirements applies to all students, visitors and employees entering areas containing hazardous materials, power equipment or flying particle conditions. Examples include:
  - Chemistry labs - eye protection, aprons, gloves and other equipment may be required
  - Physics labs - eye protection
  - Theater shops - eye, hand & head protection
  - Ceramics labs - eye protection
  - Automotive labs - eye protection at all times and a face shield when grinding
  - Machine Shop lab – eye and face protection

#### **D. Operating Machinery**

1. Power machinery or equipment use shall be restricted to only the persons who have been trained and authorized to safely operate it.
2. Machinery shall be turned off when not in use.
3. Rings, jewelry, watches, gloves, neckties, long sleeves or loose clothing shall not be worn when near or when operating hazardous machinery (e.g.: table saw, cutoff saw, printing press, HVAC equipment, grounds equipment, etc.).

4. Operating unguarded equipment designed for safety guards use, is strictly prohibited.

**Exception:** *Guards are placed at all hazardous points on machinery for a necessary reason. Whenever guards cannot be kept in place during machinery operation, a supervisor signed "Danger Tag" with printed operating instructions must be posted on the unguarded area and on the safety switch. The department supervisor must be duly informed and approve. Do not make any guard alterations. Contact your supervisor if you think a guard needs modification.*

5. Safety interlock devices shall not be by-passed, blocked, or tied down. The safety interlock should never be used as a starting device.

#### **E. Compressed Air**

1. Compressed air shall not be used to blow-clean floors.
2. When blowing chips from a hole, cover the area with a shop towel.
3. Compressed air shall not be used to clean clothes, hands or other parts of the body. Flow from an air hose shall not be directed toward another person or the user of the air hose.
4. Areas where danger of flying particles is present, occupants must wear safety glasses with side shields.
5. The working pressure of an air gun (nozzle) shall not exceed 30 psi. Use an air gun with a specially designed safety tip. The guns are equipped with relief ports that reduce the pressure at the nozzle to less than 30 psi if blockage occurs.
6. Altering or modifying safety approved air nozzles is strictly forbidden.

#### **F. Fire prevention**

1. Only approved industrial safety cans equipped with self-closing spouts and flame arresters shall be used for flammable liquid handling or storage.
2. Oily rags shall be stored in metal cans with self-closing lids.
3. Know the location of all fire extinguishers, alarm boxes and fire exits in your area. To report a fire, pull the fire alarm box or call Sinclair Police.
4. Smoking is not permitted within any college building or vehicle. Smoking in unauthorized areas is a serious offense. All must strictly adhere to the smoking regulations to protect the safety of others and College property. Smoking is only permitted outside, away from doorways.

#### **G. Accident Prevention Signs and Color Codes**

1. Danger signs are always red, black and white - indicating an immediate hazard requiring special precautions.
2. Caution signs are always yellow and black - indicating possible hazards.
3. Safety instructions are always green and white.

4. The following color will be used:

- Red for fire, flammables, emergency stop devices or biological hazards
- Yellow for caution areas, aisle marking, platform edges
- Orange for moving mechanical parts
- Green for safety
- Blue for information

#### **H. Contractors**

1. All contractors must be informed of Sinclair safety policies by the responsible project manager.
2. The assigned responsible project manager or employee is required to review and observe contractor activity and to notify the contractor of any safety or environmental violations.
3. Failure of the contractor to correct a safety violation could result in their work being stopped until the safety issue is resolved at no additional cost to the College.

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## 1.07 SAFETY INSPECTION PROCEDURE

### Purpose

The heart of a successful accident prevention program is a safety inspection program. The inspection must be a well-organized and systematic evaluation of Sinclair College's safety and health situation at each department. This section will provide employees with information to conduct a safety inspection.

### Routine Facility Inspections

Responsibility for routine building and grounds inspections is shared by the Director of Facilities Management, deans, directors, chairpersons, managers and supervisors. The Director of Facilities Management or designee, is responsible for conducting a formal semi-annual safety inspection of select sections of buildings and grounds.

Violations discovered will be sent to the department dean, director, chairperson, manager or supervisor for corrective action when determined it is their responsibility, or corrected by Facilities Management. Chairpersons, managers and supervisors are responsible for maintaining safe conditions within their departments.

### Department Self Inspections

Departmental self-inspections must be conducted on an on-going basis to identify potential or actual unsafe conditions and practices. An interested, knowledgeable employee within each department should be designated for doing the self-inspection. The person doing the self-inspection should select the appropriate checklist form within this section. A copy of the completed checklist should be sent to the department chairperson, manager or supervisor.

### Responsibility for Corrections

Each department is responsible for ensuring the elimination of unsafe acts and conditions within their areas. Methods and procedures must be implemented to correct unsafe or unhealthy conditions and work practices identified during the inspection or accident investigation. Whenever possible, immediate corrective action should be taken to remove hazards and correct unsafe conditions or practices. If corrections cannot be made immediately, a written plan of corrective action should be developed and implemented.

### Required Activities

1. Any unsafe conditions identified during self-inspections that can be corrected with minor adjustments should be resolved immediately.
2. All unsafe conditions should be corrected within a reasonable period of time. The corrections should be done in a descending order of importance in relation to the potential injury/illness severity.
3. If for some valid reason a condition is not corrected or it is postponed to some future date, proper documentation of the action should be included in the record.
4. Chairpersons, managers and supervisors are responsible for tracking open items to ensure that they are completed within a reasonable time frame.

### **Employee Reports of Unsafe Conditions**

Employees have the responsibility, under the Sinclair College safety program and the Ohio Public Employment Risk Reduction Program, to observe, identify, and report unsafe conditions to their immediate supervisor.

When an unsafe condition is reported, the chairperson, manager or supervisor must enter an on-line Work Request or correct it immediately. The on-line Work Request will automatically be sent to the Service Control Center in Facilities Management. Emergency situations should be reported to Sinclair Police at 2700 immediately.

Documentation of the College's response to a Work Request for a buildings or grounds unsafe condition reported through the on-line procedure (from B. above) is done by the assigned Facilities Management repair person or his/her supervisor. This documentation includes corrective action taken or an explanation of the decision not to take any action. Documentation is retained by the electronic system.

### **Required Equipment Inspections and Frequency**

#### **Safety Coordinator (annually)**

1. Respiratory protection equipment (follow the requirements of the SCC written safety program.
2. Lockout/tag out & Electrical Worker Safety (follow the requirements of the SCC written safety program.

#### **Facilities Management Inspections (All automatic systems checked annually by a licensed/eligible person)**

1. Portable fire extinguisher
  - Check pressure level and for visible damage
  - Replace any missing from location
  - Checked annually by a licensed/eligible person
2. Automatic fire suppression systems
3. Fixed fire extinguishing systems
4. Fire detection systems
5. Supervised fire alarm systems

#### **All owner departments (at least annually or more often as needed)**

1. Overhead hoist, aerial lift elevated platforms and auto lifts
  - Deformed, cracked, corroded supports
  - Loose bolts and rivets
  - Cracked or worn sheaves
  - Worn, cracked, distorted pins, bearings, shafts, gears, rollers
  - Worn brake parts and chain drive sprockets

- Cable and hook
  - Excessive wear, twisted, distorted links
  - Safety devices and guards
  - All inspection and repairs should be done by an authorized and qualified third party service company.
2. Woodworking machines
    - Dull blades sharpened, guards in place
    - Consult OSHA Woodworking Guide
  3. Compressed gas cylinders
    - Proper storage conditions, container label, chained or safety cap installed when not in use.

**Shipping and Receiving, Maintenance and Grounds (weekly inspections)**

1. Fork Lift trucks
  - Hydraulic systems, mechanical systems, warning equipment, etc. Use checklist available from Safety Coordinator.

**Machine Shop Departments**

1. New grinding wheels - Ring testing for cracks before first use
2. Grinding wheel units – before each use
  - Inspect eye shield guard for correct spacing
  - Inspect for proper tool rest and tongue clearance

## SAFETY INSPECTION CHECKLIST

Department \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_

Inspector \_\_\_\_\_

This checklist is intended only as a guide. Look for other unsafe acts and conditions and report them to the appropriate administrator so corrective action can be taken. Retain a copy for your files.

### WALKING / WORKING SURFACES:

	YES	NO	N/A
Floors clean and dry .....	[ ]	[ ]	[ ]
No protruding storage or clutter .....	[ ]	[ ]	[ ]
No trip hazards to include electrical extension cords or debris .....	[ ]	[ ]	[ ]
Rags/trash disposed of daily .....	[ ]	[ ]	[ ]
Stairs safe (not blocked, handrails secure, steps dry, no debris) .....	[ ]	[ ]	[ ]
Ladders safe (routinely inspected, have non-slip feet, non-conductive) .....	[ ]	[ ]	[ ]
Scaffolding >5' with top/mid rails, toe-boards, mudsills, lockable wheels .....	[ ]	[ ]	[ ]

### ELECTRICAL:

	YES	NO	N/A
All disconnects and breakers labeled .....	[ ]	[ ]	[ ]
Unobstructed 36" access clearance to electrical panels .....	[ ]	[ ]	[ ]
No exposed electrical live parts .....	[ ]	[ ]	[ ]
Convenience receptacles are grounded .....	[ ]	[ ]	[ ]
Ground pins on extension plugs in good condition .....	[ ]	[ ]	[ ]
Inspection program for extension cords (no tape repair or butt splice) .....	[ ]	[ ]	[ ]
Knockout boxes unacceptable for custom fabricated extension cords .....	[ ]	[ ]	[ ]
Extension cord <u>not used</u> as a permanent installation .....	[ ]	[ ]	[ ]
Explosion proof equipment used in flammable or volatile area .....	[ ]	[ ]	[ ]
Provide Inspection program for power tools and cords .....	[ ]	[ ]	[ ]
GFCI's provided in damp areas, near plumbing fixtures, etc. ....	[ ]	[ ]	[ ]
No open slots in circuit breaker panel covers .....	[ ]	[ ]	[ ]
Covers in place on receptacles, Junction boxes, switches .....	[ ]	[ ]	[ ]
Electrical hand tools grounded or double insulated .....	[ ]	[ ]	[ ]
"Non-dead front" plugs removed from service .....	[ ]	[ ]	[ ]
Electrical cords in walkways protected .....	[ ]	[ ]	[ ]
Lockout / Tag out program in place where required .....	[ ]	[ ]	[ ]

### MACHINE GUARDING:

	YES	NO	N/A
Barrier guards on moving machinery parts .....	[ ]	[ ]	[ ]
Point-of-operation & pinch points guarded .....	[ ]	[ ]	[ ]
Fan blades guarded (> ½" opening) .....	[ ]	[ ]	[ ]
Fixed machinery properly anchored .....	[ ]	[ ]	[ ]
Anti-kickback protection on woodworking machinery .....	[ ]	[ ]	[ ]
Push-sticks provided (for use near saw blades) .....	[ ]	[ ]	[ ]
Circular hand saw blade guard – fixed top half with lower half floating .....	[ ]	[ ]	[ ]
Jointer blade guard installed with auto blade return cover guard .....	[ ]	[ ]	[ ]



MACHINE GUARDING (continued):

	YES	NO	N/A
Radial arm saw blade guard - fixed top half with lower half floating .....	[ ]	[ ]	[ ]
Radial arm saw with auto return device to original position .....	[ ]	[ ]	[ ]
Radial arm saw should not expose blade beyond front edge of table .....	[ ]	[ ]	[ ]
Power interruption anti – restart on woodworking machinery .....	[ ]	[ ]	[ ]
Clear safety zones around shop equipment .....	[ ]	[ ]	[ ]
Table saw blade guard, splitter, anti-kick-back device .....	[ ]	[ ]	[ ]
Abrasive wheels given “ring-test” .....	[ ]	[ ]	[ ]
Machines equipped with lockable disconnect .....	[ ]	[ ]	[ ]
Lockout/Tag out procedure used for machinery .....	[ ]	[ ]	[ ]
On/off switch accessible w/o reaching across Point of Operation .....	[ ]	[ ]	[ ]

HAZARDOUS MATERIALS:

	YES	NO	N/A
OSHA approved lockable storage cabinets .....	[ ]	[ ]	[ ]
Maximum storage limits of flammable & combustibles .....	[ ]	[ ]	[ ]
Compatibility storage of chemicals .....	[ ]	[ ]	[ ]
Manufacturer’s label affixed and legible .....	[ ]	[ ]	[ ]
Dispensing containers labeled .....	[ ]	[ ]	[ ]
NFPA labels used on non-manufacturer containers .....	[ ]	[ ]	[ ]
Material Safety Data Sheets available and accessible .....	[ ]	[ ]	[ ]
Proper disposal of Hazardous Waste Stream .....	[ ]	[ ]	[ ]
Chemical safety training provided (site specific).....	[ ]	[ ]	[ ]
No smoking permitted signs and enforcement (by Sinclair Police).....	[ ]	[ ]	[ ]
All hazardous chemical purchases on Authorized Use List .....	[ ]	[ ]	[ ]
New HAZMAT chemicals are preapproved for purchase .....	[ ]	[ ]	[ ]
Ventilation equipment available and used .....	[ ]	[ ]	[ ]
Fume hood operation periodically tested and maintained .....	[ ]	[ ]	[ ]
Refrigerators labeled “No Food” or “Food Only” .....	[ ]	[ ]	[ ]
Proper storage / containment / separation of acids /compatibility .....	[ ]	[ ]	[ ]
Required dispensing containers bonded to prevent static electricity .....	[ ]	[ ]	[ ]
Contribution of chemicals to Sinclair properly approved by FM Director ....	[ ]	[ ]	[ ]

GENERAL SAFETY:

	YES	NO	N/A
Eyewash stations and showers flushed and tested monthly .....	[ ]	[ ]	[ ]
Personal protective equipment used, cleaned and stored properly .....	[ ]	[ ]	[ ]
Compressed gas cylinders secured/capped .....	[ ]	[ ]	[ ]
Inspection and maintenance of forklifts .....	[ ]	[ ]	[ ]
Welding curtains, smoke filtration and eye protection used .....	[ ]	[ ]	[ ]
Hot work permits obtained from FM .....	[ ]	[ ]	[ ]
Smoking in designated areas only .....	[ ]	[ ]	[ ]
Unstable shelving and cabinets secured to prevent tip over .....	[ ]	[ ]	[ ]
Broken or damaged furniture removed from use .....	[ ]	[ ]	[ ]
Employee use of safe lifting practices .....	[ ]	[ ]	[ ]
Hand trucks and trucks available for heavy objects/freight .....	[ ]	[ ]	[ ]
Workplace safety training provided .....	[ ]	[ ]	[ ]
Department safety planning relative to job risk .....	[ ]	[ ]	[ ]
Labor Posters displayed in public view (Human Resources) .....	[ ]	[ ]	[ ]

PERSONAL PROTECTIVE EQUIPMENT:

	YES	NO	N/A
Eye and face .....	[ ]	[ ]	[ ]
Foot .....	[ ]	[ ]	[ ]
Hand & special clothing .....	[ ]	[ ]	[ ]
Head .....	[ ]	[ ]	[ ]
Hearing .....	[ ]	[ ]	[ ]
Respiratory .....	[ ]	[ ]	[ ]
Other .....	[ ]	[ ]	[ ]

FIRE PROTECTION:

	YES	NO	N/A
Fire extinguishers mounted and locations clearly marked .....	[ ]	[ ]	[ ]
Stair doors close and latch preserving safe exit and Area of Refuge .....	[ ]	[ ]	[ ]
Aisles and passageways unobstructed .....	[ ]	[ ]	[ ]
Flammable & combustibles stored in approved containers and cabinets .....	[ ]	[ ]	[ ]
Exit lights working properly .....	[ ]	[ ]	[ ]
Exit doors operational for egress during occupancy .....	[ ]	[ ]	[ ]

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## 1.08 DEPARTMENTAL SAFETY MEETINGS

### Purpose

To provide guidance in holding departmental safety meetings.

### Definition

A safety meeting includes all employees and management personnel to ensure that potential for unsafe conditions are resolved.

### General

Safety meetings are to be conducted by the chairperson, manager or supervisor of the department. To be effective meetings should be held on a regular time schedule. Topics for the meetings will be selected by the departments with the help of the Safety Coordinator as needed. Department trainers should use the Safety Training Log in Section 1.10 to record the training subject(s) covered and employees in attendance. Each employee who attends should sign the Safety Training Log which is the responsibility of the department. Forward copies to Human Resources and Safety Coordinator.

### Suggested Agenda

- Open meeting and present topic(s).
- Review minutes from last meeting, as needed.
- Complete attendance log for persons present (Safety Training Log).
- Discuss status of previous recommendations.
- Discuss accidents and near misses that have occurred since the last meeting. Review summary of accidents to-date by number and type. Note any trends.
- Discuss any corrective action taken, or needed. Concentrate on accident cause to make everyone aware.
- Safety Inspection reports, if any.
- Discuss new safety procedures or any changes to departmental safety procedures.
- Perform training, as needed.
- End meeting on time.

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## 1.09 SAFETY TRAINING PROGRAMS

### Purpose

The purpose of this section is to briefly outline the Sinclair Community College employee safety training programs. Training includes general safety awareness and specific job safety training, along with potential occupational safety and health hazards and other safe practices for the specific job.

Department training should be given frequently. The higher the risk level the more important systematic training becomes (OSHA does set some minimum frequencies). The acquisition of new products, equipment or the adoption of new work practices must prompt simultaneous safety training. The methods of instruction shall vary to best meet topical needs. Lectures, handouts, posters, demonstrations and video presentations are suggested as instruction vehicles.

