

SCC SAFETY & HEALTH

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SAFETY GUIDE FOR EMPLOYEES



Name of Material

<input type="checkbox"/>	HEALTH
<input type="checkbox"/>	FLAMMABILITY
<input type="checkbox"/>	REACTIVITY
<input type="checkbox"/>	PROTECTIVE EQUIPMENT



POLICY/CULTURE

Our policy is to provide safe and healthy working conditions throughout our campus. Safety is the responsibility of every employee and student and must take precedence over shortcuts. Our major objective is the prevention of accidents and the elimination of safety hazards.

We encourage a proactive safety culture where our actions say “I Am Responsible” for my safety and the safety of others. Six points of our Safety Culture include:

- ◇ All incidents/injuries are preventable.
- ◇ Each individual is personally responsible for his/her own safety and that of their co-workers.
- ◇ Employee safety is a key business strategy.
- ◇ Safety is a design priority, rather than an after thought.
- ◇ Safety success comes from everyone’s involvement.
- ◇ Personal safety responsibility extends beyond the work place into all aspects of an individual’s life.

I AM RESPONSIBLE

SCC provides a safe workplace. The safety programs serve as a foundation and guide to safety. However, it is up to each employee to follow the safety rules and safety procedures that are in place. Keep in mind the following tips and that we are all ultimately responsible for our own safety:

- ◇ Focus on the job and safety. Accidents occur when you lose concentration.
- ◇ Make sure you know who to call for help in an emergency.
- ◇ Follow the procedures for reporting accidents – all types (near miss, hazards, injuries and illnesses). Good accident reporting and investigation gives us the opportunity to prevent recurrence.
- ◇ Be familiar with signs in the building. Know your evacuation routes and meeting place.

- ◇ Accidents frequently happen when people hurry or take short cuts. Resist the temptation to take short cuts or ask other employees to take short cuts.
- ◇ Never take risks with your hands, fingers, eyes, or lift. If a task seems too risky, stop and ask how to make the job safe.
- ◇ Ask questions about anything you do not understand or about any procedure that is not clear.
- ◇ Be a model of safe practice. Do not ignore any unsafe habits you see demonstrated by your co-workers, other employees, students or visitors. Your actions could keep someone from being injured.
- ◇ Take safety training seriously. SCC continues to identify and address hazards in your workplace. Training gives you knowledge to keep you and others safe.
- ◇ Report all accidents/injuries no matter how small.
- ◇ Offer safety suggestions when you think they would reduce risks to you or any other employees.

SAFETY STANDARDS

Safe work practices are a vital part of ensuring we provide a safe and healthy work place. Safety rules provide a core for Southeastern employees. These rules apply every day and in every job we do. They guide and direct us in maintaining a safe work environment. Everyone has the right and responsibility to perform our work safely. Training, skills, work experience, and personal judgment provide the foundation for making safe decisions about work practices. **Report all unsafe conditions and unsafe acts to your supervisor immediately.**

- ◇ General safety rules apply to all work areas.
- ◇ Departmental safety rules are specific to the department eg. Maintenance, Nursing, Security, etc.

GENERAL OFFICE SAFETY RULES

1. Know your job and follow instructions.
2. If the office equipment is not working properly, turn the equipment off and report the malfunction to your supervisor immediately.

3. Worn electrical wiring, overloaded outlets, or defective equipment should not be used.
4. Do not stand on chairs, tables, or desks to obtain or reach for any object. Ask for assistance.
5. Do not attempt to move office equipment without assistance.
6. Use proper lifting techniques when handling objects.
7. Keep desk and file cabinet drawers closed when not in use to avoid tripping or bumping hazards.
8. Be careful to avoid hand injuries when using copying/fax machines, mail machines, shredders or paper cutters.
9. Carry large objects in a manner that provides you with a clear visual path of the direction you are walking.
10. Do not obstruct pathways to work areas with materials or objects.
11. Watch for conditions or situations, such as objects on the floor or stairways which are likely to cause falls.
12. Use handrails when ascending or descending stairs. Open doors slowly using push bars or handles.

SAFETY RULES FOR NON-OFFICE EMPLOYEES

1. Always wear personal protective equipment appropriate for your job. PPE will be issued by the college.

Safe Work Attire:

Shoes – Employees working in areas where there is a danger of foot injuries should use footwear substantial enough to protect feet and toes. Sandals or open toe shoe are not acceptable.