Records shall be kept for all safety training activities. Participant employees shall sign an attendance log sheet (See Section 1.10, Page 3 of this Manual for a copy) as an acknowledgment of training. All attendance log sheets shall be forwarded to Human Resources for record retention. Also send a copy to the Safety Coordinator.

All full-time employees will receive general safety awareness orientation at the beginning of employment by Human Resources. Specific training relating to each employee's job assignment shall be the responsibility of their supervisor prior to performing work. Part-time employees are not hired through Human Resources and must receive general safety awareness and specific safety training by their supervisor before performing work.

The goal of SCC's training program is to train employees to be aware of and to avoid injury or illness from the hazards specific to their job duties.

### Summary of Safety Topics

Employee safety training is the responsibility of chairpersons, managers and supervisors. Contact the Safety Coordinator for training outlines and other available materials. See Sections 6.01 & 6.02 of this Manual for a safety training video listing.

### General Safety Awareness Training (all employees)

- OSHA Compliance
- College Safety Policy
- Employee Responsibility
- Blood borne Pathogens
- Medical Emergency (accident reporting)
- Fire Emergency
- Fire Prevention
- Evacuation
- Working with Chemical Hazards (hazardous materials)
- Material Safety Data Sheets
- Safe Work Practices

Note: Contact Human Resources for copies of the Employee General Safety Handbook (see our Sinclair/Manuals & Handbooks). The handbook is a necessary tool for training part-time personnel.

### Specific Training (relative to job duties)

- Chemical hygiene
- Personal protective equipment
- Respiratory protection

- Specific, detailed blood borne pathogen
- Fire extinguishers
- Lockout/Tag out procedures
- Confined space entry procedures
- Aerial lifts, ladders & scaffolds
- Lift truck safety
- Cleaning products/supplies
- General grounds safety/equipment operation
- Pesticides/Herbicides
- Machinery and tools

### **Safety Training Frequencies**

#### ***Basic Awareness & Evacuation***

- At the initial hiring orientation and before performing work.

#### ***Hazard Communication***

- Before the initial work assignment and again whenever a new hazard is introduced.

#### ***Contingency Planning and Emergency Spill Response***

- Train at initial assignment and thereafter the employee must demonstrate competency or be retrained.

#### ***Fire Extinguisher***

- Train at initial assignment and at least annually thereafter.

#### ***Fire Prevention and Emergency Action***

- Train at initial assignment and thereafter the employee must demonstrate competency or be retrained.

#### ***Blood borne Pathogens***

- Train at initial assignment with refresher training at least annually thereafter.

#### ***First Aid***

- Certification training every three years.

#### ***CPR/AED***

- Certification training annually.

#### ***Lab Safety***

- Train at initial assignment and whenever a new hazard is introduced.

#### ***Confined Space & Lockout/Tag out***

- At initial assignment and whenever a change is introduced.

## 1.10 RECORDKEEPING PROGRAM

### Purpose

The purpose of this section is to outline the Sinclair Community College record keeping process. Record keeping is a very important aspect of the safety, health, fire prevention and environmental programs. The following required records are to be maintained:

### Recordkeeping Responsibility

#### Director of Human Resources

1. Employee safety training records
  - All employee safety training must be documented in writing and filed with Human Resources.
  - A duplicate training file should be maintained by the employee's department.
  - The training documentation must contain the date of training, safety topic covered, source/provider, printed name of the employee and employee's signature (see page 3 of this section).
2. Record of occupational injuries and illness
  - Human Resources is required by OSHA §1904.33 & ORC 4167.07 to retain employee work-related injury and illness reports for five years following the end of the calendar year they cover.

#### Director of Facilities Management

1. Hazardous Materials Management
  - a. Reports & permits
    - Ohio EPA hazardous waste disposal
    - Ohio EPA infectious waste disposal
    - Ohio SERC
    - Dayton combustible storage
  - b. Underground storage tank leak detection
  - c. Safety Systems (test, inspect, repair)
  - d. Elevators
  - e. Fire alarm systems
  - f. Fire sprinkler and suppression
  - g. Fire extinguishers
  - h. Emergency broadcast system
  - g. Laboratory fume hoods, ventilation and exhaust
2. Air monitoring reports
3. Man lift and ladder inspections
4. Buildings and grounds safety inspections or audits

5. Noise level surveys
6. Issue permits for confined space, hot work (welding and burning), red tag (fire apparatus transfer from active to inactive status) and energized electrical work.

#### **Director of Public Safety**

1. Conduct Accident and Illness reports (copies to be sent to Human Resources and Business Services).
2. Jeanne Clery Act report.
3. Crime statistics reports.

#### **Safety Coordinator**

1. Accident corrective action documentation
2. Hazard assessment for Personal Protective Equipment (PPE)
3. Respiratory assessment
4. Lift truck inspections
5. Review cancelled permits from Building 7

#### **Chairpersons/Managers/Supervisors**

1. Bloodborne inoculations, e.g., Hepatitis B, HIV, etc.
2. Compliant chemical storage
3. Material Safety Data Sheets for chemicals
4. Employee respirator user training and medical records
5. Specific curriculum related safety instruction
6. Required equipment inspection safety records, e.g., auto lifts, etc.

#### **Record Keeping Specifics**

##### **Non-Training Record Keeping**

Any business that has more than 50 employees is required to post an *Employment Law Poster* in a prominent location (HR Office). A summary of the laws displayed on this poster include:

- Family and Medical Leave Act
- Americans with Disabilities Act
- Discrimination in Employment Act
- Civil Rights Act
- Fair Labor Standards Act
- Ohio Employment Risk Reduction Program (OSHA)
- Employee Polygraph Protection Act
- Federal Minimum Wage

Sinclair Community College must submit the BWC 300P summary with the Public Employment Risk Reduction Program annually by February 1. A copy of the summary must be publicly posted on site from February 1 through April 30.

##### **Training Record Keeping**

Compliance with Federal OSHA regulations requires adherence to three basic rules:

1. Determine which safety programs are applicable to Sinclair.

2. Implement the applicable training programs
3. Maintain documentation of employee training:
  - Name or names of the training provider
  - Date of training
  - Subject or title of the training
  - Employee printed name
  - Employee Tartan ID number
  - Employee department
  - Signature of each employee present for training

Forms can be found at: [our.Sinclair/Forms/Human Resources/Safety Training Log](#)

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## 2 EMERGENCY PROCEDURES

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### 2.01 MEDICAL SERVICES AND FIRST AID



### Purpose

To provide information concerning procedures and methods to fulfill the Ohio PERRP requirement for Sinclair employees and to provide emergency medical care for any injured or ill person (employee, student or visitor) using any Sinclair campus.

### Medical Services

Medical services are provided by local hospitals and patient preferred physicians. All full time Sinclair Police Officers are trained in first-aid, CPR and AED procedures.

### Medical Emergencies - Dayton Campus

- All medical emergencies must be immediately reported to Sinclair Police at extension 2700. The Sinclair Communications Officer will direct trained police officers to the emergency location and will call for Dayton EMS when necessary. The Dayton EMS will transport the injured person to a local hospital.
- Emergency telephones with the 2700 number displayed above them have been installed in public hallways or stairways. In addition, the 2700 emergency telephone number has been posted on all Sinclair office phones.
- Dialing 911 or 9-911 from a Dayton Campus telephone will connect you directly to Sinclair Police.
- Dialing 911 from a cellphone on the Dayton Campus will route the call to a regional emergency service center and not to Sinclair Police. This will delay or prevent Sinclair Police notification and emergency response.
- Any person reporting an emergency must stay on the telephone line until released by the Sinclair Police Communication Officer in order to assure that all necessary information is obtained.
- Sinclair Police Officers will provide basic first aid until EMS arrives.
- The immediate supervisor of an injured or ill employee must be notified.
- Legal adults may refuse medical treatment by signing a refusal card.
- It is important that all employees understand these procedures for reporting a medical emergency.

### Medical Emergencies - Englewood, Huber Heights, Preble County Learning Centers and Courseview

- Dialing 911 for police and medical emergencies from your cell phone will connect you to the local emergency service point and the local police or fire department will respond accordingly.
- Always file an Incident Report with the Sinclair Police at the Dayton Campus.

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## 2.02 FIRE EMERGENCY

### Purpose

To provide a uniform and efficient method of responding to a fire emergency.

### Emergency Action

When a fire alarm sounds:

1. Completely evacuate the building.
2. Go to the nearest exit and evacuate the building. Go to your preselected assembly or **Gathering Area**.
3. Provide assistance to people with disabilities.
4. All people must evacuate until Sinclair Police gives the all clear signal. Do not use the elevators.

B. Upon discovery of a fire all employees, students and visitors should:

- Dayton Campus

1. Notify others by activating the fire alarm box located near any exit door.
2. Evacuate the building and not take personal belongings.
3. Close doors as you leave.
4. Do not use elevators.
5. Proceed to the nearest exit or stairwell and to your preselected **Gathering Area**.
6. Assist people with disabilities through horizontal exits to the next building or outside, or to the stairwell **Area of Refuge**.
7. Remember, always evacuate to your preselected **Gathering Area**.
8. After reaching the gathering area take a head count, determine if anyone is missing.
9. If someone is missing contact Sinclair Police at extension 2700 (or 937-512-2700) with the following information:
  - Persons name
  - Where last seen
  - When last seen
  - Missing person information can be personally delivered to the Sinclair Police office in Building 7, room 7112.
10. If you cannot activate the fire alarm, call Sinclair Police at 2700 or 911 from a house phone.
11. Sinclair Police will contact the Dayton Fire Department and direct them to the emergency.
12. **Do not call 911 by cell phone at the Dayton Campus** as the responding agency will not be familiar with the fire location. Always use a house phone when dialing 911.

- Englewood, Huber Heights and Preble County Learning Centers

1. Notify others by pulling the alarm box.
2. The alarm company monitoring the buildings will notify the building manager and the local fire department.

- Courseview Campus Center

1. Notify others by pulling the alarm box.
2. The Front Desk Coordinator will notify the Mason Fire Department.

C. All employees must:

1. Pre-plan your evacuation route by following the exit signs to outside or horizontally into an adjacent building.

2. Always evacuate to a common pre-identified outside **Gathering Area**. Groups should stay together if possible to account for any missing persons.
3. In some situations occupants that are unable to negotiate stairs must remain in an **Area of Refuge** and await rescue.

### Fire Fighting Equipment

#### A. Fire extinguishers

1. Fire extinguishers are to be used only by trained and authorized employees.
2. Never fight a fire alone.
3. If you decide to extinguish a small fire always plan a route of escape.

### Fire Alarm Descriptions

- Dayton Campus

1. Activated fire alarms are automatically composed of a siren followed by a verbal instruction message. The siren and verbal message is repeated over and over again.
2. An alarm cannot be silenced until a Sinclair Police officer investigates the area of the alarm and approves the alarm to be silenced.
3. All fire alarms on the Dayton Campus feed into the Sinclair Police Department Communications Center. Communications Officers will notify the Dayton Fire Department.
4. The fire alarm system is equipped with an Emergency Broadcast System with automatic recorded or manual emergency audio messages.
5. Fire alarm systems are equipped with strobe lights for the deaf. The strobe lights only function for fire alarms.

- Englewood, Huber Heights, Preble County Learning Centers

1. All buildings are equipped with a fire alarm as required. Evacuate upon activation of the fire alarm. No verbal directions will be given by the fire alarm system.
2. The building alarm company monitoring the buildings will notify the building manager and the local fire department.

- Courseview Campus Center

1. All buildings are equipped with a fire alarm as required. Evacuate upon activation of the fire alarm. No verbal directions will be given by the fire alarm system.
2. The Front Desk Coordinator will notify the Mason Fire Department.

### Area Of Refuge

The **Area of Refuge** is a designated area (normally a stairway landing) on **floors above or below ground level** (where a horizontal exit does not exist) for individuals that cannot physically negotiate the stairway and must wait for rescue assistance. Sinclair Police or Dayton Fire will check the stairways for stranded persons immediately upon arrival.

### Safety Information Officers

Safety Information Officers (SIO) are assigned to buildings to serve as security and evacuation assistants. SIO's are trained to serve as an evacuation warden for their assigned area by:

### 1. *Daily Routine*

- Become familiar with the exits and fire alarm pull stations in your area of patrol.
- Take an active part in reporting situations that may lead to a fire.
- Check fire alarm panel for abnormal conditions (satellite campuses only).
- Report any situation that blocks or inhibits the safe exit from a building (blocked hall or exit).
- Test exit door panic bar for proper operation (it should easily push unlatch door for exiting).
- Report stairway doors that do not automatically close and latch.
- Identify the building Tornado Shelter in your assigned area.

### 2. *When a Fire Alarm Sounds*

- Begin evacuation while assessing the situation.
- Gently but firmly direct people to leave the building by the closest exit.
- Ensure complete evacuation through the nearest exits.
- Don't argue if someone refuses to go. Just ask their name and proceed. Report the incident later if warranted.
- Should the closest exit be blocked, direct people to the next closest exit.
- Report cause of the alarm, if known.
- Report injured or handicapped persons needing assistance.
- Persons unable to negotiate the stairs should remain on stair landings **Area of Refuge**.
- Keep stairway doors closed and latched to protect **Area of Refuge**.
- Use horizontal exits for handicapped movement into adjacent building when available.
- Check the area for stragglers if possible.
- Do not endanger yourself.
- Notify Sinclair Police of anyone remaining in the building.
- Do not use the elevator except under the direction of a firefighter.
- Direct evacuees to an outside assembly or **Gathering Area** and identify any missing persons.
- Report missing persons to Sinclair Police.
- For a bomb threat move people 300 feet away from the building.
- Follow last occupant out of the building closes all doors in route to the outside.
- Report when the evacuation is complete in your area.
- SIOs should prevent building reentry in a way that does not compromise their own safety.
- SIOs should check the assembly or **Gathering Area** to relay missing person information.

#### Preferred assembly or Gathering Areas - Dayton Campus

- Bldgs. 1 thru 8 - Third Street grassy area on the north side or the Fourth Street grassy area on the south side.

- Bldg. 9 - parking lot E on the north side of Building 9
- Bldgs. 10 thru 12 - grassy area north of Building 10
- Bldg. 13 - parking lot K on the south side of Building 13
- Bldgs. 14 and 17 - parking lot B
- Bldg. 19 - parking lot I
- Bldg. 20 - parking lot M on west side of Building 20

**Preferred assembly or Gathering Areas - Englewood, Huber Heights and Preble County Learning Centers and Courseview Campus Center**

- Englewood Learning Center - north parking lot
- Huber Heights Learning Center - north parking Lot
- Preble County Learning Center - south parking lot
- Courseview Campus Center - northwest parking lot

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## 2.03 EVACUATION PROCEDURES

### Purpose

The objective is to quickly empty building or building areas of all occupants as quickly and safely as possible. These procedures apply to emergency situations where evacuation may be necessary. This includes, but is not limited to:

- Fire or explosion
- Chemical spill
- Bomb threat

### Evacuation Procedures

Sinclair Community College is an educational institution and based on the type of activities that take place, **the probability of a campus wide evacuation is minimal**. The most likely scenario is the evacuation of a single building. In the event of an evacuation on the Dayton Campus, the following steps will be taken:

- An alarm will sound and/or instructions will be announced over the Emergency Broadcast System (an audio system linking all buildings from the Sinclair Police office).
- Sinclair Police Officers and other assigned emergency personnel will be dispatched to the building to determine the origin/cause of the alarm.
- Sinclair Police will contact the **local emergency response team** as they determine necessary.
- Faculty will ensure evacuation of their class either horizontally to a connecting building or to an outside **Gathering Area**.
- **In case of fire do not use elevators**. People with disabilities who cannot walk or be assisted down the stairs should stay in an enclosed stairway landing **Area of Refuge** and wait for the arrival of emergency personnel. An enclosed stairway landing is known as an **Area of Refuge**. Assisting individuals must notify Sinclair Police of stranded persons needing rescue.
- **College Personnel** in charge of offices, classrooms and labs must ensure evacuation of their area and have people with disabilities horizontally removed to the next building or taken to a stairwell landing **Area of Refuge** or outside.