Clothes – Do not wear loose fitting clothes around moving machinery.

Jewelry – Loose, dangling jewelry is a safety hazard and should not be worn while working around moving machinery.

2. Do not operate any equipment which in your opinion is not in safe operating condition. Notify your instructor for instructions.

CERTIFICATION FORM

I certify that I have received a copy of the Southeastern Community College “Safety Guide for Employees” which includes SCC policies, general safety rules, safety programs and guidelines for all employees. These have been reviewed with me and I understand and will be guided by them throughout my employment.

I understand that violation of these safety guidelines could endanger me and/or others. I also understand that failure to follow established safety requirements could result in disciplinary action up to and including dismissal.

I certify that in case I am injured while in the course of my work, I will report it to my supervisor immediately and before receiving outside medical attention I will obtain the proper authorization for treatment.

I further understand that the use of drugs and intoxication beverages is prohibited.

My signature certifies that I understand these safety guidelines and agree to abide by them.

Employee Signature

Date Signed

SLIP, TRIP AND FALL PREVENTION

Watch Your STEP—remember that time you walked past a water spill in your work area? Or maybe you were just too busy to shut the file drawer. Even common hazards like these can lead to serious, painful injuries. Protect yourself—and your co-workers—by doing what you can to create a fall-free workplace.

Step 1. Clean Up Wet Surfaces—any time you see (or cause) a spill, clean it up right away. If you can't, mark it with a sign or paper towels and report it to the appropriate person for cleanup.

Step 2. Avoid Short Cuts—the more short cuts you take, the greater your chance for taking a tumble. Use designated walkways and only carry loads you can handle.

Step 3. Get Rid of Clutter—your risk of trips increases with every stack of files left sitting on the floor and every extension cord stretched across a doorway. Put away clutter.

Step 4. Use a Ladder or Step Stool—use the right climbing equipment for the job. Rather than standing on the nearest tall object you can find, take a minute to find a ladder or step stool.

Step 5. Turn On the Lights—good lighting helps you see any hazards in your way. Turn on lights before entering a room, and replace dead bulbs as soon as they burn out.

Control Hazards—**Don't Slip Up**—keep a safe workplace, take a minute to make your workplace safer.

Wear Slip-Resistant Shoes—increasing the friction between your shoes and the surface you walk on helps prevent slip injuries. Use these tips to help you choose the best shoe soles for your particular job.

- ◇ Soft rubber soles grip well on dry surfaces.
- ◇ Neoprene soles can be worn safely on most wet or dry surfaces.
- ◇ Crepe soles work best on rough concrete surfaces, either wet or dry.
- ◇ Hard rubber soles are best worn on greasy concrete and wood.

3. Obey all manufacturer's safety rules, governmental regulations, signs and instructions.
4. Employees are responsible for ensuring that machine guards and other protective devices are in place and properly adjusted.
2. Machinery/equipment shut down for repair or maintenance should be locked out / tagged out in accordance with OSHA standards.
3. When lifting, use proper lifting techniques. Ask for help if necessary to lift or move which due to its size or shape is difficult for one person to handle safely.
4. Don't become involved in horseplay. Horseplay and practical jokes frequently cause serious injury and are not permitted on the job.
5. Don't distract or startle co-workers when they are working.
6. Always use the right tool for the job. Use them safely and only when authorized.
7. Be constantly alert for moving equipment and loads. Always stand clear of equipment in operation.

***All employees should be familiar with the above information regardless of their specific job assignment.

SAFETY MANUAL

Safety manuals containing all of our safety programs are available to employees for review at any time. The written safety program is located on the Infonet.

SAFETY COMMITTEE MEETINGS

The safety committee provides support to our overall safety program. Regular scheduled meetings are held to review accidents, safety program elements, safety concerns, etc. Members include Administration, Deans, Faculty Members, Staff and Students.

Safety information is posted on the SCC bulletin board and provides employees with the following information: minutes from monthly meetings, accident reports, and more permanent postings such as buddy list,

evacuation procedures, and policy statements. Occasionally other important information is posted to inform employees of emergency weather, public safety concerns, etc.

SAFETY INSPECTIONS

Safety inspections of work areas and our facilities are an important tool in recognizing and correcting hazards within the workplace. Inspection teams will rotate on a schedule to ensure that each area is inspected monthly.

SAFETY TOPICS

Training materials for safety topics are distributed to ensure employees receive information important to their overall safety. These topics are generally awareness subjects for on and off the job. The training material is usually in the form of a newsletter. Concerns should be addressed at the department level and submitted to the Safety Committee for review and follow up. Topics include, but are not limited to:

Ergonomics, Hazard Communications, Bloodborne Pathogens, Ladder Safety, Personal Protective Equipment, Auto Safety, Vacation Safety, Severe Weather, Pedestrian Safety, and many others.

SIGNAGE

The ideal workplace would be hazard-free and safe from potential injuries and accidents. However some risks cannot be eliminated completely, so signs and tags are used to warn of hazards so appropriate precautions can be used by the employee. Some of the signage you may see: Not an Exit, Danger, Confined Space, Authorized Personnel Only, Hearing Protection Required, Eye Protection Required, etc.

ACCIDENT REPORTING AND INVESTIGATION

Prompt and thorough investigation of accidents is essential. All accidents, no matter how minor must be reported immediately to direct supervisor. Proper reporting is necessary for the proper direction of medical care and to prevent a recurrence of the incident. Medical care will be directed by the college for employees who are injured on the job.

Tagout: Placement of a tag on a power source to warn co-workers and other not to switch power on. Tags do not provide the physical restraint that locks provide, but they are just as important.

ERGONOMICS

Ergonomics is the science of adapting equipment, procedures and surroundings to people. It can help make your job: 1) safer, by preventing injury and illness; 2) easier, by adjusting your job to you; and 3) relaxing, by reducing physical and mental stresses. Ergonomics applies to any tasks that include lifting, pushing, pulling, using your hands and fingers, standing and more. A few techniques that you can use throughout each day are:

- ◇ Use proper lifting
- ◇ Change your position frequently
- ◇ Maintain neutral positions with wrists, shoulders, arms, hands, etc.
- ◇ Report all injuries and illnesses right away. Early treatment prevents conditions from getting worse.

BACK INJURY PREVENTION

Our program outlines measures to be taken to minimize or eliminate the potential for back injuries. Material handling, bending, lifting, pulling, and pushing equipment or products have the potential to cause discomfort or injury. Following safety practices and procedures is the key to preventing such injuries.

LIFTING TECHNIQUES

Although back problems are common sources of pain and disability, most of these problems are preventable through the use of proper lifting techniques. All employees are required to use proper lifting techniques when lifting and moving objects in their work areas.

- ◇ Store material between knee and shoulder height
- ◇ Breakdown heavy loads into small packages
- ◇ Keep loads close to chest when carrying
- ◇ Keep back straight when lifting - use legs to lift
- ◇ Don't twist at waist
- ◇ Ask for help

BLOODBORNE PATHOGENS

Microorganisms present in human blood and body fluid can cause disease in humans, such as hepatitis B and HIV. An exposure occurs if there is a specific eye, mouth, mucous membrane, broken skin, or paternal contact with blood or other potentially infectious material during the course of performing one’s job. The Center for Disease Control (CDC) approaches infection control using Universal Precaution. Universal Precaution is the approach that all human blood and body fluids are to be treated as if they were infectious. Where possible, SCC has put control measures in place to prevent exposure to our employees. These controls may include a procedure or use of PPE – personal protective equipment. Hand washing is also a means of control. Specific training is provided for employees with potential exposure. Awareness training is provided for all employees.

LOCKOUT/TAGOUT

Lockout/Tag-out is a warning and prevention system to control the unexpected startup and release of stored energy when a piece of equipment or machine is being serviced. An “authorized” employee is one who performs the service or maintenance on the equipment. Maintenance personnel and mechanics are authorized employees on our campus. This group is authorized and trained to use special locks and tags when shutting down equipment for service. All other employees are “affected” employees. This group must recognize that equipment that is locked out and/or tagged out must not be started or energized. Only authorized employees are allowed to remove locks and tags. Do not attempt to start any equipment or machinery that has been locked and tagged. Why is Lockout/Tag-out so important? The Occupational Safety and Health Administration (OSHA) estimates that more than 120 fatalities, 28,000 serious and 32,000 minor injuries may be prevented each year if lockout/Tag-out rules are followed. Lockout/Tag-out rules affect everyone, even those workers who do not actually service or repair machinery and equipment. Every employee must understand what a lock or tag means on a piece of machinery or equipment.

Definitions:

Lockout: To block the flow of energy from the power source to equipment and keep it blocked out. A lockout device is usually a key or lock arrangement that secures a valve, lever, switch or start button in the “off” position.