### All SCC Faculty/Staff/Students should:

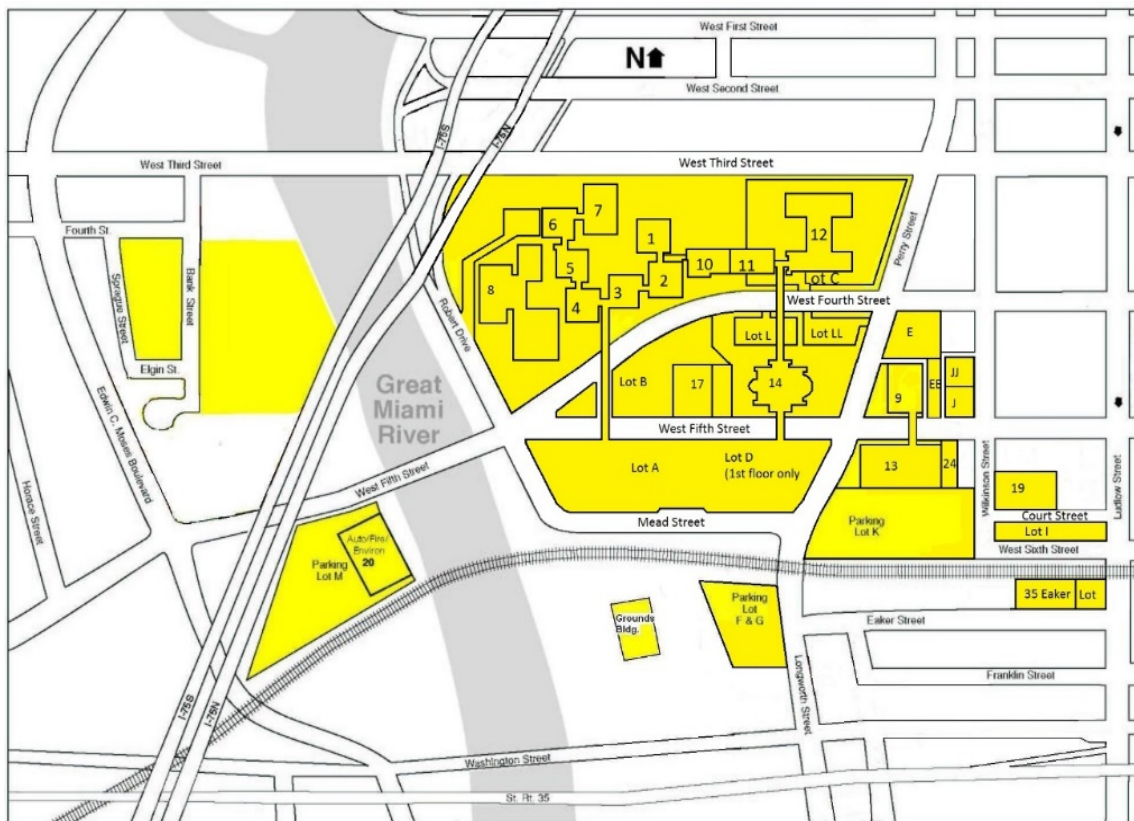
- Learn about fire safety (see Section 2.02).
- Plan ahead for other evacuation emergencies; give thought to how you would evacuate and determine nearest exit, etc.
- Be aware of your own capabilities and limitations.
- Learn about all other type emergencies, e.g., tornado, hazardous materials, etc. (see Section 2.04).
- All people shall leave the building immediately and proceed away to a safe distance (50 feet for fire, 300 feet for bomb threat) from the building into their designated assembly area (see campus map at the end of this Section):
  - ✓ *Buildings 1 thru 8 - move to the Third or Fourth Street lawn adjacent to the building.*
  - ✓ *Building 9 - move to Parking Lot E north of the building.*
  - ✓ *Buildings 10, 11 & 12 - move to the lawn area north of Building 10.*
  - ✓ *Building 13 - move to Parking Lot K south of Building 13 or the east loading dock area.*
  - ✓ *Buildings 14 & 17 - move to the lawn area on the northeast or northwest side of Building 14 or to Parking Lot B between Fourth and Fifth streets.*
  - ✓ *Building 19 - move to Parking lot I south of the building.*
  - ✓ *Building 20 - move to Parking Lot M on the west side of the building.*
- ELEVATORS **ARE NOT** TO BE USED DURING A FIRE EVACUATION.
- Once the building is evacuated, Sinclair Police will secure the area. The highest-ranking available Sinclair Police Officer will be in charge until the fire department arrives.

- Sinclair Police will provide security and crowd/traffic control for the campus.  
Employees will remain in the designated evacuation areas and wait for instructions. No one is permitted to enter a building until it has been approved by Sinclair Police.

### Training

Sinclair Safety Officers receive training in evacuation procedures. Full time employees will be instructed during their new employee orientation by Human Resources. Part time employees will be instructed by their immediate supervisor in the college evacuation procedure (ref.: Employee General Safety Handbook, page 11).

### Map - Dayton Campus



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## 2.04 TORNADO PROCEDURE

### Purpose

To direct building occupants to safe shelter away from flying debris and glass often experienced in a direct hit from a tornado.

### Application

The tornado months are normally April, May and June, however, tornadoes may strike at any time in Ohio. Sinclair utilizes Tornado Safe Zone signs on the wall or above the door to designate a safe place in the event of a tornado emergency.

The standard National Weather Service Terms are **WATCH** and **WARNING**:

**Watch** – A watch means that hazardous weather is possible. Conditions are right for development of severe weather.

**Warning** – A warning means weather conditions pose a threat to life or property. People in the path of the storm need to take protective action.

### Tornado Procedures - Dayton Campus

Tornado warnings should never be taken lightly. Sinclair Police determines when the campus community should be evacuated to a shelter. The Sinclair Dispatch Center monitors the National Weather Service (NWS) reports, bulletins issued on the Law Enforcement Data Systems computer network, the local media, and our own weather spotters trained by the NWS.

If a **Tornado Watch** is issued by the NWS, Sinclair Police will immediately activate our command center and monitor weather conditions. In the event that the NWS issues a Tornado Warning for our county, Sinclair Police will make an immediate verbal announcement via the Emergency Broadcast System, NIXLE and a ZZZ e-mail system indicating that a Tornado Warning has been issued. This notification will indicate that sheltering is not yet necessary.

Sinclair Police will monitor the path of the impending storm and if the college is within the projected path of the storm, the Emergency Broadcast System will be fully activated, as described below:

The Emergency Broadcast System (EBS) will be activated in all buildings at the Dayton Campus (except the Eaker Street building) by an audible siren and a recorded message indicating a **tornado warning has been issued and that everyone should proceed to nearest shelter**. Following the activation of the EBS, a secondary announcement will be issued via the NIXLE and ZZZ e-mail system. Periodic announcements will be made after the initial message is broadcast.

An “all clear” message will be broadcast once the emergency is over. The all clear message will also be distributed over the EBS, NIXLE and a ZZZ e-mail.

When the tornado warning announcement is made, go immediately to your designated shelter. Do not go outside. If you are outside when the announcement is made, you need to seek shelter in the nearest available building.

If the storm has already hit the college and you cannot make it to a designated shelter, take cover in a classroom or office away from the outside walls. Try to take cover under heavy furniture near an inside wall or inside a closet. Assume a curled position to protect your head and eyes. Stay away from glassed in areas or large open areas, such as atriums, the gym or the fieldhouse.

Remain in the designated shelter until the “all clear” message is broadcast once the emergency is over.

### Tornado Procedures - Englewood, Huber Heights, Preble County Learning Centers and Courseview

If a tornado **watch** is issued by the **NWS**, Sinclair Police will immediately activate our command center and monitor weather conditions. In the event that the NWS issues a Tornado Warning, as described



earlier, Sinclair Police will issue an immediate announcement that such a warning is in place for the affected county. This notification will indicate that shelter is not yet necessary.

Sinclair Police will monitor the path of the storm and if one of the above facilities is within the projected path of the storm, pertinent college staff will be immediately notified to take the appropriate sheltering actions. NIXLE and ZZZ e-mail will also be utilized in such instances.

When the **tornado warning take shelter announcement** is made, go immediately to your designated shelter. Do not go outside. If you are outside when the announcement is made, you need to seek shelter in the nearest available building.

If the storm has already hit the college and you cannot make it to a designated shelter, take cover in a classroom or office away from the outside walls. Try to take cover under heavy furniture near an inside hall or inside a closet. Assume a curled position to protect your head and eyes. Stay away from glassed in areas or large open areas, such as the main lobby.

Remain in the designated shelter until the college staff gives the “all clear” message once the emergency is over.

#### Occupant Instructions

- When the tornado warning announcement is made, go immediately to your designated shelter to take cover in a ***Tornado Safe Zone*** shelter.
- Do not leave the building! Proceed directly to the ***Tornado Safe Zone*** shelter.
- If you are outside a campus building, quickly enter into the closest building and go directly to the ***Tornado Safe Zone*** shelter.
- If you cannot make it to a ***Tornado Safe Zone*** shelter, take cover in a classroom or office away from outside walls and windows. Get under heavy furniture near an inside wall or go inside a closet or restroom. Assume a curled position using your arms and hands to protect your head and eyes. Stay away from glass windows and glass partitions. Stay away from wide roof spaces, i.e., atriums, gymnasium, or the field house.
- Assist disabled persons to a ***Tornado Safe Zone*** shelter. During a Tornado warning it is safe for disabled persons TO USE THE ELEVATORS! Able bodied individuals should use the stairs so the elevator is available for the disabled.
- Faculty will inform their students during the first week of spring quarter of the procedure to a ***Tornado Safe Zone*** shelter location.
- Faculty, students, employees & visitors upon notification by Sinclair Police should move to the nearest ***Tornado Safe Zone*** shelter.

#### Designated Tornado Shelters - Dayton Campus

***Building 1*** - entire basement

***Building 2*** - entire basement & lower level

***Building 3*** - entire basement

***Building 4*** - entire basement & lower level

***Building 5*** - entire basement

***Building 6*** - entire basement area except the hallway outside rooms 6021-25

***Building 7*** – go to building 6 basement or lower level hall or to rooms 7006A, B & C.

***Building 8*** - northeast & southeast basement including the lobby and stair area, Student Activities area & adjacent offices; northwest and northeast basement level near rooms 8012-14; south basement level near and in room 8021

***Building 9*** - northeast hallway near room 9102; ground and basement level of the northeast stairs; north section of basement (designated for children & staff of Child & Family

Education)

**Building 10** - basement level hall near rooms 10L11-15 or in rooms 10L11-15

**Building 11** – basement level hall near rooms 10L11-15 or in rooms 10L11-15 or Building 12 first floor in the Frederick C. Smith Auditorium, room 12-150

**Building 12** – first floor in the Frederick C. Smith Auditorium, room 12-150

**Building 13** - entire basement level

**Building 14** - basement level (east side) in the Audio/Video Production section

**Building 17** –restrooms

**Building 19** – first floor center hall away from west entrance (keep all doors closed and latched)

**Building 20** - first floor Conference Room, 20-121

**Eaker St.** – inside classrooms on north side of building

**Designated Tornado Shelters - Englewood, Huber Heights, Preble County Learning Centers and Courseview Campus Center**

**Englewood Learning Center** –men’s & women’s restrooms, Rooms 104, 105, bookstore and 101E

**Huber Heights Learning Center** –men’s & women’s restrooms, southeast hallway immediately adjacent to restrooms, Rooms 103, 121B, 118, 119 and bookstore

**Preble County Learning Center** – rooms 112, 113 and 114

**Courseview Campus Center** – Building A - men’s and women’s restrooms, Rooms 105a & 105b  
Building B – men’s and women’s restrooms, Rooms 103, 107, 117, 118

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### Blue Light Emergency Intercoms

The Blue Light Emergency Intercoms and Elevator Emergency Phones are answered 24-hours-per-day 7 days per week by Sinclair Police. To activate a Blue Light Emergency Intercom push the RED BUTTON and Sinclair Police will respond. The locations of all Blue Light Emergency Intercoms are listed below.

### Elevator Emergency Phones

To activate an Elevator Emergency Phone push the telephone button (for some elevators it is necessary to open a small door) and Sinclair Police will respond. Emergency telephones are located in every elevator on campus.

### Blue Light Emergency Intercom Locations

<u>Location</u>	<u>Location Description</u>
<b>Parking Lot A, 1<sup>st</sup> floor</b>	Stairwell A next to the Parking Services office Stairwell B next to the Building 3/4 bridgeway Stairwell C near Mead Street Stairwell D adjacent to the ramps ( <b>Parking Lot D</b> ) Stairwell E near the Bldgs. 13/14 bridgeways ( <b>Parking Lot D</b> )
<b>Parking Lot A, 2<sup>nd</sup> floor</b>	Stairwell A next to the Parking Services office Stairwell B next to the Building 3/4 bridgeway Stairwell C near Mead Street Stairwell D adjacent to the ramps Stairwell E near the Bldgs. 13/14 bridgeways
<b>Parking Lot A, 3rd floor</b>	Stairwell A next to the Parking Services office Stairwell B next to the Building 3/4 bridgeway Stairwell C near Mead Street Stairwell D adjacent to the ramps Stairwell E near the Bldgs. 13/14 bridgeways
<b>Parking Lot A, 4th floor</b>	Stairwell A next to the Parking Services office Stairwell B next to the Building 3/4 bridgeway Stairwell C near Mead Street Stairwell D adjacent to the ramps Stairwell E near the Bldgs. 13/14 bridgeways
<b>Parking Lot B</b>	adjacent to the exit gate
<b>Parking Lot C</b>	adjacent to the entrance gate
<b>Parking Lot D</b>	(see Lot A, 1 <sup>st</sup> floor)
<b>Parking Lot E</b>	adjacent to the Building 9 day Care entrance
<b>Parking Lot EE</b>	in the middle of the lot next to the alley
<b>Parking Lot I</b>	adjacent to the parking booth
<b>Parking Lot J</b>	in the middle of the lot next to the alley
<b>Parking Lot K</b>	adjacent to Building 13 under the bridgeway
<b>Parking Lot L</b>	at the entrance gate
<b>Parking Lot LL</b>	adjacent to Building 14 and 17
<b>Parking Lot M</b>	in the middle of the lot
<b>Building 1 north</b>	near the Building 1 entrance adjacent to the Building 10 plaza area
<b>Building 3/4 south</b>	adjacent to Building 4 under the bridgeway on Fourth Street
<b>Building 7 north</b>	adjacent to the entrance into the Tartan Marketplace and Library

<b>Building 8 east</b>	adjacent to the east entrance of Building 8
<b>Building 9 north</b>	adjacent to the Building 9 day Care entrance
<b>Building 10 south</b>	adjacent to the east entrance and Fourth Street
<b>Building 12 east</b>	near the Building 12 driveway exit and southeast exit doors
<b>Building 12 west</b>	between Buildings 11 and 12 in the north plaza
<b>Building 13 west</b>	adjacent to Building 13 under the bridgeway
<b>Building 14 east</b>	adjacent to Perry Street across from Building 9
<b>Building 17 north</b>	adjacent to Building 17 near the dumpster

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## 3 ACCIDENT MANAGEMENT

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### 3.01 INVESTIGATING WORK RELATED INJURIES AND ILLNESSES

### Policy

All work-related injuries and illnesses, no matter how minor, are to be reported to the employee's supervisor as soon as possible after the injury and before the shift ends. If the supervisor is not available, report to next level of management or Sinclair Police. All medical emergencies must be reported immediately to Sinclair Police.

### Purpose of the Accident Investigation

There are five objectives to the investigation procedures:

1. **To provide timely, consistent and accurate information** about accidents that occur. This information is communicated to the responsible management employee to help in their evaluation of how effective their safety procedures are at reducing or eliminating injuries or illness. In addition, this information will assist them in discovering hazards that are not covered by existing safety procedures.
2. **To provide information to the Safety Coordinator** which will help identify the effectiveness of the safety program in reducing the severity and frequency of accidents. This information will help in recognizing the need for additional procedures and/or administrative measures to be incorporated into the safety program.
3. **To provide a procedural routine that requires involvement of employee and supervisory personnel** in accident investigation and reporting. This will also include consistent and thorough recordkeeping to meet the requirements of external regulatory agencies and internal college needs.
4. **To assign responsibility to management for evaluation** of all relevant information concerning each accident. This includes determining the cause and assigning responsibility for prevention.
5. **To require discussion between the involved employee and appropriate supervision** in a manner that will promote safety awareness and better cooperation between employee and management in accident prevention.

From these objectives, our safety program should achieve an effective and consistent planning process. It will help management pursue safety responsibilities and help identify safety priorities and opportunities.

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## 3.02 ACCIDENT INVESTIGATION GUIDE

### Scope

When we hear or use the word "accident", we usually associate the fact with an act that resulted in an injury to a person or persons. However, we should bear in mind that accidents do not necessarily have to result in personal injury. Any unexpected occurrence (whether it be to a person, material or machine) is an accident and should be investigated as thoroughly as one that results in personal injury. An accident that does not result in injury may be called a "near-miss". Sinclair Police must be contacted to make the initial report for all accidents/injuries and for all medical emergencies.

### Departmental Self Analysis

1. Purpose of an accident investigation
  - The purpose of any accident investigation is to discover the basic cause and to eliminate or correct the unsafe condition or unsafe practice which caused the accident.
2. Responsibility for internal investigations
  - The chairperson, manager or supervisor of the employee is responsible for conducting an internal accident investigation. Depending on the seriousness of the accident, the Safety Coordinator, Department Dean or Director and others may become involved.
3. To determine which accidents are to be investigated
  - All accidents, including minor ones, should be investigated. The severity of the injury or amount of damage should not be the determining factor as to whether an accident is serious enough to be investigated. To be effective, Sinclair Police should be contacted immediately and the investigation should be made within 24 hours.

### Five-Step Investigation Plan

In order to deal more effectively with accidents resulting in personal injury, the following is a five-step plan which should be used by the chairperson, manager or supervisor:

#### 1. Emergency Medical Care

- First concern should be to arrange for medical treatment and care of the person's injury.

#### 2. Accident Investigation

- An accident investigation and report must be done by Sinclair Police or by the responsible department where the accident occurred. As soon as the injured person's medical needs have been met, a departmental investigation of the accident should begin. The use of the **Accident Cause and Corrective Action Form** will help identify the accident cause and lead to new safety procedures necessary for accident prevention.

#### 3. Determination of Cause

- In investigating and determining the cause of accidents, the supervisor should not give the impression that he/she is trying to place the blame for the accident on the employee. Such tactics cause employees to become unwilling to help to determine the cause of the accident.
  - A good way to begin the investigation is to ask the injured person about the injury.
  - Let him/her know that you are concerned that the accident happened and express your desire for a quick recovery.
  - The best results are obtained when the investigator gives the employee the feeling that his/her help is needed to find the cause of the accident so that steps can be taken to prevent a similar occurrence.
  - After collecting all the facts, it will then be possible to determine the cause of the accident.
- 
- Accident causes do vary, but they can be classified generally as an unsafe physical condition or an unsafe practice.

#### **4. Corrective Action**

- To apply corrective action requires more than telling an employee to be careful.
- In accidents involving physical hazards, it is relatively simple to specify the remedial action necessary to prevent a similar occurrence. However, most accidents occur as the results of unsafe practices. In such cases, specific instructions to the employee regarding the safe practices that should be followed must be given.
- Advising an employee to “be more careful” is not assisting them to work safely. For instance, if an employee suffered an injury as a result of an unsafe method of handling a drum, the supervisor should instruct the employee in the safe method of handling the drum, not tell them to be more careful when handling the drum.
- The supervisor should also make certain that other employees doing the same work follow the same practice.
- It is not to be assumed that it is necessary to instruct an employee only once in the safe way of doing their job. Changing work conditions, job transfers basic human nature and other factors require frequent supervision and re-instruction.

#### **5. Follow-Up**

- It is the responsibility of the Chairperson, Manager or Supervisor that corrective action be carried through to completion.
- Corrective action should be put into effect as soon as possible.
- If the cause cannot be corrected immediately, temporary corrective measures should be provided.
- At certain times the responsibility for the removal of a physical hazard may be assigned to some other employee.
- The chairperson, manager or supervisor should determine the reason for any unnecessary delays in the completion of corrective work and do everything possible to expedite the completion of these corrective measures.
- It is very difficult to completely eliminate all hazards however, when they cannot be completely controlled or eliminated, alternative methods for increasing present protection such as warning signs, barricading, personal protective equipment or extra instruction should be considered and applied.
- The progress of our accident prevention program will depend upon the degree to which we can reduce physical hazards and unsafe acts.

#### **General and Detailed Classifications of the Unsafe Act**

##### **1. Operating without authority – failure to secure or warn**

- Starting, stopping, using, operating, moving, etc. without authority or without giving proper signal.
- Failure to lock, block or secure vehicles, switches, valves, press rams, other tools, materials and equipment against unexpected motion, electric current flow, steam, etc.
- Failing to shut off equipment not in use. Releasing or moving loads etc. without giving warning.
- Failure to place warning signs, signals, tags, etc.

##### **2. Operating or working unsafe**

- Running.
- Driving too rapidly.
- Driving too slowly.
- Feeding or supplying too rapidly.
- Throwing materials instead of carrying or passing it.
- Jumping from vehicles, platforms, etc.

##### **3. Making safety devices inoperable**

- Removing safety devices.

- Blocking, plugging, tying, etc. of safety devices.
- Replacing safety devices with those of improper capacity (high amperage electric fuses, low capacity safety valves, etc.).
- Misadjusting safety devices.
- Disconnecting safety devices.
- Using unsafe equipment, hands instead of equipment, or using equipment unsafely.

#### **4. Unsafe loading, placing, mixing, combining, etc.**

- Overloading
- Crowding
- Lifting or carrying too heavy loads.
- Arranging or placing objects or materials unsafely (parking, placing, stopping or leaving vehicles, elevators and conveying apparatus in unsafe position for loading or unloading).
- Introducing objects or materials unsafely (portable electric lights inside of boilers or in spaces containing flammables, moving equipment in congested work areas, smoking where flammables are kept, etc.).

#### **5. Taking Unsafe Positions or Postures**

- Moving under suspended loads.
- Putting one's body or its parts into shaft ways or openings, standing too close to openings.
- Entering vessels or enclosures when unsafe because of temperature, gases, electric or other exposures.
- Working on high tension conductors from above instead of below.
- Lifting with bent back while in an awkward position, etc.
- Riding in unsafe position (on platforms, tailboards and running boards of vehicles, tailing on or stealing rides, riding on apparatus designed only for handling materials, etc.).
- Exposure on vehicular right-of-way.
- Passing on grades and curves, cutting in and out, road hogging, etc.
- Exposure to falling or sliding objects.

#### **6. Working on or moving dangerous equipment**

- Getting on or off moving vehicles, conveyors, elevators, etc.
- Cleaning, oiling, adjusting, etc. of moving equipment.
- Caulking, packing, etc. of equipment under pressure (pressure vessels, valves, joints, pipes, fittings, etc.).
- Working on electrically energized equipment (motors, generators, lines and other electrical equipment).
- Welding, repairing, etc. of equipment containing dangerous chemical substances or gases.

#### **7. Distracting, teasing, abusing, startling, etc.**

- Calling, talking or making unnecessary noises.
- Throwing material
- Teasing, abusing, startling, horseplay
- Practical jokes, etc.
- Quarreling.

#### **8. Failure to use safe attire or personal protective devices**

- Failure to use fall protection such as safety belts, lifelines or harness.



- Failure to wear goggles, gloves, respirators, aprons, shoes, ear protection, etc. when necessary.
- High heels, loose hair, jewelry, loose clothing, etc. expose employees to a potential injury.
- Failure to follow prescribed safe practices and procedures such as lock out, vessel or tank entry, open flame, etc.

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### Purpose

The reason for the two step accident investigation is to provide management with a permanent record of all the facts concerning workplace, laboratory and classroom injuries and illnesses of employees, students and visitors. Such information is necessary and useful to help in:

1. The preparation of forms required by insurance carriers, Bureau of Workers' Compensation and Ohio Public Employment Risk Reduction Program.
2. The prevention of accidents by providing the necessary data as follows:
  - a. Isolate causes of accidents.
  - b. Judge the effectiveness of remedial action taken and determine proper additional corrective steps necessary to prevent reoccurrence.
  - c. Disclose areas where improved supervision and training are needed.
  - d. Uncover hazards and unsafe job methods and practices.
  - e. Prepare accident analyses and statistics.

### The Two Step Investigation & Time Frame

1. As soon as an injury occurs, the Sinclair Police must be contacted. A Sinclair Police Officer will respond to initiate a Police Incident Report noting the details of the accident. When possible, the officer will have the injured individual complete a statement as to how the accident occurred and the officer will take appropriate photographs. If circumstances prohibit the Sinclair Police from being contacted immediately, they should be contacted within 24 hours of the occurrence of the accident. Sinclair Police will send copies of the Incident Report to Business Services, Human Resources and the Safety Coordinator.
2. Within 24 hours, the chairperson, manager or supervisor should complete a departmental investigation of the accident by using the **ACCIDENT CAUSE & CORRECTIVE ACTION REPORT** (Section 3.05). This investigation includes employee, student and visitor accidents. Send a copy of the completed form to the Safety Coordinator. To find the form go to our.Sinclair/College Forms/Public Safety.

### Medical Emergencies and Non-Emergencies

Sinclair Police must always be called for medical emergencies. Sinclair Police will complete the written Accident & Illness Report. Sinclair Police and will work with employees, students and visitors to obtain their written statements.

### Checklist for Accident Investigation

Use the following checklist to structure investigations and written reports. It is intended as a guide. It is not comprehensive and it will not always be necessary to consider all points. Be guided by the significance of the incident when deciding how deeply to investigate it.

#### A. Obtain basic facts

- Name of injured or ill person, witnesses and others on the scene.
- Affiliation with the college, i.e., student, full-time employee on duty, part-time employee on duty, student employee on duty, contractor or visitor.
- Condition of incident related item, equipment, walking surface, weather, etc.
- Any chemicals or other substances in use or present.
- Layout of the area.
- Specific place, time, circumstances, conditions.
- Extent of injuries / ill health / damage / disruption.
- Make use of camera, sketches, and measurements to record the undisturbed scene.

#### B. Establish circumstances

- What was being done at the time and when it occurred.
- Immediate causes.

- Events leading up to the incident.
- Any evidence linking case of injury / illness to workplace, laboratory or classroom.
- Competence, e.g., what instruction or training was given before the event and how much experience in the activity did the person(s) involved have?

**C. Identify preventive measures**

- Review the risk assessment for the activity. What precautions should have been in force? What training is needed?
- What precautions were actually taken? Compare them with those that should have been taken. What training was actually given? Compare with training that should have been given?

**D. Establish whether the initial response was adequate**

- Was prompt and appropriate action taken such as making safe or dealing with any continuing risks, e.g., electrical isolation, effective first aid response or cleanup of liquid spillage, etc.?

**E. Attempt to identify the underlying cause such as:**

- In adequate training.
- Equipment failure.
- Weather conditions.
- Poor maintenance of equipment, walking surfaces, etc.

**F. Determine action needed to prevent a recurrence**

- Improve work methods or activity procedures.
- Use of personal protective equipment.
- Improve inspection systems.

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### **Purpose**

To provide management with factual information on unusual occurrences or incidents where the property damage or personal injury, if there was any, could have been more severe than that sustained. It is also to gain insight into the factors which contribute to injuries, equipment damage or product loss. This will permit corrective measures to be taken before more serious consequences result.

### **How to Prepare**

The report may be in letter form. The following information should be included in the report:

1. Location of the close call.
2. Date report was prepared.
3. Give all the factual details as to what happened. Some employees do not like to be associated with near misses. Therefore, it is not necessary to use names.
4. Job titles may be substituted.
5. State the cause of the incident. Opinions must be stated as such.
6. Give the corrective action or remedial measures that have been or will be taken to prevent recurrences. If the cause cannot be corrected immediately, state the temporary corrective measures were taken and what future corrective measures are planned.
7. Reports are made by the employee observing the close-call and forwarded to the Safety Coordinator for review.

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*Note: An accident cause and corrective action report is not designed to find fault or blame. It is an analysis to determine causes that can be controlled or eliminated.*

Sinclair Police incident number, if known \_\_\_\_\_ Date of this report \_\_\_\_\_

Name of involved \_\_\_\_\_

Address \_\_\_\_\_

Person's status at time of the incident (check one)

Student \_\_\_\_\_ Visitor \_\_\_\_\_ Full-time Employee \_\_\_\_\_ Contractor \_\_\_\_\_

Part-time Student Employee \_\_\_\_\_ Part-time Employee on Duty \_\_\_\_\_

Instructor/Supervisor \_\_\_\_\_ Department \_\_\_\_\_

How long has the person performed this operation? Days \_\_\_\_\_ Months \_\_\_\_\_ Years \_\_\_\_\_ N/A \_\_\_\_\_

Was the person instructed? Yes \_\_\_\_\_ No \_\_\_\_\_ Did the accident result in injury? Yes \_\_\_\_\_ No \_\_\_\_\_

First aid given? Yes \_\_\_\_\_ No \_\_\_\_\_ Transported to medical care? Yes \_\_\_\_\_ No \_\_\_\_\_

Cause of the accident:

Recommendations to prevent recurrence:

What action has been taken?

Additional information attached? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many pages? \_\_\_\_\_

Signature of person completing report \_\_\_\_\_ Date \_\_\_\_\_

Cc: Safety Coordinator

revised 2011

## 4 SAFETY PRACTICES

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### 4.01 FIRE PREVENTION

#### Authority

Ohio Administrative Code (OAC) Chapter 4167, OSHA 29CFR 1910 and the 2007 Ohio Fire Code.

#### Purpose

To avoid and prevent fire from occurring to any College owned, rented or leased buildings or facility and to provide a safe evacuation to all occupants in the event of a fire.

#### Introduction

Fire is always a consequential threat to any building and its occupants. Fires do not just happen. Fires are often caused by poor housekeeping, electrical extension cords, improper storage of flammable materials, and many other unacceptable practices. Even though these actions are not usually deliberate, this does not lessen the catastrophic results. Only we can protect against these hazards by learning carefully how to prevent fires.

#### Definitions

1. **Area of Refuge Assistance:** Any enclosed stairway landing used as protection from fire and smoke for individuals who cannot physically use the stairways for evacuation. Stairways will be examined for stranded individuals by Sinclair Police or Dayton Fire as a first priority as soon as possible after a fire alarm is actuated/initiated.
2. **College employee:** Any faculty, staff, or student employee who receives compensation from the college for his/her employment and who is covered by Ohio Bureau of Workers Compensation.
3. **Designated employee:** College Facilities Management employees who have received training for the use of portable fire extinguishers.
4. **Fire Watch:** A minimum of two hours of constant scrutiny of the work vicinity after the hot work has been completed. A fire extinguisher must be kept near to extinguish any unintended fire in its beginning stage.
5. **Hot Work:** Open flame welding, torch cutting, brazing, thawing pipes, electrical arc welding or any other high temperature work application that could cause a fire.
6. **Incipient stage fire:** A fire in the initial or beginning stage that can be controlled by using a portable fire extinguisher and that does not require using personal protective equipment.
7. **Warden:** Sinclair Safety Information Officers are trained to act as building wardens.

#### Building Fire Alarm System

All college owned, leased or rented facilities of general occupancy are equipped with fire alarm systems.

The Dayton Campus fire alarm system feeds into the Sinclair Police Department Communications Center. In an emergency, the Communications Officer is responsible for notifying the Dayton Fire Department that has jurisdiction for the Dayton Campus. The Dayton Campus Fire Alarm system is equipped with an Emergency Broadcast System used for emergency messages to all rooms on campus.

For all other campus locations, the fire department having jurisdiction is notified by dialing 911 and providing emergency information.

### Responsibilities

Chairpersons, faculty, managers, supervisors and staff are the foundation for a safety, health and fire prevention plan.

#### 1. Chairpersons, managers, and supervisors will:

- Establish a fire prevention plan for their specific department.
- Enforce all fire prevention practices.
- Evacuate when the fire alarm is activated.
- Only permit trained and designated employees to use fire extinguishers.
- Provide appropriate fire prevention training to employees.
- Inspect work areas regularly to detect unsafe conditions that might cause a fire.
- Sinclair Police will coordinate all investigations in the event of a fire.

#### 2. Staff employees will:

- Familiarize themselves with the fire prevention plan.
- *Evacuate when* the fire alarm is sounded.
- Pull the fire alarm station to report all fires, no matter how small. Contact Sinclair Police as soon as possible after the alarm is activated.
- Follow all college fire prevention practices.
- Avoid the use of electrical extension cords as a permanent installation.
- Report all hazardous conditions that could cause a fire.
- Report any used or damaged fire protection equipment, i.e., fire extinguishers, etc.
- Use fire extinguishers on incipient fires only.

#### 3. Faculty will:

- In addition to the employee responsibilities, faculty members must instruct students in fire evacuation procedures.
- In the event of a fire alarm, cease instruction and assist students in exiting the building to a safe place.
- Identify missing persons and report to Sinclair Police where they were last seen.

### Potential Fire Hazards Stored In College Buildings

- Flammable liquids and solids used in laboratories
- Paints and thinners used in Facilities Management
- Electrical equipment and appliances
- Gasoline and diesel fuel used for refueling of vehicles and equipment
- Natural gas and heating oil
- Compressed gas cylinders
- Combustible paper and cardboard waste.
- Carpet and building furnishings
- Welding and soldering.
- Portable heating equipment

(Note: A Chemical Storage record of all chemicals is kept by the Safety Coordinator)

### Fire Prevention Procedures

- Smoking is not permitted within any college building or vehicle.
- Flammable and combustible liquids must be stored in flammable cabinets meeting NFPA and OSHA standards.
- Flammable and combustible liquids must be stored and used from UL listed and FM approved industrial safety cans with self-closing lids and flame arresters.

- Quantities of flammable liquids in the laboratories must be limited to cabinet storage capacity.
- The gasoline and diesel fuel used in vehicles and grounds maintenance equipment is stored in an above ground storage tank located in a fenced in area under the supervision of the Grounds Supervisor.
- The use of heating oil and electric standby generator diesel fuel is under the supervision of the HVAC Supervisor. See Sinclair SPCC Plan.
- The use of natural gas is under the supervision of the HVAC Supervisor.
- Fire sprinkler service interruption requires strict compliance with the “Red Tag Permit” procedure under the direct control of the Maintenance Supervisor.
- Welding inside the college buildings is only permitted with a Hot Work Permit.
- Dayton Campus buildings are patrolled 24/7 by Sinclair Police and/or Safety Information Officers.
- All chemicals and solvents must be kept in properly labeled and approved containers.
- Material Safety Data Sheets are required for all chemicals stored and are the responsibility of the owner department. File all MSDS (index list) information with the Safety Coordinator.
- Clean and used rags must be kept in metal or metal lined containers having metal covers.
- All trash and office waste must be removed daily to outside containers.
- Flammable liquids are unacceptable for cleaning purposes.
- Before using solvents, discuss needed precautions with your supervisor.
- All chemicals require a Material Safety Data Sheet.
- Welding and soldering requires a Hot Work Permit prior to work. Permits are obtained from the Supervisor of Maintenance.

#### **Chemistry Department Requirements - Dayton Campus**

- Larger quantities of chemicals are stored in segregated cabinets in a centralized secure stockroom area and not within any laboratory.
- The stockroom is equipped with exhaust ventilation in the flammables area.
- The stockroom is managed by a trained Level III Technician.
- Metal flammable cabinets NFPA & OSHA approved are grounded.
- Flammable chemicals are stored in sealed containers.
- Chemicals are stored in compatible groups to prevent reaction with each other.
- Flammable, reactive and health hazard experiments are conducted in fume hoods.
- Experiments are limited to micro sized glassware.
- Hazardous waste is stored in labeled sealed containers and disposed of properly.
- The Chemistry Department is equipped with fire alarm and sprinkler system.
- Evacuation is initiated by verbal command of the instructor or audio/visual fire alarm.
- For further information refer to the “SCC Chemical Safety in the Teaching Lab” manual.

#### **Fire Protection Equipment**

The following fire protection equipment is used in Sinclair College facilities.

- Hand held fire extinguishers.
- Wet fire sprinkler systems.
- Various fixed dry extinguishing systems.
- Fire Alarm System
- Emergency Broadcast System (Dayton Campus only)

All fire protection equipment is inspected annually by a certified contractor. All necessary repairs identified during the inspection are performed as soon as possible.