Prior to receiving medical care for an on the job injury (non life threatening), the employee will be referred to the Human Resources office to complete an Employee Statement of the incident and to obtain a Worker’s Compensation Authorization Form. This form authorizes medical treatment and prescriptions and provides necessary WC information to the provider. By following this procedure, employees can assure that their injury will be treated without delay. In an effort to avoid lost time due to injury the college practices an “early return to work” philosophy and will accommodate restrictions places on an employee by the treating physician. After the accident occurs, supervisors have the responsibility to conduct an investigation and complete appropriate report. The report is then to be reviewed by the Human Resources Administrator to ensure corrective measure or action is taken to prevent other incidents. The report is to be signed by both and submitted within 24 hours, sooner if at all possible. Listed below are some brief definitions of accidents/incidents:

Near Miss/Incident Report/Property Damage

- A Near Miss is an event with no contact or potential injury or property damage.
- An Incident is a contact event with no injury or minor injury, no first aid or outside medical treatment.
- Property Damage is when property is actually damaged or the potential exist for property damage.

Accident/Injury Report

- A First Aid is an injury or accident that results in first aid treatment being administered.
- A Medical is an injury or accident that results in outside medical treatment.
- An Occupational Illness is an accumulative injury that develops over time.

Investigation

- An investigation is to identify the immediate, contributing, and root causes of an accident. The purpose is to understand what led to the incident and to take the appropriate steps to prevent or minimize the incident from recurring. The purpose is not to cast blame.

Investigation Follow Up

- After action steps to repair equipment take place the sharing of information will begin as well as corrective actions, training or re-training, etc. Documentation to eliminate the hazard or contributing factors should be completed also.

Unsafe Acts

- Unsafe acts will not be tolerated. In the event that an incident/injury is determined to be the result of an unsafe act, corrective action will follow.

EMERGENCY RESPONSE

None of us expects an emergency or disaster, especially one that affects them directly. However, they can strike anyone, anytime, anywhere. Being prepared is the key to ensuring that risks, injury, and damage are kept to a minimum. Our emergency response program defines action plans in place in regards to emergencies that occur at our facilities. Response teams are in place and listed within the program to show assignments for duties during an emergency. The emergency management team consists of responsibilities for coordinators, response captains, inspectors, supervisors, etc. We use the buddy system for accountability of employees. Evacuation procedures and exits are posted throughout our facilities.

EMERGENCY NOTIFICATION

AlertNow is a web-based emergency notification system which allows the college to send out emergency messages to students, staff and faculty via voice, text messaging, and email. The Southeastern Community College website also will highlight information related to a specific emergency. The college’s Webmaster will post any emergency notification on the front page of the college website.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In areas or jobs where hazards cannot be eliminated or reduced to a safe level through the use of engineering controls, employees and students are required to wear PPE. Job tasks that require PPE are:

Eye protection when using compressed air, grinders, mowers, blowers, cutters, welding, etc.

When handling chemicals, depending on the severity can be hand, eye/face and respiratory protection.

Fall protection when working on elevated equipment or ladders.

Foot protection for job tasks that involve hazard potential.

All types of personal protective equipment: gloves, eye protection, hearing protection, respirators, hard hats or other items will be used as determined by the job hazard assessment. The college will provide training, proper maintenance and selection of approved equipment.

There are five basic categories of PPE: Hearing protection, respiratory protection, eye & face protection and hand protection. Employees and students required to use this equipment will receive general training concerning the hazards present that make each category of PPE necessary.

All PPE should:

- ◇ Fit snugly but comfortably
- ◇ Be an adequate barrier for the hazard
- ◇ Not interfere with movements
- ◇ Be kept in good condition
- ◇ Be replaced if damaged or broken
- ◇ Meet all ANSI standards
- ◇ Be checked regularly for damage
- ◇ Be cleaned and disinfected on a regular basis

HAZARD COMMUNICATION

We make every effort to purchase and use the least hazardous materials available and feasible for our facility to operate efficiently. When the use of hazardous materials is necessary, administrative and engineering controls are in place to reduce employee exposure. Because chemical exposure may cause or contribute to many serious health conditions, as well as potentially cause fires and explosions, Congress passed the “Right –To-Know” law. Hazard Communication is the program used to inform and train employees on chemicals in the facility. Container labeling and other forms of warning, material safety data sheets (MSDS), personal protective equipment (PPE), and proper chemical storage are all part of this program.