## **Fire Alarm, Sprinkler & Extinguisher Maintenance**

### **1. Sprinkler System**

- All valves beyond the main valve are “tamper alarm” monitored in the FULLY-OPEN position.
- A “trouble alarm” message will show on the fire alarm panel readout whenever valves are not fully opened. The goal is to immediately address any “trouble alarms.” A responsible person is assigned to check, log and notify the Maintenance Supervisor of any out of normal conditions on a daily basis. The Maintenance Supervisor will take necessary action to remedy the out of normal condition(s).
- A responsible and reliable person systematically checks all outside and inside fire sprinkler valves that are not automatically fire alarm monitored. All valves shall be identified and listed that are not fire alarm monitored.
- A chain & lock procedure is used to hold / lock the fire valves in the FULLY OPEN position.

### **2. Fire Alarm Out of Service**

- A “Red Out-of-Service Tag” shall be posted for all overnight out of service fire alarm system conditions. Sinclair Police and Dayton Fire must be notified once this tag is posted.
- It is important that all out of service conditions during the day shift be under the constant supervision of a college employee. Service must be reestablished before the employee leaves his/her shift or item 2 (above) must be implemented.
- Service and repair work should be planned to avoid any overnight out of service situations.

### **3. Fire Alarm Test, Inspection & Maintenance Requirements**

- “Blue Inspection Tags” shall be completed and attached to systems undergoing inspection.
- Inspection records must be kept for three years.
- All fire alarm systems shall be tested and inspected annually.

### **4. Sprinkler Systems**

- A “Red Out-of-Service Tag” shall be posted for all overnight out of service sprinkler system conditions.
- Whenever a sprinkler system is taken out of service overnight, the Facilities Management Assistant Director or his/her appointee will notify Sinclair Police, the Dayton Fire Department and the college’s insurance company. The system valve must be “Red Out-of-Service Tagged” until service is restored.
- Service and repair work should be planned to avoid overnight out of service situations.
- All sprinkler systems shall be tested and inspected annually.
- The fire booster pump for Buildings 10, 11 and the Parking Lot C shall be inspected and tested annually. The fire booster pump must be “manned” during an actual fire to ensure it is kept running, if pump area is safe to occupy.

### **5. Fire Extinguishers**

- All fire extinguishers shall be tested and inspected at least annually.

### **Facilities Management Responsibilities**

- Maintenance Procedure (section K) enforced by the Director of Facilities Management.
- Out of Service (section K, 2) notifications initiated by the Assistant Director of Facilities Management.
- Daily routine fire alarm services performed by a Facilities Management Electrician.
- Daily routine sprinkler services performed by a Facilities Management Plumber.
- Daily routine extinguisher services performed by a Facilities Management Generalist.
- All fire alarm, sprinkler and extinguisher system tests and inspections must be done by persons authorized and recognized by the local fire marshal to perform inspection work.
- Any problems discovered by the inspection must be repaired promptly.

### **Fire Door Inspections**

- Exit route fire door assemblies (generally stairway doors to multi-level buildings) are inspected and tested no less than annually and a written record of the inspection is signed and filed.

### **Emergency Electrical Power - Dayton Campus**

- Emergency power is supplied to the fire alarm system, to all exit lights and minimal building lighting.
- All standby generators are on a periodic reliability test and maintenance schedule.
- The planned length of run far exceeds the time requirements for an orderly evacuation.

### **Employee Training**

Human Resources will train all newly hired employees in general (basic) safety. New employees are issued an Employee General Safety Handbook during orientation. Supervisors are responsible for employees being adequately trained to work safely in his/her work assignment. Supervisors are also responsible for part-time employees being adequately trained to work safely in his/her work assignment.

Facilities Management must DESIGNATE and train certain employees to use fire extinguishers. All other employees are instructed to evacuate in the event of a fire.

Public Safety is responsible to train Safety Information Officers to act as building wardens. Safety Information Officers must inspect their assigned area, check egress pathways for clear unblocked aisles and locked exit doors, and to assist occupants in an evacuation.

Sinclair Police will conduct one unannounced building evacuation exercise for employees annually.

### **Maintenance – Englewood, Huber Heights and Preble County Learning Centers and Courseview Campus Center**

Building A at Courseview, and the Englewood Learning Center, the Huber Heights Learning Center and the Preble County Learning Center are leased facilities. Building owners are responsible to repair and maintain all fire equipment. Occupants are responsible to remove trash and office waste daily to outside containers. Sinclair inspects these facilities annually. A part-time Safety Officer is assigned to each facility.

## 4.02 OFFICE WORK

### Purpose

To provide information and safe work practices for all college office areas.

### Implementation

Responsibility for implementing this program is contained in Section 1.03.

### General Requirements

#### 1. Specific safety rules

- Do not allow litter or spilled liquid to remain on the floor.
- If you notice that the floor is damaged or has a possible trip hazard, or that carpeting shows worn spots or holes that could be a trip hazard, notify your supervisor.
- Warning signs should be clearly posted near repair work or redecorating.
- Appliances, office equipment or electrical circuits should be tagged out during repairs.
- Do not leave boxes, wastebaskets, chairs and other obstacles in aisles or walkways.
- Keep restrooms clean and make sure that the floors are dry.
- Make sure that electrical cords are concealed where they cannot cause a trip hazard for persons walking by.
- Report immediately any frayed electrical cord, damaged plug or switch, extension cord with a missing grounding prong, or a cord draped over hot pipes or in situations which could cause damage to the cord.
- Only UL or FM approved industrial quality extension cords are permitted to be used.
- Make sure all appliances are connected with three prong plugs.
- Do not use chairs, desks, boxes or drawers as stepping stools or ladders.
- Do not lean back in an office chair, or put your feet up on the desk while sitting in an office chair with wheels or that is tilted back.
- Keep lids on coffee cups or other liquids when carrying them throughout the office to prevent spills.
- Do not run through doorways or the office.
- Keep stairs, steps, step-ups and step-downs well lighted. Make sure that hand rails, treads and risers are kept in good condition.
- Post warning signs if employees, tenants or visitors must step up or down when going through a doorway.
- Do not leave desk or file drawers open. Be sure that lockers, cabinets and bookcases are bolted or otherwise secured from falling.
- Keep heavy file drawers at the bottom in a file cabinet and empty or lighter drawers at the top. To prevent toppling, do not open more than one drawer of a file cabinet at the same time.
- Store boxes, papers and books in secure places and not on top of file cabinets, storage cabinets or window sills.
- Mark transparent glass doors to make sure they can be seen.
- Turn off machinery when it is not in use, and do not wear dangling jewelry or loose clothing when working or moving around machinery. Appropriate clothing and jewelry is also addressed in the company dress code.
- Do not keep pencils in a holder with points up.
- Place the paper cutter in a safe place. Use only an OSHA approved cutter.
- Do not mix razor blades, pins or other sharps with paper clips.
- Make sure that fire exits and fire extinguisher locations are clearly marked and visible from a distance.
- Be sure that office and reception area fire extinguishers are inspected on a regular basis.

- All office employees should be familiar with fire evacuation procedures. In the event of a fire evacuation, all employees will exit the building and gather in a designated area. The office supervisor is responsible for taking a roll call of employees to be sure all are safe and accounted for.
- Use non-flammable fluids whenever possible. Store flammable liquids, (e.g., rubber cement, thinner, etc.,) in original containers with lids tightly closed.
- Be sure that emergency phone numbers are posted by each telephone.
- Strictly enforce "No Smoking" postings inside of college facilities.
- Do not store combustibles near heaters or other sources of heat or open flame.
- Sidewalks and walk routes to employee parking must be well lighted, clearly marked and free of holes or slip/trip hazards.
- Keep adequate first aid supplies available specifically for the offices, leasing and reception areas.
- All accidents, injuries, trips and falls must be properly recorded and reported, even if the employee involved does not believe they are hurt.

### **Computer Workstation Safety**

#### **A. Monitor and keyboard**

- Place the monitor and keyboard directly in front of operator to eliminate twisting the neck and back.
- Put the monitor at a minimum of 18 to 24 inches from the operator's eyes. (Greater than 25 inches is preferred, but adjust the font size appropriately). This adjustment will help reduce eyestrain.
- Adjust the seat height and keyboard height so that the operator's forearms and thighs are nearly parallel with the floor. This adjustment will help distribute weight evenly over the legs and will help the wrists remain in a neutral posture (in line with the forearm).
- The top of the monitor should be at or slightly below eye level, so that the neck can remain in its natural posture of 10 to 15 degrees of forward bending.
- Place wrists in a neutral posture (in line with the forearms and not bent towards the thumb or toward the little finger).

#### **B. Feet and legs**

- Make sure feet rest flat on the floor or use a footrest to support them to avoid mechanical pressure on the back of the legs.
- The inward curve of the lower back should rest against and be supported by the chair's backrest. This support will help the spine remain in its natural posture, minimizing the risk of back pain.
- There should be approximately a hand's thickness between the front edge of the chair and the back of the operator's knees. This clearance will eliminate the need to sit forward in the chair away from the back support.

#### **C. Document holder**

- If work is read from source documents. Place a document holder at about the same distance from the eyes and at the same level as the monitor.

## 4.03 HOUSEKEEPING

### Purpose

Good housekeeping standards assist in maintaining a clean organized working space for employees, students and visitors, reducing the likelihood of accidental injuries and near miss accidents.

### Responsibility

Responsibility for implementing this program is contained in Section 1.03.

### Control Measures

Many accidents and hazards can be directly attributed to poor housekeeping. The foundation for a safe, healthful and pleasant place to work and learn is good housekeeping.

- Floors must be kept clean, dry, and free of clutter, debris, oil and grease. This includes tracking inside of snow and water during inclement weather. This may become difficult during bad weather requiring that CAUTION WET FLOOR signs to be appropriately positioned. A caution sign does not excuse a lack of frequent dry or wet mopping.
- Stairways must be maintained in a clean, dry and free of debris condition. This may become difficult during inclement weather requiring that CAUTION WET FLOOR signs to be appropriately positioned. A caution sign does not excuse a lack of frequent dry or wet mopping.
- Install an adequate number of waste receptacles at accessible locations throughout facilities.
- Waste, trash, scrap and recyclable materials shall be placed in appropriate containers.
- Waste, trash, scrap and recyclable material containers must be emptied on a regular schedule. Containers must not be permitted to overflow or contents remain for long periods of time that could result in a fire hazard or cause an obnoxious odor.
- Boxes and containers of materials shall not block aisle ways, exit doors, electrical panels, fire hose connections or extinguisher cabinets.
- Contractor cleaning tools and equipment shall be returned to their proper storage place after use and not stored in corridors.
- Flammables liquids shall be stored in NFPA and OSHA approved containers and cabinets. It is much easier to prevent a fire than to extinguish it.
- All containers holding chemicals shall be labeled to identify contents.
- Laboratories and shops with chemical products must maintain pertinent emergency spill kits and containment equipment at all times.
- It is intended that all employees do their part to practice good housekeeping during their daily work routine.

## 4.04 HAZARD COMMUNICATION

### Purpose

The purpose of this program is to establish procedures and methods to communicate information on the hazards of chemicals in the workplace, laboratory and classroom to employees and students. And to take the necessary measures to prevent injury to the employee, student or environment. All College workplaces, laboratories and classrooms are included within the scope of this program. This written program must be made available to employees and students upon request.

### General Information

The Hazard Communications Standard (29 CFR 1910.1200) ensures that hazards of all chemicals produced are evaluated, and that information concerning these hazards is transmitted to user entities. Under the provisions of this standard each employee or student exposed to hazardous chemicals must receive information about those chemicals through a comprehensive hazard communication program which includes identification of chemical hazards, container labeling and material safety data sheets instruction and course materials.

Students are not covered under Federal OSHA, but fall under a college insurance plan. It is required that students practice the intent of this Hazard Communication Plan with support by their instructors.

### Labeling

#### 1. Shipping containers

All hazardous material products must be labeled by the manufacturer prior to shipment, to comply with the regulations set by:

- The Ohio Department of Transportation.
- The Hazardous Materials Transportation Act.
- OSHA for substances regulated by specific health standards.

#### 2. Containers in the work place

Each container of a hazardous chemical in the workplace or classroom must be labeled or identified with the following information:

- Identity of the hazardous chemical contained within the container. The NFPA Classification label is also desirable. Warnings of the hazards associated with the handling and exposure to the hazardous chemical.
- Name and address of manufacturer, importer, or responsible party on vendors' containers. This information is usually provided by the manufacturer's label.
- Labels are not required on portable containers, into which hazardous chemicals are temporarily transferred from labeled containers, and which are intended only for the immediate use (during same work shift) by the person who makes the transfer.
- Remaining contents cannot be transferred to another person or carried over to a later work schedule without being labeled.

### Material Safety Data Sheet (MSDS)

The MSDS is a document developed by the chemical manufacturer or importer showing the hazards and properties of a specific chemical product.

#### 1. MSDS locations

- MSDS books or files must be kept within the user department workplace or laboratory area consisting of chemicals stored and/or used by employees or students.

## **2. Hazard determination procedure**

- As permitted by the standard, Sinclair will rely on the evaluation (MSDS) as performed by the chemical manufacturer or importer in identifying substances as hazardous.

## **3. MSDS management**

- An MSDS must be obtained for each chemical held in stock at Sinclair.
- MSDS are obtained from the supplier of chemical products by request.
- It is the responsibility of the College department to obtain the MSDS.
- It is the responsibility of the College department to maintain a MSDS book or file for all chemicals in their inventory.
- An index list of all chemicals must be placed in the front of the MSDS book.
- The index must be designed and pages numbered so MSDS information can be found quickly in an emergency.
- Chairpersons, managers and supervisors are responsible to oversee that the MSDS book(s) are maintained within their department.
- MSDS books must be made easily available to all employees and students exposed to user department chemicals.
- No product sample can be accepted by any college department unless it is accompanied by an MSDS.
- All chemical donations must be approved prior to acceptance and delivery to the campus (see SCC's Donation Policy).
- As new or additional information becomes available concerning a hazardous chemical, the MSDS book or file must be updated.
- Revisions or updates must be made within three months after receipt of any new MSDS information.

## **Master Chemical List & Storage Locations**

An Index of all hazardous material products is required by the College for each department. The index must be compiled for every MSDS book or file for every hazardous substance in inventory. The index information is used to compile a Master Chemical List & Storage Locations for the College as required by regulatory agencies.

One copy each of the Master Index List is kept on file in Facilities Management, Sinclair Police and the Safety Coordinator's office. The Master Chemical List is available to external regulatory agencies and Dayton Fire Department upon request.

## **Training**

1. All full-time employees receive basic Hazard Communication training during new hire orientation. Each College department is responsible to train its own part time employees in safety.
2. The proper and thorough training of employees and students is essential to the safe and efficient operation of the College. It is also essential that employees and students receive training, not only on their initial assignment to a position, but on a continuing basis so employees and students remain knowledgeable and competent in their safe handling of chemicals that may affect their personal safety and health.
3. "Student Right-To-Know" safety training must be included in the instructional curriculum.
4. The objectives of the training program is to meet the requirements of the Ohio Public Employment Risk Reduction Program (OSHA) and College insurance providers.
5. Chairpersons, managers, supervisors and academic instructors are responsible for training their assigned employees and students in the requirements of the Hazard Communication Program. Assistance can be obtained by contacting the Safety Coordinator.

6. All employees and students whose work may provide a potential exposure to a hazardous chemical shall:
  - Be fully informed of the hazards of each chemical used in the workplace, classroom or laboratory.
  - Receive training concerning the hazards and safety measures required for handling or use of the chemical.
  - Learn how to read and understand Material Safety Data Sheets and container labeling.
  - Have easy access to the department's hazardous chemical inventory list.
  - Have easy access to the MSDSs for each hazardous chemical contained in the department's inventory.
  - Be informed of methods and observations that will detect the presence or release of a hazardous chemical.
  - Understand each specific chemicals primary route of entry into the body and how to prevent it.
  - Understand signs and symptoms of exposure.
  - Understand the need for personal protective equipment and how to use it.
7. Training on specific non-routine tasks generally consists of audio visual and oral presentations.
8. The methods used to train employees vary depending upon the number of persons involved, the topics to be covered, and the amount of training previously received.

#### **Employee Training Records**

It is required to keep a safety training record for each employee. Copies of all OSHA related training must be sent to the Human Resources office.

#### **Written Right-To-Know Program**

Some department having large quantities of hazardous materials may need to develop their own "Right-To-Know" program. See Volume 2, Section 5 of the Hazardous Materials Management Guideline for additional information.

##### **A. Steps to a departmental "right-to-know" program**

1. Make a chemical inventory of all materials you use which contain hazardous ingredients or that can create hazards during use. Insert the list into the front of your departmental MSDS book. Use as the MSDS index.
2. Complete the department "Right-to-Know" written program and insert next to the chemical list.
3. Get MSDS information for each chemical and maintain an MSDS file, accessible to all workers and students. Cross-reference the list in Step 1 to the MSDS file. "Accessible" means that at least one copy of an MSDS file be located in each work or laboratory area. The master copy of the MSDS file should be maintained in a secure place, and not necessarily be accessible to others.
4. Review all the MSDS sheets for potential hazards, required protective equipment and special training needs.
5. Be sure your employees have attended a General Safety Awareness session through Human Resources. If not, obtain a copy from Human Resources and review it with persons affected.
6. As necessary, augment the general training by instruction your employees and students about the specific hazards in their workplace or laboratory which you have determined by reviewing all the MSDS's in Step 4.
7. If you provide additional training in Step 6, have employees sign a training log after the training session, indicating that they attended and received the information. Forms can be found on the intranet.



8. Check labels on all chemicals to make sure that they meet the labeling requirements. Add any necessary label information prior to giving the products to your employees or students to use.
9. Be sure new employees and students are trained prior to their starting work in a work place or laboratory containing hazardous materials.

**Contractors**

All contractors conducting work on campus are required to have an OSHA compliant hazard communication program and have available MSDS sheets for all chemicals used or transported onto the campus.

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## 4.05 BLOODBORNE PATHOGENS

### Introduction

The intended purpose of this document is to comply with OSHA's Occupational Exposures to Bloodborne Pathogens in Title 29 Code of Federal Regulations 1910.1030 and as revised in 2001 by the Needlestick Safety and Prevention Act P.L. 106-430. The intent of this Bloodborne Pathogen Program is to prevent bloodborne infections by eliminating or minimizing employee exposures to blood, blood products, and other potential infectious materials.

### Special Notification

Students are not covered by Federal OSHA law. It is the intent of this plan that students comply with the College Bloodborne Pathogen Exposure Control Plan with support from their instructors.

### Exposure Determination

Means of Exposure – Workplace, laboratory or classroom employees and students who, during the course of their workday or clinical rotations, have potential to become infected with pathogens, which could be carried in human blood or other bodily fluids include:

- Life and Health Sciences, faculty, lab technicians, coordinators and students.
- Various other laboratory and classroom departments, e.g., Culinary Arts, Machine Shop, Early Childhood Education, etc.
- Physical Education, managers, lifeguards, instructors and coaches.
- Facilities Maintenance personnel.
- Grounds personnel.
- Sinclair Police and Safety Information Officers II.
- Contract custodians.
- Food Service contractor personnel.

Tasks and Procedures where employees, students or contractors can be exposed to bloodborne pathogens include:

- Medical clinic rotations by faculty or student exposure.
- Class or laboratory activities that results in a break in the skin.
- Accidental "sharps" skin puncture in the clinical setting.
- Faculty or students practicing phlebotomy.
- Facilities Management repairing or servicing equipment.
- Grounds personnel emptying and transporting contents of refuse containers.
- A first aid response to an injury suffered by employee, student or visitor.
- Response to an unlawful disturbance by Sinclair Police.
- Custodians during the cleaning and decontamination of restrooms, classrooms or other areas where blood or other body fluids may be present.
- Food Service food preparation, knife injuries, etc.

### Methods of Compliance

**A. Universal Precautions** is a method of infection control, recommended by the CDC, in which all human blood, certain body fluids, as well as fresh tissues and cells of human origin are handled as if they are known to be infected with HIV, HBV, and/or other blood-borne pathogens.

- Universal precautions will be observed whenever the potential exists for contact with blood or bodily fluids.
- The Life and Health Sciences Department will follow the host hospital's exposure control plan.
- Employees and students must immediately wash all skin areas that have come in contact with blood or other body fluids with soap and water. Mucous membranes must be thoroughly flushed with water.
- Employees and students must wash their hands with soap and water immediately after removing gloves and other personal protective equipment.
- Eating, drinking, smoking, applying cosmetics and handling contact lenses is prohibited.

**B. Engineered Controls** include:

- Hand washing facilities with hand soap dispensers readily accessible.
- Sharps disposal containers and biohazard bags.
- Self-sheathing needles. Bending, recapping, removing, shearing or breaking of contaminated needles is prohibited.
- Safer medical devices and needleless systems.
- Personal protective equipment.

**C. Personal Protective Equipment** will be provided to employees at no cost.

- Sinclair Police officers are issued gloves and CPR kits for emergency response.
- Custodial personnel are furnished with rubber gloves by their employer.
- Life and Health Sciences faculty and instructors are provided with gloves for classroom and laboratory use.
- Gloves and garments that have come in contact with blood or other body fluid shall be removed as soon as possible.
- Gloves and garments that are regulated waste as defined by OSHA Section 1910.1030 are to be placed in a red biohazard bag for disposal as soon as possible. Gloves that are cut, torn or punctured shall be replaced as soon as possible.
- Clean, repair and replace as needed

**D. Hepatitis B Vaccinations** are made available to the following employees.

- Those that may have an occupational exposure to blood or bodily fluids during the performance of their duties.
- Those that previously declined vaccination, but later decide that they want it.
- Vaccinations will be available at no cost to the employee and will be provided by a licensed medical person at a local health facility.
- Employees have the right to decline the vaccination. However, they are required sign a written statement that they were given an opportunity for the vaccination and that they declined it.

**Training**

All employees are trained in a general manner during new employee orientation. Those employees who may incur occupational exposure to blood or other potentially infectious materials (OPIM) as part of their job related activities must be provided detailed bloodborne pathogen training. Refresher training must be done on an annual basis. Training is a departmental responsibility.

## Exposure Incident

### A. Potential exposures include:

- Contact of human blood or other potential infectious materials with mucous membranes (eyes, nose, mouth).
- Contact of human blood or other potential infectious materials with non-intact skin.
- Puncture or break of skin with a sharp object (e.g. needle) contaminated with human blood or other potential infectious materials.

### B. Employees or students who have an exposure incident involving contact with blood or other body fluids must do the following:

1. Immediately wash the skin with soap and water.
2. Notify the immediate supervisor.
3. Immediately begin medical follow-up.
4. Complete Incident Report Form.
5. Contact MedWork Occupational Health Care at 449-0800 (1435 Cincinnati St.) for consultation and follow-up; or go to a local hospital ER.
6. Courseview and the Learning Centers must seek medical treatment in their own geographical areas.

### C. Incident report for an employee

1. The supervisor and / or Sinclair Police will investigate the incident, complete an Accident / Illness Report Form including at least the following information:
  - When the incident occurred - date and time.
  - Where the incident occurred.
  - What potentially infectious materials were involved in the incident?
  - Identity of the source person or object that caused the exposure.
  - Under what circumstances the incident occurred.
  - How the incident was caused.
  - Personal protective equipment being used at the time of the incident.
2. Actions to be taken as a result of the incident:
  - Decontamination of the skin by washing with soap and water
  - Immediate need for professional medical treatment.
  - Cleanup of the exposure area

### D. If the exposed employee's source individual has been identified and documented, the Director of Human Resources will take the following action.

- Attempt to obtain consent for a HBV and HIV blood test. If the source individual refuses to give consent, it must be documented in writing. The exposed employee has 90 days to change their mind and consent to a blood test.
- If the source individual consents, schedule the source person for a HBV and HIV blood test at a medical facility.
- Give the results of the blood test to the exposed employee.
- Schedule the exposed employee for a medical evaluation and follow-up with a physician.
- The exposed employee must be informed of laws and regulations concerning the disclosure of the source person's identity and infectious status.

- The physician must be provided with the following information:
  1. A copy of the OSHA 1910.1030 regulations.
  2. The employee job description.
  3. Documentation of the route of exposure and circumstances under which it occurred.
  4. Results of the source person's blood test.
  5. Any other medical information concerning the employee's medical status.
- The Director of Human Resources shall verify that the physician provides a written opinion concerning the employee's medical condition, resulting from exposure to blood or other body fluids, within 15 days of the evaluation.
- The Director of Human Resources shall arrange for the employee to receive the Hepatitis B vaccination if the physician indicates that it is necessary.
- The Director of Human Resources must keep all post exposure medical evaluations and test records for the duration of employment plus 30 years.

#### **E. Incident report for a student injured during clinical rotations**

1. Faculty to ensure the student receives appropriate emergency care.
2. Complete the Emergency Room Insurance Form for Student Injury at Clinical Facility and submit it to the chairperson's office, who will forward a copy to the dean's office. The top portion of the form should be completed by the faculty member.
3. Secure an ITT Hartford insurance form from the Business Services Office.
4. Ensure the student completes the insurance form; it is signed, and returned to the Business Services Office, with a copy to the dean's office.

#### **Definitions – as per 29 CFR 1910.1030(b)**

- A. Bloodborne Pathogens – Pathogenic microorganisms that are present in human blood and cause disease in humans. These pathogens include, but are not limited to Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and Human Immunodeficiency Virus (HIV).
- B. Body Substance Isolation – An alternative set of work practices to Universal Precautions in which all moist body fluids (blood, feces, urine, sputum, saliva, wound drainage, and other body fluids) from all patients are considered to be infectious.
- C. Contaminated - the presence or reasonable anticipated presence of blood or potentially infectious materials on an item or surface.
- D. Occupational Exposure – Reasonably anticipated skin, eye, mucous membrane, or other parental contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
- E. Other potentially infectious materials (OPIM):
  1. The following human bodily fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood. And all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
  2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
  3. HIV-containing cell or tissue cultures, organ cultures, and HIV or HBV containing culture medium or other solutions; and blood organs, or other tissue from experimental animals infected with HIV or HBV.
- F. Regulated waste - any liquid or semi-liquid blood or other potentially infectious materials, contaminated items that would release blood or other infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials that are capable of releasing these materials during handling; contaminated sharps;

and pathological and microbiological wastes containing blood or other potentially infectious materials.

- G. Universal Precautions – The “Universal Precautions for the Prevention or Transmission of Human Immunodeficiency Virus, Hepatitis B and Other Bloodborne Pathogens in Healthcare Settings” published by the Centers for Disease Control in Morbidity and Mortal Weekly Report, 1988; 27(24):377. They are a set of work practices designed to prevent the transmission of disease from patients to caregivers and from caregivers to other patients.

### **Hazard Communication Training**

Biohazard warning labels shall be placed on all sharps containers and biohazard bags. All employees who have potential occupational exposure to blood or other body fluids must receive initial training before being assigned to work and annual refresher training thereafter and can be arranged through the Safety Coordinator. Student training is part of the academic curriculum.

The training will consist of the following elements:

- An explanation of the 1910.1030 standard.
- An explanation of the epidemiology and symptoms of blood borne disease.
- An explanation of the routes of transmission of bloodborne pathogens.
- An explanation of Sinclair's written exposure plan and where employees can get a copy.
- An explanation of the job tasks where exposure could occur.
- An explanation of the engineering controls, work practices and personal protective equipment required under the written program.
- Information on the type, use, location, removal, handling, decontamination and disposal of personal protective equipment.
- An explanation on the basis for selection of personal protective equipment.
- Information on the Hepatitis B vaccine.
- Information on the action to take if blood or other body fluids come in contact with the skin.
- Information on the post-exposure evaluation and follow-up.
- An explanation of the signs and labels.

### **Recordkeeping**

Human Resources shall keep all exposure records and medical reports for the duration of the employee's employment plus 30 years. Human Resources shall keep all training records for a minimum of 3 years.

### **Annual Evaluation**

An annual evaluation of the Bloodborne Pathogens Program will be done by the Safety Coordinator referencing the College Hazardous Materials Management Guideline, Volume 2, Section 10.

### **Biological Waste Disposal**

Facilities Management manages the disposal of sharps containers and biohazard waste bags from laboratories and other areas. All waste is disposed of according to regulations.

## 4.06 VEHICLE OPERATION

### Purpose

To establish requirements for the safe operation of college owned, leased, or rented vehicles by employees.

### Scope

This procedure applies to all full-time, part-time, student and other approved drivers engaged in the operation of a College owned, leased or rented motor vehicle.

### General Requirements for All Motor Vehicles

1. Vehicle operators must have a valid driver's license. Only authorized employees can operate a college owned vehicle. All drivers must be approved by the college insurance company. Contact Business Services for assistance.
2. The driver and all passengers must wear seat belts while the vehicle is moving.
3. The driver must keep the vehicle under control at all times and obey all traffic laws. The driver must comply with posted speed limits and adjust speed according to traffic or weather conditions. Citations for speeding or improper operation will be the sole responsibility of the driver. There are no reimbursements for traffic violations.
4. Use directional signals to communicate changing lanes or turning to other drivers.
5. Use headlights to be visible to others and must be turned on while driving in rain, falling snow, fog, dark or gloomy conditions.
6. Drive where you can be seen by other drivers and avoid their blind spots.
7. The driver must not be under the influence of a controlled substance and/or alcohol at any time.

### 15-Passenger Vans

Operation, maintenance and use of any 15 passenger van and or vehicles of similar design, is not permitted. These vans may not be purchased, rented, borrowed, loaned or in any other manner, received for use by or on behalf of the college effective July 1, 2006.

### Powered Carts - (See Volume 3, Section 14)

### Commercial Driver's License (CDL)

Driving a vehicle weighing more than 26,000 pounds and/or designed to carry more than 16 passengers must be driven by a driver possessing a commercial driver's license. Contact the Ohio Bureau of Motor Vehicles for details.

## 4.07 COMPRESSED GAS CYLINDER SAFETY

### Purpose

To provide guidance in safe handling of compressed gas cylinders. Compressed gases are used for welding, cutting, and for chlorine and soda machines, etc.

### Cylinder Inspection

Chairpersons, managers and supervisors must determine that compressed gas cylinders within their area of responsibility are in a safe condition to the extent that this can be determined by visual inspection. These inspections must be conducted as prescribed in the Hazardous Materials Regulations of the Department of Transportation (DOT). According to DOT regulations:

"A cylinder that leaks; is bulged; has defective valves or safety devices; bears evidence of physical abuse, fire or heat damage; or detrimental rusting or corrosion, must not be used unless it is properly repaired and prequalified as prescribed in these regulations."

The term "cylinder" is defined as a pressure vessel designed for pressures higher than 40 psia (pounds per square inch absolute) and having a circular cross section.

DOT requires basic information markings on all cylinders. Each required marking on a cylinder must be maintained so that it is legible. The cylinder must be marked with the chemical or trade name of the gas content. Markings may be done by stenciling, stamping or labeling. If practical, the label is required to be located on the shoulder of the cylinder.

### General Storage of Cylinders

- Cylinders shall be kept away from all sources of heat.
- Cylinders shall be stored in a well-protected, well-ventilated dry location at least 20 feet from highly combustible materials.
- Cylinders must be stored in designated areas away from traffic where they might be knocked over, damaged or subject to tampering.
- Empty cylinders shall have their valves closed.
- Valve protection caps shall always be in place, except when the cylinder is connected for use.
- All gas cylinders must be secured (chained or strapped) to prevent them from falling over.
- Acetylene gas cylinders must be stored valve end up.
- Oxygen cylinders must be separated from fuel gas cylinders or combustible materials by a minimum distance of 20 feet or by a non-combustible wall at least 5 feet high with a fire-resistance rating of at least 30 minutes.
- Oxygen cylinders shall not be stored near highly combustible material, especially oil and grease; or near reserve stocks of carbide and acetylene or other fuel-gas cylinders, or near any other substance likely to cause or accelerate fire.

### Liquefied Petroleum Gas

The large size (20# or more) liquefied petroleum gas cylinders, except small sized cylinders designated for soldering torch use, shall not be stored inside any building. Store larger propane cylinders (empty and full) outside in ventilated lockable cages.



## 4.08 PREVENTING HEAT STRESS

### Introduction

Hot conditions put the human body under a lot of stress. Physical activity stresses the body even more. When heat is combined with physical activity, loss of fluids, fatigue, and other related conditions, it can lead to a number of heat-related illnesses and injuries.

Heat stress is commonly associated with warm weather. It is true that warm weather increases the number of heat-stress injuries and illnesses. Be alert for conditions that could cause heat stress and take precautions to prevent it. Six major factors are involved in causing heat stress, e.g., temperature, humidity, movement of air, radiant temperature of the surroundings, clothing and physical activity. Adjusting to these factors and/or controlling them reduce the chance of heat stress.

Your body can adjust to working in a warm environment through a process known as “acclimatization.” The acclimatization processes involve gradually increasing the amount of time you spend working in a hot environment. This gradual increase allows the body to properly adjust to the heat. Use caution even if you are already acclimatized as conditions can change that stress the body.

### Work Controls for Consideration

- Increase the frequency and duration of rest breaks.
- Schedule tasks to avoid heavy physical activity during the hottest parts of the day.
- Use an adequate amount of cool drinking water or an electrolyte replacement drink.
- Consider using additional workers for the job or slow down the pace of work.
- Wear lightweight clothing that permits moisture to evaporate quickly.
- Wear light colored reflective clothing as opposed to dark heat absorbing clothing.
- Make sure everyone understands the signs and symptoms of heat stress.

### Symptoms of Heat Stress

**Heat Cramps** - painful muscle cramps caused by loss of body salt through excessive sweating. To help prevent heat cramps, drink plenty of non-alcoholic, caffeine free fluids. Check with your doctor about the use of salt tablets. Any one suffering from heat cramps should be watched carefully for signs of more serious heat stress. If cramps persist or other symptoms develop, seek immediate medical attention.

**Sudden Fainting** – an unconsciousness caused by a reduced blood flow to the head. The victim’s skin will be cool and moist and their pulse will be weak. Call Sinclair Police at 512-2700 for an emergency medical response.

**Heat Exhaustion** – a condition caused by inadequate salt and water intake and is a sign the body’s cooling system is not working properly. The victim’s skin will be cool and moist and their pulse will be weak and they will seem tired, confused, clumsy, irritable or upset, they may breathe rapidly, and their vision may be blurred. The heat exhaustion may affect their ability to exercise good judgment. Don’t let them talk you out of seeking immediate help when medical attention is believed necessary. Call Sinclair Police at 512-2700 for an emergency medical response. If victim is conscious, provide sips of cool water until medic unit arrives.

**Heat Stroke** – Heat stroke is the deadliest of all heat stress conditions. It occurs when the body's cooling mechanism has shut down after extreme loss of salt and fluids. The body temperature will rise, the victim's skin feels hot and dry, looks red, their pulse is fast and they may complain of headache or dizziness. They will probably be weak, confused and upset. Later stages of heat stroke result in loss of consciousness and convulsions. Call Sinclair Police at 512-2700 for an emergency medical response. If victim is conscious, provide sips of cool water until medic unit arrives.

Recognizing the symptoms of heat stress is very important, particularly since the victim may not realize what is happening. If you work alone in a hot environment, develop a buddy system so someone will check in on you periodically.

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## 4.09 PREVENTING COLD WEATHER INJURIES

### Introduction

Assume the temperature outside is zero degrees Fahrenheit. Add a 15–mph breeze and that is the equivalent to a 32–below–zero air temperature when felt on exposed skin. If you walked outside for one minute, any skin areas exposed to these conditions are in danger of frostbite. Even worse, employees who work outside this time of year are in danger of hypothermia.

### Dress the part

**Layer.** Wearing multiple layers of clothing not only provides ventilation for the body, but also allows you to remove an outer layer during heavy work or if the weather warms up during the day.

- **Ventilate.** Wear Gore-Tex or polypropylene clothing closest to the skin to keep the skin dry, allowing perspiration to escape, while keeping out environmental moisture.
- **Insulate.** For insulation, wear wool, goose down or synthetic fiber-filled materials for the outer layers of clothing. Although wool can absorb plenty of body moisture before losing its ability to insulate, synthetic materials are preferred because they absorb less moisture and dry more quickly.
- **Wear socks.** Socks made of polypropylene or other synthetic materials next to the skin with layers of wool on the outside are best.
- **Wear boots.** Make sure the boots are at least one size larger than your normal shoe size for the purpose of wearing layered socks and also for proper circulation.
- **Wear gloves.** The hands have poor blood circulation and are more susceptible to the cold.
- **Wear a hat.** Up to 50 percent of heat loss occurs through the head, ears and back of the neck.

### Eat Smart

- **Eat breakfast.** A carbohydrate-based breakfast, such as cereals and breads, is an ideal source of body heat for cold-weather work. However, a well-balanced diet is the best defense against hypothermia.
- **Drink liquids.** Drink plenty of liquids to prevent dehydration, which decreases the volume of blood being circulated.

## 4.10 COMMUNICABLE DISEASES

### Introduction

Sinclair recognizes the possibility of faculty, students, staff, contractors and visitors becoming exposed to a communicable disease or other health hazards while on college property, including the Learning Centers and leased or rented facilities. Sinclair property encompasses three counties: Montgomery, Preble and Warren. Telephone numbers for each respective Infectious Disease Nurse for each of the listed counties is depicted below. The primary contact for such notification is the Infectious Disease Nurse (in bold type), with alternative contacts also being listed:

Montgomery County	<b>Infectious Disease Nurse</b> Epidemiology Section Emergency Preparedness	<b>(937) 225-4508</b> (937) 496-6533 (937) 225-4483
Preble County	<b>Infectious Disease Nurse</b> Director of Nursing	<b>(937) 472-0087 ext 327</b> (937) 472-0087 ext 329
Warren	<b>Infectious Disease Nurse</b> After 5:00 p.m. hours	<b>(513) 695-2097</b> (877) 774-4636

This procedure has been devised so that the college may respond promptly, effectively and in a uniform manner when learning of a situation which may negatively impact the overall health of the college community. Faculty, students, staff, contractors and college visitors who receive information which may cause them to suspect the presence of a communicable disease involving anyone upon college property, shall immediately notify Sinclair Police at (937) 512-2700.

### Notification

Upon receiving such notification, the police dispatcher will immediately notify the Director of Public Safety/Chief of Police, or authorized designee, as the Chief is the chairperson of the Communicable Disease Committee. In the event that the Chief of Police is unavailable, the information will be immediately provided to an on-duty supervisor or an "Officer-In-Charge", who will then ensure that the Chief or designee, is briefed on the circumstances. It will be the responsibility of the Chief of Police or designee, to do the following upon learning of an "A, B or a C" type of incident: 1-notify the Vice President of Business Services, 2- to convene the Communicable Disease Committee, and 3- to notify a Communicable Disease Nurse for the impacted county.

### Infectious Diseases Categories

Situations which dictate reporting to Departments of Public Health and vice-versa, have been placed into three classes, labeled as A, B, and C, and are described by the Ohio Department of Health's "Quick Guide to Reportable Infectious Diseases" appearing at the end of this procedure. In addition to the mandated reporting procedures contained within this procedure, college administration may require additional reporting, as well. Mandated state reporting is as listed below:

- A: Diseases of major public health concern because of the severity of disease or potential for epidemic spread – report immediately via telephone upon recognition that a case, a suspected case, or a positive laboratory result exists.
- B: Disease of public health concern needing timely response because of potential for epidemic spread – report by the end of the next business day after the existence of a case, a suspected case, or a positive laboratory result is known.
- C: Report an outbreak, unusual incident or epidemic of other diseases by the end of the next business day.

#### **Class “A” Reported To Sinclair by Public Health**

Upon learning that an individual has tested positively, Public Health will immediately notify the college’s Department of Public Safety of their findings and will provide a recommended course of action for the college to follow, which will most likely involve any of the four points listed below, or other courses of action which they deem appropriate. Upon receipt of the information and the recommendations, the Chief of Police will immediately notify the Vice President of Business Services and convene the Communicable Disease Committee, if points 1 through 3 are recommended.

- 1. Notification – Personal: The Call Center will be directed to telephone those faculty, students and staff who may have been exposed to the situation. The Call Center will use a pre-scripted template which is in compliance with both Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA), created by the Director of Public Relations, when making such calls. The notification will provide basic information and may include a referral number to another agency for additional information or assistance.
- 2. Notification – Letter: The Registrar’s Office will be directed to mail letters to those faculty, students and staff who may have been exposed to the situation. The letters will be constructed from a pre-scripted template, which is in compliance with both FERPA and HIPAA, created by the Director of Public Relations. The letters will provide basic information and may include a referral number to another agency for further information or assistance.
- 3. Other Recommendation(s): The recommendations of the Health Department will be fully implemented.
- 4. No Action Necessary: No action need be taken.

### Class "B and C" Reported To Sinclair by Public Health

Upon learning that an individual has tested positively, usually within 24 hours but no later than the close of the following business day, Public Health will notify the college's Department of Public Safety of their findings and will provide a recommended course of action for the college to follow, which will most likely involve any of the four points listed below, or other courses of action which they deem appropriate. Upon receipt of the information and the recommendations, the Chief of Police will immediately notify the Vice President of Business Services and convene the Communicable Disease Committee, if points 1 through 3 are recommended.

1. Notification – Personal: The Call Center will be directed to telephone those faculty, students and staff who may have been exposed to the situation. The Call Center will use a pre-scripted template, which is in compliance with both FERPA and HIPAA, created by the Director of Public Relations, when making such calls. The notification will provide basic information and may include a referral number to another agency for further information or assistance.
2. Notification – Letter: The Registrar's Office will be directed to mail letters to those faculty, students and staff who may have been exposed to the situation. The letters will be constructed from a pre-scripted template, which is in compliance with both FERPA and HIPAA, created by the Director of Public Relations. The letters will provide basic information and may include a referral number to another agency for additional information or assistance.
3. Other Recommendation(s): The recommendations of the Health Department will be fully implemented.
4. No Action Necessary: No action need be taken.

### Communicable Disease Committee

1.	Director of Public Safety and Chief of Police (Chairperson)	(937) 512-2700
2.	Director of Human Resources	(937) 512-2514
3.	Dean of Health Sciences	(937) 512-2919
4.	Director of Facilities Management	(937) 512-4529
5.	Director of Public Relations	(937)-512-2947
6.	Registrar	(937) 512-3120
7.	General Legal Counsel	(937) 512-2164

## 5 CONTRACTOR MANAGEMENT

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### 5.01 OUTSIDE CONTRACTOR SAFETY PRACTICES

#### Purpose

To establish OSHA standard safety practices for contractors working for Sinclair buildings and grounds).

#### Requirement

Sinclair Community College welcomes our contractors and their sub-contractors to our campus. The College believes an active and effective accident prevention program is an integral part of the construction process, and there is no phase of the operation having a greater importance than accident prevention and preservation of human life and suffering. As a reflection of this dedication, Sinclair has established a goal of no OSHA Recordable injuries/illnesses or property damaging incidents while performing your scope of work.

Toward these goals Sinclair will expect its contractors and their sub-contractors to obey and enforce all applicable OSHA regulations. Contractors with a poor safety compliance history will not perform work for Sinclair.

#### Hazard Communication

All contractor employees are required to have basic Hazard Communication Standard training from their employer before being assigned to work at Sinclair. All contractors must provide the Sinclair Facilities Management Department with a copy of their written Hazard Communication Program prior to starting work at the college as well as Material Safety Data Sheets for all hazardous materials used, stored or brought on College property.

#### Bloodborne Pathogens Program when applicable

Employees are required to have basic Bloodborne Pathogen training before being assigned to work at Sinclair. The contractor must provide the Sinclair Facilities Management Department with a copy of their written Bloodborne Pathogens Program prior to starting work.

#### Confined Space Entry

The contractor must provide the Sinclair Facilities Management Department a copy of their written Entry Permit Program if confined space entry is to be performed on campus. The contractor may be requested to provide training documentation for employees performing confined space entry work. The contractor must also provide a competent entry supervisor. The contractor must provide all necessary required testing, ventilation, personal protective and communication equipment for their employees. The contractor's supervisor must conduct all atmospheric testing, complete the entry permit form and post it by the entry into the confined space.

#### Electrical Work (See Volume 4 - Electrical Safety)

Contractors must perform Lockout/Tag Out procedures, when applicable, in cooperation with Sinclair procedures and Sinclair Facilities Management staff. For energized electrical work, "qualified" electrical workers must be approved in writing by the contractor's management and Director of Facilities Management or his/her designee. See Energized Electrical Work Permit

under Electrical Safety for additional information.

**Hot Work or Red Tag Permit**

Permits are required at Sinclair when welding or using an open flame, or whenever interrupting service to any fire suppression system. The contractor must obtain the appropriate permit from the Director of Facilities Management. Contractors must have a competent safety person that Sinclair's Safety Coordinator or Director of Facilities Management can contact to resolve safety issues.



## SINCLAIR COMMUNITY COLLEGE CONTRACTOR PRE-START-UP CHECKLIST

S.C.C. Representative \_\_\_\_\_ Date \_\_\_\_\_

Contractor \_\_\_\_\_

Contact \_\_\_\_\_

Safety Representative \_\_\_\_\_

Site Telephone \_\_\_\_\_ Other \_\_\_\_\_

Main Office \_\_\_\_\_

Date Started at Site \_\_\_\_\_

Number of Employees \_\_\_\_\_

Are they using sub-contractors? \_\_\_\_ Yes \_\_\_\_ No

Name (if yes) \_\_\_\_\_

### **Checklist**

Verified Contractor(s) Safety Program \_\_\_\_ Yes \_\_\_\_ No

Verified Material Safety Data Sheets on site \_\_\_\_ Yes \_\_\_\_ No

Verified Contractor(s) Employee Safety Training \_\_\_\_ Yes \_\_\_\_ No

Personal Protective Equipment \_\_\_\_ Yes \_\_\_\_ No

First Aid Kit \_\_\_\_ Yes \_\_\_\_ No

Lockout Tag Out Procedure? \_\_\_\_ Yes \_\_\_\_ No

Extension Cord Ground Fault Protection \_\_\_\_ Yes \_\_\_\_ No

### **Equipment Inspections**

Cranes, Man Lifts, Scaffolds, Ladders, Electrical Extensions, etc. \_\_\_\_ Yes \_\_\_\_ No

Confined Space Work \_\_\_\_ Yes \_\_\_\_ No (Permit Procedure?) \_\_\_\_ Yes \_\_\_\_ No

SINCLAIR COMMUNITY COLLEGE SAFETY VIOLATION NOTICE

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

Contractor/Sub-Contractor \_\_\_\_\_

Contact Person \_\_\_\_\_

Project Supervisor \_\_\_\_\_

Telephone(s) \_\_\_\_\_

NATURE OF VIOLATION – CODE 29 CFR \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name(s) of Violator(s) \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_

Location of Violation \_\_\_\_\_

Notification received by \_\_\_\_\_ Date \_\_\_\_\_

**CONTRACTOR REPRESENTATIVE**

Reply within three (3) days to Originator.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Contractor Representative

Originator Received – Date \_\_\_\_\_ Initials \_\_\_\_\_

Copies: Sinclair Planning and Construction  
Safety Coordinator

## 6 TRAINING – WORKPLACE, LABORATORY & CLASSROOM

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### 6.01 TRAINING AIDS

#### Purpose

To make available standard safety training aids for use by College departments.

Video Tapes - (see Section 6.02 for library list)

#### Borrowing Procedures

Contact Mike Kemper, Safety Coordinator

Telephone: (937) 512-2184

E-mail: michael.kemper@sinclair.edu

Office hours: Mon. & Tues. 8am-5pm, Wed. 8am-noon

Place your order at least 10 days in advance of the date you plan to use the tape:

- Video tapes will be loaned on the first come first served basis.
- Each tape may be reserved for one week.
- A replacement cost may be charged for lost or damaged tapes.

#### Employee General Safety Handbook

Human Resources Department has printed and distributed the *Employee General Safety Handbook* to all full-time and part-time employees. The handbook is to be used as a training resource for general safety awareness practices. Supervisors should ensure that all employees recognize the importance of human safety and influence safety to become a part of the everyday work life. Discussing the importance of the handbook and requiring the use of it will help accomplish the safety initiative. Employee safety is required by Ohio law and is everyone's responsibility.

Chairpersons, managers and supervisors must review the handbook with **all** part-time personnel hired directly by the department. Additional copies are available at the Human Resources Department. Full-time new hires receive their handbook and safety review from Human Resources during orientation and before starting work.

## 6.02 SAFETY TRAINING VIDEO LIBRARY

Each video in this library has been selected for the quality of its content. Due to the highly technical content and limited production runs, the average cost of each video is about \$375. The cost of some videos runs even higher.

### Title - Page

Art	Groundskeeping Safety
Asbestos	Hand Injuries
Bloodborne Pathogens	Heat Stress
Chemical Spills and Cleanup	Hazard Communication
Confined Space Entry	Lab Safety
Driving	Lifting
Electricity or Stored Energy Hazards	Office
Ergonomics	Personal Protective Equipment (PPE)
Fall Protection	Respiratory Protection
Fire	Slip, Trips and Falls
Forklift	Train the Trainer
Gas Cylinders	Theatre Safety

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- Art

Title: **Creating Art Safely - a 6-Step Process**

Production: United Educators

Length: 20 minutes

Item # UE

- Asbestos

Title: **Asbestos Awareness: Are You At Risk?**

Production: Coastal

OSHA's new Asbestos Standards 1910.1001 and 1926.58, now in effect, reduces the permissible exposure limit, requires new worker protection measures and mandates enhanced employee training. Provides an introduction to the three forms of asbestos and how it is used. Other topics include: adverse health effects, where asbestos can be found, hazard communication, personal protection and housekeeping requirements. Run time: 19 minutes.

Item # ASBOZV

- Bloodborne Pathogens

Title: **Rescue BBP: Nothing To Fear**

Production: Coastal

Video utilizes the expertise of firefighters and EMT's to explain the importance of taking proper precautions concerning potentially deadly bloodborne pathogens. Teaches employees that there's nothing to fear if commonsense guidelines are used. Other topics include: risk of exposure, AIDS and Hepatitis B, transmission of bloodborne diseases, minimizing risks, housekeeping, proper waste disposal, and preventive work practices. Run time: 22 minutes.

Item # BBP09V-D

Title: **Bloodborne Pathogens**

Production: Valley Videos

Trains workers to respect the hazards associated with bloodborne pathogens, modes of transmission, proper protective measures and misconceptions about exposure. Run time: 5:30 minutes.

Item # 79

Title: **Bloodborne Pathogens for Custodians**

Production: Coastal

Run time: 16 minutes

Item # BBP003VHS

Title: **Bloodborne Pathogens for Law Enforcement**

Production: Coastal

Run time: 19 minutes

Item # BBP008VHS

Title: **Safety 101: Bloodborne Pathogens - Take precautions**

Video covers the three main bloodborne pathogens including definitions, symptoms and routes of transmission, HIV, HBC and HCV information, transmission, accidents & injuries and common sense precautions. Run time: 20 minutes.

Item # BBP027-VTK

Title: **Bloodborne Pathogens**

Production: Coastal

Real life series showing how to minimize the chance of bloodborne pathogen exposure by advancing the three A's (awareness, attitude and action). Transmission, exposure control and housekeeping. Run time: 22 minutes.

Item#: BBPR01

- **Chemical Spills and Cleanup**

Title: **Awareness Level Training; Chemical Spill Response**

Production: State of Ohio Security Taskforce

Training consists of VCR units 1-4 and units 5-8.

Title: **Spills Happen**

Production: BNA Communications

Geared toward small chemical spill responses and improve the responses and the procedures of employees who handle chemical spills. Program constitutes a solid and descriptive base for training. An instructor's manual is located in the training section of the Hazardous Materials Guideline. Training includes a system for reporting spills, identifying spilled materials, shutting off the source of a spill, using protective equipment, containing spills, protecting people and the environment from chemical contamination, eliminating fire and explosion hazards, absorbing spilled materials, clean-up and decontamination, disposal of hazardous wastes and restoring the spill scene to normal operations. Run time: 22:17 minutes.

Item # SSR-01

Title: **Small Spill Containment of Hazardous Materials**

Production: Valley Videos

Live-action video demonstrates proper cleanup and decontamination procedures for hazardous chemicals in the work place. Provides preventive measures, including proper storage of hazardous materials in the facility. Program can be used as part of the Hazardous Waste Operation Emergency Response training. Run time: 6:29 minutes.

Item # 107

Title: **Decontamination**

Production: Valley Videos

Proper decontamination procedures must be understood and respected to prevent exposure to yourself and others who come in contact with you. This program teaches employees the importance of following proper decontamination procedures. Run time: 6:40 minutes.

Item # 225

Title: **First Responders Duty**

Production: BNA Communications

Video opens with examples showing why every facility should have a planned and controlled approach to HAZMAT emergencies. Segments of actual news footage, followed by a dramatic vignette, show various types and stages of HAZMAT incidents. The program depicts two separate incidents showing first responder awareness individuals in action and reviews the steps they took to assess and report each incident, and evaluate themselves and others. A third and fourth dramatic vignette depicts first responder operations, individuals responding to incidents and taking defensive actions based on more advanced responder responsibilities and training. Run time: 18:00 minutes.

Item # MHW002VHEN

- **Confined Space Entry**

Title: **Confined Space Hazards**

Production: Valley Videos

This live-action video covers what is a confined space and the associated hazards. Motivates workers to respect potential hazards. Run time: 5:10 minutes.

Item # 81

Title: **Confined Space: Case Histories**

Production: Coastal

Re-enactments of real-life confined space accidents emphasize the importance of following proper confined space safety procedures, safe atmospheric testing & monitoring and training the entry team. Run time: 14:00 minutes.

Item # CSEC01-VHS

- **Driving**

Title: **Street Smart: Driving Skills**

Production: Summit

The number one cause of work-related fatal injuries is transportation incidents. Over 42,000 people were killed in motor vehicle accidents in 2002. You may think this won't happen to you. But each one of these statistics is a person. Every time you get behind the wheel you are at risk for serious injury or death, and that's why traffic safety is so important. Run time: 12:30 minutes

Item # 4106

Title: **Passenger Vans and Shuttle Bus Operations – Part 1** Date: 2-27-03

Production: Safety Short Productions

When you're transporting passengers, you must follow special procedures and safe driving practices. Passenger safe arrival is your responsibility. Topics include staying alert, vehicle inspections, discharging passengers and passenger emergencies. Run time: 5:00 minutes

Item # T265

Title: **Passenger Vans and Shuttle Bus Operations – Part 2** Date: 2-27-03

Production: Safety Short Productions

Driving passenger vans and shuttle busses is a big responsibility. Know your vehicle and its

limitations. Topics include blind spots, speed, vehicle handling, defensive driving and the driving environment. Run time: 5:00 minutes  
Item # T266

- **Electrical or Stored Energy Hazards**

Title: **ARC-FLASH Safety Awareness**

Production: Coastal

Teaches employees how to stay safe while keeping their co-workers and the workplace safe as well, with information drawn from NFPA 70E. Covers the three hazards – electrical shock, arc-flash and arc-blast. Topics include arc flash hazards, electrical safety programs, hazard analysis, PPE and safe work practices. Run time: 18:00 minutes

Item#: ELE013

Title: **Electrical Safety...Beware the Bite!** (Trainers Toolkit)

Production: Coastal

A sudden and unexpected electrical shock is like the bite of a poisonous snake! Video shows workers how to protect themselves from this controllable hazard and what to do if danger strikes. Topics include conductivity, levels of protection, safe work practices, lockout/tagout procedures, personal protective equipment and emergency response. Run time: 20:00 minutes

Item # ELE05V-D

Title: **(Safety 101 Series) Electrical Emergencies: Proper Response** (Trainers' Toolkit)

Production: Coastal

When faced with an emergency such as electrical shock or an electrical fire, one's initial response can literally save lives. This video covers crucial information such as the three levels of electric shock, common causes and classifications of fire and proper first aid measures that should be administered to victims of shock or smoke inhalation. Other topics include reducing human error when working around electricity, emergency procedures and how to extinguish electrical fires.

Run time: 15:00 minutes

Item # ELE009

Title: **Lockout for Life**

Production: Coastal

Shows re-enactments of accidents involving employees who didn't follow proper lockout/tagout procedures, dramatic re-enactments of actual incidents including the hazards of uncontrolled energy, equipment shutdown and isolation and a review of procedures. Run time: 20:00 minutes

Item # LOT002-VHS

Title: **Lockout/Tagout Procedures**

Production: Valley Videos

Intended for persons who perform lockout/tagout procedures at SCC. Video covers the proper procedures for isolation energy sources when servicing or repairing equipment, verifying that zero energy state is achieved and the proper procedures for restarting equipment. Run time: 5:30 minutes

Item # 154

Title: **Electrical Safety: The Hazards of Electricity**

Production: Valley Videos

Appropriate for all workers, this live-action video helps prevent accidents by training employees. Topics include the fundamentals of electricity, the main causes of electrocution and electrical shock and electricity as a source of fire. Run time: 5:53 minutes

Item # 103

Title: **ELECTRICAL SAFETY: Know Your Ground (2008)**

Production: J.J. Keller

Appropriate for all Facilities Management workers. DVD media. Run time: 30 minutes

Item # 233-DVD (12407)

- **Ergonomics**

Title: **Carpal Tunnel**

Production: Valley Videos

Video uses state-of-the-art animation combined with live-action footage filmed in industries like manufacturing and meat processing to teach employees why carpal tunnel is a serious injury.

Workers learn ways to eliminate the stresses that cause this repetitive motion injury. Run time:

6:21 minutes

Item # 97

- **Fall Protection**

Title: **Anchorage, Make the Connection**

Production: Valley Videos

Unfortunately, even the best fall protection is useless without proper anchorage. This video program will help employees hook up correctly. Complies with OSHA's 1910.128-131 General rules for identifying anchorage points and guidelines for safe hook-up. Run time: 17:00 minutes

Item # ANCOOV

Title: **Fall Protection: what's required and beyond**

Production: Valley Videos

As of February 6, 1995, fall protection is required whenever employees are potentially exposed to falls from six feet or greater. This video program shows supervisors and employees various approaches to achieving 100 percent fall protection under the revised Subpart M ruling. Topics include fall protection guidelines, positive fall protection and the use of safety nets. Run time: 21 minutes

Item # CST11V

Title: **Stairways & Ladders: The first step**

Production: Valley Videos

Stairway and ladders may not appear to be as dangerous as some high work surfaces; however, they can be equally hazardous. This program reviews essential safety procedures. Complies with OSHA's 1910.23-25. Topics include the set-up and use, inspection and maintenance. Run time:

18:00 minutes

Item # STLOOV

Title: **Avoiding Slips, Trips & Falls: Step By Step**

Production: Valley Videos

Each year more than 200,000 American workers are injured as the result of slips and falls. This video program alerts employees to the serious consequences of falls and explains how most falls can be prevented. Topics include negotiating slippery surfaces, controlling hazards and the use of proper equipment. Run time: 17:00 minutes

Item # STFOOV

- **Fire**

Title: **Fire Extinguishers**

Production: Valley Videos

This video educates the viewer on the classifications of fire extinguishers and the type of fire for which they are suited. Demonstrates proper use and federal requirements for storage and maintenance. Run time: 5:20 minutes



Item # 104

- **Forklift**

Title: **Forklift Driving Skills**

Production: Valley Videos

Live-action video, filmed in industry, teaches the techniques and skills for driving on wet, rough and inclined surfaces. Technically accurate footage demonstrates proper procedures for picking up a load, driving with a load and setting a load. Run time: 5:00 minutes

Item # 142

Title: **Compliance Package: Forklift Safety**

Production: Coastal

***Forklift Fundamentals: Get the Facts***

Topics include powered industrial trucks, power plant inspection, controls and instrumentation and the equipment inspection. Run time: 17:00 minutes

***Forklift Operations: Carry the Load***

Topics include operating conditions, vehicle and pedestrian traffic, special hazards and proper load manipulation. Run time: 18:00 minutes.

Item # FRK010-VTK

- **Gas Cylinders**

Title: **Gas Cylinders**

Production: Valley Videos

Shows the hazards that can result if gases contained in cylinders are handled improperly. Program motivates workers to properly store and handle the many types of gases contained in cylinders.

Run time: 6:52 minutes.

Item # 148

- **Groundskeeping Safety**

Title: **Groundskeeping Safety: Dealing With Bugs & Critters**

Production: Valley Videos

Video designed especially for public works, utility, government employees or anyone whose job function includes grounds maintenance or outdoor responsibilities, is essential for a safe work environment. Topics include basic PPE, handling snakes, wasps, bees, fire ants, etc., and first aid.

Run time: 16:00 minutes.

Item # FAC002-VHS

Title: **Groundskeeping Safety: Be a Pro!**

Production: Valley Videos

Maintaining lawns, trees and shrubs requires the use of potentially dangerous equipment and chemicals. This program teaches how to avoid unnecessary accidents by thinking: safe or sorry? Topics include personal protective equipment, general checklists for safety, tractors, riding mowers, push mowers, trim and brush-cutting equipment/blowers and a checklist for hazardous materials. Run time: 17:00 minutes.

Item # FAC001-VHS

- **Hand Injuries**

Title: **Hand Safety**

Production: Valley Videos

Topics include all common causes of hand injuries, the proper use of hand tools, working with and around equipment and machinery, blade and knife safety and pinch points. Run time: 4:50 minutes.

Item # 150

- **Heat Stress**

Title: **Heat – Don't Lose Your Cool**

Production: Coastal

Cramps, exhaustion and stroke all can plague an employee working in hot weather or hot environment. This video program focuses on preventing illnesses and minimizing safety hazards. Complies with NIOSH & OSHA recommendations. Other topics include hazards of hot environments and first aid. Run time: 16:00 minutes.

Item # HEA002-VHS

- **Hazard Communication**

Title: **Right-To-Know**

Production: Valley Videos

Hazard communication training on MSD's, terms and labeling compliance. Run time: 6:00 minutes.

Item # 86

Title: **Right-To-Know: Hazard Communication Compliance Program**

Production: TechneTrain

It is the responsibility of each department to provide hazard information to its employees. Topics include a written Hazard Communication Program, labeling and other forms of warning on hazardous material containers, the compilation of Material Safety Data Sheets (MSDS) on all hazardous substances and a Hazardous Chemical List. Run time: 17:00 minutes.

Item # 0

Title: **Hazard Communication, A Healthy Responsibility**

Production: Coastal

Compliance with OSHA's most-cited standard is made easier with this classic video program. Helps employees understand the potential hazards of chemicals with which they work, and they will have a greater respect for those chemicals and for SCC. Topics include understanding MSDS, identifying hazardous chemicals and reading warning labels. Run time: 19:00 minutes.

Item # HAZOOV

Title: **Material Safety Data Sheets, Read It before You Need It**

Production: Valley Videos

Video will help employees use and understand the MSDS and in so doing help to control the chemical hazards in their work place. Topics include product information, exposure situations, hazard prevention and personal protective equipment, toxicology, ecology and disposal. Run time: 20:00 minutes.

Item # MSDOOV

Title: **M.S.D.S.**

Production: Valley Videos

Explains in easy-to-understand language how to read and use Material Data Safety Sheets to ensure compliance with the Right-to Know Regulation. Run time: 6:19 minutes

Item # 159

Title: **OSHA HazCom Awareness Training (Trainers Toolkit)**

Production: Bureau of Business Practice

Three tape series:

***Working with Hazardous Materials: Ten Steps to Greater Safety***

The first step in any hazardous communication program is awareness. This video training session

is one of the most effective tools you can use to increase employee awareness.

***Your Part in Safe Chemical Storage***

Because chemicals are so common--and because the dangers of improper storage are so real--it's important that employees know what they can do to make sure chemicals are stored safely.

***Your Part in Safe Chemical Disposal***

This video presents a number of basic guidelines to help insure safer disposal of hazardous chemicals (Leader Guides are located in the back of the Hazardous Materials Guideline) No run time available.

Item # 0

Title: **Hazardous Waste Management**

Production: Comprehensive Loss Management

Organizations that generate hazardous waste are responsible for identifying, separating, labeling, packaging, storing, shipping, and disposing of them. Hazardous waste is defined as any material or by-product that, when improperly discharged into the environment can cause death or injury to plants or animals, irritation to living tissue, or illness or death to human beings. Run time:

12:07 minutes

Item # 0

Title **OSHA Hazard Determination & Communication Regulations- 1988**

Production: TSP

No description or run time available.

Item # 0

- **Lab Safety**

Title: **Lab Safety 1 - Chemical Hazards**

Production: Safety Shorts

Laboratory workers/students are routinely exposed to hazardous chemicals. Safe work practices help keep exposures below limits and protect workers from health hazards. Topics include potential risks, procedures to minimize risks and risks associated with accidental exposures. Run time: 5 minutes.

Item # T238 (on permanent loan to Chemistry Dept. c/o Jim Weeks)

Title: **Lab Safety 2 - Potential Hazards**

Production: Safety Shorts

Laboratory workers/students may be exposed to injury from fire, explosion, or corrosive agents. Safe work practices help reduce potential hazards, as well as secondary effects from toxic exposure. Topics include corrosive agents, flame and heat problem, fire hazards, chemicals, machinery and emergency procedures. Run time: 5:00 minutes.

Item # T243 (on permanent loan to Chemistry Dept. c/o Jim Weeks)

Title: **Lab safety – The Finer Points – Date: 8-23-02**

Production: Coastal

After working in a lab for a while, it's easy to become so comfortable that risks are taken without thinking. Do employees know their jobs so well they overlook the finer points of safety? This video is designed to remind employees of some things they might be forgetting, including. Topics include hazardous materials, fume hoods, emergency showers, eye wash stations, chemical storage and using chemicals safely. Run time: 17:00 minutes.

Item # LAB004-VHS-ENG-CC01

- **Lifting**

Title: **Back Safety**

Production: Valley Videos

The goal is to prevent the most common workplace injury today; back injury. This video demonstrates the proper lifting, the importance of physical fitness and injury prevention both on and off the job. Run time: 6:27 minutes.

Item # 264

Title: **Back Safety 101 – *Lift Well, Live Well***

Production: Coastal

Almost everyone has had back pain at one time. Sometimes it hurts a lot. But you're much better of taking care of your back before pain sets in. This video shows how you can head off back pain when you use your head and remember to protect your back from injury. Topics include back basics, positive steps and proper lifting & exercise. Run time: 15:00 minutes.

Item # BAK004-VTK

- **Office**

Title: **Working Smart: *General Office Safety***

Production: Coastal

OSHA reports that 40,000 disabling injuries and 2,000 safety-related deaths occur in offices each year! This video program alerts employees to potential dangers in their offices and gives critical advice on how to avert those dangers. Topics include avoiding slips and falls, ergonomics, fire safety, excessive noise, preventing back injuries and hazardous and flammable chemicals. Run time: 19:00 minutes.

Item # OFF00V

- **Personal Protective Equipment (PPE)**

Title: **Eye Safety**

Production: Valley Videos

Over 90,000 disabling workplace eye injuries occur each year. However, most could be prevented with proper selection and use of eye protection. This motivational video program stresses the importance of eye protection by showing common eye injuries and how to prevent them. Run time: 5:00 minutes.

Item # 105

Title: **The Horror of Losing an Eye (DVD)**

Production: WUMBUS Corp.

No description or run time is available.

Item # 0

Title: **Personal Protective Equipment, *the Race to Safety*** (Trainers Toolkit)

Production: Coastal

This video compares the extreme dangers of auto racing to the industrial hazards workers encounter on the job. This program discusses all aspects of PPE including safe use and maintenance, total body protection and hazard assessment. Topics include protecting your eyes and face, protecting your hearing, protecting your head and feet, full protective covering, knowing the limitations and maintenance and disposal. Run time: 24:00 minutes.

Item # PPE04V-D

Title: **Heads Up: Hard Hat Safety** – Date: 2-7-03

Production: Coastal

Over 100,000 occupational head injuries are reported every year because most of those injured failed to wear required head protection. This video explains how getting the hard hat habit will help workers protect themselves. Complies with OSHA 1910.135. Topics include head hazards, classes of hard hats and hard hat care and maintenance. Run time: 19:00.

Item # PPE001-VHS

- **Respiratory Protection**

Title: **Disposable Respirators – Exposure Control**

Production: Coastal

Includes instruction on how to use a disposable respirator properly. Sometimes called a facemask or dust mask. Used properly, it prevents harmful or fatal particles from entering a person's lungs. Topics include how respirators are rated, what kind of contaminant each type filters, how to properly fit a respirator, why good fit is essential, who should and should not wear a respirator and the dangers of improper use. Run time: 12:00 minutes.

Item # **RE005-VHS-ENG-CC00**

Title: **Respiratory Protection, *Another World*** (Trainers Toolkit)

Production: Coastal

Helps workers avoid exposure to airborne substances that can lead to serious health effects and other chronic illnesses. Topics include hazardous atmospheres, types of respirators, fit testing and 1998 OSHA revisions. Run time: 22:00 minutes.

Item # **RES04V-D**

- **Slips, Trips and Falls**

Title: **Housekeeping**

Production: Valley Videos

An essential part of a safe workplace, proper housekeeping techniques help reduce property damage, injuries and deaths, while improving employee morale. Live-action program discusses measures for preventing accidents, especially slips and falls, and the ultimate workplace disaster-- fire. Run time: 6:07 minutes.

Item # **153**

- **Train the Trainer**

Title: **Train the trainer**

Production: Valley Videos

Effective training sessions are crucial to SCC's success. Teach safety professionals how to conduct effective safety meetings with this broadcast-quality program. Run time: 5:56 minutes.

Item # **84**

- **Theatre Safety**

Title: **Play It Safe: Introduction to Theatre Safety**

Production: Theatre Arts Video Library

An overview of important OSHA laws look at basic safety guidelines that every student and theatre worker needs to know. Includes instructors video guide and sample test questions. Topics include current safety laws and how they apply to theatres, general safety practices, chemical hazards and personal protection equipment, stage lighting safety, costume shop safety and scene and prop shop safety. Run time: 82:00 minutes.

Item # **1-883779-14-6**